

Bastrop, TX City Council Meeting Agenda
Bastrop City Hall City Council Chambers
1311 Chestnut Street
Bastrop, TX 78602
(512) 332-8800



September 10, 2019 at 6:30 P.M.

City of Bastrop City Council meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at (512) 332-8800 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.

PLEASE NOTE: ANYONE WISHING TO ADDRESS THE COUNCIL MUST COMPLETE A CITIZEN COMMENT FORM AND GIVE THE COMPLETED FORM TO THE CITY SECRETARY PRIOR TO THE START OF THE CITY COUNCIL MEETING.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE** – First Responders

TEXAS PLEDGE OF ALLEGIANCE

Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

3. **INVOCATION** – Phil Woods, Police Chaplain
4. **PRESENTATIONS**
 - 4A. Mayor's Report
 - 4B. Councilmembers' Report
 - 4C. City Manager's Report

5. WORK SESSION/BRIEFINGS

- 5A. Discuss letter received from the Texas Department of Transportation (TxDOT) regarding their concerns about the State Park Trail Project.
- 5B. Annual review of the Financial Policy by City Council.
- 5C. Receive update on the Boards and Commissions Ordinance.
- 5D. Discuss the Fairview Cemetery Memorial Tree Program.
- 5E. Receive briefing on Easement Acquisition on Main Street Rehabilitation Project.
- 5F. Receive a presentation and discuss incorporated changes to the Bastrop Building Block Code updates, technical manual, and pattern book with Matt Lewis.
- 5G. Receive presentation and discuss the Cultural Arts Master Plan.
- 5H. Annual review of the Purchasing Policy by City Council.
- 5I. Receive presentation on the City of Bastrop Emergency Shelter Open House being conducted on Saturday, September 21, 2019.

6. STAFF AND BOARD REPORTS - NONE

7. CITIZEN COMMENTS

At this time, three (3) minute comments will be taken from the audience on any topic. To address the Council, please submit a fully completed request card to the City Secretary prior to the beginning of the Council meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, City Council cannot discuss issues raised or make any decision at this time. Instead, City Council is limited to making a statement of specific factual 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.

To address the Council concerning any item on the agenda, please submit a fully completed request card to the City Secretary prior to the start of the meeting.

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 Council to allow a member of the public to slur the performance, honesty and/or integrity of the Council, as a body, or any member or members of the Council individually or collectively, or members of the City's staff. Accordingly, profane, insulting or threatening language directed toward the Council and/or any person in the Council's presence will not be tolerated.

8. CONSENT AGENDA

The following may be acted upon in one motion. A Councilmember or a citizen may request items be removed from the Consent Agenda for individual consideration.

- 8A. Consider action to approve City Council minutes from the August 20 and 21, 2019, Special Budget Workshop meetings; August 26, 2019 Board and Commission Interviews; August 27, 2019, regular meeting; and August 28, 2019 Board and Commission Interviews.
- 8B. Consider action to approve Resolution No. R-2019-80 of the City Council of the City of Bastrop, Texas, approving the Pecan Park, Section 1B, 2, and 7 Preliminary Plat, being 117.695 acres out of the Mozea Rousseau Survey, Abstract 56, located south of the future extension of Sterling Drive, and west of Childers Drive, within the city limits of Bastrop, Texas, as shown in Exhibit A; providing for a repealing clause and establishing an effective date.
- 8C. Consider action to approve Resolution No. R-2019-78 of the City Council of the City of Bastrop, Texas, approving Bluebonnet Acres, Lots 6A & 7A, Block 4, Section 1, a Replat of Lots 6 & 7, Block 4, Section 1, being 7.404 acres located at 437 & 443 Union Chapel Road, within the City of Bastrop Voluntary Extraterritorial Jurisdiction as shown in Exhibit A; providing for a repealing clause; and establishing an effective date.
- 8D. Consider action to approve Resolution No. R-2019-69 of the City Council of the City of Bastrop, Texas, approving XS Ranch Road Subdivision, Section One Final Plat being 6.284 acres out of the Lemman Barker Survey, Number 3, Abstract 6 and 11.468 acres out of the Jose Manuel Bangs Survey, Abstract 5, located north of FM 969 within Area A of the Extra-Territorial Jurisdiction of Bastrop, Texas, as shown in Exhibit A; providing for a repealing clause; and establishing an effective date.

9. ITEMS FOR INDIVIDUAL CONSIDERATION

- 9A. Consider action to approve Resolution No. R-2019-83 of the City Council of the City of Bastrop, Texas confirming board appointments of the Mayor, as required in Section 3.08 of the City's Charter, as outlined in Exhibit A; and establishing an effective date.
- 9B. Consider action to approve Resolution No. R-2019-79 of the City Council of the city of Bastrop, Texas, allowing an alternative lighting plan for QuikTrip #4128, being 0.638 acres of Building Block 119, East of Water Street, 0.602 acres out of Building Block 118, East of Water Street, 0.319 acres out of Building Block 118, East of Water Street, and 3.233 acres of of the TREM Subdivision, Phase 1, Block A, Lot 1, located at the southeast corner of Jackson Street and State Highway 71, within the City Limits of Bastrop, Texas, as shown in Exhibit A; setting out conditions; providing for a repealing clause and establishing an effective date.
- 9C. Hold public hearing and consider action to approve the first reading of Ordinance No. 2019-38 of the City Council of the City of Bastrop, Texas adopting a budget for the Fiscal Year 2019-2020 (October 1, 2019 through September 30, 2020) attached as Exhibit A; providing that expenditures for said Fiscal Year be made in accordance with said budget; providing a severability clause; establishing an effective date; proper notice and meeting; and move to include on the September 24, 2019 agenda for a second reading.
- 9D. Hold public hearing and consider action to approve the first reading of Ordinance No. 2019-39 of the City Council of the City of Bastrop, Texas, adopting the tax rate and levying ad valorem taxes for the Fiscal Year 2019-2020 to provide revenue for the payment of current expenditures: providing a severability clause; establishing an effective date; proper notice and meeting; and move to include on the September 24, 2019 agenda for a second reading.



- 9E. Consider action to approve Resolution No. R-2019-81 of the City Council of the City of Bastrop, Texas approving and adopting the Investment Policy and Investment Strategies attached as Exhibit A; approving the list of Qualified Brokers attached as Exhibit B; making various provisions related to the subject; and establishing an effective date.
- 9F. Consider action to approve Resolution No. R-2019-82 of the City Council of the City of Bastrop, Texas expressing official intent to reimburse certain expenditures including Fire Pumper Truck, Fire Aerial Ladder Truck and Self-Contained Breathing Apparatus attached as Exhibit A; providing a severability clause; and providing an effective date.
- 9G. Consider action to approve the first reading of Ordinance No. 2019-43 of the City Council of the City of Bastrop, Texas authorizing the issuance of City of Bastrop, Texas Tax Note, Series 2019 to be used to fund drainage projects; prescribing the form of the note; levying an ad valorem tax to pay the note; awarding the sale thereof; and enacting other provisions relating thereto; and move to include on the September 24, 2019 agenda for a second reading.
- 9H. Hold public hearing and consider action to approve the first reading of Ordinance No. 2019-45 of the City Council of the City of Bastrop, Texas adopting the “Bastrop Power & Light Electrical Service Standards for Underground Electric Secondary Service”, attached as Exhibit A, the “Bastrop Power & Light Electrical Service Standards for Underground Electric Primary Service”, attached as Exhibit B and the “Bastrop Power & Light Electrical Construction Service Standards”, attached as Exhibit C in compliance with H.B. 3167; and providing for findings of fact, enactment, enforcement, a repealer, and severability; establishing an effective date; proper notice and meeting; and move to include on the September 24, 2019 agenda for second reading.
- 9I. Consider action to approve Resolution R-2019-87 of the City Council of the City of Bastrop, Texas approving a License to Encroach at 702 and 704 Main Street; and providing for an effective date.
- 9J. Consider action to approve Ordinance No. 2019-42 of the City Council of the City of Bastrop, Texas amending Appendix A, the Master Fee Schedule for the City of Bastrop, attached as Exhibit A; providing that other fees not listed but now charged pursuant to other ordinances and resolutions shall remain in effect until transferred to the Master Fee schedule by amendment; Excluding sections A13.02 and A13.07; providing for findings of fact, enactment; enforcement; a repealer and severability; establishing an effective date; proper notice and meeting; and move to include on the September 24, 2019 agenda for a second reading.
- 9K. Hold public hearing and consider action to approve the first reading of Ordinance No. 2019-40 of the City Council of the City of Bastrop, Texas related to the Hunters Crossing Public Improvement District; approving a 2019 amended and restated service and assessment plan, including Fiscal Year 2020 assessment roll for the district, attached as Exhibit A; ratifying and confirming prior actions of the City Council in connection with the District; resolving all matters incident and related thereto; providing for an effective date and move to include on the September 24, 2019 City Council Meeting for a second reading.

- 9L. Consider action to approve Ordinance No. 2019-44 of the City Council of the City of Bastrop, Texas amending the Bastrop City Code of Ordinances, Chapter 1, titled "General Provisions", Article 1.02, titled "Administration," Section 1.02.002, Article 1.04, titled "Boards, Committees and Commissions," Sections 1.04.001 and 1.04.002, Article 1.05, titled "Housing Authority," Section 1.05.002, Article 1.10, titled "Parks," Section 1.10.001, Article 1.12, titled "Libraries," Division 2, titled "Library Board," Section 1.12.062, Article 1.15, titled "Code of Ethics," Division 3, titled "Implementation," Section 1.15.013, Article 1.16, titled "Art in Public Places," Section 1.16.002 and 1.16.003; Chapter 3, titled "Building Regulations," Article 3.02, titled "Construction Standards Board of Adjustments and Appeals," Sections 3.02.001, 3.02.002, and 3.02.003; Chapter 14, titled "Zoning," Article 14.03, titled "Historic Landmark Preservation," Section 14.03.001; Chapter 15, titled "Cemeteries," Article 15.01, titled, "Fairview Cemetery," Section. 15.01.002; unifying appointments, terms, number of members, residency requirements, and the filling of vacancies for city boards and commissions attached as Exhibit A; providing for findings of fact; enactment; dissolution; repealer; severability; providing an effective date, proper notice and meeting; and move to include on the September 24, 2019 agenda for a second reading. Edits were made to the ordinance by Ann, edit marks were left in red for approval.
- 9M. Consider action to approve Resolution No. R-2019-69 of the City Council of the City of Bastrop, Texas, adopting a wholesale water agreement with the West Bastrop Village Municipal Utility District of Bastrop County and West Bastrop Village Ltd.; attached in Exhibit A; providing for a repealing clause; and establishing an effective date.
- 9N. Consider action to approve Resolution No. R-2019-68 of the City Council of the City of Bastrop, Texas, adopting a wholesale wastewater agreement with West Bastrop Village Municipal Utility District of Bastrop County and West Bastrop Village, Ltd.; attached in Exhibit A; providing for a repealing clause; and establishing an effective date.

10. EXECUTIVE SESSION

- 10A. City council shall convene into closed executive session for an update from the City Attorney pursuant to Texas Government Code Section 551.071, regarding Cause No. 1:19-cv-482, Bastrop Estates, LLC v. City of Bastrop.

11. TAKE ANY NECESSARY OR APPROPRIATE ACTION ON MATTERS POSTED FOR CONSIDERATION IN CLOSED/EXECUTIVE SESSION

12. 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: Friday, September 6, 2019 at 7:30 p.m. and remained posted for at least two hours after said meeting was convened.


James K. Altgelt, Acting City Manager



STAFF REPORT

MEETING DATE: September 10, 2019

AGENDA ITEM: 4A

TITLE:

Mayor's Report

STAFF REPRESENTATIVE:

Lynda Humble, City Manager

POLICY EXPLANATION:

Texas Local Government Code, Section 551.045 – Governing Body of Municipality or County: Reports about Items of Community Interest Regarding Which No Action Will Be Taken:

(a) Notwithstanding Sections 551.041 and 551.042, a quorum of the governing body of a municipality or county may receive from staff of the political subdivision and a member of the governing body may make a report about items of community interest during a meeting of the governing body without having given notice of the subject of the report as required by this subchapter if no action is taken and, except as provided by Section 551.042, possible action is not discussed regarding the information provided in the report.

(b) For purposes of Subsection (a), "items of community interest" includes:

- (1) expressions of thanks, congratulations, or condolence;
- (2) information regarding holiday schedules;
- (3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision;
- (4) a reminder about an upcoming event organized or sponsored by the governing body;
- (5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the political subdivision; and
- (6) announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.

ATTACHMENTS:

- Power Point Presentation

Mayor's Report
September 10, 2019



Latest Activities

Aug 16 - 29

Events in 2019: 219



FCI – 40th Anniversary



**Mount Rose Missionary Baptist Church
133rd Anniversary**



**New Hope Christian
Academy Graduation**



Agnes Street Ribbon Cutting



Ma'Coco Ribbon Cutting



Planned Events

August 30 - September 10

- August 30 – BEST Breakfast
- September 2 – Labor Day (City Offices Closed)
- September 4 – Chamber Luncheon
- September 5 – Farm Street Opry
- September 9 – Library Board Meeting/Joint Meeting with Visit Bastrop
- September 10 – City Council Meeting



Upcoming Events & City Meetings

- September 12 – Governors Small Business Workshop (BEDC Event)
- September 16 – BEDC Board Meeting
- September 17 – AFLAC Ribbon Cutting
- September 19
 - Come and Go Developer Questions – B3 Codes
 - Open House – Public Input Wastewater Plant #3
 - Come and Go Property Owner Related Questions – B3 Codes
- September 24 – City Council Meeting





STAFF REPORT

MEETING DATE: September 10, 2019

AGENDA ITEM: 4B

TITLE:

Councilmembers' Report

STAFF REPRESENTATIVE:

Lynda Humble, City Manager

POLICY EXPLANATION:

Texas Local Government Code, Section 551.045 – Governing Body of Municipality or County: Reports about Items of Community Interest Regarding Which No Action Will Be Taken:

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- (5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the political subdivision; and
- (6) announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.



STAFF REPORT

MEETING DATE: September 10, 2019

AGENDA ITEM: 4C

TITLE:

City Manager's Report

STAFF REPRESENTATIVE:

Lynda Humble, City Manager

POLICY EXPLANATION:

Texas Local Government Code, Section 551.045 – Governing Body of Municipality or County: Reports about Items of Community Interest Regarding Which No Action Will Be Taken:

(a) Notwithstanding Sections 551.041 and 551.042, a quorum of the governing body of a municipality or county may receive from staff of the political subdivision and a member of the governing body may make a report about items of community interest during a meeting of the governing body without having given notice of the subject of the report as required by this subchapter if no action is taken and, except as provided by Section 551.042, possible action is not discussed regarding the information provided in the report.

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- (6) announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.



STAFF REPORT

MEETING DATE: September 10, 2019

AGENDA ITEM: 5A

TITLE:

Discuss letter received from the Texas Department of Transportation (TxDOT) regarding their concerns about the State Park Trail Project.

STAFF REPRESENTATIVE:

Trey Job, Assistant City Manager of Development Services

BACKGROUND/HISTORY:

This project is from a previously submitted application to Capital Area Metropolitan Planning Organization (CAMPO). It was one of multiple pedestrian enhancement projects that were applied for by the City of Bastrop in the 2015 cycle. The project was reviewed by Horizon Environmental Services, Inc. Once the trail project was approved and funded, an advanced funding agreement was executed in 2017.

In 2017, the City issued a Request for Qualifications (RFQ) for the design and construction of the trail. MWM DesignGroup was awarded the contract for design and construction in February of 2018. Recently, TxDOT has brought up the following concerns:

- Impacts to expanding SH 21 in the future.
- Requirements to reimburse CAMPO if the trail is removed due to SH 21 right-of-way improvements.
- Impacts to traffic flow on SH 95.

POLICY EXPLANATION:

This project became part of the 2018 work plan and has been discussed briefly at City Council meetings. However, it requires a greater level of discussion to include pedestrian safety and the possible future expansion of SH 21.

RECOMMENDATION:

Discuss letter received from the Texas Department of Transportation (TxDOT) regarding their concerns about the State Park Trail Project.

ATTACHMENTS:

- Letter from TxDOT.
- Map of Proposed trail alignment.



125 EAST 11TH STREET, AUSTIN, TEXAS 78701-2483 | 512.463.8588 | WWW.TXDOT.GOV

August 16, 2019

Lynda Humble
City Manager
City of Bastrop
PO Box 427
Bastrop, Texas 78602

Dear Ms. Humble:

During the meeting on Monday, July 15th, TxDOT expressed concerns after reviewing the State Park Trail project in regards to the route selected at the intersection of SH95/SH21 (Chestnut) to Bastrop State Park along SH21. TxDOT feels that this has potential to be a great project but suggests the city evaluate alternative alignments that do not pose as many safety challenges.

Should the City of Bastrop choose to evaluate other alternatives, I would ask the City present their findings for TxDOT concurrence. I would also recommend the City of Bastrop confirm with CAMPO on the limitations/requirements associated with this project as awarded.

As we recently discussed, TxDOT has a consultant on board who will also be looking at the intersection of SH95/SH21 for solutions of the best possible operational improvements. This will include evaluating and balancing multimodal transportation needs at this very busy intersection. These solutions could be used in support of future projects for consideration by all parties. TxDOT will continue to work and partner with the City of Bastrop to enhance the safety and efficiency of the roadway network in Bastrop.

Sincerely,

Diana Schulze, P.E.
Bastrop Area Engineer

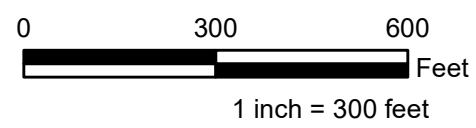
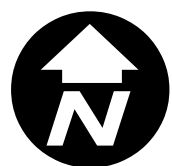
OUR VALUES: People • Accountability • Trust • Honesty

OUR MISSION: Through collaboration and leadership, we deliver a safe, reliable, and integrated transportation system that enables the movement of people and goods.

An Equal Opportunity Employer



Source: Esri, DigitalGlobe, GeoEye, i-cubed, Earthstar Geographics, CNES/Airbus/DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGR, swisstopo, and the GIS User Community



STP-MM PROJECT #2 STATE PARK PEDESTRIAN PATH

Legend

— State Park Pedestrian Path



STAFF REPORT

MEETING DATE: September 10, 2019

AGENDA ITEM: 5B

TITLE:

Annual review of the Financial Policy by City Council.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

The City of Bastrop Financial Policy was last approved by Council on September 26, 2017. This policy provides guidelines for managing risk and assisting the City in complying with established public management best practices, while ensuring compliance with federal, state and local laws, and reporting requirements

POLICY EXPLANATION:

The Financial Policy will be reviewed annually, as a part of the budget, and adopted by the City Council each year as a part of that process.

FUNDING SOURCE:

N/A

RECOMMENDATION:

Annual review of the Financial Policy by City Council.

ATTACHMENTS:

- Financial Policy



Financial policies provide guidelines for managing risk and assisting the City in complying with established public management best practices, while ensuring compliance with federal, state and local laws and reporting requirements.



Financial Policy

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I. Purpose Statement

The overriding goal of the Financial Management Policies is to enable the city to achieve a long-term stable and positive financial condition while conducting its operations consistent with the Council-Manager form of government established in the City Charter. The watchwords of the city's financial management include integrity, prudent stewardship, planning, accountability, and full disclosure.

The purpose of the Financial Management Policies is to provide guidelines for the financial management staff in planning and directing the city's day-to-day financial affairs and in developing recommendations to the City Manager.

The scope of the policies spans accounting, auditing, financial reporting, internal controls, operating and capital budgeting, revenue management, cash management, expenditure control and debt management.

II. Accounting, Auditing, And Financial Reporting

A. Accounting – The City of Bastrop finances shall be accounted for in accordance with generally accepted accounting principles as established by the Governmental Accounting Standards Board. The fiscal year of the City shall begin on October first of each calendar year and shall end on September thirtieth of the following calendar year. This fiscal year shall also be established as the accounting and budget year. Governmental fund types use the modified accrual basis of accounting, revenues are recognized when susceptible to accrue (i.e., when they are measurable and available). Expenditures are recognized when the related funds liability is incurred, if measurable, except for principle and interest on general long-term debt, which are recorded when due.

Proprietary fund types are accounted for on a full accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time

liabilities are incurred

B. Funds – Self-balancing groups of accounts are used to account for city financial transactions in accordance with generally accepted accounting principles. Each fund is created for a specific purpose except for the General Fund, which is used to account for all transactions not accounted for in other funds. Governmental funds are used to account for the government's general government activities and include the General, Special Revenue, Debt Service and Capital Project funds.

C. External Auditing – The city will be audited annually by outside independent auditors. The auditors must be a CPA firm of national reputation and must demonstrate that they have the breadth and depth of staff to conduct the city's audit in accordance with generally accepted auditing standards, generally accepted government auditing standards, and contractual requirements. The auditors' report on the city's financial statements including any federal grant single audits will be completed within 120 days of the city's fiscal year end, and the auditors' management letter will be presented to the city staff within 150 days after the city's fiscal year end. An interim management letter will be issued prior to this date if any materially significant internal control weaknesses are discovered. The city staff and auditors will jointly review the management letter with the City Council within 60 days of its receipt by the staff.

D. External Auditors Responsible to City Council - The external auditors are accountable to the City Council and will have access to direct communication with the City Council if the city staff is unresponsive to auditor recommendations or if the auditors consider such communication necessary to fulfill their legal and professional responsibilities.

E. External Auditor Rotation – The city will not require external auditor rotation, but will circulate requests for proposal for audit services periodically, normally at five-year

intervals or less.

F. External Financial Reporting – The city will prepare and publish a Comprehensive Annual Financial Report (CAFR). The CAFR will be prepared in accordance with generally accepted accounting principles and may be presented annually to the Government Finance Officers Association (GFOA) for evaluation and possibly awarding of the Certification of Achievement for Excellence in Financial Reporting. The CAFR will be published and presented to the City Council within 180 days after the end of the fiscal year. City staffing and auditor availability limitations may preclude such timely reporting. In such case, the Chief Financial Officer will inform the City Manager and the City Manager will inform the City Council of the delay and the reasons therefore.

III. Internal Controls

A. Written Policies & Procedures – The Finance Department is responsible for developing city-wide written policies & procedures on accounting, cash handling, and other financial matters. The Policies will be reviewed by the City Manager and approved by the City Council. The procedures will only need approval by the City Manager.

The Finance Department will assist department managers as needed in tailoring these written procedures to fit each department's requirements.

B. Internal Audit – The Finance Department may conduct reviews of the departments to determine if the departments are following the written procedures as they apply to the departments.

Finance will also review the written policies and procedures on accounting, cash handling and other financial matters. Based on these reviews Finance will recommend internal control improvements as needed.

C. Department Managers Responsible – Each department manager is responsible to

the City Manager to ensure that good internal controls are followed throughout his or her department, that all guidelines on accounting and internal controls are implemented, and that all independent and internal control recommendations are addressed.

IV. Operating Budget

A. Preparation – The city's "operating budget" is the city's annual financial operating plan. It consists of governmental and proprietary funds, including the general obligation debt service fund. The budget is prepared using the same basis of accounting as the audited financial statements. The budget is prepared by the City Manager with the assistance of the Chief Financial Officer and cooperation of all city departments. The City Manager transmits the document to the City Council thirty (30) days prior to the commencement of the fiscal year per the City Charter. The budget should be enacted by the City Council prior to the fiscal year beginning.

The budget document presented to Council will be in compliance with Article VI Section 6.02 of the City Charter.

A copy of the proposed budget shall be filed with the City Secretary, at the Public Library and available on the City's website when it is submitted to the City Council in accordance with the provisions of the City Charter Article VI Section 6.03.

At the Council meeting at which time the budget is submitted, the Council shall, in conformance with the requirements of state law, shall cause to be published the date, time and place of a Public Hearing. At this hearing, interested citizens may express their opinions concerning items of expenditure, giving reasons for wishing to increase or decrease any such items. This is in accordance with the provisions of the City Charter Article VI Section 6.04.

After public hearing, the Council shall analyze

Financial Policy

the budget, making any additions or deletions considered appropriate, and shall, at least three (3) days prior to the beginning of the fiscal year, adopt the budget by a favorable vote. This in accordance with the provisions of the City Charter Article VI Section 6.05.

On final adoption, the budget shall be in effect for the budget year. Final adoption of the budget by Council shall constitute the official appropriations of proposed expenditures for the year and shall constitute the basis of the official levy of the property tax as the amount of tax to be assessed and collected for that tax year. This in accordance with City Charter Article VI Section 6.06.

The annual budget shall be published in a format that satisfies all criteria established by the Government Finance Officers Association's Distinguished Budget Program and shall be submitted for consideration of this award. The final budget document shall be published no later than ninety days following the date of the budget's adoption by City Council.

B. Balanced Budgets – An operating budget will be balanced, with current revenues, inclusive of beginning resources, greater than or equal to current operating expenditures/expenses.

C. Planning – The budget process will begin with a Staff Budget Retreat followed by a Council Budget Workshop to provide direction to the City Manager on goals of the organization. From Jan. – April, each Department Director will enter their line item budgets into the budget software, submitting Expanded Level of Service (ELS) forms accompanied by a summary form ranking their requests by priority. The Chief Financial Officer will use the current budget as a base line and enter all ELS requests into the accounting system. Meetings are scheduled with the City Manager, Chief Financial Officer and Department Directors, to review their draft budgets. A summary of this draft budget is presented to City Council by the City Manager, at a Budget workshop There will be

several more Council budget workshops as the City Manager and staff work through estimating revenue and making the necessary expense cuts to prepare a balanced budget for final approval.

D. Reporting – Periodic financial reports are available within INCODE to enable the department managers to manage their budgets and to enable the Finance Department to monitor and control the budget as approved by the City Council. Summary monthly financial reports will be presented to the City Council within 45 days after the end of each month, if council meetings do not interfere with reporting requirement. Such reports will include current year revenue and expenditure budgets and year-to-date actual figures for all major funds.

E. Control – Operating Expenditure Control is addressed in another section of the Policies.

F. Performance Measures – Where appropriate, performance measures and productivity indicators will be used as guidelines and reviewed for efficiency and effectiveness. This information will be included in the annual budgeting process.

V. Capital Budget

A. Preparation – The city's capital budget will be included in the city's operating budget. The capital budget will be prepared by the City Manager with assistance from the Finance Department and involvement of all required city departments.

B. Appropriation – An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned

C. Control – All capital project expenditures must be appropriated in the capital budget. Finance must certify the availability of resources so an appropriation can be made before a capital project contract is presented

by the City Manager to the City Council for approval.

D. Alternate Resources – Where applicable, assessments, impact fees, or other user-based fees should be used to fund capital projects which have a primary benefit to certain property owners.

E. Debt Financing – Recognizing that debt is usually a more expensive financing method, alternative financing sources will be explored before debt is issued. When debt is issued, it will be used to acquire major assets with expected lives that equal or exceed the average life of the debt issue. The exceptions to this requirement are the traditional costs of marketing and issuing the debt, capitalized labor for design and construction of capital projects, and small component parts which are attached to major equipment purchases.

F. Reporting – Financial reports will be available to enable the department managers to manage their capital budgets and to enable the finance department to monitor the capital budget as authorized by the City Manager.

VI. Revenue Management

A. Simplicity – The city will strive to keep the revenue system simple which will result in a decrease of compliance costs for the taxpayer or service recipient and a corresponding decrease in avoidance to pay.

B. Certainty – An understanding of the revenue source increases the reliability of the revenue system. The city will understand its revenue sources and enact consistent collection policies so that assurances can be provided that the revenue base will materialize according to budgets and plans.

C. Equity – The city will strive to maintain equity in the revenue system structure. It is recognized that public policy decisions may lead to subsidies in certain circumstances, e.g., Over 65 property tax exemptions.

D. Administration – The benefits of revenue will exceed the cost of producing the revenue. The cost of collection will be reviewed annually for cost effectiveness as a part of the indirect cost, and cost of services analysis.

E. Revenue Adequacy – The city will require that there be a balance in the revenue system. That is, the revenue base will have the characteristic of fairness and neutrality as it applies to cost of service, willingness to pay, and ability to pay.

F. Cost/Benefit of Abatement – The city will use due caution in the analysis of any tax, fee, or water and wastewater incentives that are used to encourage development. A cost/benefit (fiscal impact) analysis will be performed as a part of such analysis and presented to the appropriate entity considering using such incentive.

G. Diversification and Stability – In order to protect the government from fluctuations in revenue source due to fluctuations in the economy, and variations in weather (in the case of water and wastewater), a diversified revenue system will be sought.

H. Non-Recurring Revenues – One-time revenues will not be used for ongoing operations. Non-recurring revenues will be used only for non-recurring expenditures. Care will be taken not to use these revenues for budget balancing purposes.

I. Property Tax Revenues – For every annual budget, the City shall levy two property tax rates: Maintenance/Operations and Interest/Sinking (debt service). The debt service levy shall be sufficient for meeting all principle and interest payments associated with the City's outstanding general debt obligations for that budget year. The debt service levy and related debt service expenditures shall be accounted for in the Debt Service Fund. The maintenance and operations levy shall be accounted for in the General Fund. The

City will adhere to state law when calculating these tax rates. Property shall be assessed at 100% of the fair market value as appraised by the Bastrop Central Appraisal District. Reappraisal and reassessment shall be done regularly as required by State law. A 97% collection rate will serve as a minimum goal for tax collection, with the delinquency rate of 4% or less. The 97% rate is calculated by dividing total current year tax collections for a fiscal year by the total tax levy for the fiscal year.

All delinquent taxes will be pursued as part of the collection contract the City has with the Bastrop County Tax Assessor/Collector.

J. User-Based Fees – For services associated with a user fee or charge, the direct and indirect costs of that service will be offset by a fee where possible. There will be an annual review of fees and charges to ensure that fees provide adequate coverage of costs and services.

K. General and Administrative Charges – A method will be maintained whereby the General Fund can impose a charge to the enterprise/ proprietary funds for general and administrative services (overhead allocation) performed on the funds' behalf. The details will be documented and said information will be maintained in the Finance Department.

L. Utility Rates – The city will strive to review utility rates annually and, if necessary, adopt new rates to generate revenues required to fully cover operating expenditures, meet the legal restrictions of all applicable bond covenants, and provide for an adequate level of working capital needs. This policy does not preclude drawing down cash balances to finance current operations. However, it is best that any extra cash balance be used instead to finance capital

projects.

M. Interest Income – Interest earned from investment of available monies that are pooled will be distributed to the funds monthly in accordance with the claim on cash balance of the fund from which monies were provided to be invested.

N. Revenue Monitoring – Revenues actually received will be regularly compared to budgeted revenues and variances will be investigated. This process will be summarized in the appropriate budget report.

