Planning & Zoning Commission Bastrop City Hall City Council Chambers 1311 Chestnut Street Bastrop, TX 78602 (512) 332-8840



Agenda — November 29, 2018 at 4:00 P.M.

City of Bastrop Planning and Zoning Commission meetings are available to all persons regardless of disability. If you require special assistance, please contact the Commission Secretary at (512) 332-8840 or write 1311 Chestnut Street, 78602, or by calling through a T.D.D. (Telecommunication Device for the Deaf) to Relay Texas at 1-800-735-2989 at least 48 hours in advance of the meeting.

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purposes of seeking confidential legal advice from the City Attorney on any item on the agenda at any time during the meeting.

The City of Bastrop reserves the right to reconvene, recess, or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.

1. CALL TO ORDER

2. CITIZEN COMMENTS

At this time, three (3) minute comments will be taken from the audience on any topic. To address the Board, please submit a fully completed request card to the Board chairperson prior to the beginning of the meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, city Boards cannot discuss issues raised or make any decision at this time. Instead, city Boards are limited to making a statement of specific information or a recitation of existing policy in response to the inquiry. Issues may be referred to city staff for research and possible future action.

It is not the intention of the City of Bastrop to provide a public forum for the embarrassment or demeaning of any individual or group. Neither is it the intention of the Board to allow a member of the public to slur the performance, honesty, and/or integrity of the Board, as a body or any member or members of the Board, individually or collectively, nor any members of the city's staff. Accordingly, profane, insulting, or threatening language directed toward the Board and/or any person in the Board's presence will not be tolerated.

3. ITEMS FOR INDIVIDUAL CONSIDERATION

- 3A. Consider action to approve meeting minutes from the October 25, 2018 Planning & Zoning Commission Meeting.
- 3B. Consider action to recommend approval of the McElroy Acres Subdivision Final Plat, being 8.415 acres out of Farm Lot 62, East of Main Street, located between Pecan Street and State Highway 95, located within the city limits of Bastrop, Texas and forward to the next available City Council meeting.

4. UPDATES

- 4A. Update on recent City Council actions regarding Community Development items.
- 4B. Individual Requests from Planning and Zoning Commissioners that particular items to be listed on future agendas (no group discussion allowed).

5. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenient and readily accessible to the general public, as well as to the City's website, www.cityofbastrop.org and said Notice was posted on the following date and time. November 20, 2018 at 4:00 p.m. and remained posted for at least two hours after said meeting was convened.

Ann Franklin, City Secretary

Planning and Zoning Commission Meeting Minutes

The City of Bastrop Planning and Zoning Commission met Thursday, October 25, 2018 at 6:00 p.m. in the Bastrop City Council Chambers, 1311 Chestnut Street, Bastrop, Texas.

1. CALL TO ORDER

Debbie Moore called the meeting to order at 6:00 p.m.

Debbie Moore	Present
Patrick Connell	Present
Cynthia Meyer	Present
Matthew Lassen	Present
Richard Gartman	Present
Cheryl Lee	Present
Greg Sherry	Present
Pablo Serna	Present
Tom Dawson	Present

2. CITIZEN COMMENTS

There were no citizen comments.

3. ITEMS FOR INDIVIDUAL CONSIDERATION

3A. Consider action to approve meeting minutes from the September 27, 2018 Planning & Zoning Commission Meeting.

The Commission made amendments to the minutes. Cynthia Meyer made a motion to recommend approval of the meeting minutes from the September 27, 2018 Planning & Zoning Commission Regular Meeting pending the amendments be made recommended by the Commission. Richard Gartman seconded the motion and the motion carried unanimously with Patrick Connell abstaining.

3B. Public hearing and consider action to approve an ordinance for a Conditional Use Permit to allow a manufactured house on 0.572 acres of Farm Lot 65, East of Main Street located at 1603 Highway 95, an area zoned A/OS, Agricultural/Open Space, within the city limits of Bastrop.

Jennifer Bills presented to the Commission the information from the packet. She noted the Applicant was available to answer any questions.

The applicant presented to the Commission regarding the placement of the manufactured home on the property. Pablo Serna made a recommendation to place the carport at the rear of the structure.

Patrick Connell made a motion to recommend approval of the Conditional Use Permit to allow a manufactured house on 0.572 acres of Farm Lot 65, East of Main Street located at 1603 Highway

Planning and Zoning Commission Meeting Minutes

95, an area zoned A/OS, Agricultural/Open Space, within the city limits of Bastrop, with the recommendation that the carport be placed at the rear of the structure.