VII. Expenditure Control

A. OPERATING EXPENDITURES - Shall be accounted, reported and budgeted for in the following categories:

1. Personnel Costs
2. Supplies and Materials
3. Maintenance and Repairs
4. Occupancy
5. Contractual Services
6. Other Charges
7. Contingency

B. Appropriations – The level of budgetary control is the department level budget in all Funds. Transfers between expenditure accounts within a department may occur with the approval of the Department Director. City Manager approval is required if transferring from a personnel or capital accounts within a department. When budget adjustments (i.e., amendments), are required between departments and/or funds, these must be approved by the City Council through an Ordinance

C. Vacancy Savings/Contingency Account – The General Fund Contingency Account will be budgeted at a minimal amount (\$35,000). The contingency account balance for expenditures may be increased quarterly by the amount of available vacancy savings.

CD. Contingency Account Expenditures – The City Council must approve all

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contingency account expenditures over \$50,000. The City Manager must approve all other contingency account expenditures.

E. Central Control – Significant vacancy (salary) and capital budgetary savings in any department will be centrally controlled by the City Manager.

F. Purchasing Control – All purchases shall be made in accordance with the city's Purchasing Policy. Authorization levels for appropriations previously approved by the City Council are as follows: below Directors \$1,000 (Directors can request to have this amount raised by submitting a written request to the Finance Department), for Directors up to \$9,999, for Chief Financial Officer up to \$14,999, and with any purchases exceeding \$15,000 to be approved by the City Manager.

G. Professional Services – Professional services will generally be processed through a request for proposals process, except for smaller contracts. The City Manager may execute any professional services contract less than \$50,000 provided there is an appropriation for such contract.

H. Prompt Payment – All invoices will be paid within 30 days of receipt in accordance with the prompt payment requirements of State law. Procedures will be used to take advantage of all purchase discounts where considered cost effective. However, payments will also be reasonably delayed in order to maximize the city's investable cash, where such delay does not violate the agreed upon terms.

VIII. Asset Management

A. Investments – The city's investment practices will be conducted in accordance with the City Council approved Investment Policies.

B. Cash Management – The timing and amount of cash needs and availability shall be systematically projected in order to maximize interest earnings from investments.

C. Investment Performance – A quarterly report on investment performance will be provided by the Chief Financial Officer to the City Council.

D. Fixed Assets and Inventory – These assets will be reasonably safeguarded properly accounted for, and prudently insured. The City will perform an annual inventory of all assets with a value greater than \$1,000. [Asset control will be conducted in accordance with the City Council approved Purchasing Policy Sec. IV.](#)

IX. Financial Condition and Reserves

A. No Operating Deficits – Current expenditures should be paid with current revenues. Deferrals, short-term loans, or one-time sources should be avoided as budget balancing technique. Reserves will be used only for emergencies on non-recurring expenditures, except when balances can be reduced because their levels exceed guideline minimums.

B. Operating Reserves – Failure to meet these standards will be disclosed to the City Council as soon as the situation is recognized and a plan to replenish the ending resources over a reasonable time frame shall be adopted.

1. The General Fund ending fund balance will be maintained at an amount up to three months' worth of estimated expenditures or at a level of 25% of budgeted operating expenditures.
2. The Enterprise/ Proprietary Funds will be maintained at a minimum level of 35% of budgeted operating expenditures.
3. Fund balances which exceed the minimum level established for each fund may be appropriated for non-recurring capital projects.

C. Risk Management Program – The city will aggressively pursue every opportunity to

provide for the public's and city employees' safety and to manage its risks.

D. Loss Financing – All reasonable options will be investigated to finance losses. Such options may include risk transfer, insurance and risk retention. Where risk is retained, reserves will be established based on a calculation of incurred but not reported claims, and actuarial determinations and such reserves will not be used for any purpose other than for financing losses.

E. Enterprise/ Proprietary Fund Self-Sufficiency – The city's enterprise funds' resources will be sufficient to fund operating and capital expenditures. The enterprise funds will pay (where applicable) their fair share of general and administrative expenses, in- lieu-of-property taxes and/or franchise fees. If an enterprise fund is temporarily unable to pay all expenses, then the City Council may waive general and administrative expenses, in- lieu-of-property taxes and/or franchise fees until the fund is able to pay them.

F. Hotel Occupancy Tax Fund – This fund has a long-term effect on the City's economy and the reserve level needs to be sufficient to allow the fund to operate if a downturn in the economy occurred. Sufficient level of reserves should be a minimum of one year of expenditures to allow the City to ensure continuity of the organizations promoting tourism. Policy makers will need to determine priorities and funding levels should the economic downturn be expected to exceed the current adopted budget plus one-year reserves.

X. Debt Management

A. Self-Supporting Debt – When appropriate, self-supporting revenues will pay debt service in lieu of tax revenues.

B. Analysis of Financing Alternatives – The city will explore all financing alternatives in addition to long-term debt including leasing, grants and other aid, developer contributions,

impact fees, and use of reserves or current monies.

C. Voter Authorization – The city shall obtain voter authorization before issuing General Obligation Bonds as required by law. Voter authorization is not required for the issuance of Revenue Bonds and Certificates of Obligation. However, the city may elect to obtain voter authorization for Revenue Bonds.

D. Bond Debt – The City of Bastrop will attempt to maintain base bond ratings of AA2(Moody's Investors Service) and AA (Standard & Poor's) on its general obligation debt, and AA- on its revenue bonds. In an attempt to keep the debt service tax rate flat, retirement of debt principal will be structured to ensure constant annual debt payments when possible.

E. IRS Compliance – The City will have a written policy for monitoring compliance with IRS laws and regulations for tax exempt debt.

XI. Staffing and Training

Adequate Staffing – Staffing levels will be adequate for the fiscal functions of the city to function effectively. Overtime shall be used only to address temporary or seasonal demands that require excessive hours. Workload scheduling alternatives will be explored before adding staff.

Training – The city will support the continuing education efforts of all financial staff including the investment in time and materials for maintaining a current perspective concerning financial issues. Staff will be held accountable for communicating, teaching, and sharing with other staff members all information and training materials acquired from seminars, conferences, and related education efforts.

XII. Grants Financial Management

A. Grant Solicitation – Each department is responsible for researching and applying for grants that support needs within their department. The purpose of this policy is to

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Financial Policy

~~ensure grant funding is solicited with prior approval of the City Manager. The grant application should only be made with input from pertinent departments. The City Manager will be informed about available grants by the departments. The City Council will have final approval Over which grants are applied for. The grants should be cost beneficial and meet the city's objectives.~~

B. Grant Acceptance – All grants awarded to the City of Bastrop must be accepted by action of the City Council. If the grant opportunity is identified early enough for inclusion in the annual budget, is shall be identified and budgeted in revenue and expenditure accounts. If the grant is accepted but has not been included in the annual budget, a budget amendment shall be requested to reflect the revenues and expenditures associated with the grant.

BC. Responsibility – Departments will oversee the day to day operations of grant programs, will monitor performance and compliance, and will also keep the Finance Department informed of significant grant-related plans and activities. Finance Department staff members will serve as liaisons with grantor financial management personnel, will prepare invoices, and will keep the books of account for all grants.

XIII. Annual Review and Reporting

A. Annual Review - These Policies will be reviewed administratively by the City Manager at least annually, prior to preparation of the operating budget.

B. Reporting - The Chief Financial Officer will report annually to the City Manager on compliance with these policies.

Lynda K. Humble, City Manager

Tracy Waldron, CFO

History of Financial Policies:

Previously Approved 9/23/14
Previously Approved 10/25/16
Previously Approved 5/9/17
Previously Approved 9/26/17

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STAFF REPORT

MEETING DATE: September 10, 2019

AGENDA ITEM: 5C

TITLE:

Receive update on the Boards and Commissions Ordinance.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

On September 26, 2017, the City Council discussed proposed changes to the Boards & Commissions Ordinance. Staff has taken the recommendations discussed at this meeting and incorporated them into a draft ordinance.

After a review of the ordinances in collaboration with Bojorquez Law Firm, the decision was made to create an ordinance that amends all the sections of the Code of Ordinance with the updates recommended by City Council.

POLICY EXPLANATION:

In order to update this Ordinance, Staff is seeking direction and input on the following items:

1. Residency Requirements – the recommendation was made to allow residency in the city limits or its extraterritorial jurisdiction on each board or commission unless otherwise controlled and mandated by state or federal law or exception stated in the code.
2. Number of Members on Each Board or Commission - the recommendation was made to have 7 members on each board or commission and shall be assigned a “place” unless otherwise controlled and mandated by state or federal law or exception stated in the code.
3. Terms - Two (2) consecutive terms of three (3) years with a full term abstained for that same board. They would be eligible for appointment on a different board. Term limits would encourage new ideas and allow for broader citizen participation on each board over time.
4. There were two (2) boards that Mayor Schroeder did not appoint members, which included the Vision Task Force and North Area Form Based Codes. Council was in agreement to dissolve these two committees through the appropriate action.
5. Board and Commission appointments are being aligned with the City’s fiscal year. This ordinance is being updated to reflect the current schedule of providing notices of vacancies in July and appointments being approved in September for ratification effective October 1st of each year.

6. Attendance of Board & Commission Members should be updated monthly to the City Secretary. If attendance by a specific member becomes an issue, it will be addressed according to policy during the year with timely communication between the Staff Liaison, City Secretary, and Mayor.
7. Any additional suggested change by Council Members for inclusion in the Board & Commission Ordinance and/or Resolution.

Staff is seeking input and direction on the items listed above in order to update the City's Board & Commission Ordinance.

FUNDING SOURCE:

N/A

RECOMMENDATION:

Receive update on the Boards and Commissions Ordinance.

ATTACHMENTS:

- PowerPoint



Boards & Commissions Ordinance Update

- September 26, 2017 – Council workshop session
- Recommendations were made at that meeting
- Staff has worked with legal to draft an Ordinance streamlining the membership criteria and appointment process



Boards & Commissions Ordinance Update

Chapter 1, Article 1.02.002 Administration

(b)(1)(D)(5) Attendance records will be provided to the City Secretary monthly and once a member is not in compliance with the attendance requirements, she will inform the Mayor.



Boards & Commissions Ordinance Update

Chapter 1, Article 1.04.001 Attendance at meetings; appointments

(c)(2) City will provide notice of openings in July (previously was April)

(c)(5) Appointments will be made in Sept. of each year with an effective date of Oct 1st



Boards & Commissions Ordinance Update

Chapter 1, Article 1.04.002 Membership, terms and filling of vacancies

- (1) Can only serve three (2) consecutive terms, must abstain from that board for at least one full term
- (2) 7 members – unless controlled by federal or state law, or note an exception in the code.

- (3) Three (3) year terms – staggering of membership, by place, will begin after first meeting in October (previously July)

- (b) Board members shall reside within the City limits or the City's ETJ unless otherwise noted



Boards & Commissions Ordinance Update

Boards controlled by rules set in Chapter 1, Article 1.04.002 Membership, terms and filling of vacancies

- Bastrop Art in Public Places
- Construction Standards Board of Adjustments and Appeals
- Fairview Cemetery Advisory Board
- Library Board
- Main Street Advisory Board
- Parks and Public Tree Advisory Board

Boards with Exceptions

BOARD	EXCEPTION
Ethics Commission	No Change in # of members
Bastrop Housing Authority Commission	Controlled by Local Government Code 392.0331
Zoning Board of Adjustments/Sign Review Board	Controlled by Local Government Code Chp. 211
Economic Development Corp.	Resolution created the initial board, governed by own By-laws referencing Dev. Corp Act of 1979 as amended
Hunter's Crossing Local Gov. Corp.	City approved Articles of Inc. Dec. 9, 2003, governed by own By-laws & Local Gov't. Code Chp.
Planning & Zoning Commission	Controlled by Local Government Code Chp. 211
Youth Advisory Council	No Change in # of members, terms & residency
Historic Landmark Commission	City residence only (not open to ETJ)



STAFF REPORT

MEETING DATE: September 10, 2019

AGENDA ITEM: 5D

TITLE:

Discuss the Fairview Cemetery Memorial Tree Program.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

City of Bastrop Code of Ordinances, Chapter 15 – Cemeteries, Article 15.01 - Fairview Cemetery restricts the planting of trees by plot owners and their heirs to ensure that any trees that are planted are both native to the area and proper for the cemetery and local environment.

Due to this restriction, a replacement plan became critical to maintaining the future beauty of Fairview Cemetery as the original trees were lost to age, disease, and weather-related causes.

As many families wish to donate something long-lasting and meaningful in their loved ones' memory, the Fairview Cemetery Memorial Tree Program was designed to meet the desire to provide something long-lasting and the need to ensure the selection and placement of proper trees for Fairview Cemetery.

The Fairview Cemetery Advisory Board met on March 27, 2019 and June 26, 2019, to review and discuss the Fairview Cemetery Memorial Tree Program. After discussion, the Board was in favor of the program and recommended it be brought to City Council for approval as represented in the brochure.

POLICY EXPLANATION:

City of Bastrop Code of Ordinances, Chapter 15 – Cemeteries, Article 15.01 - Fairview Cemetery restricts the planting of trees by plot owners and their heirs. All trees planted are to be planted by the City of Bastrop.

FUNDING SOURCE:

N/A

RECOMMENDATION:

Discuss the Fairview Cemetery Memorial Tree Program.

ATTACHMENTS:

- Memorial Tree Program Brochure

About the Cemetery



Fairview Cemetery is located at 1408 Highway 95 N in Bastrop, Texas. With beautiful, unique, and historic gravesites dating back to the 1800's, Fairview is listed on the State of Texas Historic Cemetery Listing.

Memorial Tree Program

After reviewing the Fairview Cemetery Ordinance in 2017, it was decided to continue restricting the planting of trees by plot owners and their heirs to ensure that any trees that are planted are both native to the area and proper for the cemetery and local environment.

Due to this restriction, a replacement plan became critical to maintaining the future beauty of Fairview Cemetery as the original trees were lost to age, disease and weather related causes.

As many families wished to donate something long-lasting and meaningful in their loved ones' memory, the Fairview Cemetery Memorial Tree Program was designed to meet the desire to give something long-lasting and the need to ensure the selection and placement of proper trees for Fairview Cemetery.

Fairview Cemetery

Name: _____

Address: _____

Telephone: _____

Email: _____

Desired Tree (see approved list, opposite side):

The donation to the Memorial Tree Program is \$650. This includes one 30 gallon tree, a 4" X 8" memorial plaque and 2 years maintenance.

Mail this form along with your donation
(payable to City of Bastrop) to:
Fairview Cemetery Memorial Tree Program
c/o City of Bastrop—Finance Dept.
PO Box 427
Bastrop, TX 78602

Tree Plaque Format

All plaques for trees will be inscribed using the following format:

In memory/Loving memory/Honor of
Bob Smith
April 3, 1945—October 15, 2015

Inscription:

Name: _____

Dates: _____

*Thank you for supporting the
Fairview Cemetery Memorial Tree Program.*



Memorial Tree Program



www.cityofbastrop.org



Chinquapin Oak



Texas Mountain Laurel



Lacey Oak



Monterrey Oak



Mexican Plum

To ensure a higher survival rate, your tree will be planted between October and April. Specific locations have been identified for the planting of trees and you may choose from one of the designated locations. The newly planted tree will be cared for by city staff for 2 years. If the tree dies within that time, it will be replaced by another tree at no additional cost.

Approved trees for the Fairview Cemetery Memorial Tree Program are listed and pictured here.

- Chinquapin Oak
- Texas Mountain Laurel
- Lacey Oak
- Monterrey Oak
- Mexican Plum
- Cedar Elm
- Texas or Mexican Redbud
- Crepe Myrtle
- Pecan

Your donation of \$650 will cover the cost of one 30 gallon tree, a 4"X8" plaque, as well as care and maintenance while the tree becomes established.



Cedar Elm



Texas or Mexican Redbud



Crepe Myrtle



Pecan



STAFF REPORT

MEETING DATE: September 10, 2019

AGENDA ITEM: 5E

TITLE:

Receive briefing on Easement Acquisition on Main Street Rehabilitation Project.

STAFF REPRESENTATIVE:

Rebecca Gleason, Main Street Manager

BACKGROUND/HISTORY:

In June 2018, a presentation was made to the Council concerning the “Main Street Road Project”. It provided a history of the Main Street Rehabilitation Project going back to the 2014 City Bond. This presentation will provide an update to that Project concerning the status of signed/unsigned easements.

The Main Street Manager was brought onto this project at the end of April 2019. The easement standings were as follows at that time:

TOTAL EASEMENTS	54
TOTAL OWNERS	40
SIGNED EASEMENTS	30
SIGNED OWNERS	22
UNSIGNED EASEMENTS	24
UNSIGNED OWNERS	18
PERCENTAGE SIGNED	55.56%
PERCENTAGE MISSING	44.44%

On July 9, 2019, the Main Street Manager went before Council to update them on the above standings and lay out a plan to attempt to collect the remaining easements. The City has worked with both the City Attorney and our Engineer on the project to draft individual easements for each of the necessary properties. It was determined that we would not need to collect any easements along Pine Street which were included in the original scope therefore bringing the total necessary easements from 54 to 52. After several weeks of collecting signatures, the current standings are outlined below:

TOTAL EASEMENTS	54
SIGNED EASEMENTS	30
UNSIGNED EASEMENTS	24
PERCENTAGE SIGNED	76.92%
PERCENTAGE MISSING	23.08%

*Note that numbers are as of Staff Report date of 9/5/19

ATTACHMENT:

- PowerPoint Presentation



Briefing and Discussion on Main Street Rehabilitation Project Easement Acquisitions



Easement Acquisition Update

TOTAL EASEMENTS	52
SIGNED EASEMENTS	40
UNSIGNED EASEMENTS	12
START PERCENTAGE SIGNED	55.56%
START PERCENTAGE MISSING	44.44%
CURRENT PERCENTAGE SIGNED	76.92%
CURRENT PERCENTAGE MISSING	23.08%





STAFF REPORT

MEETING DATE: September 10, 2019

AGENDA ITEM: 5F

TITLE:

Receive a presentation and discuss incorporated changes to the Bastrop Building Block Code updates, technical manual, and pattern book with Matt Lewis.

STAFF REPRESENTATIVE:

Matt Jones, Director of Planning and Development





BASTROP BUILDING BLOCK (B³) CODE



CITY OF BASTROP, TEXAS
ADOPTION: MONTH, YEAR

Draft B³ Code 9-5-19

simplecity.design

THE CITY OF BASTROP, TEXAS

BASTROP CITY COUNCIL

Connie Schroeder, Mayor
Lyle Nelson, Mayor Protem
Willie Lewis "Bill" Peterson
Drusilla Rogers
Bill Ennis
Doc Jackson

BASTROP PLANNING & ZONING COMMISSION

Cheryl Lee
Patrick Connell
Tom Dawson
Richard Gartman
Cynthia Meyer
Matt Lassen
Debbie Moore
Greg Sherry
Pablo Serna
Dawn Kana

CITY STAFF

Lynda Humble, City Manager
Alan Bojorquez, City Attorney
Matt Jones, Planning Director
Jennifer Bills, Assistant Planning Director
Trey Job, Public Works Director
James Altgelt, Police Chief
Andres Rosales, Fire Chief
Jerry Palady, City Engineer

SIMPLECITY DESIGN TEAM

Matt Lewis, CEO
Jordan Feldman, Planner
John Foreman, Planner
Milosav Cekic, Architect
Dede Christopher, Architect & Illustrator
Contributors :
Howard Blackson
Geoff Dyer
Dan Bartman
Buie & Co.
Kimley-Horn and Associates

FOREWORD

EXECUTIVE SUMMARY:

The creation of the Bastrop Building Block (B³) Code was guided by the following City Council purpose statement:

“To create a fiscally sustainable community through land-use regulations that are authentically Bastrop and geographically sensitive.”

The patterns of the built and natural environment of Bastrop, the Comprehensive Plan, the Iredell map and the DNA of downtown captured in the DNA Report were used to inform and shape the standards of the B³ Code. Public feedback loops were handled through a series of Rodeos, focusing city design, and the B³ Code specific standards. The Rodeos provided a fun, open platform for participation and for real conversations to be held in many public forums. The standards which makeup the basic Building Blocks of Bastrop were extracted during the DNA analysis process. The standards were then translated into modern times and assembled into the B³ Code to shape the Bastrop of the future: A city of complete neighborhoods.

Bastrop welcomes development through the B³ Code standards.

EXPLANATION OF THE CODE:

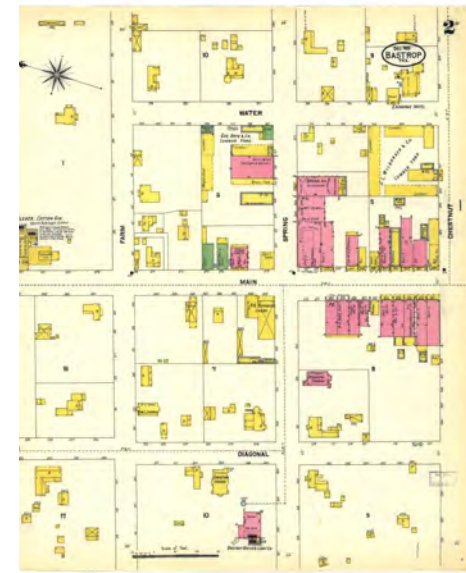
B³ Code is organized in a hierarchal structure from the highest scale, citywide planning, to the smallest scale, the lot and building. This Code builds neighborhoods inclusive of all place types necessary to live in close proximity to services, a variety of housing types, and relief from the city through the integration of nature. The location of place types is handled by geographically determined standards. The place types, align with the street types, the frontage types and building types to ensure all the components of the neighborhood work together in harmony. Each section of the Code uses standards which guide development to be holistic to each building, street, block, and neighborhood.

THE B3 STANDARDS ARE ORGANIZED BY:

Bastrop Subdivision Ordinance- The standards and processes used to divide land into complete and walkable neighborhoods and places. The standards are organized by public and private realms and align with the characteristics of the individual sites, character districts, and place types.

Character Districts- Character Districts are the largest regulating geographic boundary in the Code. They guide standards for the geography they represent.

Development Patterns- Different geographies support varying styles of human settlements. There are three distinct development patterns introduced in the code: Traditional Neighborhood Development (TND), Cluster Land Development (CLD) and Village Center Development (VCD).



1901 Sanborn Map of Bastrop

Place Types- Place types replace conventional zoning with identifiable characteristics which represent a five arrangements of places. Place types begin with nature and intensify to urban settings.

Street Types- Street types serve as the connections between places, and therefore they too transition from natural form to urban form. All modes of transportation are supported by the variety of street types presented in the B3 Code.

Block Types- Blocks are the foundation for development in Bastrop. Block types, too match the level of intensity of development they are serving. The block types will vary from rural to urban becoming more formal as the urbanity increases. See the Pattern Book for more examples of block types.

Building Types- Building types correspond with the place types and street types. Building types are contained within each place type to confirm the intensity of development aligns with the infrastructure and building forms to support the wide variety of building types.



B3 CODE INTENT:

The intent of the Code is to establish the standards which enable, encourage, and ensure the community achieves:

- ✓ Fiscal Sustainability
- ✓ Geographically Sensitive Developments
- ✓ Walkability

The intent Article of this Code is organized into three categories, from largest scale to smallest:

1. The City
2. The Neighborhoods
3. The Building Blocks & Buildings

THE CITY

THE CITY OF BASTROP WILL:

- ▶ Adopt standards and processes that result in fiscally sustainable development and promote incremental development with intentional character by focusing on the intersection of the Public and Private Realms;
- ▶ Retain its natural infrastructure and visual character derived from topography, woodlands, farmlands and waterways;
- ▶ Encourage Infill and redevelopment growth strategies along with new neighborhoods;
- ▶ Develop properties contiguous to an existing built environment in the pattern of Infill Traditional Neighborhood Development (TND) or Infill Village Center Development (VCD) and be integrated with the existing grid pattern;
- ▶ Develop properties non-contiguous to an existing built environment organized in the pattern of Traditional Neighborhood Development (TND), Cluster Land Development (CLD), or Village Center Development (VCD);
- ▶ Plan and reserve transportation corridors in coordination with land development;
- ▶ Define and connect the built environment with trails and greenways; and,
- ▶ Create a framework of transit, pedestrian, and bicycle systems that provide alternatives to the automobile.

THE NEIGHBORHOOD

THE CODE PROMOTES:

- ▶ Complete neighborhood developments, not residential subdivisions;
- ▶ Traditional Neighborhood Development as the preferred Development Pattern where the natural landscape allows;
- ▶ Development along the frontage of the Colorado River, the greatest and most attractive natural feature of the City, using the natural topography as a public amenity;
- ▶ Ordinary activities of daily living to occur within walking distance of most dwellings, allowing independence to those who do not drive;
- ▶ Interconnected networks of streets designed to disperse traffic and reduce the length of automobile trips;
- ▶ A range of housing types and price levels within neighborhoods to accommodate diverse ages and incomes;
- ▶ Civic, institutional, and commercial activity to be included in P4 Mix and P5 Core, not isolated in remote single-use complexes;
- ▶ Schools to be sized and located to enable children to walk or bicycle to them; and,
- ▶ A range of Civic Spaces including parks, squares, plazas, and playgrounds to be distributed throughout the City.

THE BUILDING BLOCK AND THE BUILDING

WITHIN THE CODE:

- ▶ The Building Block scale is key to creating walkable, timeless places which can evolve with shifting trends;
- ▶ Buildings and landscaping should contribute to the physical definition of streets as Civic Spaces;
- ▶ Development should adequately accommodate automobiles while respecting the pedestrian in the Public Frontage;
- ▶ The design of streets and buildings should reinforce safe environments, but not at the expense of accessibility;
- ▶ Architecture and landscape design should grow from local climate, topography, history, and building practice;
- ▶ Public gathering places should be provided as locations that reinforce community identity and ownership;
- ▶ Civic Buildings should be distinctive and appropriate to a role more important than the other buildings that constitute the fabric of the city; and,
- ▶ The preservation and renewal of historic buildings should be facilitated, to affirm the continuity and evolution of the City.

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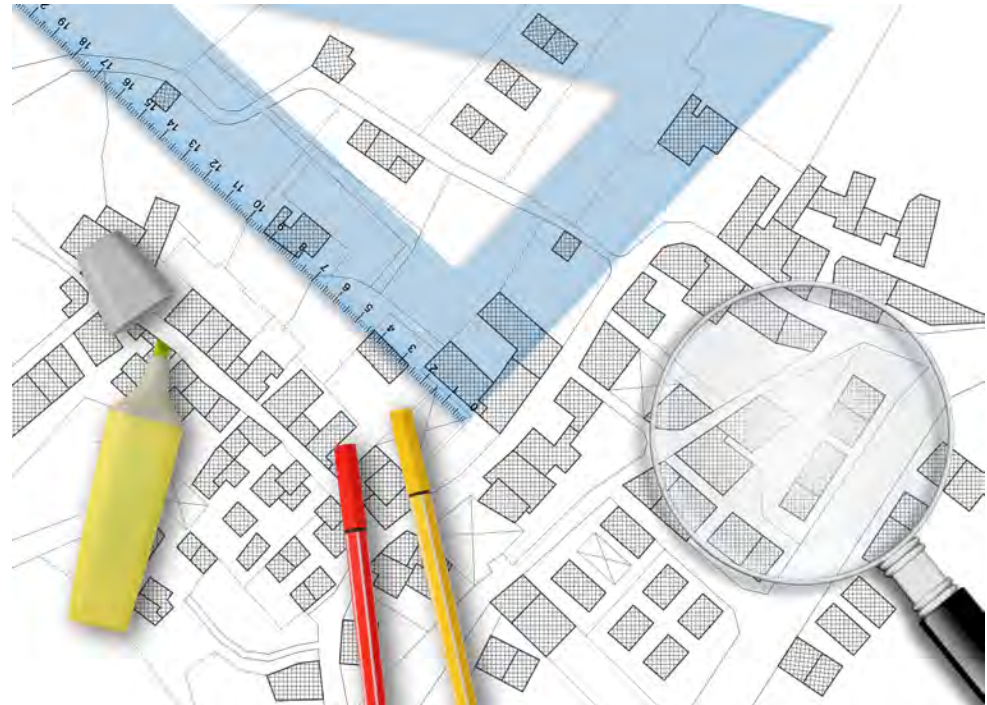
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CHAPTER 1

SUBDIVISIONS

This chapter presents an overview of the City of Bastrop's (City's) Subdivision Ordinance to assist design professionals and applicants in preparing plats and reports needed for plat recordation. It identifies requirements for preparing preliminary plats, final plats and minor plats.



ARTICLE 1.1 GENERAL

These regulations shall govern every person, firm, entity, association or corporation owning any tract of land within the corporate limits or extraterritorial jurisdiction (ETJ) of the City of Bastrop who proposes to:

- (a) Divide the tract into two (2) or more parts for the purpose of:
 - (1) Laying out any subdivision of land or any addition to the City, or
 - (2) Laying out suburban lots, building lots, or any lots, streets, alleys, parks or other portions of property intended for public use, or
 - (3) Using lots fronting thereon or adjacent thereto, by purchasers [or] owners of such lots or property.
- (b) Modify any instrument previously adopted for any of the purposes noted herein.

There are two type of processes available through the city by which one may subdivide or modify prior subdivisions. They are:

- (a) Standard Plat- Generally applicable for initial platting and modifications of plats when any parcel is less than five acres in size;
- (b) Administrative Plat - Generally applicable for initial platting and minor modifications where no more than four (4) lots are involved and other criteria set by the City are met.

SEC. 1.1.001: DORMANT FINAL SUBDIVISION PLATS

- (a) Expiration of Dormant Final Plats: Council approval of a final subdivision plat expires at the end of three hundred and sixty-five days (365) from the date of City Council approval, unless: (1) the subdivider has recorded the final plat in the County deed records of Bastrop County, or (2) in the sole discretion of the City, substantial progress has been made on the development approved, as per the final subdivision plat. The City Council may, if written request from the subdivider is received prior to the end of the 365-day period, grant an extension for up to 180 additional days. Only one such extension shall be granted. If any major changes are requested by the subdivider and/or are required by the City Council, the Council may require submission of either a new preliminary and/or a new final plat.

ARTICLE 1.2 DEFINITIONS

SEC. 1.2.001: GENERAL

For the purposes of this Code, certain terms and words are hereby defined; terms not defined herein shall be constructed in accordance with customary usage in municipal planning and engineering practices.

Administrative Procedure - the procedure to be followed for the approval of the subdivision or re-subdivision of an existing lot(s) when such subdivision meets certain limited conditions set by the City.

Amending Plat - plat as defined in § 212.016 of the Texas Local Government Code and the procedure for such plats shall be the same as the procedure as defined herein.

Applicant/Subdivider - the owner or his appointed representative(s) that proposes to subdivide a tract of land within the corporate City limits of [or] ETJ of the City of Bastrop.

City Engineer - a registered Engineer or his representative employed by the City and shall not be employed by the developer/subdivider without prior approval of the City Council.

City or The City - City of Bastrop.

City Secretary - the City Secretary of the City of Bastrop or the authorized representative of the secretary.

City Zoning & Planning Commission - the commission appointed by the City Council of the City of Bastrop to assist the City Council in zoning and planning within the City's corporate boundary.

Extraterritorial Jurisdiction (ETJ) - that area adjacent to the corporate limits of the City over which the City is authorized to control, among other things, subdivision as prescribed or defined by law.

Filed - A plan or permit application shall be reviewed for completeness and be deemed administratively complete to be considered filed.

Homeowners Association - an incorporated or unincorporated association that is designated as the representative of the owners of the property in the Suburban Subdivision that: (1) has a membership primarily consisting of the owners of the property covered by the dedicatory instrument for the Suburban Subdivision, and (2) manages and/or regulates the Suburban Subdivision for the benefit of the owners of property in the subdivision.

Major Street - a principal traffic thoroughfare which continues or is intended to continue across the City and which serves to connect remote parts of the City. It may also be a principal connecting street with state or US highways.

Minor or Residential Streets - all streets not otherwise indicated.

OSSF - on-site wastewater disposal systems and facilities, commonly referred to as septic systems, whether of a traditional or "engineered" design.

Plat - a map or chart of the subdivision. It shall include plan, plat or replat, both singular and plural.

Public Wastewater Treatment and Collection System - a system that is installed and maintained by an entity which holds a wastewater CCN from the State and is served by a wastewater Treatment Facility which holds a discharge permit from the TCEQ, or successor entity.

Replat - a plat as defined in § 212.014 or § 212.015 of the Local Government Code and the procedure for such plats shall be the same as Standard Procedure as defined herein.

Resubdivision - the division of any part of an existing subdivision, including any change of lot(s) size therein, and/or with relocation of any street lines.

Rural Subdivision - a subdivision where the average area of platted lot(s) is two (2) acre(s) or greater excluding streets and public areas with a minimum area of one (1) acre for each and every lot. Where a portion of a lot lies within the 100 year flood plain or within a drainage easement, the one (1) acre minimum shall exclude the area located within the flood plain or drainage easement. In no case can more than fifteen (15) percent of the total number of lots in the rural subdivision be less than one and one-half (1.5) acres each.

Secondary or Collector Street - a continuous street through several residential districts intended as a connecting street between residence districts and major streets or business districts.

Shall, Must or Will - The word "shall, must or will" shall be deemed mandatory,

Should or May - The word "should or may" shall be deemed permissive.

Small Rural Subdivision - a rural subdivision containing four (4) or fewer lots fronting on an existing state highway or county road and not requiring the creation of any new street or road nor require drainage facilities. A small rural subdivision does not have to meet the average lot size of two (2) acres or greater but each and every lot must have a

minimum area of one (1) acre excluding areas within the 100 year flood plain. The entire parent tract being subdivided must comprise the entire area of the four (4) or fewer lots created. Subsequent subdividing of any tract to create subdivisions of four (4) or fewer lots is prohibited.

Sketch Drawing - a preliminary design of a subdivision and/or development that illustrates the layout of rights-of-way, blocks, lots, easements, civic/open spaces, drainage areas, and land uses. A sketch drawing is preliminary in nature but provides enough detail to define the physical form of a subdivision and/or development to allow staff to provide relative feedback to an applicant.

Standard Procedure - the procedure to be followed for the approval of a subdivision when the land proposed to be subdivided.

Standard Subdivision - the procedure to be followed for the approval of a subdivision when the land proposed to be subdivided.

Subdivision - the division of any lot, tract or parcel of land into two or more parts in order to lay out a subdivision of the tract, including an addition to the City, to lay out a neighborhood, 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. A division of a tract under this subsection includes a division regardless of whether it is made by using a metes and bounds description in a deed of conveyance or in a contract for a deed, by using a contract of sale or other executory contract to convey, or by using any other method. A division of land under this subsection does not include a division of land into parts greater than five acres each, where each part has access to a public road, and no public improvement is being dedicated. Further, divisions of land resulting from sales, conveyances, or transfers of easements or parcels of land to public entities for public utility right of way, drainage, or similar public purposes, shall not be included within this definition of "subdivision." Each subdivision shall be classified as a rural or standard subdivision.

Suburban Subdivision - a subdivision in which the minimum lot width is one hundred and twenty-five feet (125') and the minimum lot size is one (1) acre, if on-site sewer facilities are to be used on the lot; or the minimum lot size is 0.6 acres if the public sewer collection and treatment system serves the lot.

Texas Department of Transportation and/or TxDOT - the state agency authorized by the State Legislature, or its successor agency, to regulate matters related to highway and road construction. (Note: When any TxDOT standard, "Item" regulation, definition or other matter is referenced, utilized, or adopted herein, the City also specifically adopts by this note of reference, and shall automatically apply without further amendment to this Code, the applicable successor TxDOT standard(s), "Item(s)", regulation(s), definition(s) or other matter(s), as amended by State law over time).

Total Construction Cost - the direct cost to the applicant of all construction contracts for the subdivision; items on [of] construction, including labor, materials and equipment necessary to complete all work (including extras) for final acceptance by the City.

Transmission lines - Electric transmission lines are electric power lines operated at 50 KV or above as further described in Section 25.5 Substantive rules applicable to Electric Service Providers, Subchapter A, "General Provisions, Definitions" (#140). Gas, petroleum or like transmission pipelines are those facilitating transfer from one storage facility to another and more fully described in definition (25) Transportation or to transport under Texas Administrative Code Rule Title 16 Economic Regulation, Part 1 Railroad

Commission, Chapter 3 Oil and Gas Division, Rule 3.79 Definitions.

.....
ARTICLE 1.3 PURPOSE, AUTHORITY AND JURISDICTION
.....

SEC. 1.3.001 PURPOSE

Under the authority of the Texas Local Government Code Chapter 212, which is hereby made a part of these regulations, the City Council of the City of Bastrop does hereby adopt the following regulations to hereafter control the subdivision of land within the corporate limits of the City of Bastrop and in the unincorporated areas lying within the extraterritorial jurisdiction of the City of Bastrop, in order to provide for the orderly development of the areas and to secure adequate provision for traffic, light, air, recreation, transportation, water, drainage, sewage and other facilities.

SEC. 1.3.002 AUTHORITY

It shall be unlawful for any land owner or the agent of any landowner to lay out, subdivide, plat or replat any land into lots, blocks and streets within the jurisdictional limits of the City or its extraterritorial jurisdiction without the approval of the City Council. It shall also be unlawful for any such owner or agent to offer for sale or to sell any such property therein or thereby which has not been laid out, subdivided, platted

or replatted in accordance with this Code, and furnished with all of the street, drainage, utility, and other improvements required by the City of Bastrop ordinances, and such improvements approved by the City Engineer or representative in accordance with Section 1.4.007.

SEC. 1.3.003 JURISDICTION

The City will make no improvements nor will the City maintain any streets or furnish any public utility service in any addition or subdivision for which approved preliminary and final plats are not on file with the City Secretary and the County Clerk. Likewise, the City will make no improvements, nor will the City maintain any streets or furnish any public utility service in any addition or subdivision which has not been provided with all streets, drainage, utilities, and other required improvements, all of which having been approved by the City Engineer or representative in accordance with Section 1.4.007.

SEC. 1.3.004 PERMITTING

No street number and no building permit shall be issued for the construction of any building on any piece of property subdivided after April 20, 1981, unless said property has been subdivided in accordance with this Code, and all required streets, utilities, drainage, and other required improvements have been completed and approved by the

City Engineer or representative in accordance with Section 1.4.007.

SEC. 1.3.005 BUILDING BASROP TECHNICAL MANUAL (B3TM)

The B3TM is hereby adopted by reference as if set forth in full. The B3TM shall contain specifications and policy guidance necessary to comply with the Texas Local Government Code Chapter 212 and the City's Subdivision and Zoning Ordinances. The B3TM may be amended administratively from time to time by the Director of Planning & Development to maintain compliance with state law provisions and City ordinances.

ARTICLE 1.4 PLATTING PROCEDURES

SEC. 1.4.001 STANDARD PROCEDURE - PLATTING

(a) Plat Required

Refer to Texas Local Government Code Chapter 212, Subchapter A. Regulations of Subdivisions, Section 212.004 - Plat Required. All plats shall meet the requirements of Ordinance No. 2019-27, Enhanced Permit Review Process, as a condition prior to submitting a plat to the City.

(b) Delegation of Approval Responsibility

The City Council hereby delegates approval authority to the Director of Planning and Development in accordance with Texas Local Government Code Chapter 212, Subchapter A. Regulations of Subdivisions, Section 212.0065.

(c) Vacating Plat

Refer to Texas Local Government Code Chapter 212, Subchapter A. Regulations of Subdivisions, Section 212.013 - Vacating Plat.

(d) Replat

Refer to Texas Local Government Code Chapter 212, Subchapter A. Regulations of Subdivisions, Section 212.014 - Replatting without Vacating Preceding Plat; Section 212.0145 - Replatting without Vacating Preceding Plat: Certain Subdivisions; Section 212.015 - Additional Requirements for Certain Replats.

(e) Amending Plat

Refer to Texas Local Government Code Chapter 212, Subchapter A. Regulations of Subdivisions, Section 212.016 - Amending Plat.

Reference B3 Technical Manual for submittal requirements, checklists, timelines and public notification.

SEC. 1.4.002 PRELIMINARY PLAT

- (a) Preliminary Plat is required if a property is being subdivided into five (5) or more lots or right-of-way dedication with roadway improvements is required. The purpose is to present a detailed layout of the proposed subdivision in order to facilitate review by the Planning & Zoning Commission of the proposed subdivision's street and drainage system, easements, utilities, building lots, and other lots including parkland.

- (b) Preliminary plats shall be submitted for approval, in accordance with Sections 3.1.2 Submittal of the B3TM after complying with 3.1.3 Plat Requirements of the B3TM and prior to the approval of a final plat.

**SEC. 1.4.003 PRELIMINARY PLAT SUBMISSION & REVIEW
REQUIREMENTS**

(a) Step One: Pre-Development Meeting

(1) In order to file a Preliminary Plat, a Pre-Development Meeting shall be required.

(A) To schedule a Pre-Development Meeting, applicants must submit:

- i. Sketch drawing of lots, blocks, and street layout
- ii. Concept drainage plan, as required in Section 2.B.3 of the Stormwater Drainage Design Manual.
- iii. Completed Pre-Development Meeting Application

(2) Staff will review for compliance with all existing and applicable State Law and City requirements and provide written feedback to the applicant within five (5) days of the conclusion of the meeting.

(b) Step Two: Preliminary Drainage Plan

- (1) A preliminary drainage plan, as required in Section 2.b.4 of the Stormwater Drainage Manual, shall be submitted and approved by the City Engineer along with a geotechnical report by a qualified professional testing laboratory to determine the engineering characteristics of soil, rock and/or fill material such that a geotechnical engineer can then determine and design the type of foundations, earthworks, drainage infrastructure design, and/or pavement subgrades required for the intended man-made structures to be built.
- (2) Once Step Two is completed, the applicant can proceed to Step Three.

(c) Step Three: Infrastructure Plan

- (1) An Infrastructure Plan shall be submitted and approved by the City Engineer in accordance with Section 3.5.1.
- (2) Once Step Three is completed, the applicant can proceed to Steps Four - Six.

(d) Step Four: TxDOT

- (1) All TxDOT requirements in Section 3.2.1 Administration and Review of the B3TM must be

met and all required TxDOT permits shall be obtained and submitted to the City as a part of the Preliminary Plat submittal.

(e) Step Five: Lost Pines Habitat Conservation Area

(1) If the preliminary plat is for property located in the Lost Pines Habitat Conservation Area, a copy of an approved Certification of Participation to Landowners from Bastrop County shall be obtained and submitted to the City as a part of the Preliminary Plat submittal.

(f) Step Six: Temporary Construction Easements

(1) Temporary Construction Easements for all infrastructure shall be acquired and submitted to the City as a part of the Preliminary Plat submittal.

SEC. 1.4.004 FINAL PLAT

Provides detailed geographic information and associated text indicating property boundaries, easements, streets, utilities, drainage, and other information required for the maintenance of public records of the subdivision of land. A Final Plat shall be submitted for approval by the Planning & Zoning Commission, in accordance with Sections 3.1.2 Submittal and 3.1.3 Plat Requirements of the B3TM only after

a Preliminary Plat is submitted and approved by the Planning & Zoning Commission and all requirements of Section 3-2 - Standard Division Design Requirements are met. The Preliminary Plat must be valid at the time the final plat for the subdivision is submitted to the City for consideration by the Planning & Zoning Commission.

SEC. 1.4.005 INCOMPLETE SUBMISSIONS

All plat submittals shall be reviewed for completeness and must be deemed administratively complete to be considered filed. All incomplete submissions will be returned to applicant on the date listed for completeness checks on the Plat Schedule of Uniform Submittal Dates adopted annually by City Council.

SEC. 1.4.006 AUTHORITY RESPONSIBLE FOR APPROVAL

The municipal authority responsible for approving plats is the City of Bastrop Planning & Zoning Commission unless authority is granted to the Director of Planning & Development in Section 1.4.001.b.

SEC. 1.4.007 ACTION TAKEN BY PLANNING & ZONING COMMISSION

The Planning & Zoning Commission shall act on a plat within 30 days after the date the plat is filed in accordance with Chapter 212, Section 212.009. A plat is considered approved by the municipal authority unless it is disapproved within that period.

SEC. 1.4.008 EXPIRATION OF PRELIMINARY PLAT APPROVAL

Approval of the preliminary plat does not constitute acceptance of the subdivision, but is authority to proceed with the preparation of the final plat. Any work done on the subdivision before the final plat is accepted and recorded is done at the risk of the subdivider. The approved preliminary plat shall expire two (2) years from the date such plat was approved if no progress has been made towards completion of the project pursuant to Texas Local Government Code Chapter 245, Issuance of Local Permits, Section 245.005 - Dormant Projects.

SEC. 1.4.009 RECORDATION

After approval of the plat and only after the approval statement set forth in paragraph 3.1.3.c in the B3TM has been executed, the City shall file the original of the plat in the Bastrop County Clerk's office. One (1) copy of the plat shall be provided to the Director of Planning and Development for filing. The plat shall be submitted on a 24" x 36" mylar

sheet(s) with all appropriate signatures provided on the City of Bastrop signature blocks. A current copy of a tax certificate showing all taxes have been paid will be required prior to the City filing the plat with the County.

SEC. 1.4.010 RESPONSIBILITY

Notwithstanding the approval of any final plat by the Planning & Zoning Commission, the applicant and the engineer that prepares and submits such plats shall be and remain responsible for the adequacy of the design and nothing in this chapter shall be deemed or constructed to relieve or waive the responsibility of the applicant or his/her engineer for or with respect to any plat submitted.

SEC. 1.4.011 LOTS OF RECORD

(a) Lots of Record are land areas created and sold by meets and bounds or another mechanism without the creation of a platted and recorded lot.

(2) Legal Lot of Record Determination:

(1) A legal Lot of Record determination maybe made to the Director of the Planning and Development Department.

(b) Existing Lot of Record

1. Existing lots of record may continue in the same configuration without the requirement to plat until:

(a) infrastructure extensions or upgrades are required to serve the lot.

(b) A building expansion, renovation or addition is being made over 50% of the assessed valuation existing building or structure.

(c) A change of use to a more intense use or a use from residential to any other use.

SEC. 1.4.012 FEES

Platting fees shall be paid at the time of the submittal in accordance with the Code of Ordinances, Appendix A - Fee schedule in the B3TM, as amended.

CHAPTER 2 ZONING PROCEDURES



ARTICLE 2.1 GENERAL

SEC. 2.1.001 FEES FOR REVIEW OF ZONING CHANGE APPLICATIONS

Fees shall be as provided for in section A14.01.001 of the fee schedule in appendix A of the B3TM.

**SEC. 2.1.002 FEES FOR REVIEW OF VARIANCE REQUEST OR APPEAL
OF SITE PLAN**

Fees shall be as provided for in section A14.01.002 of the fee schedule in appendix A of the B3TM.

ARTICLE 2.2 ZONING ORDINANCE

The comprehensive zoning ordinance, Ordinance XX, adopted by the city on XXX, is included at the end of this chapter as exhibit A. Due to the nature of the zoning ordinance and the technicalities involved in adopting or amending it, such ordinance is printed herein as enacted, with only nonsubstantive formatting and style changes. Capitalization, punctuation and numbering of articles, sections and subsections have been retained as enacted. Subsequent amendments will be inserted in their proper place and denoted by a history note following the amended provisions. The absence of a history note indicates the material is unchanged from the original. Obviously

misspelled words have been corrected without notation. Any other material added for purposes of clarification is enclosed in brackets.

ARTICLE 2.3 ENACTING PROVISIONS

SEC. 2.3.001 ENACTING CLAUSE

THAT THE COMPREHENSIVE ZONING ORDINANCE, CHAPTER 2 AND CHAPTER 3 OF THE BASTROP BUILDING BLOCK CODE , OF THE CITY OF BASTROP, TEXAS, AS PASSED AND APPROVED ON THE XXX, TOGETHER WITH ALL AMENDMENTS THERETO IS HEREBY AMENDED AND REPLACED IN ITS ENTIRETY TO READ AS FOLLOWS:

SEC. 2.3.002 PURPOSE

- (a) As authorized by Chapter 211 of the Texas Local Government Code, the Place Type Zoning regulations and Districts as herein established have been made in accordance with an adopted comprehensive plan for the purpose of promoting the public health, safety, morals and general welfare, and protecting and preserving places and areas of historical, cultural or architectural importance and significance in the City.
- (b) They have been designed to lessen the congestion in the streets; to secure safety from fire, panic and other

dangers; to ensure adequate light and air; to prevent the overcrowding of land, to avoid undue concentration of population; to facilitate the adequate provision of transportation, water, wastewater treatment, schools, parks, and other public requirements.

- (c) They have been made through the required distribution of Place Types, to provide lifestyle and living variation that define distinct physical environments of varying degrees of urbanity and development intensity. The "P" designation represents each Place Type's relative place on a continuum of low intensity to high intensity from rural-to-urban, with the character and associated standards of "P5" being more urban than those of "P4". Through the required distribution of Place Types, the City of Bastrop provides lifestyle and living variation that define distinct physical environments of varying degrees of urbanity and development intensity. The "P" designation represents each Place Type's relative place on a continuum of low intensity to high intensity from rural-to-urban, with the character and associated standards of "P5" being more urban than those of "P4".

SEC. 2.3.003 COMPLIANCE REQUIRED

All land, buildings, structures or appurtenances thereon located within the City of Bastrop, Texas which are hereafter

occupied, used, constructed, erected, removed, placed, demolished, or converted shall be occupied, used, erected, altered, removed, placed, demolished or converted in conformance with the zoning regulations prescribed for the zoning district in which such land or building is located as hereinafter provided or subject to penalties as per Article 2.4 of this Code. All of the standards and regulations prescribed herein shall be considered as the minimum requirement unless explicitly stated otherwise.

No uses shall be allowed which are prohibited by State Law or which operate in excess of State or National environmental or pollution standards as determined by the U.S. Environmental Protection Agency, Texas Air Control Board, Texas State Department of Health, or The Texas Natural Resource Conservation Commission, as the case may be.

SEC. 2.3.004 ZONING UPON ANNEXATION

All territory hereinafter annexed to the City of Bastrop shall be classified as "P2" Rural until other place type zoning is established by the City. The procedure for establishing zoning other than "P2" if or [on] annexed territory shall conform to the procedure set forth in Chapter 2 of this Code.

- (a) Following annexation, the Director of Planning and Development shall schedule public hearings to zone the recently annexed land.
- (b) In an area classified as "P2" Rural:
 - (1) No permit for the construction of a building or use of land shall be issued by the Building Official other than a permit which will allow the construction of a building or use permitted in the "P2" District, unless and until such territory has been classified in a zoning district other than the "P2" District, by the City Council in the manner prescribed by Section 2.4.004.
 - (2) An application for a building permit for any proposed use other than those specified in the "P2" District must be made to the Director of Planning and Building of the City of Bastrop within, three (3) months after annexation. If the applicant shows that plans and other preparation for developing the property commenced

prior to annexation by the City, the City Council may authorize the construction of the project by a majority vote. The action of the City Council concerning any such permit shall take into consideration the appropriate land use for the area. Upon approval by the City Council, the City Manager shall notify the Director of Planning and Development.

SEC. 2.3.005 DEVELOPMENT MANUAL "B3TM"

The Development Manual, known as "B3TM" (Bastrop Building Block Code Technical Manual), prepared by the City's Planning Department is hereby adopted by reference as if set forth in full. The Development Manual shall contain specifications and policy guidance necessary to comply with the City's Subdivision and Zoning Ordinances. The Development Manual may be amended administratively from time to time by the Director of the City's Planning Department following published notice in the Bastrop Advertiser of the intent to amend the Development Manual and a 30-day public comment period.

**SEC. 2.3.006 ANNUAL ADOPTION OF SCHEDULE OF UNIFORM
SUBMITTAL DATES FOR SITE PLANS AND ZONING
CHANGES**

City Council will annually adopt a Schedule of Uniform Submittal Dates in order to comply with Texas Local Government Code Chapter 212 for Zoning Change & CUP applications and Site Plan applications. The Schedule of Uniform Submittal Dates will include dates when applications will be accepted, when review for completeness checks will occur, when the Planning & Zoning Commission will meet, and/or when administrative decisions by the Director of Planning & Development will occur.

ARTICLE 2.4 ADMINISTRATION

SEC. 2.4.001 NONCONFORMING USES AND STRUCTURES

(a) Intent of Provisions

- (1) Within the districts established by this Code or amendments thereto, there exist lots, structures, uses of land, and characteristics of use which were lawful before this Code was enacted, amended or otherwise made applicable to such lots, structures or uses, but which do not now conform to the standards of the Code in which they are located. It is the intent of this Code to permit such nonconforming uses to continue, as long as the conditions within this Section and other applicable sections are met.
- (2) It is further the intent of this Code that nonconforming uses shall not be enlarged upon, expanded or extended, intensified and not be used as a basis for adding other structures or uses prohibited elsewhere in the same district.
- (3) Nonconforming uses are hereby declared to be incompatible with the permitted uses in the districts involved.

(b) Nonconforming Status

- (1) Any use, platted lot, or structure which does not conform with the standards of the Place Type description in which it is located shall be deemed a nonconforming use or structure when:
 - A. Such use, platted lot, or structure was in existence and lawfully operating at the time of the passage of the previous Code passed September 14, 1999, and has since been in regular and continuous use; or
 - B. Such use, platted lot, or structure is a lawful use at the time of the adoption of any amendment to this Code but by such amendment is placed in a district wherein such use, platted lot, or structure is not otherwise permitted and has since been in regular and continuous use; or
 - C. Such use, platted lot, or structure was in existence at the time of annexation to the City and has since been in regular and continuous use.

(c) Continuing Lawful Use of Property & Existence of Structures

- (1) The lawful use of land or lawful existence of structures at the time of the passage of this Code, although such do not conform to the provisions hereof, may be continued; but if said nonconforming use or structure is discontinued or abandoned, any future use of said premises shall be in conformity with the provisions of this Code.
- (2) Discontinuance of a nonconforming use shall commence on the actual act or date of discontinuance. Abandonment of a nonconforming structure shall commence on the act or date of abandonment.
- (3) When a nonconforming use or structure which does not meet the development standards in this Code ceases to be used in such manner as stated in Section 2.4.001.b for a period of six (6) months, such use shall not be resumed and proof of such event shall constitute prima facie evidence of an act of abandonment. Any nonconforming use which does not involve a permanent type of structure or operation and which is moved from the premises shall be considered to have been abandoned. This includes manufactured homes.

- (4) No nonconforming use or structure may be expanded, reoccupied with another nonconforming use, or increased as of the effective date of this Code.
- (5) Conforming single-family residential uses on platted lots approved prior to this Code, which may now be nonconforming due to stricter standards, shall be deemed in conformance with this Code as long as the use of the lot is allowed in the respective district. All standards of this Code shall be met or the lot shall be considered nonconforming.
- (6) Any existing vacant lot platted prior to the adoption of this Code, which was legally conforming, shall be deemed a conforming lot.

(d) Changing Nonconforming Use

- (1) An expansion of a nonconforming use or structure is allowed in accordance with the following:
 - A. A nonconforming use located within a Building may be extended throughout the existing Building, provided:
 - i. No structural alteration may be made on or in the Building except those required by law to

preserve such Building in a structurally sound condition.

- ii. No nonconforming use within a Building may be extended to occupy any land outside the Building.

- B. Buildings or structures which have been vacant or abandoned for more than six (6) months and do not meet the standards of this Code shall be allowed to be reoccupied by a conforming use the public health and safety concerns are resolved and allowed by the Place Type.

(e) Restoration of Nonconforming Structure

If a structure occupied by a nonconforming use is destroyed by fire, the elements, or other cause, it may not be rebuilt except to conform to the provisions of this Code. In the case of partial destruction of a nonconforming use structure not exceeding sixty percent (60%) of its total appraised value as determined by the Bastrop County Central Appraisal District, reconstruction will be permitted, but the existing square footage or function of the nonconforming use cannot be expanded.

(f) Completion of Structures

Nothing herein contained shall require any change in the plans, construction, or designated use of (1) a Building or structure for which a Building permit has been issued or a site plan approved prior to the effective date of these B3 standards, or (2) a Building or structure for which a substantially complete application for a Building permit was accepted by the Building Official on or before the effective date of these standards, provided however that such Building permit shall comply with all applicable Codes of the City of Bastrop in effect on the date such application was filed and the Building permit is issued within thirty (30) days of the effective date of these standards.

SEC. 2.4.002 PLANNING & ZONING COMMISSION

(a) General:

The Planning and Zoning Commission (also referred to as the Commission) shall function according to the following criteria which establishes membership and operating procedures. The powers and duties of the Planning and Zoning Commission are further defined in Section 2.4.004.

(b) Created, Membership, Officers:

- (1) There is hereby created, in accordance with Subchapter 211.007 of Vernon's Texas Local Government Code and the City Charter, a Planning and Zoning Commission which shall consist of nine (9) citizens form [from] the City of Bastrop. Members shall be appointed by the Mayor and confirmed by City Council for a term of three (3) years. Terms of one-third (1/3) of the Commission shall expire each year upon June 30th, or until a successor is appointed. Vacancies and unexpired terms of members shall be filled by the appointment of the Mayor and confirmed by Council. These appointments shall be for the remainder of the term.
- (2) Members may be removed from office at any time by a majority vote of the City Council for any reason. All members shall serve without compensation.
- (3) Attendance requirements for the Board members are set forth in the Bastrop Code of Ordinances, Section 1.02.002(b), et seq.
- (4) The City staff shall keep minutes of all meetings held by the Planning and Zoning Commission and full record of all recommendations to be made by the

Planning and Zoning Commission to the City Council. A Chairman and Vice-chairman shall be elected by the Planning and Zoning Commission from its membership, each to hold office for one (1) year or until replaced by a majority vote of the Commission.

(c) Quorum; Voting

Five members of the Planning and Zoning Commission shall constitute a quorum, and all members, including the presiding chairman, shall have the right of one (1) vote each, a quorum being present. All actions by the Planning and Zoning Commission shall be by a majority vote of those members present and an affirmative vote of five (5) members shall be necessary for the passage of any recommendation to the City Council. If any member has a conflict of interest in review of any item on the Commission's agenda, he or she shall state such for the record and abstain from any discussion and from voting on the matter.

(d) Meetings:

The Planning and Zoning Commission shall convene for regular meetings on the last Thursday of January through October, and on the last Thursday prior to Thanksgiving and Christmas holidays in November and December. The

meetings shall be in the City Hall or other specified locations as may be designated by the Chairman or Vice Chairman, in the absence of the chairman. Special meetings shall be held at such intervals as may be necessary to orderly and properly transact the business of the Commission as called by the Chairman or the Director of Planning and Development.

(e) Powers and Duties:

The Planning and Zoning Commission shall be an advisory body to the City Council and shall make recommendations regarding amendments to the Comprehensive Plan, changes of zoning and zoning to be given to newly annexed areas, and shall make recommendations regarding the approval of the plats of subdivisions as may be submitted to it for review and other planning related matters. The Planning and Zoning Commission shall conduct an annual review of the City's Comprehensive Plan and be prepared to make such recommendations to the City Council as deemed necessary to keep the City's Comprehensive Plan current with the needs and uses of the City. The Planning and Zoning Commission shall serve in an advisory capacity on any planning related item(s) in the City.

(f) Procedure on Zoning Hearings:

The procedure and process for zoning changes and/or amendments shall be in accordance with Section 2.4.004.

SEC. 2.4.003 ZONING BOARD OF ADJUSTMENTS (ZBA)

(a) Creation:

There is hereby created and established a Board to be called the City of Bastrop Zoning Board of Adjustment. This Board shall hear appeals from administrative decisions regarding zoning, and in appropriate cases, subject to appropriate conditions and safeguards, may authorize variances from the terms of City of Bastrop B3 Code.

(b) Membership; Terms of Office:

- (1) The Zoning Board of Adjustment shall consist of five (5) regular members and two (2) alternate members who shall be appointed by the Mayor and confirmed by the City Council, in accordance with the City Charter and State law.
- (2) Board members shall serve for a period of two (2) years and until their successors are duly appointed and qualified. Three (3) regular Board members and

one (1) alternate member shall be appointed to serve for the two (2) year term on the odd-numbered years, and two (2) regular Board members and one (1) alternate Board member shall be appointed to serve for the two (2) year terms on the even-numbered years. Notwithstanding any other ordinance or prohibition to the contrary, a member of the Board may also be a member of another City board or commission.

- (3) Members of the Board shall regularly attend meetings and public hearings of the Board, and shall serve without compensation. Attendance requirements for the Board members are set forth in the Bastrop Code of Ordinances, Section 1.02.002(b), et seq.
- (4) Members may be removed by majority vote of the members of the City Council, for cause on a written charge after a public hearing. Board members may be appointed to succeed themselves.
- (5) Any vacancy of a regular member shall be filled by an alternate member only for the unexpired term of the member whose term becomes vacant.

(c) Authority of Board:

- (1) The Board of Adjustment shall have the authority, subject to the standards established in Sections 211.008 to 211.011 of the Texas Local Government Code and those established herein, to exercise the following powers and perform the following duties:
 - A. Hear and decide an appeal that alleges error in an order, requirement, decision, or determination made by an administrative official in the enforcement of this Code;
 - B. Authorize the expansion or continuation of a nonconforming structure; and
 - C. Authorize in specific cases a variance from the terms of this Code if the variance is not contrary to the public interest and, due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship, and so that the spirit of this Code is observed and substantial justice is done.
 - D. In exercising its authority under "A" above, the Board may reverse or affirm, in whole or in part, or modify the administrative official's order,

requirement, decision, or determination from which an appeal is taken and make the correct order, requirement, decision, or determination, and for that purpose the Board has the same authority as the administrative official.

- (2) The concurring vote of 75 percent of the members of the Board is necessary to:
 - A. Reverse an order, requirement, decision, or determination of an administrative official;
 - B. Decide in favor of an applicant on a matter on which the Board is required to review under this zoning Code; or
 - C. Authorize a variation from the terms of this B³ Code.