Cheryl Lee stated she felt the carport would be more appropriately placed in the current proposed location on the side of the house due to the applicant's disability. Discussion commenced between the Commission.

Patrick Connell amended the current motion and made a motion to recommend approval of the Conditional Use Permit to allow a manufactured house on 0.572 acres of Farm Lot 65, East of Main Street located at 1603 Highway 95, an area zoned A/OS, Agricultural/Open Space, within the city limits of Bastrop as recommended by Staff. Chery Lee seconded the motion and the motion carried eight to one with Pablo Serna opposed.

3C. A presentation and update on the Downtown DNA Analysis and Code Assessment.

Jordan Feldman, the agent for Simplecity Design, presented to the Commission on the most upto-date findings for the Downtown DNA Analysis. The Commission and the agent commenced in discussion regarding the most recent findings.

4. UPDATES

4A. Individual Requests from Planning and Zoning Commissioners that particular items to be listed on future agendas (no group discussion allowed).

Jennifer updated the Commission on the current status of Building Bastrop, gave details regarding the Tuesday Development Review Meetings, and answered questions from the Commission.

Patrick Connell asked if the Commission could get an update on recent City Council actions regarding Community Development items recommended to City Council by the Planning and Zoning Commission.

5. ADJOURNMENT

Patrick Connell made a	motion to adjourn at 7:15 p.m Matthew Lassen seconded the motion
and the motion carried u	nanimously.
Debbie Moore, Chair	
Patrick Connell, Vice Ch	air air

PLANNING & ZONING COMMISSION STAFF REPORT



MEETING DATE: November 29, 2018 Item: 3B

TITLE:

Consider action to recommend approval of the McElroy Acres Subdivision Final Plat, being 8.415 acres out of Farm Lot 62, East of Main Street, located between Pecan Street and State Highway 95, located within the city limits of Bastrop, Texas and forward to the next available City Council meeting.

STAFF REPRESENTATIVE:

Jennifer C. Bills, AICP, LEED AP, Assistant Planning Director

ITEM DETAILS:

Site Address: Between Pecan Street and State Highway 95 (Attachment 1)

Total Acreage: 8.415 acres

Legal Description: 8.415 acres out of Farm Lot 62, East of Main Street

Property Owner: Howard Wayne McElroy

Agent Contact: Olson Surveying/DeAnna Olson

Existing Use: Singe-family residential/Agricultural

Existing Zoning: Agriculture/Open Space (A/OS) and Commercial 2 (C-2)

(Attachment 2)

Future Land Use: Neighborhood Commercial

BACKGROUND/HISTORY:

The applicant has submitted a new Short Form Final Plat for McElroy Acres Subdivision. The plat is creating two new commercial lots and one single-family/agricultural lot (Exhibit A). Along with the plat, the applicant is requesting to vacate the existing, unimproved Poplar Street right-of-way and relocate the right-of-way to the north boundary of the property. Staff recommends retaining right-of-way for Poplar Street, as it will provide future connectivity for Pecan Street, which currently extends north from Mesquite Street for approximately 1,460 feet with no outlet.

Traffic Impact and Streets

The Final Plat proposes relocating the unimproved right-of-way for Poplar Street to the northern boundary of the property. The curvature of the new right-of-way, as it approaches Pecan Street to the west, will line up with the existing section of Poplar Street and meets the requirements of the subdivision regulations (Section 5.20.4). The vacation of the existing, unimproved Poplar Street right-of-way will go to City Council for approval and will be contingent upon the Final Plat recordation.

There is an existing driveway approach for the residential house on Pecan Street. The driveway approach to State Highway 95 will be determined by the Texas Department of Transporation. There is an access easement provided parallel to State Highway 95 to provide access for Lots 1 and 2 in additional to future development or redevelopment for the lot to the south. Sidewalks will be installed along all existing streets.

Utilities

Water service (domestic and fire) will be provided by the City via water line extensions from the existing line located on the east side of State Highway 95. These lines will be designed according to the City's construction standards, as well as the Texas Commission on Environmental Quality's (TCEQ) requirements.

Wastewater collection and treatment will also be provided by the City, and will require the installation of lines along the Poplar Street right-of-way and within a public utility easement along the west side of Lots 1 and 2. These lines will connect to the existing wastewater lift station north of the intersection at Pecan Street and Poplar Street.