(d) Limitations on Authority of Board:

- (1) The Board may not grant a variance authorizing a use or building type other than those permitted in the district for which the variance is sought.
- (2) The Board shall have no power to grant a zoning amendment. In the event that a request for a zoning amendment is pending before the Planning and

Zoning Commission or the City Council, the Board shall neither hear nor grant any variances with respect to the subject property until final disposition of the zoning amendment.

(3) The Board shall not grant a variance (except as stated in "5" below) for any parcel of property or portion thereof upon which a Site Plan, Preliminary Plat, or Final Plat, where required, is pending on the agenda of the Planning and Zoning Commission and, where applicable, by the City Council. All administrative remedies available to the applicant shall have been exhausted prior to hearing by the ZBA.

(4) If a proposed site does not conform to the zoning district standards and a variance has been requested, the Planning and Zoning Commission and/or the City Council may defer its actions until the Zoning Board of Adjustment has acted on the variance requests.

(e) Quorum and Voting:

Each case before the Board of Adjustment must be heard by at least 75 percent of its members or alternate members. Meetings of the Board are held at the call of the presiding officer. All meetings of the Board shall be open to the public. The Board shall keep minutes of its

proceedings that indicate the vote of each member. The minutes and records of the Board shall be filed promptly in the City Secretary's Office and are public records.

(f) **Variances:**

(1) The Board of Adjustment may authorize a variance from these regulations when, in its opinion, undue hardship will result from requiring strict compliance. In granting a variance, the Board shall prescribe only those conditions that it deems necessary to or desirable in the public interest. In making the findings hereinafter required, the Board shall take into account the nature of the proposed use of the land involved, existing uses of land in the vicinity, the number of persons who will reside or work in the proposed use, and the probable effect of such variance upon traffic conditions and upon the public health, safety, convenience and welfare in the vicinity.

(2) In order to grant a variance from these zoning regulations, the Board of Adjustments must make written findings that undue hardship exists, using the following criteria:

A. Special circumstances or conditions exist which affect the land involved such that the strict

application of the provisions of this Code would deprive the applicant of the reasonable use of the land.

- B. The variance is necessary for the preservation and enjoyment of a substantial property right of the applicant.
- C. Granting of the variance will not be detrimental to the public health, safety or welfare or injurious to other property in the area, and the spirit of the ordinance will be observed. Variances may be granted only when in harmony with the general purpose and intent of this Code.
- D. Granting of a variance will not have the effect of preventing the orderly use of other land in the area in accordance with the provisions of this Code.
- E. Granting of a variance must be predicated on a finding that the applicant's practical difficulties or unnecessary hardship arise from unusual conditions or circumstances, such as exceptional irregularity of the land involved, which are not shared generally by other parcels in the neighborhood or district.

- F. A variance is to be denied if conditions or circumstances relied on for a variance were created by a person having an interest in the property.
- G. Financial hardship to the applicant, standing alone, shall not be deemed to constitute a hardship.
- H. The applicant bears the burden of proof in establishing the facts justifying a variance.

(g) Nonconforming Uses and Structures:

- (1) The ZBA shall have the authority to authorize the expansion or enlargement of a nonconforming use, or the expansion, enlargement or structural alteration to a structure containing a nonconforming use, when such an expansion, enlargement or alteration would not tend to prolong the life of the nonconforming use. Upon review of the facts, the ZBA may establish a specific period of time for the occupancy to revert to a conforming use; and
- (2) To authorize the reconstruction and occupancy of a nonconforming structure, or a structure containing a nonconforming use, where such structure has been damaged by fire or other causes to the extent of more

than sixty percent (60%), but less than the total, of the replacement cost of the structure on the date of the damage. Such action by the Zoning Board of Adjustment shall have due regard for the property rights of the person or persons affected, and shall be considered in regard to the public welfare, character of the area surrounding such structure, and the conservation, preservation and protection of property; and

(3) To authorize the enlargement, expansion or repair of a nonconforming structure in excess of sixty percent (60%) of its current value. In such instance, current value shall be established at the time of application for a hearing before the ZBA.

A. If such expansion or enlargement is approved by the ZBA, all provisions of the district in which such structure is located shall apply to the new construction on the lot or parcel.

(4) To authorize a change of use from one nonconforming use to another nonconforming use, provided that [if] such change is to a use of a more restrictive classification, the building or structure containing such nonconforming use shall not revert to the former lower or less restricted classification. The ZBA may

establish a specific period of time for the conversion of the occupancy to a conforming use. Any change of a nonconforming use consistent with this section shall be in accordance with the provisions of Section 7 of this Code.

(5) To authorize the occupancy of an abandoned nonconforming structure. Such action by the ZBA shall have due regard for the property rights of the person or persons affected, and shall be considered in regard to the public welfare and safety, character of the area surrounding such structure, and the conservation, preservation and protection of property.

(h) Procedure:

(1) An application for a variance shall be made in writing in a form prescribed by the Board and shall be accompanied by the required fee, a site plan and additional information may be requested in order to properly review the application. Such information may include, but is not limited to, plat plans, site building plans and contour maps.

(2) The Director of Planning and Development or other authorized official shall visit the site and the

surrounding area where the proposed variance will apply and shall report his findings to the Board.

- (3) The Zoning Board of Adjustment shall hold a public hearing no later than forty-five (45) days after the date the application for action or an appeal is filed. Notice of a public hearing shall be provided to all property owners within two hundred feet (200') of the affected property within ten (10) days prior to the public hearing and also published in the official local newspaper within ten (10) days prior to the public hearing.
- (4) The Board shall not grant a variance unless it finds, based on competent evidence, that each of the conditions in requirements for granting the variance has been established. The Board's findings, together with the specific facts upon which findings are based, shall be incorporated into the official minutes of the Board meeting at which a variance is granted or denied.
- (5) The Board may impose such additional conditions, limitations and safeguards as it deems appropriate upon the granting of any variance. Violation of any such condition, limitation or safeguard shall constitute a violation of this Code.

- (6) Any rights authorized by a variance which are not exercised within one (1) year from the date of granting such variance shall lapse and may be reestablished only after application and a new hearing in accordance with this article.

(i) Appeals:

- (1) An appeal may be taken from the decision of an administrative official by an applicant for the permit on which the decision is rendered, by any person or persons directly aggrieved by the decision (the appellant must show, as a condition of bringing an appeal, that he has been injured or damaged directly, and not just as a member of the general public), or by any officer, department, board or office of the municipality affected by the decision.
- (2) The appellant must file with the Board and the official against whom the appeal is taken a written notice of appeal specifying the grounds for the appeal within fifteen (15) days after the decision has been rendered. The officer to whom the appeal is made shall forthwith transmit to the Board all papers constituting the record of the action that is appealed.

(3) An appeal stays all proceedings in furtherance of the action that is appealed unless the official from whom the appeal is taken certifies in writing to the Board that facts supporting the official's opinion that a stay would cause imminent peril to life or property. In that case, the proceedings may be stayed only by a restraining order granted by the Board or a court of record on application, after notice to the official, if due cause is shown.

(4) The appellant party may appear at the appeal hearing in person or by agent or attorney.

(5) The Board may reverse or affirm, in whole or in part, or modify the administrative official's order, requirement, decision or determination from which an appeal is taken, and make the correct order, requirement, decision, or determination.

(j) Judicial Review of Board Decisions:

(1) Pursuant to Local Government Code, Section 211.011, "Judicial Review of Board Decision," persons aggrieved by a decision of the Board may present to a court of record a verified petition stating that the decision of the Board is illegal in whole or in part and specifying the grounds of the alleged illegality.

(2) Pursuant to State law, any such petition complaining of the Board's decision must be filed with a court of record within ten (10) days after the date of the Board's decision is filed in the Board's office.

(k) Fees:

(1) Fees shall be as provided for in the Fee Schedule found in the appendix of the Code of Ordinances.

SEC. 2.4.004 CHANGES & AMENDMENTS TO ALL ZONING ORDINANCES & DISTRICTS

(a) Declaration of Policy and Review Criteria

The City declares the enactment of these regulations governing the use and development of land, buildings, and structures as a measure necessary to the orderly development of the community. Therefore, no change shall be made in these regulations or in the boundaries of the place types zoning districts except:

(1) To correct any error in the regulations or map.

(2) To recognize changed or changing conditions or circumstances in a particular locality.

(3) To recognize changes in technology, the style of living, or manner of conducting business.

(4) To change the property to uses in accordance with the approved Comprehensive Plan. In making a determination regarding a requested zoning change, the Planning and Zoning Commission and City Council shall consider the following factors:

In making a determination regarding a requested zoning change, the Planning and Zoning Commission and City Council shall consider the following factors:

- (1) Whether the uses permitted by the proposed change will be appropriate in the immediate area concerned and their relationship to the general area and the City as a whole.
- (2) Whether the proposed change is in accord with any existing or proposed plans for providing public schools, streets, water supply, sanitary sewers, and other utilities to the area, and shall note the findings.
- (3) The amount of vacant land currently classified for similar development in the vicinity and elsewhere in the City, and any special circumstances which may make a substantial part of such vacant land unavailable for development.

- (4) The recent rate at which land is being developed in the same zoning classification as the request, particularly in the vicinity of the proposed change.
- (5) How other areas designated for similar development will be, or are unlikely to be, affected if the proposed amendment is approved.
- (6) Any other factors which will substantially affect the public health, safety, morals, or general welfare.

(b) Authority to Amend Ordinance:

- (1) The City Council may from time to time, after receiving a final report thereon by the Planning and Zoning Commission and after public hearings required by law, amend, supplement, or change the regulations herein provided or the boundaries of the place types zoning districts specified on the Place Type Zoning Map. Any Ordinance regulations or Zoning District boundary amendment may be ordered for consideration by the City Council, be initiated by the Planning and Zoning Commission, or be requested by the owner of real property, or the authorized representative of an owner of real property.

(2) Consideration for a change in any district boundary line or special zoning regulation may be initiated only with written consent of the property owner, or by the Planning and Zoning Commission or City Council on its own motion when it finds that public benefit will be derived from consideration of such matter. In the event the ownership stated on an application and that shown on the City records are different, the applicant shall submit proof of ownership.

(3) No person who owes delinquent taxes, delinquent paving assessments, impact fees, or any other delinquent debts or obligations to the City of Bastrop, and which are directly attributable to a piece of property requested for zoning shall be allowed to submit a zoning request until the taxes, assessments, debts, or obligations directly attributable to said property and owed by the owner or previous owner thereof shall have been first fully discharged by payment, or until an arrangement satisfactory to the City has been made for the payment of such debts or obligations. It shall be the applicant's responsibility to provide evidence or proof that the taxes have been paid.

SEC. 2.4.005 ADMINISTRATIVE PROCEDURES

(a) Application:

- (1) Each application for zoning or for an amendment or change to the existing provisions of this Zoning Ordinance shall be made in writing on an application form available at the City, filed with the City and shall be accompanied by payment of the appropriate fee as established by the City of Bastrop, Texas fee schedule as adopted.
- (2) Any application for zoning or for an amendment or change shall require a Zoning Concept Scheme - The concept scheme shall be submitted by the applicant at the time of the zoning request. The scheme shall show the applicant's intent for the use of the land within the proposed area in a graphic manner, as required, and supported by written documentation of proposals and standards for development. The City may prepare application form(s) which further describe and explain the below requirements.

(3) The Zoning Concept Scheme shall include:

- A. Boundary of the proposed area
- B. A scaled drawing showing types and location of proposed place types and building types
- C. Thoroughfares and preliminary lot arrangements
- D. A sketch drawing that shows the size, type and location of buildings and building sites, access, density, building height, fire lanes, screening, parking areas, landscaped areas, and project scheduling
- E. Physical features of the site including a scaled drawing showing major existing vegetation, natural water courses, creeks or bodies of water and an analysis of planned changes in such natural features as a result of the development. This shall include a delineation of any flood prone areas
- F. Any existing thoroughfares and easements
- G. Location of proposed public open spaces or civic spaces
- H. The points of ingress and egress from existing and proposed streets
- I. A landscape plan showing turf areas, screening walls, ornamental planting, wooded areas to be preserved, and trees to be planted. The landscape plan should provide types of plantings to be used and give a general landscape design scheme for the development
- J. A conceptual infrastructure plan showing the location of any existing or proposed utilities needed to adequately serve the development
- K. Architectural drawings (elevations, etc.) showing elevations and architectural style to be used throughout the development
- L. A parks and trails plan showing any proposed parks, trails, hardscape, playscape, water feature or any other proposed improvements to any civic or open space
- M. A Conceptual Drainage Plan as required by Appendix A, the City of Bastrop Stormwater Drainage Design Manual.

(d) Public Hearing and Notice:

Prior to making its report to the City Council, the Planning and Zoning Commission shall hold at least one public hearing on each application as applicable by state law (Texas Local Government Code Chapter 211 as so may be amended). Written notice of all public hearings on proposed changes in district boundaries shall be sent to all owners of property, or to the person rendering the same for City taxes, located within the area of application and within two hundred feet (200') of any property affected thereby, within not less than ten (10) days before such hearing is held. Such notice may be served by using the last known address as listed on the latest approved tax roll and depositing the notice, postage paid, in the United States mail. Notice of hearings on proposed changes in the text of the Zoning Ordinance shall be accomplished by one publication not less than fifteen (15) days prior thereto in the official newspaper of the City. Changes in the ordinance text which do not change zoning district boundaries do not require written notification to individual property owners.

(e) Failure to Appear:

Failure of the applicant or his representative to appear before the Planning and Zoning Commission or City

Council for more than one hearing without an approved delay by the City Manager shall constitute sufficient grounds for the Planning and Zoning Commission or the City Council to table or deny the application unless the City is notified in writing by the applicant at least seventy-two (72) hours prior to the hearing.

(f) Planning and Zoning Commission Consideration and Report:

The Planning and Zoning Commission shall function in accordance with Section 8 of this Code. The Planning and Zoning Commission, after the public hearing is closed, shall prepare its report and recommendations on the proposed change stating its findings, its evaluation of the request and of the relationship of the request to the Comprehensive Plan. The Planning and Zoning Commission may defer its report for not more than forty-five (45) days from the time it is posted on the agenda or until it has had an opportunity to consider other proposed changes which may have a direct bearing thereon unless a postponement is requested by the applicant. If the Planning and Zoning Commission has not acted, the request shall be sent to the City Council as a recommendation to deny.

(g) Denial:

If the Planning and Zoning Commission recommends denial of the zoning change request, it shall offer reasons to the applicant for the denial, if requested by the applicant.

(h) City Council Consideration:

(1) Applications Recommended for Approval by the Planning and Zoning Commission: Every application or proposal which is recommended for approval by the Planning and Zoning Commission shall be automatically forwarded to the City Council for setting and holding of public hearing thereon. No change, however, shall become effective until after the adoption of an ordinance for same and its publication as required by law.

(2) Applications Recommended for Denial by the Planning and Zoning Commission: When the Planning and Zoning Commission makes a recommendation that a proposal should be denied, the request, in its original form, will automatically be placed on the City Council agenda unless requested not to by the applicant within ten (10) days of such action.

(3) Resubmission of Applications - Similar Applications Within One (1) Year Prohibited: No applications for a change of zoning classification, variance or Conditional Use Permit shall be accepted if a similar application for the same property has been denied by the Council or Zoning Board of Adjustment within the preceding twelve (12) month period. However, the City Council or the Zoning Board of Adjustment may, if requested in writing, reconsider an application previously denied within a period of thirty (30) days from such denial if such denial was based upon erroneous or omitted information or if substantial new information is discovered. Such reconsideration shall only be heard if agreed by four or more members of the City Council or the Zoning Board of Adjustment. No previous denial shall be overturned except by a 4/5ths vote of the City Council or the Zoning Board of Adjustment. Written notice of any such reconsideration shall be given to all property owners within two hundred feet (200') of the subject property at least ten (10) days prior to any reconsideration hearing. All costs of such notices shall be paid by the applicant for reconsideration prior to any vote on the matter.

(4) City Council Hearing and Notice for Zoning Changes:
Notice of the City Council public hearing shall be given by publication in the official newspaper of the City, stating the time and place of such hearing, which shall be at least fifteen (15) days after the date of publication.

(5) Three-Fourths Vote:

A. A favorable vote of three-fourths (3/4) of all members of the City Council shall be required to approve any change in zoning when written objections are received from twenty percent (20%) of the area of the adjacent landowners which comply with the provisions of Section 211.006 of the Local Government Code of the State of Texas commonly referred to as the "twenty percent (20%) rule." If a protest against such proposed amendment, supplement or change has been filed with the City Secretary, duly signed and acknowledged by the owners of twenty percent (20%) or more, either of the area of the lots included in such a proposed change or those immediately adjacent to the area thereof extending two hundred feet (200') therefrom or of those directly opposite thereto extending two

hundred feet (200') from the street frontage of such opposite lots, such amendments shall not become effective except by a three-fourths (3/4) vote of the City Council.

B. When the Planning and Zoning Commission makes a recommendation(s) that a proposed zoning change or site plan be denied, the request (in its original form) shall require a three-fourths (3/4) majority vote from City Council for it to be approved.

(6) Final Approval and Ordinance Adoption: Upon approval of the zoning request by the City Council, the applicant shall submit all related material with revisions, if necessary, to the City for the preparation of the amending ordinance. A metes and bounds description of all property and appropriate exhibits must be submitted with the zoning change request application. The amending ordinance will not be approved until a correct description has been prepared. The zoning request shall be approved at the time the City Council makes a decision to approve the request as submitted or with certain conditions.

(i) Joint Public Hearings:

- (1) As authorized in Section 211.007 of the Texas Local Government Code, the City Council may, by a two-thirds (2/3) vote, prescribe the type of notice to be given of the time and place of a public hearing held jointly by the City Council and Planning and Zoning Commission. If the notice provisions are different than Section 2.4.005.b above, then the provisions of Section 2.4.005.i do not apply.

(j) Procedure for Newly Annexed Land:

- (1) As soon as reasonable, after an annexation ordinance is approved by the City Council, the Director of Planning and Development shall prepare an application for zoning the newly annexed land from "P2 " Rural to a more permanent zoning district. The application shall be placed on the Planning and Zoning Commission's agenda. All procedures as set forth in this section shall apply.

(k) Fees:

- (1) Fees shall be as provided for in the Fee Schedule found in the appendix of the Code of Ordinances.

SEC. 2.4.006 CERTIFICATES OF OCCUPANCY AND COMPLIANCE

(a) Certificates of Occupancy shall be Required for Any of the Following:

- (1) Occupancy and use of a building hereafter erected or structurally altered.
- (2) Change in use of an existing building to a use of a different classification.
- (3) Change in the use of land to a use of a different classification.
- (4) Change in occupant or business within a building.

No such use, or change of use, shall take place until a Certificate of Occupancy therefor shall have been issued by the Building Official. A fee shall be established by separate ordinance.

(b) Procedure for New or Altered Buildings:

Written application for a Certificate of Occupancy for a new building or for an existing building which is to be altered shall be made at the same time as the application for the Building Permit for such building. Said Certificate shall be issued after the Building Official orders the building or structure inspected and finds no violations of

the provisions of this Code or other regulations which are enforced by the Building Official. Said Certificate shall be issued by the Building Official or his agent after the erection or alteration of such building or part thereof has been completed in conformity with the provisions of this Code.

(c) Procedure for vacant land or a change in building use:

Written application for a Certificate of Occupancy for the use of vacant land, a change in the use of land or a change in the use of a building, or for a change from a nonconforming use to a conforming use, shall be made to said Building Official or his agent. If the proposed use is a conforming use, as herein provided, written application shall be made to said Building Official. If the proposed use is found to be in conformity with the provisions of this Code, the Certificate of Occupancy shall be issued after the application for same has been made and all required inspections are completed and approved by the Building Official.

(d) Contents:

Every Certificate of Occupancy shall contain the following: 1) building permit number, 2) the address of the building, 3) the name and address of the owner, 4) a

description of that portion of the building for which the Certificate is issued, 5) a statement that the described portion of the building has been inspected for compliance with the requirements of the SBCCI, group and division of occupancy, 6) the name of the Building Official, 7) use (uses) allowed, and 8) issue date of Certificate of Occupancy.

(e) Conditional Certificate of Occupancy:

If the Building Official or his agents find that no substantial hazard will result from occupancy of any building or portion thereof before the same is completed, a Conditional Certificate of Occupancy may be issued for a period not to exceed six (6) months, for the use of a portion or portions of a building or structure prior to the completion of the entire building or structure. Such Conditional Certificate of Occupancy shall not be construed as in any way altering the respective rights, duties, or other obligations of the owners/tenants relating to the use or occupancy of the premises or any other provision of this Code.

(f) Posting:

The Certificate of Occupancy shall be posted in a conspicuous place on the premises and shall not be

removed except by the Building Official or his authorized agent.

(g) Revocation:

The Building Official may, in writing, suspend or revoke a Certificate of Occupancy issued under the provisions of this Code whenever the Certificate is issued in error, or on the basis of incorrect information supplied, or when it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation or any of the provision of this Code or the building code and other codes adopted by the City, and any amendments thereto.

ARTICLE 2.4 PENALTIES AND NONCONFORMITIES

SEC. 2.4.001 EFFECT OF INTERPRETATION

(a) Applying Provisions:

In interpreting and applying the provisions of this Ordinance, they shall be held to [be] the minimum requirements for the promotion of the public safety, health, convenience, comfort, prosperity, or general welfare. It is not intended by this Ordinance to interfere with or abrogate or annul any easements, covenants or

other agreements between parties, provided, however, that where this Ordinance imposes a greater restriction upon the use of buildings or premises or upon height of buildings, or requires larger open spaces than are imposed or required by agreements, the provisions of this Ordinance shall govern.

SEC. 2.4.002 PRESERVING RIGHTS IN PENDING LITIGATION AND VIOLATIONS UNDER EXISTING ORDINANCES

(a) Existing Illegal Use

By the passage of this Ordinance, no presently illegal use shall be deemed to have been legalized unless specifically such use falls within a use district where the actual use is a conforming use. Otherwise, such uses shall remain nonconforming uses where recognized, or an illegal use, as the case may be. It is further the intent and declared purpose of this Ordinance that no offense committed, and no liability, penalty, or forfeiture, either civil or criminal, incurred prior to the time the existing zoning ordinance was repealed and this Place Type Zoning Ordinance adopted, shall be discharged or affected by such repeal; but prosecutions and suits for such offenses, liabilities, penalties, or forfeitures may be instituted or causes presently pending proceeded with in

all respects as if such prior ordinance had not been repealed.

SEC. 2.4.003 ACTIONS AND PENALTIES FOR VIOLATIONS

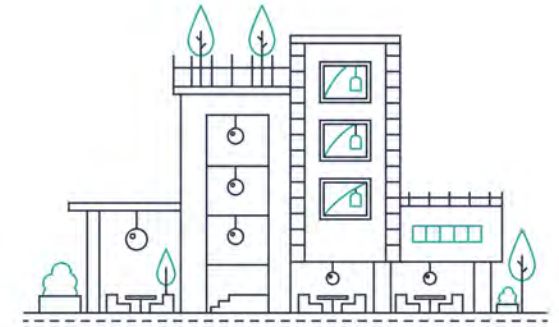
- (a) Stop Work Order: The Director of Planning and Development, or other duly authorized city official may order all work, including site clearing or other site preparation, stopped on any site where a significant violation of this ordinance is found.
- (b) Legal Action: The Council may direct the City Attorney to initiate injunction, mandamus, abatement or any other action available in law or equity to prevent, enjoin, abate correct or remove such unlawful structure, use or work.
- (c) Fines for Violations: Any person or corporation violating any of the provisions of this Ordinance shall, upon conviction, be fined any sum not exceeding two thousand dollars (\$2,000.00) and each and every day that the provisions of this Ordinance are violated shall constitute a separate and distinct offense. In addition to the said penalty provided for, the right is hereby conferred and extended upon any property owner owning property in any district, where such property owner may be affected or invaded, by a violation of the terms of the Ordinance, to bring suit in such court or courts having jurisdiction

thereof and obtain such remedies as may be available at law and equity in the protection of the rights of such property owners

SEC. 2.4.004 VALIDITY

- (a) Effect of Invalid Sections: If any section, paragraph, subdivision, clause, phrase, or provision of this Ordinance shall be adjudged invalid or held unconstitutional, the same shall not affect the validity of this Ordinance as a whole or any part or provision thereof other than the part so decided to be invalid or unconstitutional.

CHAPTER 3 PLACE TYPE ZONING DISTRICTS



ARTICLE 3.1 PLACE TYPE ZONING DISTRICTS

SEC. 3.1.001 GENERAL

The establishment of Place Types in the City of Bastrop, Texas, are intended to promote compatible patterns of land use and site development consistent with the City's Comprehensive Plan.

SEC. 3.1.002 PLACE TYPES ESTABLISHED

The City of Bastrop is hereby divided into seven (7) Place Types that are established in Section 3.1.005. All land within the City limits shall be classified into one of the following Place Type Zoning Districts in Section 3.1.005.

- (a) A summary of the regulations of the place type zoning districts is included in 3.2 Place Type Standards, Article 6.5, Building Types by Place Type, and Article 6.7 Building Standards by Place Type.
- (b) Place Types form the foundation of how building intensities will be distributed throughout new neighborhood and infill development.
- (c) Place Types establish areas from rural to urban and provide for the creation of holistic human settlements.

SEC. 3.1.003 - PLACE TYPE ZONING MAP

The boundaries of Place Type districts set out herein are delineated upon a Place Type Zoning Map of the City, adopted as part of this Code as fully as if the same were set forth herein in detail.

- (a) One original of the Place Type Zoning Map shall be filed in the office of the City Secretary. This copy shall be the official Place Type Zoning Map and shall bear the signature of the Mayor and attestation of the City Secretary. This copy shall not be changed in any manner. In case of any question, this copy, together with amending ordinances, shall be controlling.
- (b) A copy of the original Place Type Zoning Map shall be placed in the office of the Director of Planning and Development. The copy shall be used for reference and shall be maintained up-to-date by posting thereon all subsequent amendments. Reproductions for informational purposes may be made of the official Place Type Zoning Map or this copy.

SEC. 3.1.004 - PLACE TYPE ZONING MAP BOUNDARIES

(a) The district boundary lines shown on the Place Type Zoning Map are usually along streets, alleys, property lines, or extensions thereof. Where uncertainty exists as to the boundaries of districts as shown on the Official Place Type Zoning Map:

- (1) Boundaries indicated as approximately following the centerline of streets, highways or alleys shall be construed to follow such centerline.
- (2) Boundaries indicated as approximately following platted lot lines shall be construed as following such lot lines.
- (3) Boundaries indicated as approximately following city limits shall be construed as following city limits.
- (4) Boundaries indicated as following railroad lines shall be construed to be midway between the right-of-way lines.
- (5) Boundaries indicated as following the centerline of all creeks, streams or drainageways shall be construed to follow such centerline, and in the event of change in the centerline, shall be construed to move with such centerline.

- (6) Boundaries indicated as parallel to or extensions of features indicated in Subsections 1 through 5 above shall be so construed. Distances not specifically indicated on the official zoning maps shall be determined by the scale of the map.
- (7) Whenever any street, alley, or other public way is vacated by official action of the City Council or whenever such area is franchised for building purposes, the zoning district line adjoining each side of such street, alley, or other public way shall be automatically extended to the centerline of such vacated street, alley, or way and all areas so involved shall then and henceforth be subject to all regulations of the extended districts.
- (8) The zoning classification applied to a tract of land adjacent to a street shall extend to the centerline of the street, unless as a condition of zoning approval, it is stated that the zoning classification shall not apply to the street.
- (9) Where physical features on the ground are at variance with information shown on the official zoning district map or when there arises a question as to how or whether a parcel of property is zoned and such question cannot be resolved by the application of

Subsections 1 through 8, the property shall be considered as classified, "P2" Rural, in the same manner as provided for newly annexed territory.

(10) Zoning changes which are still valid made between April 30, 1991 and the date of passage of this Code are indicated in approximate locations on the Place Type Zoning Map. For exact legal descriptions, refer to adopting ordinances for each particular zoning change.

SEC 3.1.005 PLACE TYPE ZONING DISTRICTS TABLE



P-1 Nature

Lands in a natural state or reverting to a wilderness condition, including lands unsuitable for settlement due to topography, hydrology or vegetation. P1 is intended to preserve areas that contain sensitive habitats, active or passive open spaces, parks and limited agriculture uses.



P-2 Rural

Rural living, food production, and to be located in a manner which does not cause a nuisance to more intensely inhabited areas. P2 consists of sparsely settled lands in open or cultivated states.



P-3 Neighborhood

Low density residential areas. P3 is adjacent to higher Place Types which have some mixed use Buildings. Planting is naturalistic and setbacks vary from relatively deep to shallow. The roads and blocks may be irregular to accommodate natural conditions.



P-4 Mix

More intense Building Types which provide more lifestyle choices. It provides for a mix of Residential Building Types. Commercial and Office uses are allowed in this District only in house form structures. Street Types consists of multimodal streets but are primarily residential urban fabric.



P-5 Core

Higher density mixture of Building Types that accommodate retail, offices, row houses and apartments. It has a tight network of streets, with wide sidewalks, steady street tree plantings and buildings set close to the sidewalks. P5 is a highly walkable area. A continuous line of buildings is critical to define the Public Frontage and allow for visible activity along the street edge.