Drainage

The property is situated on a hill. The existing residential structure sits at the top of the hills and the existing and future drainage will drain to the northwest towards Pecan Street for Lot 3, and to the northeast towards SH 95 for Lots 1 and 2. A site development plan will be required at the time of development, which will include any required infrastructure and a detailed drainage plan.

PUBLIC COMMENTS:

Notifications to adjacent property owners within 200 feet were mailed on November 16, 2018 (Attachment 3).

POLICY EXPLANATION:

All Short Form Final Plats must be reviewed by the Planning & Zoning Commission and are then forwarded to City Council for approval.

Compliance with the Emergency Ordinance No. 2018-1 and 2018-2

This project meets the requirements for an Exception under both Emergency Ordinances. The application was received prior to August 14, 2018, so this project is considered an Ongoing Project.

Compliance with 2036 Comprehensive Plan:

 Future Land Use Plan - Neighborhood Commercial: The Neighborhood Commercial character area is intended for lands that are to be developed for nonresidential uses that are of an appropriate use, scale, and design that is compatible with abutting or nearby residential uses.

This final plat complies with the Future Land Use Plan. This plat includes two lots along SH 95 that will allow for commercial development.

 Objective 2.4.1: Invest in waste water system expansion in areas that promote infill and contiguous development.

This development is within the City's wastewater service area and is vacant land adjacent to existing development. This subdivision connects to existing wastewater lines and continues the system in an efficient manner

Local Government Code

· Sec. 212.002. Rules.

After a public hearing on the matter, the governing body of a municipality may adopt rules governing plats and subdivisions of land within the municipality's jurisdiction to promote

the health, safety, morals, or general welfare of the municipality and the safe, orderly, and healthful development of the municipality.

Bastrop adopted subdivision regulations in 1981. The Code of Ordinances, Chapter 10 – Subdivisions outlines the requirements for plats within the Bastrop city limits and Extra Territorial Jurisdiction (ETJ).

Section 212.004 Plat Required

(a) The owner of a tract of land located within the limits or in the extraterritorial jurisdiction of a municipality who divides the tract in two or more parts to lay out a subdivision of the tract, including an addition to a municipality, to lay out suburban, building, or other lots, or to lay out streets, alleys, squares, parks, or other parts of the tract intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the streets, alleys, squares, parks, or other parts must have a plat of the subdivision prepared.

The applicant has proposed dividing up a partially developed 8.415 acre tract and unopened right-of-way into two commercial lots, one single-family/agricultural lot and 0.871 acres of ROW for Poplar Street. Public improvements within the subdivision (streets, drainage, and other utilities) will be dedicated to the City upon their completion.

- Sec. 212.010. Standards for Approval
 - (a) The municipal authority responsible for approving plats shall approve a plat if:
 - (1) it conforms to the general plan of the municipality and its current and future streets, alleys, parks, playgrounds, and public utility facilities;
 - The final plat conforms to the Future Land Use Plan, which is designated Neighborhood Commercial for this area.
 - (2) it conforms to the general plan for the extension of the municipality and its roads, streets, and public highways within the municipality and in its extraterritorial jurisdiction, taking into account access to and extension of sewer and water mains and the instrumentalities of public utilities;
 - The plat conforms to the adopted Transportation Master Plan. The applicant will retain the right-of-way for Poplar Street, which will be vacated by separate instrument by City Council and rededicated with this plat. The plat also conforms with the Capital Improvement Plan and will install public extensions of the water and wastewater infrastructure.
 - (3) a bond required under Section 212.0106, if applicable, is filed with the municipality; and
 - Required improvements and bonds will be furnished before the approval of the Final Plat.
 - (4) it conforms to any rules adopted under Section 212.002.
 - The final plat complies with the requirements of the adopted Subdivision Ordinance.

Code of Ordinances Chapter 10 – Subdivisions

Section 4.30 – Short Form Procedure – Final Plat

4.30.1 General: The short form procedure may be followed for the approval of an Amending Plat, replat or a subdivision when the land proposed to be subdivided or resubdivided.

Prior to the plat being placed before the Commission for consideration, the plat must be accepted as administratively complete by the Director of Planning and Development. A plat that contains the detailed information set forth in paragraphs 4.30.2 and 4.30.3 is considered administratively complete.

Planning and Engineering staff have reviewed the McElroy Acres Subdivison Final Plat for compliance with subdivision and utility standards and have deemed the plat administratively complete.