P-CS Civic Space/Civic Building

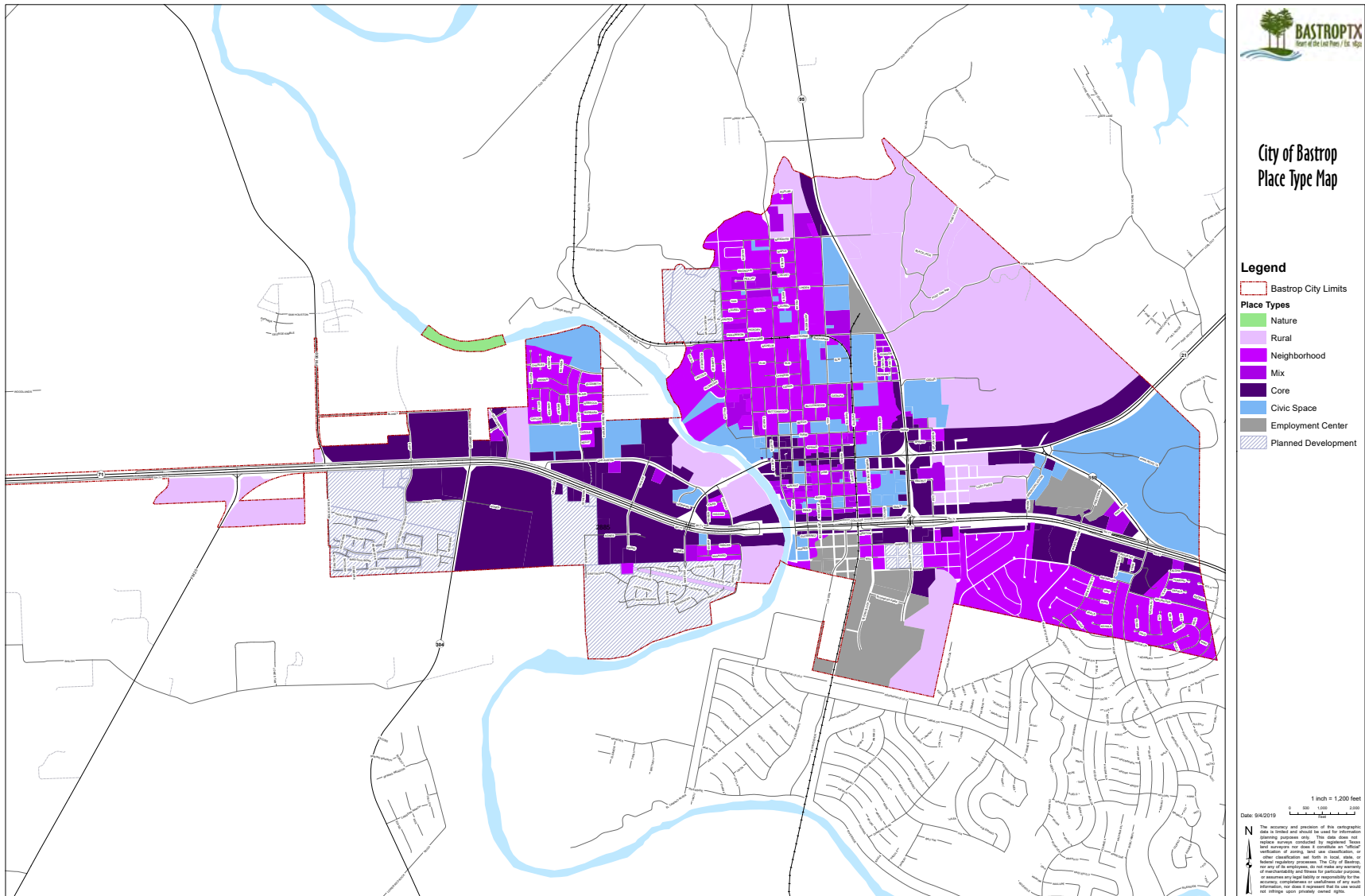
Civic Spaces and/or Civic Buildings serve as community features appropriate to their Place Types. Civic Spaces provide relief from the urban environment inside each neighborhood.



P-EC Employment Center

Areas that by their function, disposition, or configuration cannot, or should not, conform to one or more of the Place Types.

SEC 3.1.006 PLACE TYPE ZONING MAP



ARTICLE 3.2 PLACE TYPE STANDARDS

SEC 3.2.001 NEIGHBORHOOD CONCEPT SCHEME

- (a) All areas within the City of Bastrop assigned one Place Type over 2.4 acres with adoption of the B³ Code, will be known as "Greenfield," and will develop as Neighborhood Concept Schemes. Place Types shall be assigned through the creation of a Neighborhood Concept Scheme
- (b) The process for creating a Neighborhood Concept Scheme is described in the B3TM Section 2.4 Neighborhood Concept Scheme.
- (c) Neighborhood Concept Schemes must contain a Place Type allocation as defined in Section 3.2.001.b and be reflective of Section 4.2.001 Character District Descriptions & Additional Standards.

SEC 3.2.002 ALLOCATION & SEQUENCE OF PLACE TYPE DETERMINATION

- (a) Determination of Place Type designations shall be made in the following sequence:
 - (1) Geographically sensitive Development Patterns;

- (2) The existing streets and Master Thoroughfare Plan Mandatory Street Network;
 - (3) Proximity to existing Place Types (built or entitled); and,
 - (4) Size of new development.
- (b) The City of Bastrop shall have the following assigned percentages of each Pedestrian Shed allocated to the established Place Types. Review permitted Development Patterns and the associated standards. Place Type percentage allocation per Pedestrian Shed as described in Article 3.3 :

P1- Nature	Varies
P2- Rural	Varies
P3 - Neighborhood	10-35%
P4 - Mix	25-75%
P5 - Core	5-20%
CS - Civic Space	10% min
EC - Employment Center	No Minimum

(c) EC- Employment Center Place Type

- (1) Requests shall be required to collaboratively work with the City to determine the appropriate standards and development parameters for the selected site.
 - (A) The determinations for standards shall follow the sequences as stated in Section 3.2.001.b.
 - (B) EC must be allowed in the Character District.
 - (C) When determining the base standards, the treatment of the Public Frontage shall align with the intent of this Code.
 - (D) EC applications must submit a Zoning Concept Scheme as defined in 2.4.005.(a)(3).

ARTICLE 3.3 PEDESTRIAN SHED

Every 1/4 mile radius or "Pedestrian Shed," i.e. approx. 80 acres or 6 Farm Lots, is to contain a mix/allocation of Place Types that reflect the Character District. Measuring development by the pedestrian shed will ensure walkable neighborhoods are created. The pedestrian shed is the area encompassed by the walking distance from a town or neighborhood center. They are often defined as the area covered by a 5-minute walk (about 0.25 miles or 1,320 feet) from the center. They may be drawn as perfect circles or have irregular shapes covering the actual distance walked, not the linear (aerial) distance.

New Neighborhood Regulating Plan Pedestrian Shed Example

B3 Code Requirements

P1 - Nature	no minimum
P2 - Rural	no minimum
P3 - Neighborhood	10-35%
P4 - Mix	25-75%
P5 - Core	5-20%
CS - Civic Space	10% min

Neighborhood 1

P2	P3	P4	P5	CIVIC	EC	Total
25.9	16.9	19.7	8.1	6.1	0.0	76.8
34%	22%	26%	11%	8%	0%	100%

Neighborhood 2

P2	P3	P4	P5	CIVIC	EC	Total
11.2	17.8	26.3	7.0	5.8	0.0	68.0
16%	26%	39%	10%	9%	0%	100%

Neighborhood 3

P2	P3	P4	P5	CIVIC	EC	Total
13.0	9.7	22.6	11.9	19.5	18.7	95.5
14%	10%	24%	12%	20%	20%	100%

Total

P2	P3	P4	P5	CIVIC	EC	Total
50.1	44.4	68.5	27.0	31.4	18.7	240.0
21%	18%	29%	11%	13%	8%	100%



PLACE TYPES

- PDD
- P1 - Nature
- P2 - Rural
- P3 - Neighborhood
- P4 - Mix
- P5 - Core
- Employment Center
- Railroads

CIVIC SPACES

- Civic Building
- Civic Space
- Civic Parking
- 1/4 Mile Pedestrian Shed



ARTICLE 3.4 DEVELOPMENT STANDARDS PER PLACE TYPE

	P1	P2	P3	P4	P5
Blocks					
Block Length Max.	UNLIMITED	720 FT	330 FT	330 FT	330 FT
Block Perimeter Max.	UNLIMITED	2,863 FT	1,320 FT	1,320 FT	1,320 FT
Civic Space (Article 7.3)					
Park	P	P	P	NP	NP
Green	NP	NP	P	P	P
Square	NP	NP	NP	P	P
Plaza	NP	NP	NP	NP	P
Playground	P	P	P	P	P
Public Lighting Types (Article 7.5)					
Cobra Head	P				
Pipe	P	P	P		
Post		P	P	P	
Column			P	P	P
Double Column				P	P
Building Types (Sec. 6.5.003)					
Commercial	NP	NP	NP	NP	P
Apartment	NP	NP	NP	P	P

	P1	P2	P3	P4	P5
Rowhouse	NP	NP	NP	P	P
Sideyard	NP	NP	NP	P	P
Courtyard House	NP	NP	NP	P	P
Ranch House, Villa	NP	P	P	NP	NP
House	NP	P	P	P	NP
Duplex	NP	P	P	P	NP
Encroachment Types (Sec. 6.5.002)					
Porch	N/A	N/A	P	P	NP
Dooryard	N/A	N/A	NP	P	P
Terrace	N/A	N/A	NP	P	P
Stoop	N/A	N/A	NP	P	P
Lightwell	N/A	N/A	NP	P	P
Gallery	N/A	N/A	NP	P	P
Arcade	N/A	N/A	NP	NP	P
Lot Occupation (Sec. 6.3.008)					
Lot Coverage	n/a	40% max	60% max	70% max	80% max
Facade Buildout at Build-to-Line	n/a	40% min	40% min	60% min	80% min
Build-to-Line	n/a	10 ft - no max	10 ft - 25 ft*	5 ft - 15 ft	2 ft - 15 ft

* Lots exceeding 1/2 acre may extend Build-to-Line up to 60 ft from the Frontage Line.

	P1	P2	P3	P4	P5
Building Height (Sec. 6.5.003)					
Principal Building	n/a	2 max	2 max	3 max	5 max / 3 max Downtown
Accessory Dwelling Unit	n/a	2 max	2 max	2 max	2 max
First Layer Encroachments (Sec. 6.5.002)					
Open Porch	n/a	50% max	50% max	80% max	n/a
Balcony and/or Bay Window	n/a	25% max	25% max	50% max	100% max
Stoop, Lightwell, Terrace or Dooryard	n/a	n/a	n/a	100% max	100% max
R.O.W. Encroachments (Sec. 6.5.002)					
Awning, Gallery, or Arcade	n/a	n/a	n/a	to within 2 ft. of the Curb	to within 2 ft. of the Curb
Encroachment Depths (Sec. 6.5.002)					
Porch	n/a	5 ft min	8 ft min	8 ft min	n/a
Gallery	n/a	n/a	n/a	10 ft min	10 ft. min.
Arcade	n/a	n/a	n/a	n/a	12 ft. min.
Parking Location (Sec. 6.3.006)					
2nd Layer	n/a	P	P	NP	NP
3rd Layer	n/a	P	P	P	P
Open Porch	n/a	50% max	50% max	80% max	n/a
Signage (Chapter 8)					

	P1	P2	P3	P4	P5
Address Sign	P	P	P	P	P
Awnings & Signs	NP	NP	NP	P	P
Band Signs	NP	NP	NP	P	P
Blade Signs	NP	NP	NP	P	P
Marquee Signs	NP	NP	NP	NP	P
Name Plate Signs	NP	NP	NP	P	P
Outdoor Display Case	NP	NP	NP	P	P
Sidewalk Signs	NP	NP	NP	P	P
Window Signs	NP	NP	NP	P	P
Yard Signs	NP	NP	NP	P	NP

P = PERMITTED NP = NOT PERMITTED

ARTICLE 3.5 NUISANCE REGULATIONS

CHAPTER 4 CHARACTER DISTRICTS



ARTICLE 4.1 GENERAL

SEC. 4.1.001 INTENT OF CHARACTER DISTRICTS

(a) Intent

- (2) Character Districts are the largest regulating geographic boundary in the Code. The boundaries are intended to have standards which align with the natural landscape and the patterns of development established on the land. Development Patterns, Place Types, and Streets Types are localized and represented in the standards.
- (3) This Article governs the preparation of a Character District Map that allocates identity and special standards to areas within the City of Bastrop. For lands within the City of Bastrop that have been mapped pursuant to Article 4.1, Development Patterns prescribe the Development Pattern types permitted in each Character District.
- (4) Character Districts shall integrate the largest practical geographic area, overlapping property lines as necessary and municipal boundaries, if possible.

SEC. 4.1.002 CHARACTER DISTRICTS ESTABLISHED

(a) Generally

- (1) The City Council hereby adopts the City of Bastrop Character District Map (hereafter referred to as the "Character District Map"), which is on file with the Director of Planning and Development. The Character District Map is hereby incorporated into this Code by reference as though it were fully included here.

(b) B3 Character Districts Established

- (1) The location and boundaries of the districts in this Article are hereby established, and will be shown on the Character District Map.

(c) Interpretation of District Boundaries

- (1) The Planning and Development Director will be initially responsible for interpretations of the official Character District Map. The following standards will govern the interpretation of District Boundaries:
 - i. Boundaries indicated as approximately following the centerlines or right-of-way lines of streets, highways, alley, railways, or public utility easements will be construed to follow such lines.

- ii. Boundaries indicated as approximately following platted lot or tract lines will be construed as following such lines, whether public or private.
- iii. Boundaries indicated as approximately following the City Limit line will be construed to follow such City Limit line.
- iv. Boundaries indicated as approximately following the center, mean high water mark, or shoreline of streams, rivers, canals, lakes, marsh areas, or other bodies of water, lowland, or tidal areas, will be construed to follow such boundaries.

(d) Record Keeping

The original and all revised versions of the Character District Map will be certified as such by the signature of the Administrator, and will be kept on file, in either hardcopy or digital form, in the office of the Department of Planning & Development Services.

(e) Public Access

Copies of the Character District Map will be made available for public inspection in the office of the Department of Planning & Development Services during normal business hours.

ARTICLE 4.2 GENERAL

**SEC. 4.2.001 CHARACTER DISTRICTS DESCRIPTIONS &
ADDITIONAL STANDARDS**

(a) Intent

(1) The Character District descriptions and standards are guiding development recommendations which coordinate with the individual Character District for each other corresponding Development Patterns, Place Types, Street Types, Building and Block Types.

(b) Descriptions and Additional Standards

(1) **Bastrop State Park** - Development in this district blends seamlessly into the natural environment. Preservation of urban wild lands and cultural history are the forefront of all design. Road networks and buildings focus attention toward scenic views and harmonize with nature.

(2) **The Bluffs District** - Characterized by scenic vistas of the Colorado River, this district is positioned along the rolling hills of the Lost Pines. The natural geography in the district provides both opportunity for commerce and residential neighborhoods. The built environment

will harmoniously integrate with the natural environment, creating inviting open spaces with storefronts and residences.

(3) **Cattleman's District** - Ranching has been a cornerstone of the Texas economy for the last 300 years. The northwestern edge of the City and beyond continues to honor the long tradition of the cattle industry. The open range of the Cattleman's District lends itself to village centers. A mix of retail, restaurant and office Buildings, that incorporate residential around community agriculture, open fields, and water features being reminiscent of meandering streams and stock tanks that once served livestock.

(4) **Cultural Arts District** - Arts and culture are the centerpiece of this district. Located in one of the oldest parts of the City, this district will pay homage to the rich culture of Bastrop by providing a physical landscape to share the human experience. A sophisticated mix of theater, music, and art will blend with a mix of housing, while also providing shopping and dining opportunities. Situated along two state highways, this district will be a destination for tourists and locals alike sharing a cultural experience.

(5) **District 71** - District 71 promotes regional trade and easy vehicular access from major thoroughfares. Developments become destinations unto themselves, with parking areas nearby for visitor access. Elements within the public realm encourage walk- or bike-ability bringing large developed areas back to the human scale.

(6) **Downtown District** - Downtown Bastrop is laid out in an almost perfect series of small gridded blocks. The gridded network of streets is a fundamental element which creates the most effective and efficient structure for cities to be walkable, flexible and timeless. It contains human scale streets and buildings organized in a uniform manner. Parks and Civic Spaces integrated into the built form of the City. The shopfronts and ground floor characteristics at the street edge are made up of glass and directly relate to the street. The residential lot sizes, house sizes, housing types, and setbacks vary throughout the district.

(7) **Historic Highway District** - As one of the oldest towns in Texas, Bastrop has served travelers going from Austin to Houston for over 100 years. The Historic Highway District demonstrates a pattern of

development that provided commercial and retail business for both residents and travelers. As Bastrop continues to be a destination for out of town visitors, this area provides a route that parallels State Highway 71 and leads to Historic Downtown Bastrop.

(8) **Lost Pines District** - The Lost Pines has special geographic features, such as the stand of Loblolly Pines that is more than 100 miles from similar forests. Additionally, the towering trees and sandy soil in this district provides an optimal environment for the Houston Toad. The rolling hills provide breathtaking vistas and deep valleys that provide an opportunity for clustered developments that will preserve the natural environment while allowing urban neighborhoods to interact with nature.

- i. Development must comply with the standards and processes within the Lost Pines Habitat Conservation Plan, as amended.

(9) **Mayfest Hill District** - Anchored by Civic Space, Mayfest Hill provides a gateway into town where drivers are treated to a glimpse of Bastrop's geographically sensitive design and views of the Colorado River Basin. Residential roads and buildings

are tucked away into the hills, providing a tranquil space between the major roadways. The Civic Spaces pull neighborhood and area residents together into lively events and gatherings, utilizing the available road network.

(10) **The Meadows District** - Large rolling meadows still dominate the landscape as Bastrop extends towards the west. The natural landscape is an open canvas creating an integrated community of assorted retail, service, and residential with walkability as a main feature. Civic Spaces and meandering trails are easily incorporated to connect the community to the Colorado River to the south.

(11) **New Addition District** - Just west of Historic Downtown Bastrop, you will find the “New” Addition. Nestled between the banks of the Colorado River and the historic residences of Downtown, this district is primarily residential in nature. Bound by the winding river to the west you will find similar curvilinear streets and winding trails within this district. Neighborhood markets and boutique services will be mixed into the residential fabric providing a true community feeling.

(12) **North End Park District** - The North End is defined by the distinct geographical boundaries of Union Pacific

Railroad, State Highway 95, and Piney Creek. Originally laid out in the pattern of Farm Lots, residential growth has happened incrementally, creating a diverse mix of lot sizes and housing styles. The addition of neighborhood commercial along established streets and the inclusion of housing type variation will add to the vitality and timeless nature of the community. Continued development should focus on establishing additional east/west connectivity to continue the Building Block pattern originally established in Downtown Bastrop.

(13) **North Water District** - This district follows the Colorado River north of SH 71. People may seamlessly access both riverine resources and shopfronts. Shopfronts directly interact with the street where topography allows or are clustered into accessible destinations along the river providing entertainment in scenic setting. Walkable trail connections to other districts, with shade from mature trees and structural features of the public realm, are key elements of development.

(14) **Old Town District** - Old Town has a rich history based on the Building Block and Farm Lot configuration of the 1920 Iredell Map. The gridded street network is

well connected, and a variety of lot types, setbacks, and Building Types are present. Human scale and tree shaded streets encourage comfortable multimodal connectivity to the surrounding neighborhoods, while discrete and rural-style infrastructure functions steadily.

(15) **PDD District** - Planned Development Districts are existing master planned developments created under previous Codes that allow a mix of land uses and design standards. Each area has specific concept and development plans that determine street connectivity, lot layout, and Building design.

(16) **River District** - The Colorado River serves as the focal point of this district. Ample commercial and residential opportunities are present, interacting with the natural environment, giving an uptown feel along the banks of the river. Open space, Civic Spaces, and trails will bring people to the district while they enjoy dining, retail, and entertainment opportunities. The natural geography will inform the Building pattern blending the urban and natural form.

(17) **Riverside Grove District** - Situated between a city park and a commercial corridor, Riverside Grove provides a classic opportunity to connect people to

places. Mobility is promoted via the tree-lined streets in a semi-grid pattern that allow multiple modes of transportation. A trail system further encourages pedestrian traffic and provides connectivity between the park, residences, and retail opportunities.

(18) **South River District** - This district follows the Colorado River south of SH 71. People may freely and seamlessly access both riverine resources and shopfronts. Shopfronts directly interact with the street where topography allows or are clustered into accessible destinations along the river providing entertainment in scenic setting. Walkable trail connections to other districts with shade from mature trees and structural features of the public realm are key elements of development. This district is geographically sensitive to the confluence of Gill's Branch and the Colorado River.

(19) **The Vista District** - The Vista District is a collection of people and places that provides an urban lifestyle. Capitalizing on its location along two major transportation corridors, this district will be an eclectic blend of shops, office spaces, residences, and entertainment venues. Its diverse mix of uses creates a true live, work, and play environment for the

community. Civic Spaces anchor the Public Frontage and storefronts are scattered throughout the walkable street grid, producing an inviting built environment.

SEC. 4.2.002 CHARACTER DISTRICT DEVELOPMENT PATTERNS

Each Character District is comprised of different natural environments, built patterns, and have a wide range of other physical and topographic attributes which add to their district nature. To protect and enhance these natural and existing features, each character district allows for different development patterns as defined in Article 5.2.

SEC. 4.2.003 ZONING CONCEPT SCHEMES BY CHARACTER DISTRICT

- (a) Multiple Place Type change requests within each Character District shall be reviewed collectively.

- (b) Multiple Neighborhood Concept Schemes submitted at one time shall be reviewed collectively to evaluate phasing, infrastructure demands, public safety and drainage impacts.

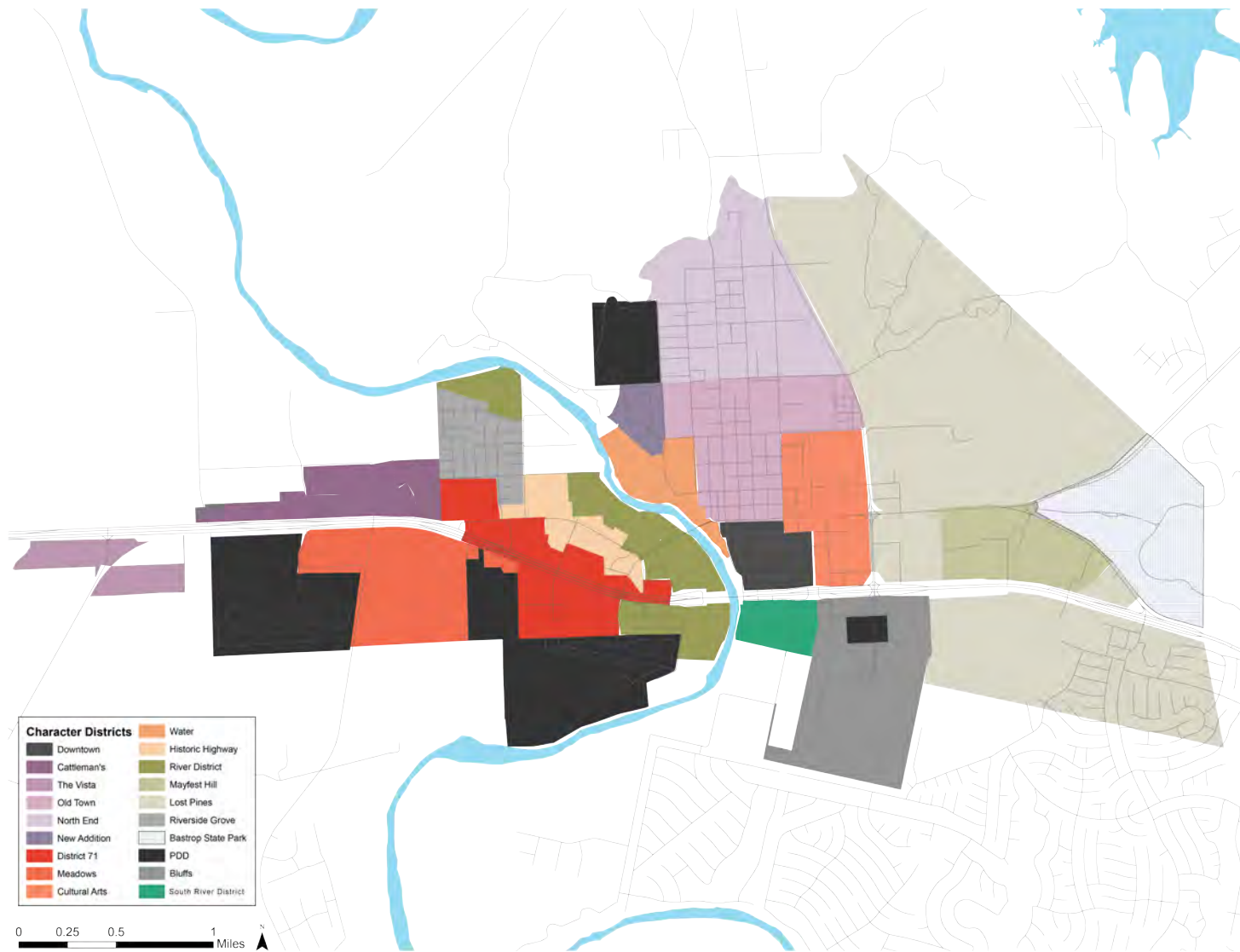
SEC. 4.2.004 ZONING CONCEPT SCEMES BY CHARACTER DISTRICT

	TND	CLD	VCD	P1	P2	P3	P4	P5
The Bluffs	P	NP	NP					
Cattleman's	P	NP	P					
Cultural Arts District	P	NP	NP					
District 71	P	NP	P					
Downtown	P	NP	NP					
Historic Highway	P	NP	NP					
Lost Pines	NP	P	P					
Mayfest Hill	P	P	P					
Meadows	P	NP	P					
New Addition	P	NP	NP					
North End	P	NP	NP					
North Water	P	NP	P					
Old Town	P	NP	NP					
River	P	P	P					
Riverside Grove	P	NP	NP					
South River	P	NP	NP					
Vista	P	NP	P					

P = PERMITTED NP = NOT PERMITTED

PURPLE SCALE: THE DARKER THE PURPLE THE GREATER THE ALLOCATION PERCENTAGE OF THAT PLACE TYPE

ARTICLE 4.3 CHARACTER DISTRICT MAP



CHAPTER 5 DEVELOPMENT PATTERNS



Renderings by Geoff Dyer

ARTICLE 5.1 INTENT OF DEVELOPMENT PATTERNS

(a) Development Patterns are the manner in which a neighborhood is configured. Different geographies accept different development patterns. To accommodate Bastrop's wide range of landscapes, there are three (3) Development Patterns which provide adequate facilitation of development.

(b) The development pattern type will be used to guide the creation of the Neighborhood Concept Scheme (see Section 2-4 Neighborhood Concept Schemes in B3TM) configurations suitable for different geographies and Character Districts.

(c) The B³ Code is a tool that guides the form of the built environment in order to create Development Patterns which are compact and walkable with a variety of Place Types. The Code supports a connected network of streets to relieve traffic congestion and preserves open lands in ecologically sensitive locations.

(d) The Character Districts each permit one or more of the three Development Patterns:

(1) Cluster Land Development (CLD)

(2) Traditional Neighborhood Development (TND)

(3) Village Center Development (VCD).

(e) See the Development Pattern Table for permitted Development Patterns within each Character District.

ARTICLE 5.2 DEVELOPMENT PATTERN STANDARDS

SEC. 5.2.001 TRADITIONAL NEIGHBORHOOD DEVELOPMENT (TND)

- (a) Intent: TND may occur in Infill areas and involve adaptive reuse of existing Buildings, or can involve new construction on previously undeveloped land.
- (b) TND characteristics include the continuation of the Grid as the basic platform of arrangement of the New Community Plans. They contain a range of housing types, a network of well connected streets and blocks, well defined public spaces, and have amenities such as stores, schools, and Third Places within walking distance of residences.
- (c) TND is the preferred and default development pattern in the City of Bastrop.

SEC. 5.2.002 TND STANDARDS

- (a) Location: The TND is located within a Character District that allows for the Development Pattern.
- (b) 1,320' preferred max block perimeter.
- (c) 333'x333' preferred block size.

- (d) If block dimensions exceed the preferred block perimeter and size, approval will be required by the Director of Planning and Development and a determination will be made if a 20' pedestrian walkway will need to be included at mid-block.
- (e) Smaller blocks are allowed By Right.
- (f) In the P4 Mix, a minimum residential mix of three building types (not less than 20%) shall be required.
- (g) A TND shall be structured by one standard or Linear Pedestrian Shed (see Article 3.2.2 Place Types by Pedestrian Shed) and shall be no fewer than 13.6 acres and no more than 160 acres.
- (h) A TND shall include Place Types as allocated in Section 3.2.002.b.
- (i) Sites larger than 80 circular acres or 160 linear acres shall be designed and developed as multiple Neighborhood Concept Schemes. Each NCS is subject to the individual Place Type requirements for its development pattern type as allocated Section 3.2.002.b or associated standards.

SEC. 5.2.003 CLUSTER LAND DEVELOPMENT (CLD)

- (a) Intent: CLD offers a compulsory alternative to conventional neighborhoods for the purpose of:
 - (1) Encouraging the use of land in accordance with its character and adaptability;
 - (2) Assuring the permanent preservation of open space, agricultural lands, and other natural resources through land reservations or Conservation Easements;
 - (3) Allowing innovation and greater flexibility in the design of residential developments to ensure the same overall amount of development normally permitted with the conventional home lot size;
 - (4) Facilitating the construction and maintenance of streets, utilities, and public services in a more economical and efficient manner increasing affordability and reducing the cost of building and maintaining infrastructure;
 - (5) Ensuring compatibility of design and use between neighboring properties; and,
 - (6) Encouraging a less sprawling form of development, thus preserving open space as undeveloped land.

SEC. 5.2.004 CLD STANDARDS

- (a) See 4.3 Character District Map to determine if Cluster Land Development is an allowed Development Pattern.
- (b) A CLD shall be structured by one standard Pedestrian Shed and shall consist of no fewer than 30 acres and no more than 80 acres or 160 linear acres.
- (c) A CLD shall include Place Types as allocated in Section 3.2.002.b. A minimum of 50 % of the New Community Plan shall be permanently allocated to P1 Nature and/or P2 Rural Place Types.
- (d) The dedicated P1 lands shall be deemed Open Space and will be set aside by the applicant through an irrevocable Conservation Easement or similarly determined method, as approved by the City.
- (e) Areas not considered Open Space:
 - (1) The area of any street right-of-way proposed to be dedicated to the public.
 - (2) Any submerged land area.

SEC. 5.2.005 VILLAGE CENTER DEVELOPMENT (VCD)

- (a) Intent: A VCD is a series of small streets lined with builds at the street edge creating a unique village style community.
- B. Description: VCD consists of a small dense grouping of predominately P4 and P5 building serving as residential, live/ work and commercial and office buildings organized in a vernacular, curvilinear grid, or grid network of blocks and streets. The streets are small and serve as shared streets. Vehicles are kept on the exterior of the developments. Buildings are located directly to the street edge.

SEC. 5.2.006 VCD STANDARDS

- (a) Streets Types are narrow and serve as shared streets in the development.
- (b) Vehicles are kept on the exterior of the developments to create plazas and civic spaces throughout the development.
- (c) Buildings are located directly to the street at the frontage line with all.
- (d) Parking shall be located in the third (3rd) layer of the lot.

- (e) P3 shall be limited to 10% of the development.
- (f) P1 and CS shall be more than 40% of the development.
- (g) P4 and P5 shall make up the remaining 50% of the development.
- (h) A VCD shall be structured by one Long Pedestrian Shed or Linear Pedestrian Shed and shall consist of no fewer than 13.6 acres and no more than 80 acres.

SEC. 5.2.007 DEVELOPMENT PATTERNS PERMITTED PER CHARACTER

DISTRICT

	TND	CLD	VCD
The Bluffs	P	NP	NP
Cattleman's	P	NP	P
Cultural Arts District	P	NP	NP
District 71	P	NP	P
Downtown	P	NP	NP
Historic Highway	P	NP	NP
Lost Pines	NP	P	P
Mayfest Hill	P	P	P
Meadows	P	NP	P
New Addition	P	NP	NP
North End	P	NP	NP
Riverside Grove	P	NP	NP
Water	P	NP	P
Vista	P	NP	P

P = PERMITTED NP = NOT PERMITTED

CHAPTER 6 PRIVATE REALM DEVELOPMENT STANDARDS



ARTICLE 6.1 GENERAL

SEC. 6.1.001 INTENT

The Private Realm is intended to support the Public Realm with its standards. The configuration of the Private Realm contains endless opportunities based on the minimum standards of use, lot requirements, and with a wide variety of Building Types. Character Districts and Place Types determine the intensity of Building Types which can occur on the private lots

SEC. 6.1.002 INSTRUCTIONS

(a) Lots and buildings located in the Private Realm within the City of Bastrop shall be subject to the requirements of this section.

(1) Lots and buildings shall be regulated according to the building type, lot occupation, building placement, building height, private frontage, use, parking spaces, parking placement, landscaping and signage standards.

(b) Regulatory terminology related to private lots used in this section is diagrammed for illustrative purposes only.

(1) Building Types diagrammed are provided for illustrative purposes only.

(c) Development Process

The development processes for all application types can be found within the B3TM. See 1.2.3 Development Process in the B3TM for requirements.

ARTICLE 6.2 PERMITTING REQUIREMENTS

(a) Building or construction permits shall not be issued for development or redevelopment of private lots prior to the approval of a Building or Site Development Plan down to scale showing the following:

(1) For preliminary site and building approval:

A. Site Development Plan Area

i) Lot Lines

1) Building Placement

2) Lot Occupation

3) Setbacks

4) Private Frontage

- 5) Building use, height, and fenestration
- 6) Parking location & number of parking spaces
- 7) Drainage study

(2) For final site and building approval, in addition to the items above in 6.2.1.A:

- (A) Landscaping plan
- (B) Signage

(3) Individual home applications in P3 shall be exempt from the following requirements:

- (A) Landscape
- (A) Signage
- (B) Drainage study

(4) Building and Site Development Plans submitted under this Chapter shall be prepared by the applicant, and shall be approved by administrative approval once all Code standards are met.

ARTICLE 6.3 GENERAL LOT STANDARDS

SEC. 6.3.001 LOT DIMENSIONS

(a) Lot width is measured between the side lot line at the street setback line.

Lots may have multiple Frontages as illustrated on Table 6.1. One Frontage Line is designated the Primary Frontage Line and all remaining Frontage Lines are designated as Secondary Frontage Lines.

Lots shall be divided into regulatory Layers as illustrated on Table 6.1 and Table 6.2. Standards for the second and third Layers pertain only to the Primary Frontage. Standards for the first Layer pertain to both Frontages.

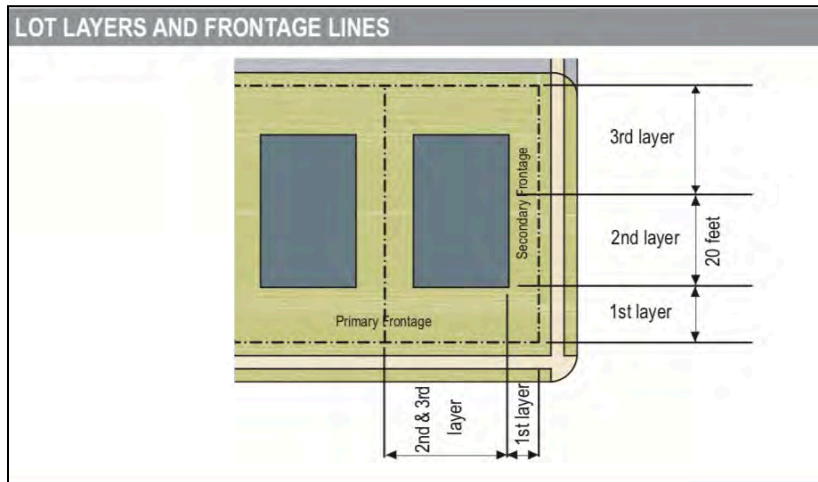
- (1) The First Layer is the area of a lot from the Frontage Line to the Facade of the Principal Building.
- (2) The Second Layer is the area of the lot set behind the 1st Layer to a depth of 20 feet in all Place Types.
- (3) The Third Layer is the area of a lot set behind the 2nd Layer and extending to the rear lot Line.
 - i. The location of the Build-to-Line, on Infill properties, is established on Section

6.5.003 Building Standards per Place Type, and, for new neighborhoods, on the Neighborhood Concept Scheme.

(b) All buildings and structures must be located at or behind the side or rear IBC separation line.

(1) Side and rear setbacks are measured from the side or rear property line.

SEC. 6.3.002 LOT LAYERS & FRONTAGE LINES



SEC. 6.3.003 BUILDING PLACEMENT

(a) Principal buildings shall be positioned on a lot in accordance with Section 6.5.003 Building Standards per Place Type.

- (1) The First Layer is the area of land between the Frontage Line and the Build-to-Line. The First Layer is measured from the Frontage Line.
- (2) The required Build-to-Line is the minimum percentage of the front Building Facade that must be located within the First Layer, measured based on the width of the building divided by the width of the lot.
- (3) A building facade must be placed within the First Layer for the first 30 feet along the street extending from any block corner.

i) All structures and uses customarily allowed on the lot are permitted in the First Layer, with the exception of parking.

SEC. 6.3.004 BUILDING SEPARATION

- (a) Fences and screening walls may extend into the IBC building separation line and Alley setback.
- (b) Side and rear building separation will be determined by the IBC as adopted by the City.

SEC. 6.3.005 ALLEYS & DRIVEWAY LOCATIONS

(a) Intent: Building walkable cities means that while vehicles are part of modern life, they should have minimal disruption to the Public Realm. The standards of the Code intend to ensure all modes of Transportation are respected.

(b) The preferred means of vehicular access to lots is through the use of Alleys. Alleys provide a location to hide unsightly functions of our communities such as garages, garbage cans, transformers, electric meters, and telephone equipment

(c) Other benefits of Alleys include:

(1) They make it possible for narrower lots as garages are now accessed from the rear, as opposed to being a prominent feature in front of a residence.

(2) Safety as sidewalks and pedestrians become separated from the access requirements of vehicles.

(3) They create a more casual neighborhood space adjacent to backyard activity centers, which leave the front of the house as a more formal community space.

(e) Driveways:

- (1) Where Alleys are present, all vehicular access shall be provided from the alley.
- (2) Where a lot does not have access to an alley, driveways are allowed in accordance with this section.
- (3) For corner lots, all driveways shall be located at the Secondary Frontage.
- (4) Driveways shall be located as far from the adjacent public street intersection as practical to achieve maximum available corner clearance, with consideration of property limits, adjacent Curb cuts, topography, and existing drainage facilities. Non-alley loaded driveways may intersect a street no closer than twenty (20) feet from the intersection of two (2) street rights-of-way in P1, P2, and P3, and forty (40) feet in P4 and P5.
- (5) Mid-block lots greater than 40' in width at the Frontage are allowed one driveway with a maximum width of 24' for two-way and 12' for one-way driveways.
- (6) In P4 and P5, driveways accessing up to eighty (80) foot wide street rights-of-way must be spaced two hundred (200) feet apart centerline to centerline, and

driveways accessing more than an eighty (80) foot wide street right-of-way must be spaced three hundred (300) feet apart centerline to centerline.

(7) Nothing in this section shall prevent all site access to any property.

SEC. 6.3.006 PARKING

(a) Intent: Parking shall not be the driver of site planning. The standards in the Code support this notion through limited and eliminating parking. The intent of building a walkable, bikeable, and an easily navigable City ensures all mode of transportation are available to reduce the reliance on the car.

(b) The location of the parking is established and shown on the Neighborhood Concept Scheme and/or Site Development Plan

(1) Shared parking is available with the Site Development Plan in P2, and P4. Impervious cover shall not exceed the place type standards.

(2) Parking requirements in P3 will be market driven. Impervious cover shall not exceed the place type standards.

(3) Parking in EC shall be recommended by the DRC and approved through a public consultation process.

(4) P5 shall establish parking maximums based on the market demands per use as determined by the DRC at the time of application.

(1) On-site surface parking must be located in the Second Layer or Third Layer of each lot as defined by the Place Types standards.

i. Residential garage access is permitted from the public street or from an Alley. Access may be taken from the street on corner lots, in which case the garage doors may face the side street.

ii. Residential garage front Facades must begin in the third layer.

iii. Open parking areas shall be masked from the Frontage by building or street screening and will be regulated in size by impervious cover requirements of the Place type.

iv. Parking spaces provided internal to a lot shall be located entirely behind the minimum rear setback as specified by building Type and Place Type.

SEC. 6.3.007 CROSS ACCESS CONNECTIONS

- (a) Cross-access easements and connections to adjoining properties shall be required to connect driveways and parking lots where no Alley is present.
- (b) Internal vehicular circulation areas shall be designed and installed to allow for cross-access between abutting lots;
- (c) In the event these conditions cannot be met without undue hardship, or if such connections would create undesirable traffic flow, the Planning and Development Director may waive the connection requirement.
- (d) Where a parking lot connection is required, an easement for ingress and egress to adjacent lots shall be recorded on the plat or by separate instrument as appropriate.
- (e) Additional standards shall be found in the B3TM.

SEC. 6.3.008 LOT OCCUPATION

- (a) Three buildings may be built on each lot, one principal building and two Accessory Units or Accessory Dwelling Units as generally illustrated on Article 6.4 Lot Structure Description & Diagram.
- (b) Lot coverage by buildings (i.e. impervious surface requirements) are specified in Section 6.5.003.A.

- (a) For building height see standard by Place Type and Character District. If undefined in International Building Code as adopted by the City of Bastrop.
- (b) Stories may not exceed 14 feet in height from finished floor to finished ceiling, except for a first floor commercial use, which shall be a minimum of 11 feet with a maximum of 25 feet.
- (c) In Special Flood Hazard Areas, a first level residential or lodging shall be raised a minimum of two (2) feet from the Base Flood Elevation.

SEC. 6.3.009 PRIVATE FRONTAGE

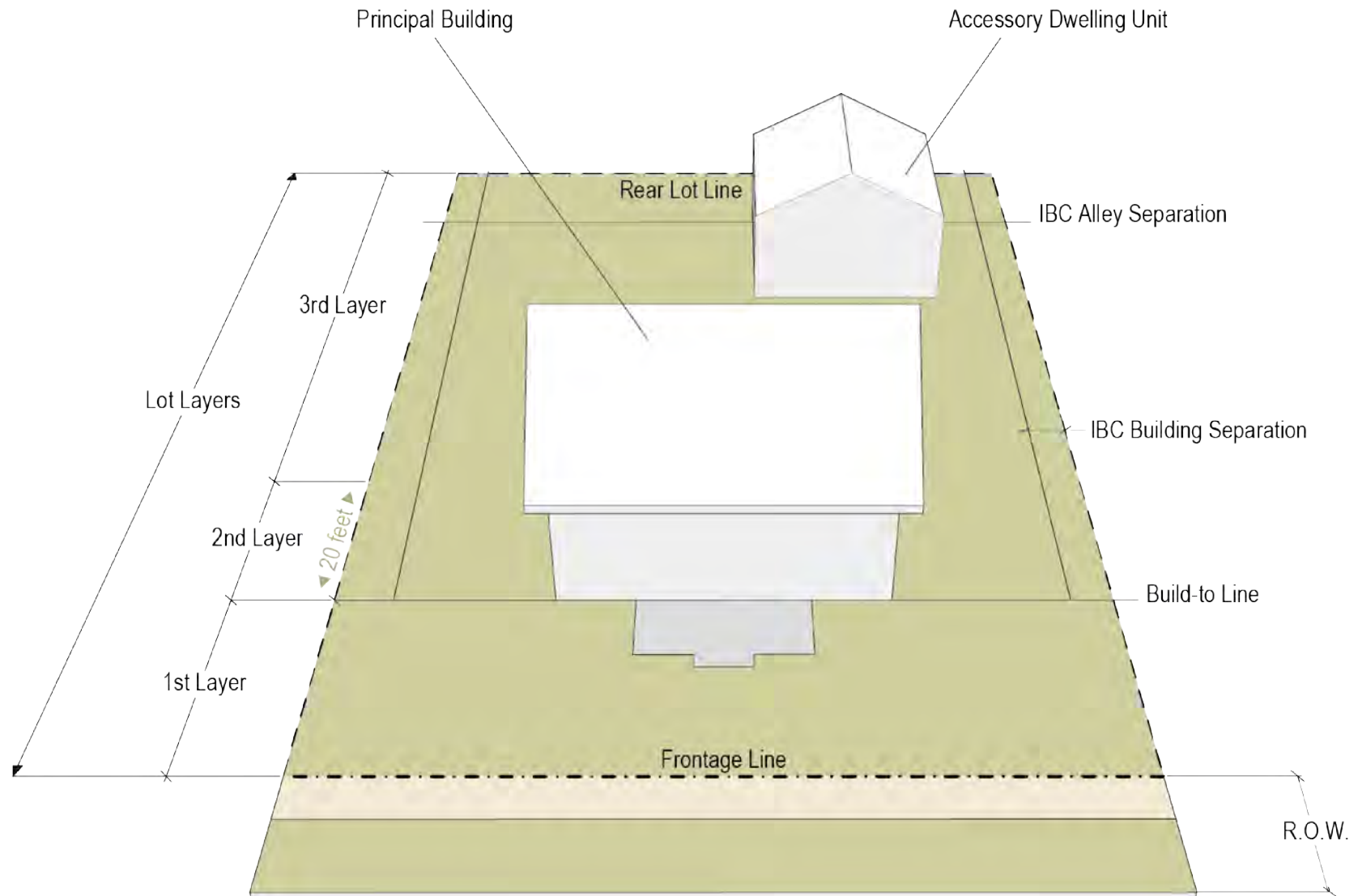
- (a) Permitted Encroachments into the First Layer of any lot are specified in Section 6.5.002, Permitted Encroachments per Place Type. Terminology used to identify these elements is diagrammed for illustrative purposes only.
- (b) The Facade of the Principal building shall be built parallel to the Frontage Line or to the tangent of a curved Frontage Line of a lot, and along a minimum percentage of the Frontage width at the Build-to-Line as specified as Facade Buildout in Section 6.5.003, Building Standards per Place Type.

- (c) All Facades shall be glazed with clear glass not less than 20% of the first story. Glazing shall be calculated as the total combined area of window glazing (lights or panes within each window's casing) divided by the total area of the Facade for the target story of a building.
- (d) Buildings with a first floor commercial use shall be glazed with clear glass no less than 70% of the first story.
- (e) Openings above the first story shall not exceed 50% of the total building wall area, with each Facade being calculated independently.
- (f) All opening, including porches, galleries, Arcades, and windows, with the exception of shopfronts, shall be square or vertical in proportion.

ARTICLE 6.4 LOT STRUCTURE DESCRIPTION & DIAGRAM

BUILDINGS	
Principal Building	The main building on a lot.
Accessory Structures	A secondary building usually located toward the rear of the same lot as a Principal building such as a garage, carport, or workshop and may include a dwelling unit. *No more than two per lot.
LOT LAYERS	
First Layer	The area of a lot from the Frontage Line to the Facade of the Principal Building.
Second Layer	The area of a lot set behind the 1st Layer to a depth of 20 feet in all Place Types.
Third Layer	The area of a lot set behind the 2nd Layer and extending to the rear lot Line.
LOT	
Build-to-Line	The minimum percentage of the front building Facade that must be located within the First Layer.
Lot Width	The length of the Principal Frontage Line of a lot
Frontage Line	Where the Property Line meets R.O.W.
Rear Lot Line	Where the Property Line meets Alley R.O.W. or an adjoining side/ rear property line.

LOT STRUCTURE DIAGRAM



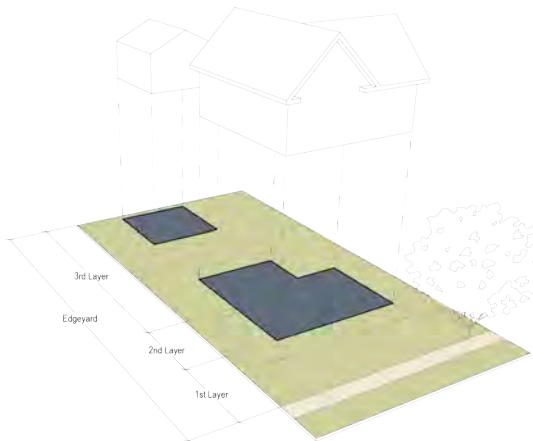
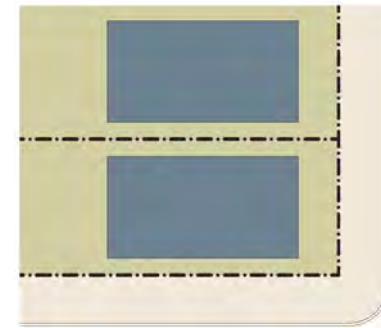
ARTICLE 6.5 BUILDING TYPES

(a) EDGEYARD

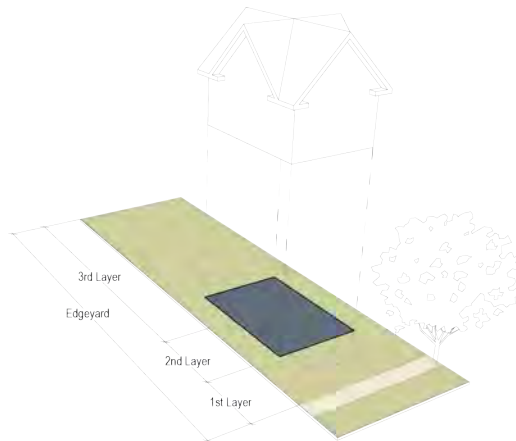
The placement of a building within the boundaries of its lot to create an Edgeyard around the building, with IBC separation on all sides. This is the least urban of types as the front yard sets the building back from the Public Frontage, while the side yards weaken the spatial definition of the Thoroughfare in front of the building.

Variants: Villa, House, Ranch House, Cottage, Duplex, Triplex, Fourplex

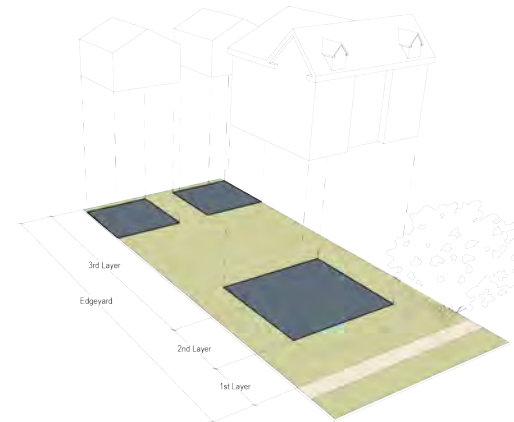
GENERAL PLACEMENT



VILLA



HOUSE



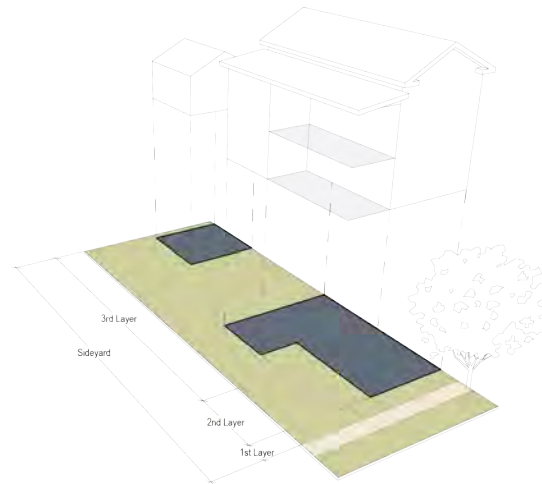
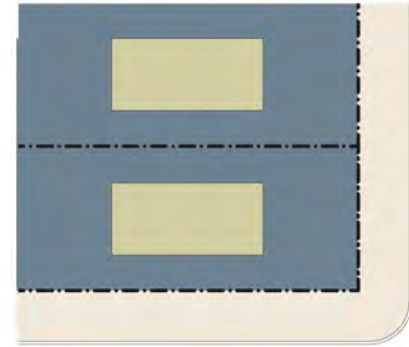
DUPLEX, TRIPLEX, FOURPLEX

(b) SIDEYARD

The placement of a building within the boundaries of its lot to create a private Sideyard, with a Setback to one side. A shallow Front Setback defines a more urban condition. If the adjacent building is similar with a blank side wall, the yard can be quite private. This type permits systematic climatic orientation response to the sun or the breeze. If a Sideyard House abuts a neighboring Sideyard House, the type is known as a twin or double House.

Variants: Courtyard House, Courtyard Apartment Building

GENERAL PLACEMENT



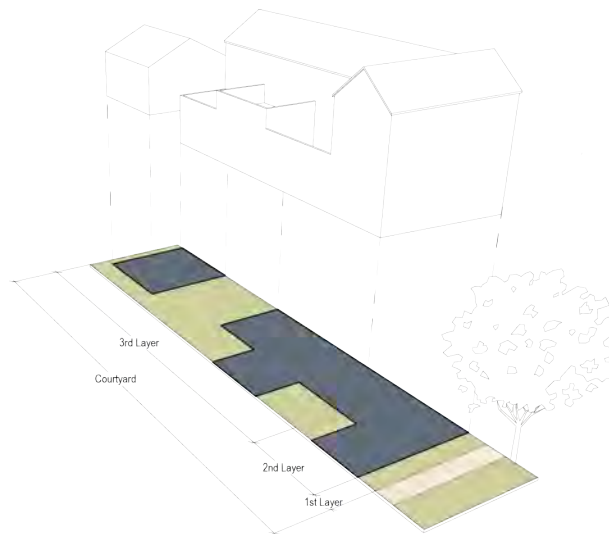
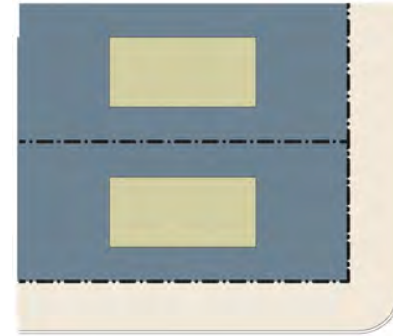
SIDEYARD

(c) COURTYARD

A building placed within the boundaries of its lot to create a private Courtyard, while internally defining one or more private patios. Common walls shared with adjacent buildings create a continuous Facade along the Frontage Line that steadily defines the public Thoroughfare in front of the building. This is the most urban of types, as it is able to shield the private realm from all sides.

Variants: Courtyard House, Courtyard Apartment Building

GENERAL PLACEMENT



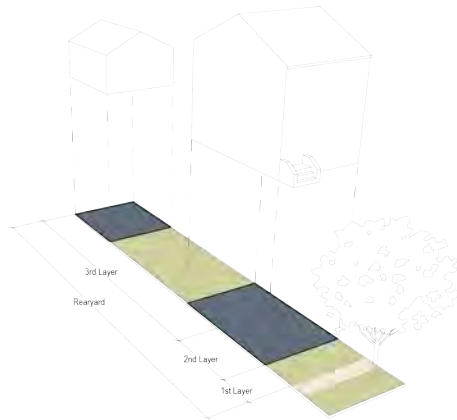
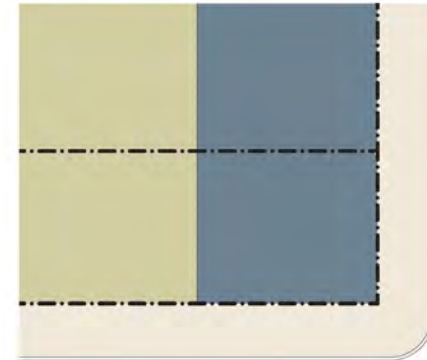
COURTHOUSE

(d) REARYARD

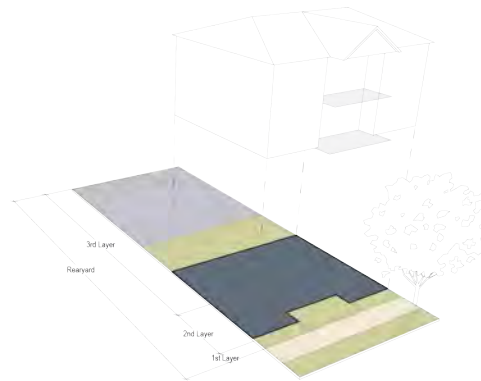
The placement of a building within the boundaries of its lot to create a Rearyard, leaving the rear of the lot as private space or available for dedicated parking in its commercial form. Common walls shared with adjacent buildings create a continuous facade along the Frontage Line that steadily defines the public Thoroughfare in front of the building. Rear elevations may be articulated for functional purposes.

Variants: Rowhouse, Apartment Building (5+ Units), Commercial Building, Live-Work Building, Mixed-Use Building,

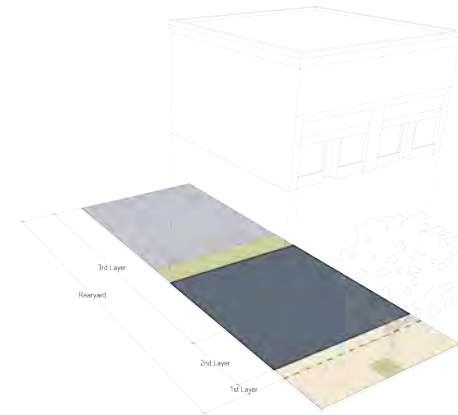
GENERAL PLACEMENT



ROWHOUSE



APARTMENT BUILDING



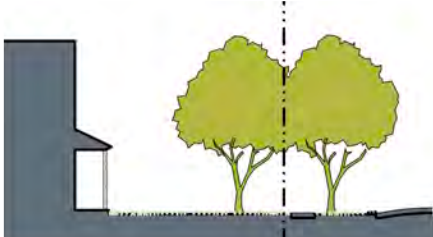
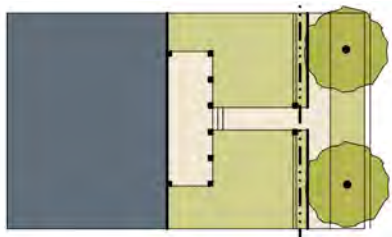
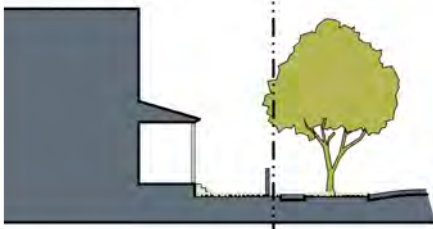
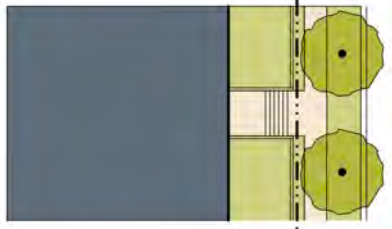
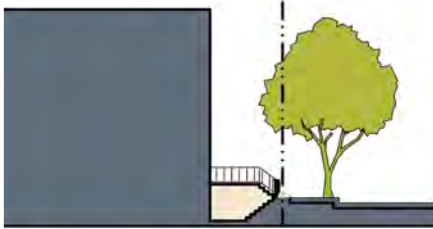


COMMERCIAL BUILDING

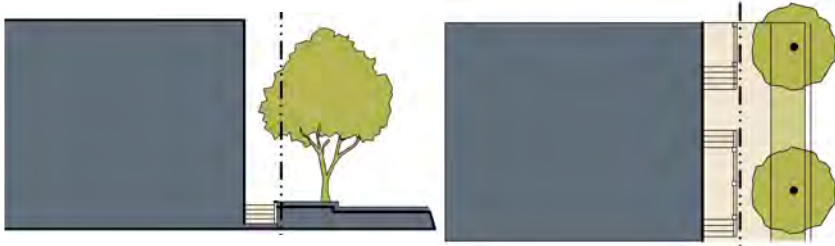
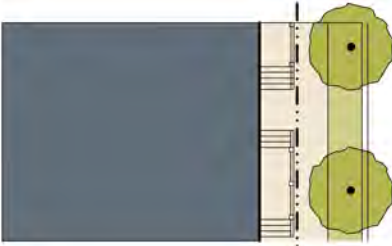
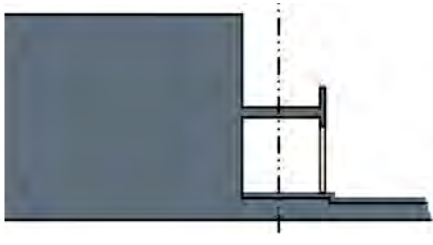
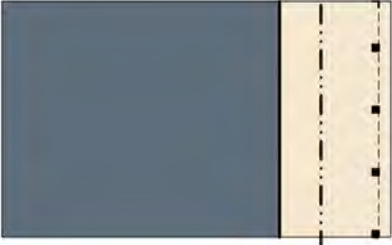
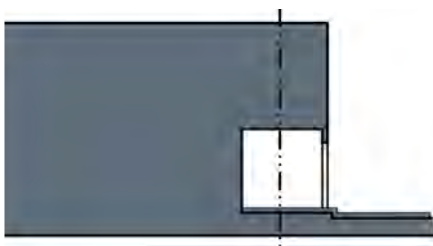

SEC 6.5.001 PERMITTED BUILDING TYPES PER PLACE TYPE

	P1	P2	P3	P4	P5
A: REARYARD					
COMMERCIAL BUILDING	NP	NP	NP	NP	P
APARTMENT BUILDING	NP	NP	NP	P	P
ROWHOUSE	NP	NP	NP	P	P
B: SIDEYARD					
SIDEYARD	NP	NP	NP	P	P
C: COURTYARD					
COURTYARD HOUSE	NP	NP	NP	P	P
D: EDGEYARD					
RANCH HOUSE, VILLA	NP	P	P	NP	NP
HOUSE	NP	P	P	P	NP
DUPLEX	NP	P	P	P	NP

P = PERMITTED NP = NOT PERMITTED

SEC. 6.5.002 PERMITTED ENCROACHMENTS PER PLACE TYPE

	Private Realm Public Realm		P3	P4	P5	DESCRIPTION
PORCH			P	P	NP	A porch covered raised platform at the entrance to a building.
DOORYARD			NP	P	P	An elevated front yard extending to the Frontage Line, buffering it from pedestrian activity of the sidewalk.
TERRACE			NP	P	P	An elevated, paved patio or veranda at the entrance to a building. This type is suitable for first floor Commercial Uses as outdoor seating space.
STOOP			NP	P	P	An exterior stair and landing leading to an elevated first story of a building.

		Private Realm Public Realm		P3	P4	P5	DESCRIPTION
LIGHTWELL			NP	P	P	An exterior stair and landing leading to a below grade story of a building.	
GALLERY			NP	P	P	An attached cantilevered shed or a lightweight colonnade extending from a building facade to overlap the sidewalk.	
ARCADE			NP	NP	P	Colonnade supported upper stories of a building projecting over the sidewalk, where the facade of the first story remains or behind the Frontage Line.	