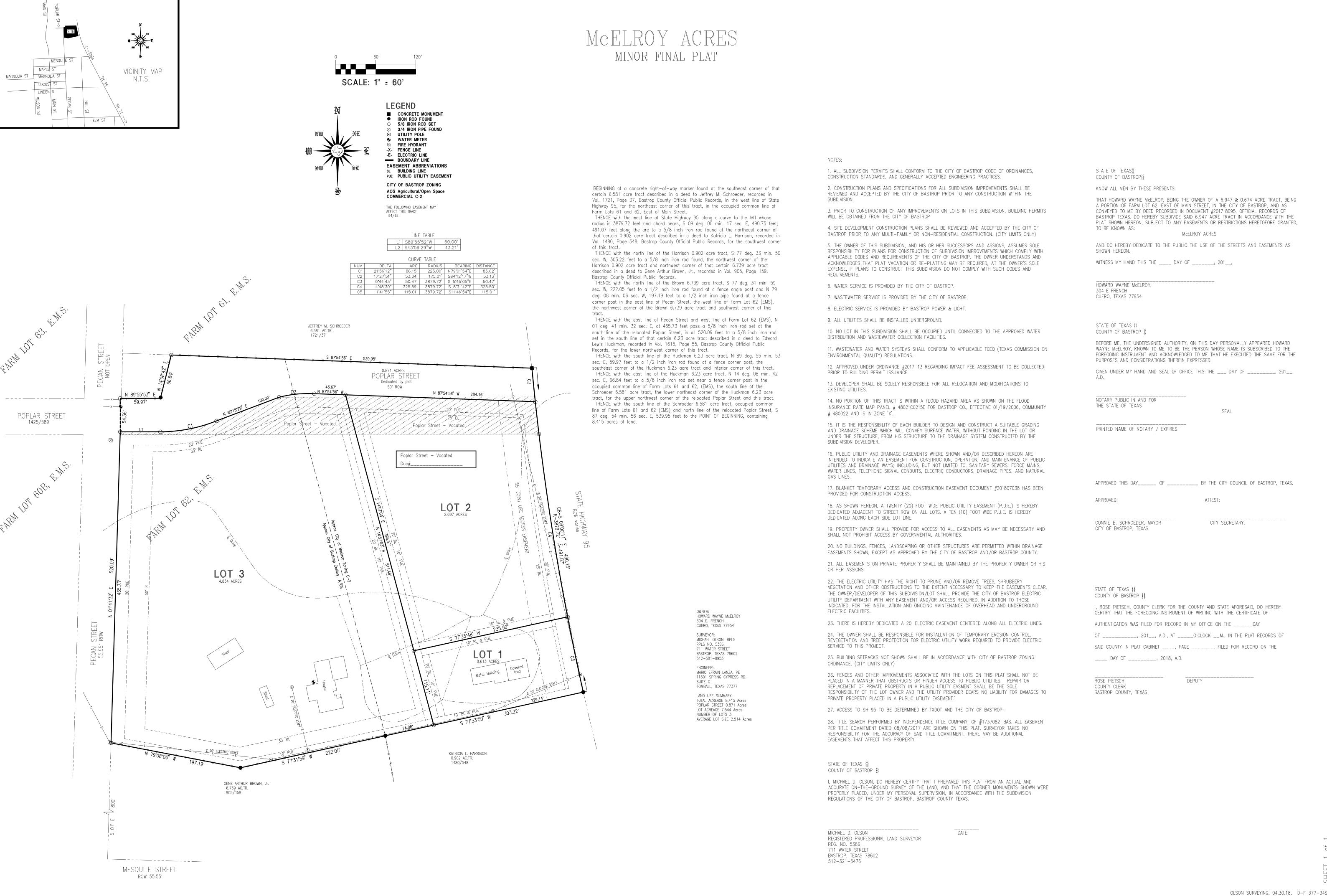
STAFF RECOMMENDATION:

Consider action to recommend approval of the McElroy Acres Subdivision Final Plat, being 8.415 acres out of Farm Lot 62, East of Main Street, located between Pecan Street and State Highway 95, located within the city limits of Bastrop, Texas and forward to the next available City Council meeting.