P = PERMITTED NP = NOT PERMITTED

SEC. 6.5.003 BUILDING STANDARDS PER PLACE TYPE

Place Types	P1	P2	P3	P4	P5
A. LOT OCCUPATION					
Lot Coverage	n/a	40% max	60% max	70% max	80% max
Facade Buildout at Build-to-Line	n/a	40% min	40% min	60% min	80% min
Build-to-Line	n/a	10 ft - no max	10 ft - 25 ft*	5 ft - 15 ft	2 ft - 15 ft

* Lots exceeding 1/2 acre may extend the 1 Layer of the lot up to 60 ft from the Frontage Line.

B. BUILDING HEIGHT (STORIES)					
Principal Building	n/a	2 max	2 max	3 max	5 max / 3 max*
Accessory Dwelling Unit	n/a	2 max	2 max	2 max	2 max

* CD
Downtown/
Old Town

C. ENCROACHMENTS					
First Layer Encroachments					
Open Porch	n/a	50% max	50% max	80% max	n/a
Balcony and/or Bay Window	n/a	25% max	25% max	50% max	100% max
Stoop, Lightwell, Terrace or Dooryard	n/a	n/a	n/a	100% max	100% max

R.O.W. Encroachments

Place Types	P1	P2	P3	P4	P5
Awning, Gallery, or Arcade	n/a	n/a	n/a	to within 2 ft. of the Curb	to within 2 ft. of the Curb

First Layer Encroachment Depths

Porch	n/a	5 ft min	8 ft min	8 ft min	n/a
Gallery	n/a	n/a	n/a	10 ft min	10 ft. min.
Arcade	n/a	n/a	n/a	n/a	12 ft. min.

D. PARKING LOCATION

2nd Layer	n/a	P	P	NP	NP
3rd Layer	n/a	P	P	P	P

CHAPTER 7 PUBLIC REALM DEVELOPMENT STANDARDS



ARTICLE 7.1 STREETS & PUBLIC REALM

SEC. 7.1.001 INTENT

- (a) The Public Frontage is the space where public investments and land is used to connect people to places.
- (b) The Pedestrian comfort shall be the primary consideration for the design of Streets. Design conflicts between vehicular and pedestrian movement shall be decided in favor of the pedestrian.
- (c) A diversity of Street Tree Species should be planted throughout the City of Bastrop to promote resistance to disease and insect blight.
- (d) Street Trees should be planted to create a visually unified streetscape.

SEC. 7.1.002 GENERAL

- (a) Development located within the City shall be subject to the requirements of this section. Development in the ETJ shall comply with the ETJ standards outlined in the 1445 Inter-local Agreement with the Counties.
- (b) Streets are intended for use by vehicular and pedestrian traffic and to provide access to lots and Civic Spaces.

- (c) New Streets shall be required when shown on the City's adopted Master Thoroughfare Plan. In addition, each Farm Lot shall include internal streets to create Building Blocks.

SEC. 7.1.003 COMPLIANCE WITH THE MASTER THOROUGHFARE PLAN

- (a) Intent

The pattern of Streets on the Master Thoroughfare Plan is intended to create a connected street network that provides a variety of routes for pedestrian and vehicular traffic while respecting the conditions of the natural environment.

- (b) Within a Neighborhood Concept Scheme, the location of internal Streets may vary from their locations on the Thoroughfare Plan, subject to the following conditions:
 - (1) The proposed arrangement meets the intent of this Code.
 - (2) The proposed street configuration promotes active, safe, and healthy transportation.
 - (3) No block perimeter shall exceed 1,800'.
 - (4) Overall connectivity to adjacent tracts shall not be decreased.

(c) Within a Neighborhood Concept Scheme, streets that divide Farm Lots into Building Blocks are required, except in Place Type P1 and P2, subject to the following conditions:

- (1) Civic Spaces may be incorporated on streets which are not critical for vehicle traffic.
- (2) Alternative arrangements shall be considered as shown in the Pattern Book.

(d) When a Street is associated with certain proposed Place Types, additional right-of-way will be required as follows:

- (1) When the P5 Place Type is proposed on both sides of a Street, each side of the Street shall provide an additional 7' of right-of-way.
- (2) When necessary for Main Civic Space.

(e) Property where new Streets or a Neighborhood Concept Scheme are not required, Building and/or Site Development Permits shall not be issued for the development or redevelopment of any Street within the City of Bastrop, prior to the approval of a Public Frontage plan showing the following, in compliance with the Public Realm standards of this Chapter:

(1) Type of Drainage

A. Width and Design of the Furnishing Zone

- i. Planting Technique, tree species, and spacing of Street Trees;
- ii. Public Infrastructure, including Public Lighting; and,
- iii. Public Furniture.

SEC. 7.1.004 PUBLIC FRONTAGE STANDARDS

(a) The Public Frontage of Streets contributes to the character of each Place Type and Character District. See Street Types for Character District standards. The Street Types may be configured a varieties of methods. Street designs and must include:

- (1) The type of Drainage located adjacent to the vehicle lane;
- 1. The Furnishing Zone area provided to accommodate Street Trees, Public Infrastructure, and Public Furniture; and,
- 2. Walkways provided for pedestrians serving as a block break may be approved by the DRC.

(b) The Public Frontage of Streets shall be designed as specified in the B3TM. Public Frontage that passes from one Place Type to another shall be adjusted as specified by the Public Works Director.

(c) For planting within the Furnishing Zone, the permitted species of Street Trees are specified in the B3TM.

(1) Street Trees shall be planted in P3,P4, and P5.

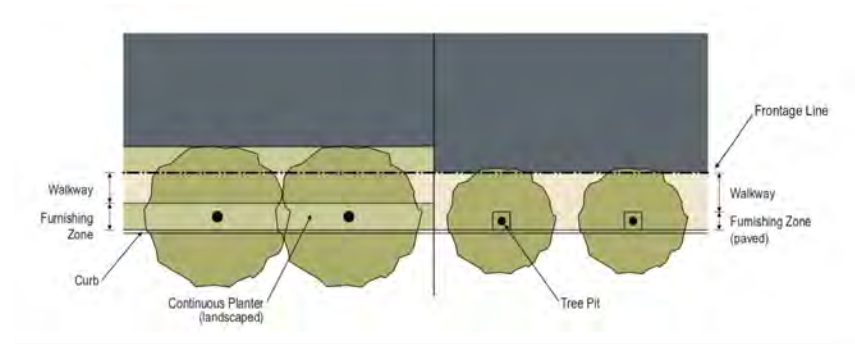
(2) Street Trees shall be planted in a regularly-spaced pattern in P4 and P5 and;

(3) When planted, Street Trees shall be a minimum height of ten (10) feet and /or two (2) inches in caliper.

(4) Public Frontage from of a Terminated Vista or Civic Space may be exempt from Street Tree requirements by Warrant.

(5) To keep walkways and driveways clear from tree branch obstructions, Street Tree Canopy, at maturity with minor pruning, shall provide a minimum vertical clearance of eight (8) feet for Sidewalk and Paths, driveways, parking spaces, Streets, and loading areas. Vertical clearance measurements shall be taken from the bottom branches of the main Canopy to the ground surface below.

(6) Spacing of trees can be adjusted by Warrant to accommodate specific site conditions and for the allowance of Encroachments.



(d) For installation within the Frontage Zone, the prescribed types of Public Lighting and spacing shall be shown on the Public Lighting Table. The spacing may be adjusted by Warrant to accommodate site specific conditions.

(e) The paving design of the Walkway shall be continuous for the extent of each Block Face.

(f) Sidewalks shall be required where shown on the Master Thoroughfare Plan. The width and location of sidewalks shall be as identified on the appropriate street cross-section on the Master Thoroughfare Plan. The area between Curb and sidewalk shall be excavated or filled to provide a uniform grade to match with the longitudinal street grade. The ground Elevation at the right-of-way line

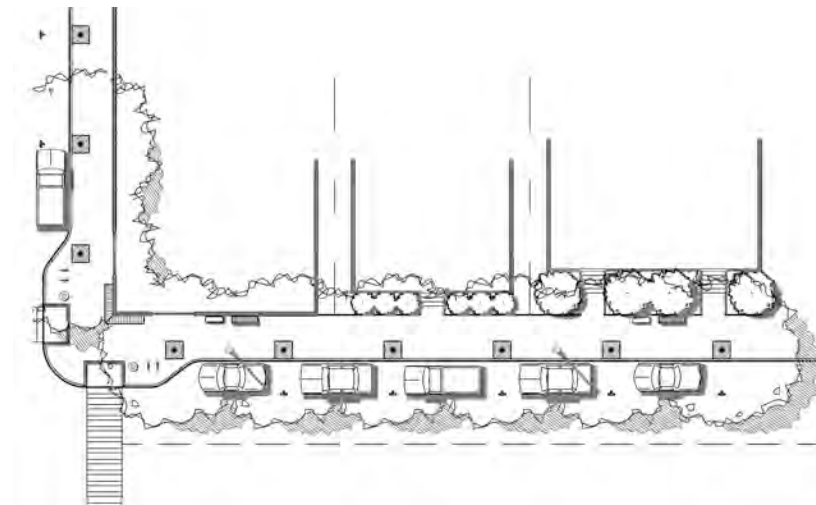
shall be not more than two (2) feet nor less than three (3) inches above the Elevation of the top of the adjacent Curb. All sidewalks shall be of a continuing common surface, not interrupted by steps or abrupt changes in level. Wherever sidewalks end, at cross streets or parking areas, they shall bend to a common level by constructing handicapped ramps in compliance with ADA dimensions and standards. All sidewalks shall be broom-swept smooth and uniform to provide a non-slip surface. Construction details shall be in accordance with the City's standard specifications and B3TM.

SEC 7.1.005 TRAFFIC & MITIGATION

(a) The purpose of this section is to require that development within the Bastrop jurisdictional area is supported by an adequate roadway network to accommodate the continuing growth and development of the City and its jurisdictional area. Acquisition of new rights-of-way for off-site, abutting and internal streets to support new development is necessary and desirable. The City requires that:

- (1) Development impacts are mitigated through contributions of street rights-of-way and/or improvements to existing and new roadways; and

- (2) New developments contribute their fair share of the costs of needed transportation improvements; and
 - (3) Adequate infrastructure for new development is adequately evaluated and addressed.
- (b) There must be a rough proportionality between the traffic impacts created by a new development and requirements placed on the property owner or applicant



for new development to dedicate and improve off-site, abutting and internal street rights-of-way to City standards. The City will evaluate the project and determine what dedications, if any, are required to address both the nature and extent of the impact that

results from the proposed development. The City desires to assure both that development impacts are mitigated through contributions of street rights-of-way and transportation system improvements and those new developments contribute their fair share of the costs of transportation improvements. It is the City's intent to institute a procedure to assure that mandatory dedications of street rights-of-way and street construction requirements are proportional to the transportation demands created by a new development.

- (c) If the traffic impact will affect a state controlled highway then the applicant must coordinate the necessary improvements with the Texas Department of Transportation (TxDOT). When a final plat is submitted the applicant must have obtained an agreement on the necessary road improvements and submitted an agreement between the City of Bastrop and the applicant to meet the requirements established by TxDOT. This will require the applicant to coordinate with TxDOT and request TxDOT to submit the necessary contract documents between TxDOT and the City of Bastrop to use as a basis for the transportation agreement between the City of Bastrop and the applicant. A final plat cannot be recorded until the agreement has been finalized and the necessary funds (or, alternatively, approved fiscal

assurance instruments) are deposited with the City of Bastrop.

- (d) The City Manager or designee shall be the primary point of contact with the landowner or applicant and has considerable authority and responsibility for administering the provisions of this section of the Code. However, all final decisions concerning participation in costs and completion of improvements affecting City streets and any County roads that will be annexed into the City as part of the development must be specified in a capital improvements plan or mitigation plan as required in this section and shall presented to the Planning & Zoning Commission for its evaluation and recommendation to the City Council, and, ultimately, shall be submitted to the City Council for its review, evaluation, and action (e.g., approval or denial).

SEC. 7.1.006 ALLEY CONSTRUCTION

(a) Intent

Alleys serve developments of Building Blocks well to distribute services and vehicles to the rear of the lots. Limiting the interruptions into the Public Realm adds to walkability. Alley developments are preferred therefore construction standards are flexible to encourage the inclusion of Alleys.

(b) Alleys surface types will vary by Character District and Place Type and can be found in the B3TM.

(1) Width: A minimum width of twelve (12) feet and a minimum right-of-way of sixteen (16) feet shall be required for all Alleys.

(2) Drainage: Adequate drainage shall be provided with paved sections or by swales to drain all lots to streets without drainage easements through lots where possible. The depth of swale shall be as required for drainage with a minimum longitudinal slope of one-half (1/2) of one (1) percent toward a street or drainage easement.

SEC. 7.1.007 STREET NAMES & SIGNS

(a) Street Names: New streets shall be named so as to provide continuity of name with existing streets and so as to prevent conflict with identical or similar names in other parts of the City as determined by the 911 coordinator for the City and/or County.

(b) Street Signs: Street signs are required at all intersections. Signs should be of a type that meets the current City sign standard or match the existing street signs of the adjacent joining streets.

ARTICLE 7.2 ALLOCATION & STRUCTURE OF BLOCKS

SEC. 7.2.001 INTENT

The Bastrop Building Block is the foundation of Bastrop and of the Code. The TND pattern of blocks is the preferred configuration of land development where the land provides for the acceptance of such pattern. Blocks are encouraged to be different and unique while respecting the patterns defined within the standards, in the Pattern Book.

SEC. 7.2.002 BLOCKS

(a) The Master Thoroughfare Plan provides the basic framework for the block at a Farm Lot scale. The internal Street Network, shall be structured to define blocks with the following maximum block lengths and block Perimeters (not including exterior R.O.W. dedications:

- P1 unlimited / unlimited
- P2 720 ft. max / 2863 ft. perimeter
- P3 333 ft. max / 1320 ft. perimeter
- P4 333 ft max / 1320 ft. perimeter
- P5. 333 ft max / 1320 ft. perimeter
- CD 715.5 ft. max / n/a

- (b) Block Faces, within P3, P4, and P5, exceeding 330 feet shall be equipped with a Passage Way.
- (c) Blocks adjacent to undeveloped land, areas unsuitable for development, or pre-existing incomplete blocks may be exempt from Block Face length and block perimeter requirements by Warrant.
- (d) Blocks with more than one Place Type designation shall use the most intense designation to inform the Block Face length and Block Perimeter.
- (e) Creative and alternative block configurations can be located in the Pattern Book.

ARTICLE 7.3 CIVIC SPACE & CIVIC BUILDING STANDARDS

SEC. 7.3.001 CIVIC SPACE INTENT

- (a) Civic Space is the dedication for public use requirements to be provided for each development over 13.6 acres (A Farm Lot) and designated on the Neighborhood Concept Scheme as Civic Space (CS).
- (b) Planning Staff will review surrounding existing and/or entitled developments to determine if Civic Space dedication is necessary to fulfill the intent of a Pedestrian Shed.
 - (1) Civic Space are public sites permanently dedicated for public activities.
 - (2) Parking for Civic Spaces shall be approved by the DRC. Civic parking lots may remain unpaved if graded, compacted and landscaped.
 - (3) Civic Space shall conform with specifications on 7.3.004 Civic Space Table.
 - (4) Where the DRC determines it to be feasible, land along floodplains, tributaries, and creeks, or where identified in the Master Transportation Plan shall be dedicated as Civic Space.

SEC. 7.3.002 CRITERIA

- (a) Each Pedestrian Shed shall assign at least 10% of its area to Civic Space.
- (b) Civic Spaces shall be designed as generally described in Civic Space Table, approved by DRC and distributed throughout the Place Types.
- (c) Those portions of P1 that occur within a development parcel shall be part of the Civic Space allocation and should conform to the Civic Space standards.
 - (1) The Neighborhood Concept Scheme shall designate at least one Main Civic Space per Pedestrian Shed. The Main Civic Space shall be within 660 feet of the geographic center of each Pedestrian Shed, unless topographic conditions, pre-existing Thoroughfare alignments or other circumstances prevent such location and shall be developed as a Green, Square, Park, and/or Plaza.
 - (2) Within 1,320 feet of every lot in residential use, a Civic Space designed and equipped as a playground shall be provided.

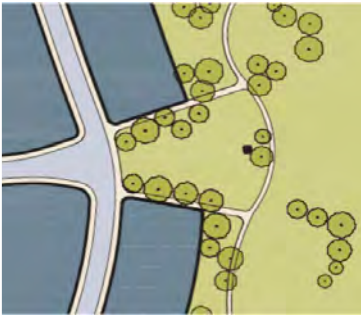

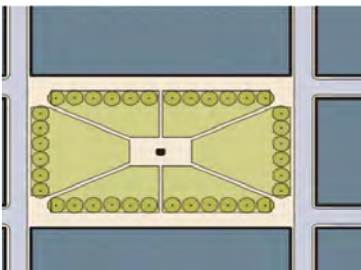
- (d) Storm Drainage Facilities, if equipped to provide Civic Space, may be counted toward the 10% Civic Place Type allocation requirement by Warrant.
- (e) The Neighborhood Concept Scheme shall designate Civic Place Types dedicated for public use within six hundred-sixty (660) feet of every lot with a residential use

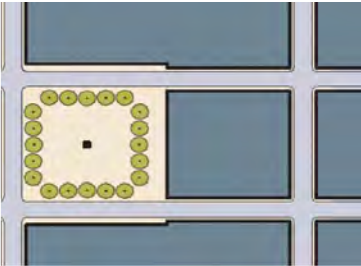
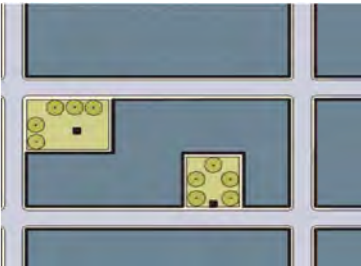

SEC. 7.3.003 CIVIC BUILDINGS


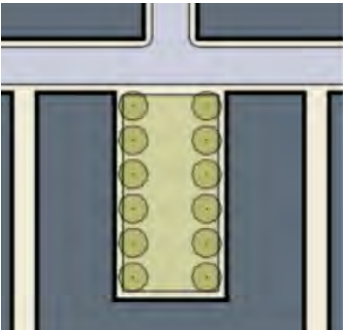
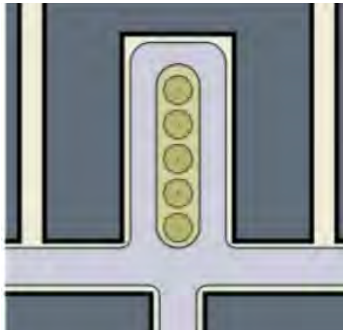
- (a) The owner shall covenant to construct a Meeting Hall or a Third Place in proximity to the Main Civic Space of each Pedestrian Shed. Its corresponding Public Frontage shall be equipped with a shelter and bench for a transit stop.
- (b) One Civic Building Lot shall be reserved for an elementary school. Its area shall be one (1) acre for each increment of 100 dwelling units provided by the Neighborhood Concept Scheme, with a minimum of 3 acres for the school. The school site may be within any Place Type other than P1 or EC.
- (c) One Civic Building Lot suitable for a childcare building shall be reserved within each Pedestrian Shed. The owner or a homeowners' association or other community group may organize, fund and construct an appropriate building as the need arises.

- (d) Civic Building sites shall not occupy more than 20% of the area of each Pedestrian Shed.
- (e) Civic Building sites should be located within or adjacent to a Civic Space, or at the axial termination of a significant Thoroughfare.
- (f) Civic Buildings may be permitted within EC- Employment Centers by Warrant.

SEC. 7.3.004 CIVIC SPACE TABLE

		P1	P2	P3	P4	P5	DESCRIPTION
PARK		P	P	P	NP	NP	<p>A natural preserve available for unstructured recreation. A park may be independent of surrounding building frontages. Its landscape shall consist of paths and trails, meadows, water bodies, woodlands and open shelters, all naturalistically disposed. Parks may be lineal, following the trajectories of natural corridors.</p> <p>The minimum size shall be 8 acres. Larger parks may be approved by Warrant as Special Districts in all zones.</p>
		NP	NP	P	P	P	<p>An open space, available for unstructured recreation. A Green may be spatially defined by landscaping rather than building frontages. Its landscape shall consist of lawn and trees, naturalistically disposed.</p> <p>The minimum size shall be 1/2 acre and the maximum shall be 8 acres.</p>
GREEN		NP	NP	P	P	P	<p>An open space available for unstructured recreation and Civic purposes. A Square is spatially defined by building frontages. Its landscape shall consist of paths, lawns and trees, formally disposed. Squares shall be located at the intersection of important thoroughfares.</p> <p>The minimum size shall be 1/2 acre and the maximum shall be five (5) acres.</p>
		NP	NP	NP	P	P	
SQUARE		NP	NP	NP	P	P	

		P1	P2	P3	P4	P5	DESCRIPTION
PLAZA		NP	NP	NP	NP	P	<p>An open space available for civic purposes and commercial activities. A Plaza shall be spatially defined by building frontages. Its landscape shall consist primarily of pavement. Trees are optional. Plazas should be located at the intersection of important streets.</p> <p>The minimum size shall be 1/2 acre and the maximum shall be two (2) acres.</p>
PLAYGROUND		P	P	P	P	P	<p>An open space designed and equipped for the recreation of children. A Playground should be fenced and may include an open shelter. Playgrounds shall be interspersed within residential areas and may be placed within a block. Playgrounds may be included within parks and greens.</p> <p>There shall be no minimum or maximum size.</p>
COMMERCIAL PLAZA		NP	NP	NP	P	P	<p>A multi-purpose open space available for Civic purposes. Commercial activities and as flex parking space. The parking area is designed as a Plaza with brick, gravel, cobbles or artistically jointed concrete. The Commercial Plaza should be separated from adjacent thoroughfares and spatially defined by a landscaped buffer including street trees. Removable bollards are suggested to delineate parking from non-parking areas.</p>

		P1	P2	P3	P4	P5	DESCRIPTION
POCKET PARK		NP	NP	P	P	P	An open space, available for unstructured recreation. A Pocket Park provides greenery and a place to sit outdoors and is typically spatially defined by buildings because in most cases it is located within a block. Pocket Parks may be created around a monument, historic marker or art project and/or may be designed specifically for the recreation of children.
COURT		NP	NP	P	P	P	A semi-public open space available for unstructured recreation by those occupying the adjacent buildings. Access to abutting residential lots is from a sidewalk that circumnavigates a central landscaped area. Landscaping consists of lawn and trees, formally disposed. May include ornamental species.
CLOSE		NP	NP	P	P	P	A semi-public open space available for unstructured recreation by those occupying the adjacent buildings. A Close is circumnavigated by a one-way thoroughfare with parking on one side. Landscape includes lawn and trees, formally disposed. May include ornamental species.

P = PERMITTED NP = NOT PERMITTED

ARTICLE 7.4 EASEMENTS

(a) The person platting property shall dedicate or grant easements as follows:

- (1) All easements or fee strips created prior to the subdividing of any tract of land must be shown on the plat. The applicant shall plat lots and dedicate or grant easements for utilities and drainage ways in the following manner:
- (2) Easements for utilities, drainage ways or transmission lines shall be retained on front, side, and/or rear lot lines as required by the City and utility companies. Easements across parts of a lot other than as described above shall be required as deemed necessary and most appropriate by the City. The DRC shall require access for ease of maintenance of all easements.
- (3) No lot less than 0.6 acres shall contain easements for transmission lines or surface drainage facilities including but not limited to ditches, channels and ponds. In developments containing such lots, easements shall be contained in a dedicated right-of-way or separate reserve as deemed necessary and most appropriate by the City.

- (4) Easements shall be retained along drainage ways, which carry drainage away from roads or which convey main drainage from and through the lots or tracts. Easements shall be a minimum of twenty-five feet (25) wide for open drainage channels, or sized to accommodate the 100-year flood plain. A suitable note on the plat must restrict all properties within the development, ensuring that drainage easements within the plat boundaries shall be kept clear of fences, Building, planting that would obstruct the flow of water, and other obstructions to the operations and maintenance of the drainage facility.
- (5) Off-site Easements. Easements in areas adjoining a proposed development necessary to provide adequate drainage thereof or to serve such development with utilities, shall be obtained by the applicant prior to final plat approval.

(b) Privately-owned Easements, Fee Strips

(c) See the B3TM for standards.

ARTICLE 7.5 PUBLIC LIGHTING

SEC. 7.5.001 INTENT

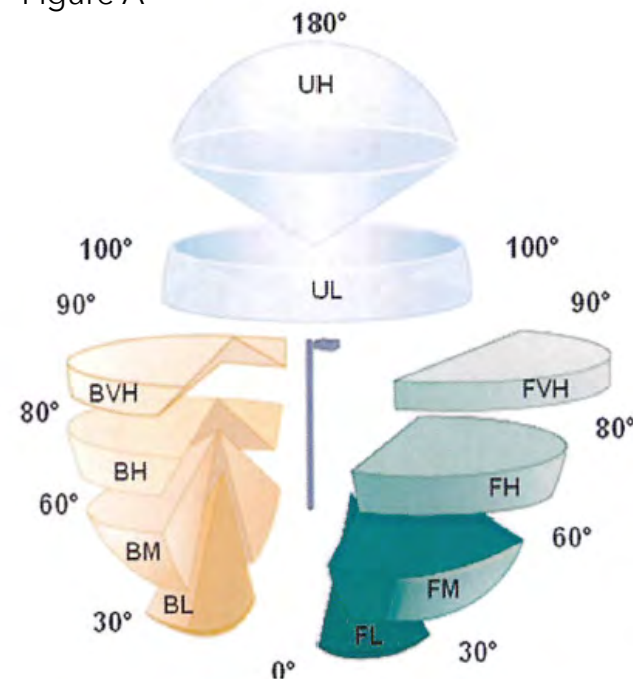
(a) Public Lighting is intended to illuminate the Public Realm with the appropriate lumen per Place Type. The standards of this section are intended to provide adequate lumen output to safely light sidewalks, streets, and Civic Spaces or other Public Realm features. Dark Skys are a key part of Bastrop’s authentic nature. The lighting standards promote a future dark sky for the community.

SEC 7.5.002 DEFINITIONS

Words and phrases used in this article shall have the meanings set forth in this section. Terms that are not defined below, but are defined elsewhere in this code, shall be given the meanings set forth in the code. Words and phrases not defined in this code shall be given their common, ordinary meaning unless the context clearly requires otherwise. When not inconsistent with the context, words used in the present tense shall include the future tense; words in the plural number shall include the singular number (and vice versa); and words in the masculine gender shall include the feminine gender (and vice versa). Headings and captions are for reference purposes only.

B-U-G Ratings. A luminaire classification system with ratings for backlight (B), uplight (U), and glare (G). The backlight component of the rating system takes into account the amount of light in the BL, BM, BH and BVH zones depicted in (Figure A) on the following page. The uplight component takes into account the amount of light in the UH and UL zones. The glare component takes into account the amount of light in the FH, FVH, BH and BVH zones.

Figure A



Full Cut-Off Fixtures. Fixtures, as installed, that are designed or shielded in such a manner that all light rays emitted by the fixture, either directly from the lamps or indirectly from the fixture, are projected below a horizontal plane running through the lowest point on the fixture where light is emitted.

Light Trespass. Light emitted from fixtures designed or installed in a manner that unreasonably causes light to fall on a property other than the one where the light is installed, in a motor vehicle drivers' eyes, or upwards toward the sky.

Lighting. Any source of light that does not include natural light emitted from celestial objects or fire. The term includes any type of lighting, fixed or movable, designed or used for outdoor illumination of buildings or homes, including lighting for billboards, streetlights, canopies, gasoline station islands, searchlights used for advertising purposes, externally or internally illuminated on- or off-premises advertising signs, and area-type lighting. The term includes luminous elements or lighting attached to structures, poles, the earth, or any other location.

Logo. A representation or symbol adopted by a business, organization, or an individual used to promote instant public recognition.

Lumen. The unit of measurement used to quantify the amount of light produced by a bulb or emitted from a fixture (as distinct from "watt," a measure of power consumption). For the purposes of this article, the lumen output values shall be the initial lumen output ratings of a lamp as defined by the manufacturer, multiplied by the lamp efficiency. Lamp efficiency of 95% shall be used for all solid-state lamps and 80% for all other lamps, unless an alternate efficiency rating is supplied by the manufacturer. The initial lumen rating associated with a given lamp is generally indicated on its packaging or may be obtained from the manufacturer. (Abbreviated lm)

Lumens per acre. The total number of lumens produced by all lamps utilized in outdoor lighting on a property divided by the number of acres, or part of an acre, with outdoor illumination on the property.

Luminous elements (of a light fixture). The lamp (light bulb), any diffusing elements, and surfaces intended to reflect or refract light emitted from the lamp individually or collectively comprise the luminous elements of a light fixture (luminaire).

Nonresidential. Property used for purposes other than to residential.

Outdoor Lighting. Temporary or permanent lighting that is installed, located or used in such a manner to cause light rays to shine outdoors. Nonresidential fixtures that are installed indoors that cause light to shine outside are considered outdoor lighting for the intent of this article. (See Figure B), residential fixtures installed indoors generating more than 6,200 lumens (approximately equal to a 300 watt incandescent bulb) that cause light to shine outside are also considered outdoor lighting for the intent of this article.

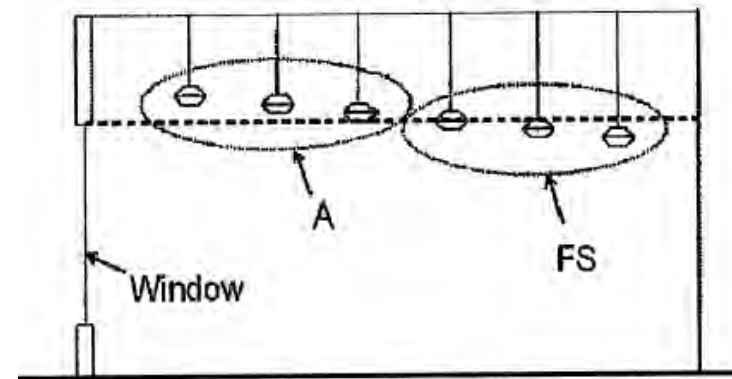


Figure B

Figure B: Elevation view showing a nonresidential application of indoor lighting, labeled FS, which will be subject to this article, labeled A, which is installed so that it is not subject to this article. This example presumes the structure in question is not elevated such that any of the luminaires labeled A in the figure above may be seen from any other property. If the structure is elevated such that the luminaires labeled A are visible from another property then, they are subject to this article.

Temporary Lighting. Lighting intended for uses which by their nature are of limited duration; for example holiday decorations, civic events, or construction projects.

Total Outdoor Light Output. The total amount of light, measured in lumens, from all outdoor light fixtures within the illuminated area of a property. The lumen value to be used in the calculation is the lumen value as defined in this article. To get the total, add the lumen output attributed to each light fixture.

Uplighting. Lighting that is directed in such a manner as to project light rays above the horizontal plane running through the lowest point on the fixture where light is emitted.

SEC. 7.5.003 SCOPE

(a) This article applies within the city limits.

(2) Nothing herein shall be construed as preventing or limiting the city from applying this article to the ETJ through agreements with property owners, or as a term affixed to a conditional approval (such as a variance).