ATTACHMENTS:

Exhibit A: Final Plat
Attachment 1: Location Map
Attachment 2: Zoning Map

Attachment 3: Surrounding Property Owner Notification







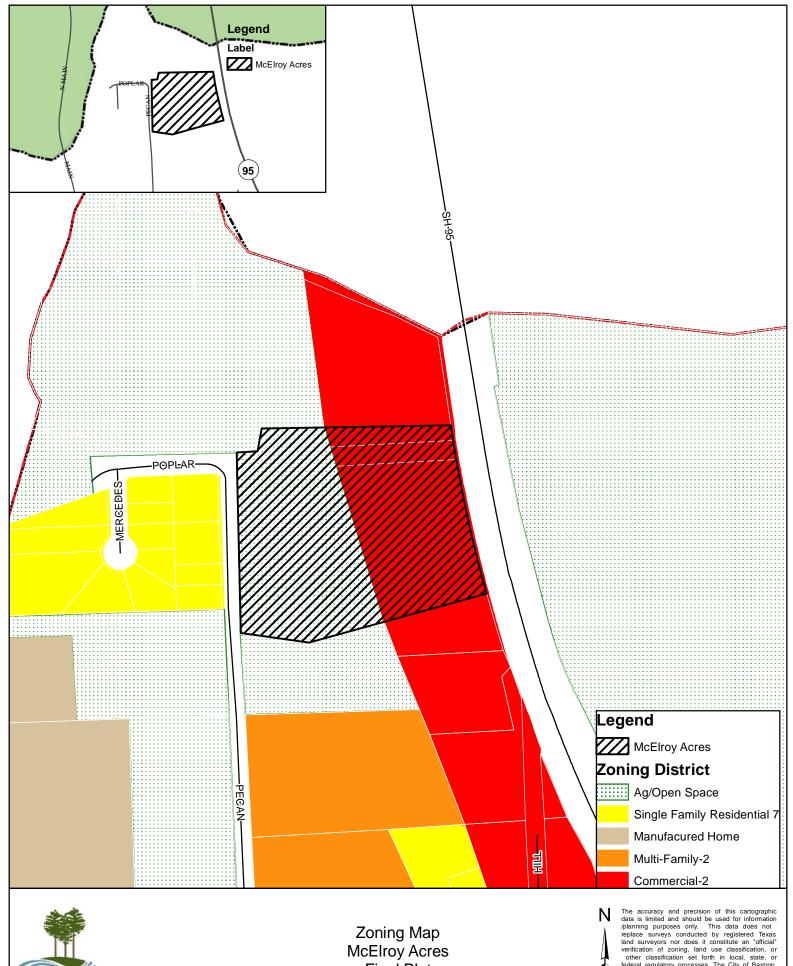
50 100

200 Feet

Location Map Final Plat McElroy Acres

The accuracy and precision of this cartographic data is limited and should be used for information /planning purposes only. This data does not replace surveys conducted by registered Texas land surveyors nor does it constitute an 'official' verification of zoning, land use classification, or other classification set forth in local, state, or tederal regulatory processes. The City of Bastrop, nor any of its employees, do not make any warranty of merchantability and fitness for particular purpose, or assumes any legal liability or responsibility for the accuracy, completeness or usefulness of any such information, nor does it represent that its use would not infringe upon privately owned rights.

Date: 11/16/2018



Final Plat

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Date: 11/20/2018

Notice of Pending Subdivision Approval City of Bastrop Planning & Zoning Commission and City Council



Dear Property Owner:

The Planning & Zoning Commission will hold a meeting Thursday, November 29, 2018 at 4:00 p.m. and the City Council will hold a meeting on Tuesday, December 11, 2018 at 6:30 p.m. in the City Hall Council Chambers located at 1311 Chestnut Street, Bastrop, Texas to consider approval of the McElroy Acres Final Plat for 3 lots, being 8.415 acres, out of Farm Lot 62, East of Main Street, in the City Limits of Bastrop, Texas.

Owner/Applicant: Howard Wayne McElroy/Olson Survey

Address: 2800 Highway 95

Legal Description: 8.415 acres, out of Farm Lot 62, East of Main Street

Number of Lots: 3

The site location map and final plat are attached for reference.

As a property owner within 200 feet of the above referenced property, you are being notified of the upcoming meetings per the Bastrop Code of Ordinances Subdivision Regulations.

Property owners wishing to subdivide land must follow the rules within the City Subdivision Regulations, which can be read online at:

https://library.municode.com/tx/bastrop/codes/code_of_ordinances?nodeId=CH1 0SU

For more information on this project, you can contact the Planning & Development offices at (512) 332-8840, plan@cityofbastrop.org, or visit the office at 1311 Chestnut Street, Bastrop, Texas.