SEC. 7.5.004 EXEMPTION

(a) The following are exempt from the application of the regulations of this article:

- (1) Lighting equipment required by law to be installed on motor vehicles; or
- (2) Lighting required for the safe take-off and landing of aircrafts.

SEC. 7.5.005 PROHIBITION

(a) A person commits an offense by doing the following:

- (1) Installs outdoor lighting contrary to this article.

Fails to comply with any terms or conditions set forth in a permit issued under this article.

Installs outdoor lighting without obtaining a permit when the total number of the lumen outputs for all lights installed within any 90-day period is greater than 2,500 lumens.

SEC. 7.5.006 OUTDOOR LIGHTING PERMITS

(a) An outdoor lighting permit is required for:

- (1) Luminaires installed as part of new construction; or,

New sport court lighting.

(b) Building permits and site plans for new construction can only be issued concurrently with or subsequent to the issuance of an outdoor lighting permit.

(3) Outdoor lighting permits for new construction will be issued upon the city's approval of an outdoor lighting plan: (i) that conforms to the standards established by this article; or (ii) for which a variance was approved by the board of adjustment.

(4) Nonresidential lighting plans require city council approval.

(5) Residential lighting plans for new construction require approval of the city administrator or city inspector.

SEC. 7.5.007 APPLICATIONS:

(a) All outdoor lighting permit applications relating to new construction shall include an outdoor lighting plan to be reviewed for compliance with this article. To be deemed administratively complete, outdoor lighting plans must include the following:

(1) A layout of the property with the location and mounting height of each proposed and/or existing luminaire.

Nonresidential properties must also include the square footage of the area to be illuminated, and the square footage of each permanent structure within or adjacent to the illuminated area.

Residential properties must also include the square footage of the property, the perimeter of each permanent structure on the property, and the number of exterior doors on each permanent structure.

(b) For each type of proposed or existing luminaire provide:

(1) The manufacturer's specification sheet or, for an existing fixture, a daytime photograph and a nighttime photograph with the fixture illuminated.

(2) Fixture description or catalog number, including the lamp type.

(3) Initial lumens produced by the luminaire.

(4) Quantity of fixtures with the specific catalog description.

(5) Luminaire efficiency rating or 'LLF' for the specific luminaire. If the efficiency is not known for a residential luminaire, assume 70%.

(6) Total luminaire lumens for the fixtures with the specific catalog description type.

(7) Total luminaire lumens for all outdoor lights, both existing and proposed.

- (c) Where a permit is required by this article, it is an offense for a person to install luminaires without having applied for and received an outdoor lighting permit from the city.
- (d) All luminaires must comply with this article without regard to whether a permit is required for installation.

SEC. 7.5.008 NEW LIGHTING

- (a) General. All outdoor lighting shall be installed in conformance with the provisions of this article, applicable electrical codes, energy codes, and building codes, except as provided herein.
- (b) Prohibition. A person commits an offense by doing the following:
 - (1) Installs outdoor lighting contrary to this article;
 - (2) Fails to comply with any terms or conditions set forth in a permit issued under this article; AND/OR,
 - (3) Installs outdoor lighting without obtaining a permit when the total number of the lumen outputs for all lights installed within any 90-day period is greater than 2,500 lumens.

- (c) Nonresidential. All outdoor lighting installed on nonresidential properties shall conform to the standards by this article, except as provided herein.
- (d) Residential. All outdoor lighting installed on residential properties that is affixed to a construction project for which a building permit is required under this code shall conform to the standards established by this article.

SEC. 7.5.009 NONCONFORMING EXISTING LIGHTING

- (a) All existing outdoor lighting that was legally installed before the enactment of this article, that does not conform with the standards specified imposed by this article shall be considered nonconforming. Nonconforming outdoor lighting is allowed to remain until required to be replaced pursuant to the terms of this article.
- (b) If more than fifty percent (50%) of the total appraised value of a structure (as determined from the records of the county's appraisal district), has been destroyed, the nonconforming status expires and the structure's previously nonconforming outdoor lighting must be removed and may only be replaced in conformity with the standards of this article.

(c) Nonconforming outdoor lighting shall be brought into conformance with this article as follows:

(1) Nonresidential Application. All existing outdoor lighting located on a subject property that is part of an application for a rezoning application, conditional use permit, subdivision approval, or a building permit for a major addition is required to be brought into conformance with this article before final inspection, issuance of a certificate of occupancy, or final plat recordation, when applicable. For the following permits issued by the city, the applicant shall have a maximum of 90 days from date of permit issuance to bring the lighting into conformance: site development permit, sign permit for an externally or internally illuminated outdoor sign, initial alcoholic beverage permit, initial food establishment permit, and on-site sewage facility permit.

(2) Residential addition or remodel. Nothing herein shall be construed to terminate a residential property's nonconforming status as a result of an addition or remodel.

(3) Abandonment of nonconforming. A nonconforming structure shall be deemed abandoned if the structure remains vacant for a continuous period of six (6)

months. In that instance, the nonconforming status expires and the structure's previously nonconforming outdoor lighting must be removed and may only be replaced in conformity with the standards of this article.

(d) It is unlawful to expand, repair or replace outdoor lighting that was previously nonconforming, but for which the prior nonconforming status has expired, been forfeited, or otherwise abandoned.

(e) Outdoor lighting on property used for commercial purposes that is not in conformance with this article shall be brought into conformance with this article within ten (10) years from the date of adoption of this article. For property annexed into the city limits after September 2016, the ten-year period established by this subsection shall commence upon the effective date of the annexation. Nothing in this subsection may be construed to allow light trespass or any other form of nuisance from outdoor lighting. A new purchaser of property may request a three-year extension to come into compliance if property is purchased within ten (10) years of the enactment of this article.

SEC. 7.5.010 SHIELDING & TOTAL OUTDOOR LIGHT OUTPUT STANDARDS

(a) Governmental owned streetlights, if rated by the B-U-G classification system:

(1) Shall be rated and installed with the maximum backlight component limited to the values in Table 1 based on location of the light fixture where the property line is considered five (5) feet beyond the actual property line.

<u>Table 1</u>	Governmental Owned Rating
Fixture is greater than 2 mounting heights from property line	B3
Fixture is 1 to less than 2 mounting heights from property line	B2
Fixture is -.5 to 1 mounting heights from property line	B1
Fixture is less than 0.5 mounting height to property line	B0

(2) Shall be rated and installed with the uplight component of zero (UO); and

(3) Shall be rated and installed with the glare component of no more than G1 unless four sided external shielding is provided so that the luminous elements of the fixture are not visible from any other property. Mounting height or topography may cause the luminous elements of a G1 or G0 rated governmental owned streetlight to require additional shielding to reduce glare.

(b) Governmental owned streetlights, if not rated by the B-U-G classification system, shall meet the qualifications to be full cutoff fixtures. (See Figure C). Mounting height or topography may cause the luminous elements of a governmental owned streetlight to require additional shielding to reduce glare.

(c) All outdoor lighting, except governmental owned streetlights, shall be shielded so that the luminous elements of the fixture are not visible from any other property. Mounting height or proximity to property lines may cause the luminous elements of a light fixture to require additional shielding (See Figure D and Figure E).

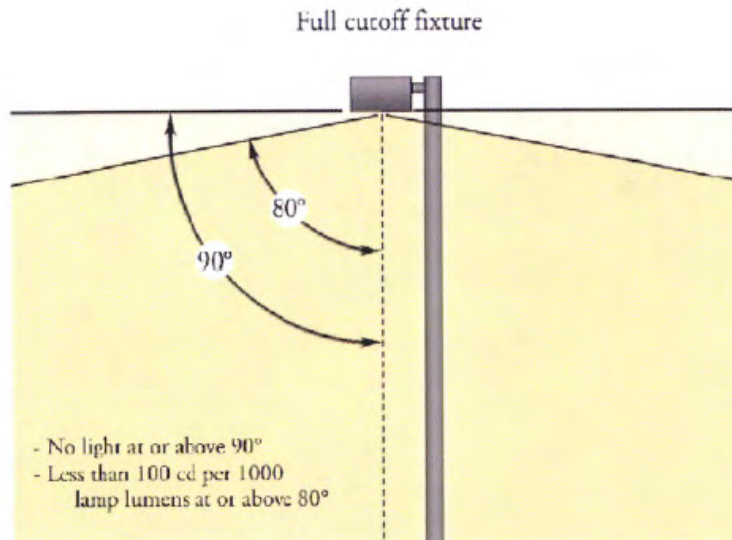
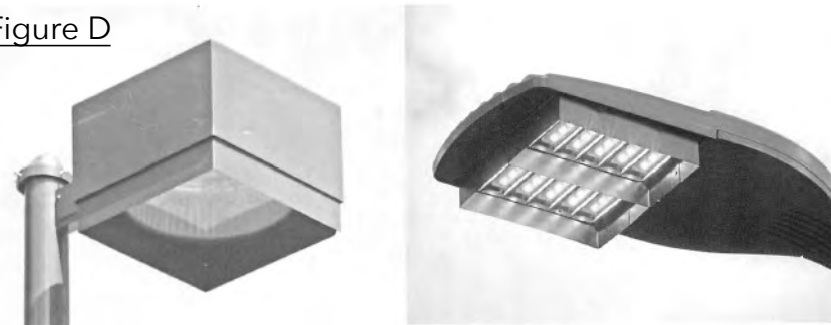


Figure C

Figure C: Full cutoff fixtures do not allow any light to be emitted above the fixture. The fixture limits the light output in the first 10 degrees below the horizontal, to less than 10% of the total light output.

Figure D



(d) Nongovernmental light fixtures, if rated by the B-U-G classification system:

(1) Shall be rated and installed with the maximum backlight component limited to the values in [Table 1](#) based on location of the light fixture where the property line is considered to be five (5) feet beyond the actual property line;

(2) Shall be rated and installed with the uplight components of zero (U0), except for uplighting covered in this article;

(3) Shall be rated and installed with the glare component no more than G0 unless four sided external shielding is provided so that the luminous elements of the fixture are not visible from any other property; and

Shall be shielded in accordance with this article.

(e) Outdoor uplighting is prohibited, except in cases where the fixture is shielded by a roof overhang or similar structural shield and a licensed architect or engineer has stamped a prepared lighting plan that ensures that the light fixture(s) will not cause light to extend beyond the structural shield, and except as specifically permitted in this article.

Outdoor lighting fixtures, except uplighting covered in subsection (c) above, are not allowed to have light escape above a horizontal plane running through the lowest point of the luminous elements. (See [Figure F](#) and [Figure G](#)).



Figure E

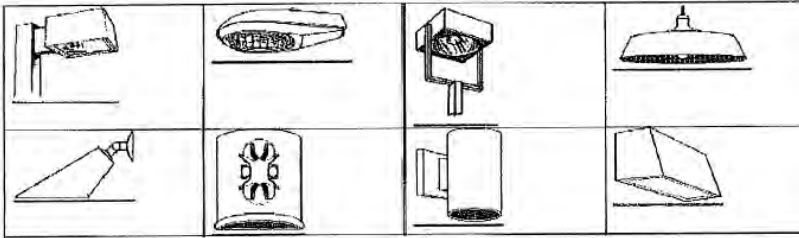


Figure F

Figure F: This figure shows examples of fixtures that may conform to the provision to not allow light to escape above a horizontal plane running through the lowest point of the luminous elements if they are closed on top and mounted such that the bottom opening is horizontal. Note that the mounting height and proximity to the property line, or internal optics may cause them to need additional shielding to prevent the luminous elements from being visible from any other property.

A practical way to determine if a light fixture will conform to the provision to not allow light to escape above a horizontal plane running through the lowest point of the luminous elements: the lamp or tube, any reflective surface or lens cover (clear or prismatic) must not be visible when viewed from above or the side.

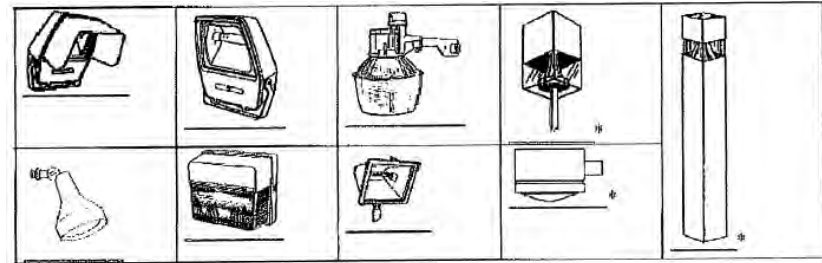


Figure G

Figure G: This figure illustrates examples of fixtures that do not conform to the provision to not allow light to escape above a horizontal plane running through the lowest point of the luminous elements.

*Note: Even though the lamps in these fixtures are shielded from direct view when viewed from the side or above, reflective surfaces within the fixtures and/or lens covers are directly visible from the side.

- (f) Total outdoor light output (excluding governmental owned streetlights used for illumination of public rights-of-way and outdoor recreation facilities) of any nonresidential property shall not exceed 100,000 lumens per net acre in any contiguous illuminated area. This lumen per net acre value is an upper limit and not a design goal; design goals should be the lowest levels that meet the requirement of the task.

Total outdoor light output (excluding governmental owned streetlights used for illumination of public rights-of-way and outdoor recreation facilities) of any residential property shall not exceed 25,000 lumens per net acre in any contiguous illuminated area.

SEC. 7.5.011 OUTDOOR RECREATION FACILITIES

- (a) Lumen cap exemption.

- (1) Outdoor recreational facilities are not subject to the lumens per net acre limit.
- (2) Outdoor lighting for sports facilities shall be designed to create minimum off-site spill, glare, and sky glow while honoring the guidelines for class IV play, as defined by the Illuminating Engineering Society of North America (IESNA) publication IES RP-06 or guidelines of a recognized sports organization such as

the Texas University Interscholastic League (UIL), Little League, or the United States Soccer League. To be considered a recognized sports organization, the city administrator must first approve such organizations guidelines.

- (3) Class IV levels of illumination, as defined by IESNA, are encouraged to be utilized during practices if the competition lighting is established at a higher illumination level than class IV.
- (4) Shielding. Fixtures used for non-aerial sports, such as track and field, shall be fully shielded. Fixtures used for aerial sports, such as baseball and softball shall be shielded to the full extent possible while also allowing the minimum of vertical illuminance needed by the players to track the ball as stated in writing by a sports lighting engineer recognized by peers as being an expert in that field. The sports lighting vendor must meet the guidelines for the specific sport and have the lowest available off-site spill, glare, and sky glow values.

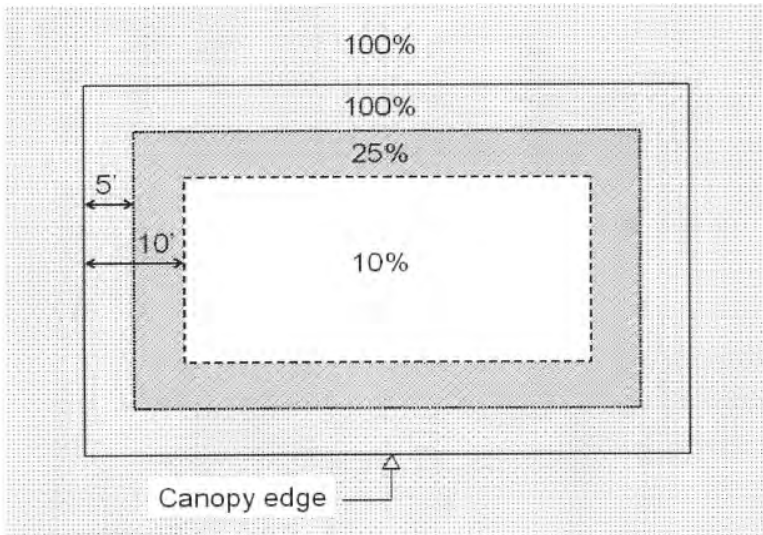


Figure I.

Figure I: Plan view of a canopy, showing fixture location and initial lamp output percentage counted toward total lumens.

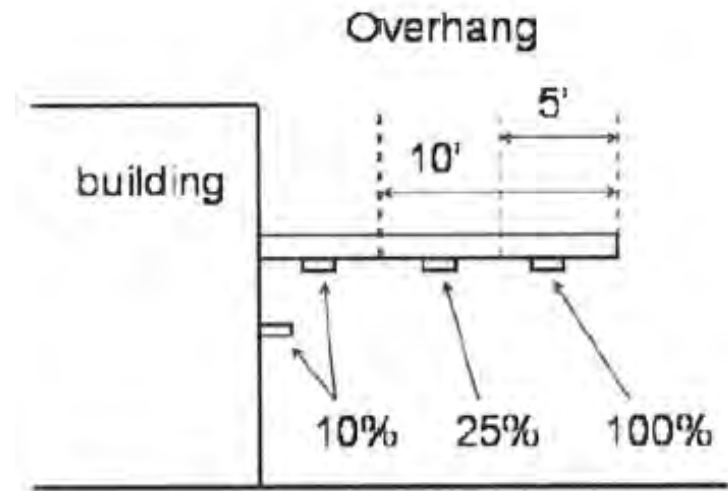


Figure J.

- (b) Certification. Lighting systems for outdoor recreational facilities shall be designed and certified by an engineer registered in the state as conforming to all applicable restrictions of this code before construction commences. Further, after installation is complete, an engineer registered in the state shall certify that the lighting system installation is consistent with the certified design.
- (c) Curfew. No sports facility shall be illuminated between 10:30 p.m. and sunrise, except to conclude a scheduled recreational or sporting event in progress that began prior to 9:30 p.m. Lighting under canopies, building overhangs, or roof eaves.
- (d) All outdoor light fixtures located under canopies, under building overhangs, or under roof eaves must conform to all provisions of this article.
- (e) Outdoor light fixtures located under canopies, under building overhangs, or under roof eaves where the center of the lamp or luminaire is located at 5 feet, but less than 10 feet from the nearest edge of the canopy or overhang are to be included in the total outdoor light output as though they produced only one-quarter (1/4) of the lamp's rated lumen output. (See Figure I and Figure J).

SEC. 7.5.012 NEON LIGHTING

- (a) Neon lighting is permitted, so long as lumen calculations from such lighting are included in the total outdoor light output calculations for the site. Lumens are calculated on a per foot basis, rather than per "fixture." Such lighting shall also be subject to the shielding requirements of this section, unless exempted under the Exemptions Section of this article.

SEC. 7.5.013 FLAGPOLES

- (a) If the flag of the United States of America is displayed during the hours of darkness, it should be illuminated as recommended in the Federal Flag Code.
- (b) Lighting of up to a total of two (2) flags per property is permitted with the following conditions:
 - (1) The flags must either be the flag of the United States of America, a flag of the state, a flag of a military branch of the United States of America or a flag of a branch of military of the state in order for illumination to be permitted.
 - (2) Flagpoles with a height greater than 20 feet above ground level shall be illuminated from above, if illuminated at all. This may be achieved by utilizing a light fixture attached to the top of the flagpole or a

fixture mounted above the top of the flagpole on a structure within 15 feet of the flagpole and must comply with all sections of this article except for lights such as the ones in Figure K. The total number of lumens initially output from any light fixture mounted on top of or above a flagpole is limited to 800.



Figure K.

(3) Flagpoles with a height equal to or less than 20 feet above ground level may be illuminated from below. They are to be illuminated with up to 2 spot type fixtures utilizing shields or diffusers to reduce glare, whose maximum combined lumen output is 78 lumens per foot of pole height, measured from the light fixture to the top of the flagpole. The fixture is to be mounted so that the lens is perpendicular to the

flagpole and the light output points straight up at the flag.

(4) Lamps used for flagpole illumination shall be included in the total outdoor light output.

SEC. 7.5.014 LIGHTING CURFEWS

- (a) Nonresidential outdoor lighting intended to be left on more than 30 minutes after closing, or the completion of activities, must be reduced to 25% or less of the total outdoor light output allowed.
- (b) Motion sensor activation may be allowed to cause the light to resume total outdoor light output allowed only when activated and to be reduced back to 25% or less of total outdoor light output allowed within 5 minutes after activation has ceased, and the light shall not be triggered by activity off the property.
- (c) The 75% reduction in illumination may be accomplished by dimming, by turning off 75% of the light fixtures, by a combination of the two, or by any other method that results in a total outdoor light output of no more than 25% of the total outdoor light output allowed.
- (d) Illumination for all advertising signs, both externally and internally illuminated, shall be turned off by the later of

closing time or 10:00 p.m., provided, however, that such signs may be turned back on prior to sunrise, but no more than one hour prior to opening.

- (e) Street lighting, other than at the intersection of roadways, shall utilize half night photocells or timers to turn off the lights halfway between dusk and dawn. Passive reflective roadway markings are encouraged.
- (f) Outdoor recreational facilities must follow the curfew as defined in the Shielding and total outdoor light output standards Section of this article.
- (g) All outdoor lighting is encouraged to be turned off when no one is present to use the light.

SEC. 7.5.015 PROHIBITIONS

- (a) The installation of any mercury vapor fixture or lamp for use as outdoor lighting is prohibited.
- (b) Luminaries rated at more than 3000 Kelvin (K) are prohibited with the exception of luminaries installed prior to the enactment of this revised article rated no more than 4000K, which are shielded on every side so that the source of light is not visible from any other property and the combination of all such fixtures within any ten-foot by ten-foot area does not produce more than 4100 lumens

for a pole mounted fixture or 2050 lumens for a wall mounted fixture. Luminaries with a higher Kelvin ratings are permitted if the Scotopic-to-Photopic (S/P) ratio is no greater than 1.2.

- (c) The installation of any barn-light style fixture for use as outdoor lighting is prohibited unless the fixture includes a full opaque reflector instead of the standard translucent lens. An example of barn-light style with and without the required opaque reflector is shown in Figure L.
- (d) The operation of searchlights for advertising purposes is prohibited.



Figure L.

Figure L: Acceptable shielding of barn-style light fixtures.

SEC. 7.5.016 SUBMISSION OF PLANS & EVIDENCE OF COMPLIANCE

(a) All building permit applications must include an outdoor lighting plan which includes the following information:

- (1) The location of all existing and proposed light fixtures (may be included on-site plan).
- (2) A lumen calculation sheet to determine lumens per net acre. It must include the square footage of the total area to be illuminated, the light fixture catalog descriptions or ordering number, lamp types (i.e., incandescent, low pressure sodium, compact fluorescent, LED, etc.), the Kelvin rating for the lamp, the B-U-G rating for the selected fixture (if available); the number of fixtures or lamps (use the same unit corresponding to the unit used to determine how many lumens are produced), fixture or lamp initial lumens, the location from the edge of a canopy (if applicable), and mounting height of all existing and proposed lamps.
- (3) Manufacturer's specification sheets for all existing and proposed light fixtures.
- (4) Elevations with notes where light fixtures are to be installed indoors which may be seen from the exterior.

(5) Site plan with specific measurements in feet for the area to be illuminated. A scale notation is not sufficient.

(6) Acknowledgement that the applicant has received notification of the provisions of this article.

(b) Upon receipt of residential building permit applications, city staff shall provide the homebuilder and/or applicant with educational materials about this article. The city's submission of educational materials shall be prima facie evidence that the applicant has received notification of the provisions of this article.

(c) Verification that a residential or commercial construction project requiring a building permit application has complied with the provisions of this article shall occur during the final electrical inspection by the city building inspector.

(d) For the first 60 days after the enactment of this article, residential building permit applicants may postpone the submission of the plans and evidence of compliance defined in this section for a maximum of 30 business days after the submission of their building permit application.

SEC. 7.5.017 EXEMPTIONS

(a) The following lighting instances are exempt from this article:

- (1) Outdoor light fixtures with a maximum output of 180 lumens per fixture, regardless of the number of bulbs, may be left unshielded provided the fixture has a diffuser installed, and the source of the light is not visible from any other property. The output from these fixtures shall not exceed 10% of the total outdoor light output allowed.
- (2) Outdoor light fixtures with a maximum output of 360 lumens per fixture, regardless of the number of bulbs, which are shielded with a medium to dark tone lens provided said lens reduces the lumen output approximately in half, and the source of the light is not visible from any other property. The output from these fixtures shall not exceed 10% of the total outdoor light output allowed.
- (3) Outdoor lighting for which light is produced directly by the combustion of fossil fuels.
- (4) Lighting required by law to be installed on motor vehicles.

- (5) Lighting needed during activities of law enforcement, fire and other emergency services.
- (6) Lighting employed during emergency repairs of roads and utilities may be unshielded provided the lights are positioned so they do not shine in the eyes of passing drivers.
- (7) Lighting required for the safe operation of aircraft.
- (8) Temporary lighting required to save life or property from imminent peril provided the lights are positioned so they do not shine in the eyes of passing drivers.
- (9) Festoon type low-output lamps, limited to small individual bulbs on a string with a maximum output of 56 lumens within any square foot. The bulbs must have a rating of no more than 2800 Kelvin, may not be located within three (3) feet of a reflective surface such as a light colored or metal wall, and the bulbs may not be visible from any residential property within 50 feet of the installed lights. The lumen output from these lamps shall be doubled for inclusion in the total outdoor light output calculations and that doubled lumen value shall not exceed 20% of the total outdoor light output allowed for the property.

(10) Low-intensity mini-lights or rope-type lights in amber, gold, yellow, cream, red, orange, or warm white wrapped on a tree, post, or other similar object provided the layers are at least six (6) inches apart. The output from these mini-lights shall not exceed 2% of the total outdoor light output allowed for the property and will be included in the lumens calculation for the total outdoor light output allowed.






(11) Temporary lighting for theatrical, television, performance areas, events, or construction areas provided the lights are positioned so they do not shine in the eyes of passing drivers and the source of the illumination is shielded from any other property. This temporary lighting must not allow any light to be projected or reflect above the structures or trees on the property.

(12) Lighting required by federal or state laws or regulations.

SEC. 7.5.018 PUBLIC LIGHTING TYPES

(a) Intent: The chart below lists the style of fixtures with regards to the appropriate Place Type Zoning District.

(b) Shield fixture types are required, but no illustrated.

Public Lighting Types	P1	P2	P3	P4	P5	EC
Cobra Head 	Permitted	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited
Pipe 	Permitted	Permitted	Permitted	Prohibited	Prohibited	Prohibited
Post 	Prohibited	Permitted	Permitted	Permitted	Prohibited	Prohibited
Column 	Prohibited	Prohibited	Permitted	Permitted	Permitted	Prohibited
Double Column 	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited	Prohibited

ARTICLE. 7.6 WATER & WASTEWATER

- (a) Water Lines: The subdivider shall provide all water lines necessary to properly serve each lot of the development and ensure that existing, and/or new water facilities can supply the required demand for domestic use and for fire protection at the desired pressure. The subdivider shall bear all costs for extending water service from existing City water lines to the development. All water lines and service connections shall meet the current City of Bastrop Construction standards. The subdivider shall submit a certificate to the Director of Public Works certifying that the system has been designed in accordance with the current requirements of the State regulatory agency and the City of Bastrop.
- (b) Fire Hydrants: Fire hydrants will be provided at a maximum spacing of six hundred (600) feet in residential areas and three hundred (300) feet in commercial or industrial areas. All hydrants shall be standard three-way post-type dry barrel hydrants complying to AWWA standards with six (6) inch or larger connections to mains. Fire hydrants shall be in accordance with current City of Bastrop Construction standards.

- C. Wastewater Lines: The subdivider shall provide all sewer lines necessary to properly serve each lot of the development and ensure that existing lines and facilities can adequately serve the proposed development. The applicant shall bear all costs for extending existing City sewer lines and facilities to service the proposed development. All sewer lines and service connections shall meet the current City of Bastrop Construction standards. Connection to the City's wastewater collection system shall only be permitted if the recipient of City sewer service is also a recipient of City of Bastrop water service at the location being connected.
- D. Septic tanks will not be permitted within a standard division of land. Septics systems must comply with the City Utility standards, permits, and process.
- E. See the B3TM for additional standards.

ARTICLE. 7.7 STREET MONUMENTS & PROPERTY MARKERS

(a) Street Monuments and Property Markers

- (1) Property subject to platting shall follow the standards for street monuments and property markers in the B3TM.
- (2) Exceptions: Street Monument and Property Marker requirements shall not apply to lots meeting the requirements of Administrative Plat and/or being processed under the procedure.

ARTICLE. 7.8 BICYCLE PARKING

SEC. 7.8.001 LOCATIONS

- (a) Short-term bicycle parking must be located within 100 feet of the main public entrance of the building or facility.
- (b) Long-term bicycle parking must be located within 500 feet of the main public entrance of the building or facility.
- (c) Bicycle parking facilities shall not interfere with accessible paths of travel or accessible parking as required by the Americans with Disabilities Act, as amended.
- (d) When a rack is placed within a sidewalk or pedestrian right-of-way, a minimum of four (4) feet from the required rack dimension shall be provided for pedestrian clearance.
- (e) Bicycle racks shall be located in highly visible and well-lit areas to minimize theft and vandalism.
- (f) When automobile parking spaces are provided in a structured parking garage, all required long-term and short-term bicycle spaces shall be located inside the garage on the ground level. Alternative layout and design of racks to maximize space may be approved by the Director of Planning and Development.

(g) Alternative Locations: In the event that compliance may not be feasible because of demonstrable hardship, the Director of Planning and Development may approve an alternative location.

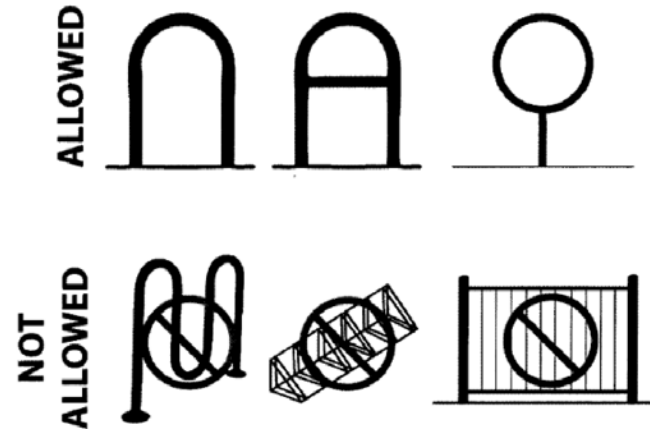
SEC. 7.8.002 LAYOUT AND DESIGN

(a) Each bicycle rack shall be designed to accommodate two bicycle parking spaces (two bicycle spaces per rack) while using the allowed bike rack designs below:

- (1) Racks shall be designed to accommodate "U"-shaped locking devices and support the bicycle horizontally in two places.
- (2) The racks shall be constructed of durable materials to withstand permanent exposure to the elements, such as powder-coated metal or stainless steel.
- (3) All bicycle parking spaces must be hard-surfaced or at minimum a compact gravel base.
- (4) All bicycle racks shall be securely anchored to the ground using a concrete footing and tamper-proof anchors.
- (5) Decorative bicycle racks that enhance the sense of place and contribute to the character of the

development are encouraged but are subject to approval by the Director of Planning and Development.

Fig. 1: Examples of Typical Bicycle Parking Designs Allowed and Not Allowed:



(b) Bicycle Parking Space Size, Access Aisles and Vertical Clearance

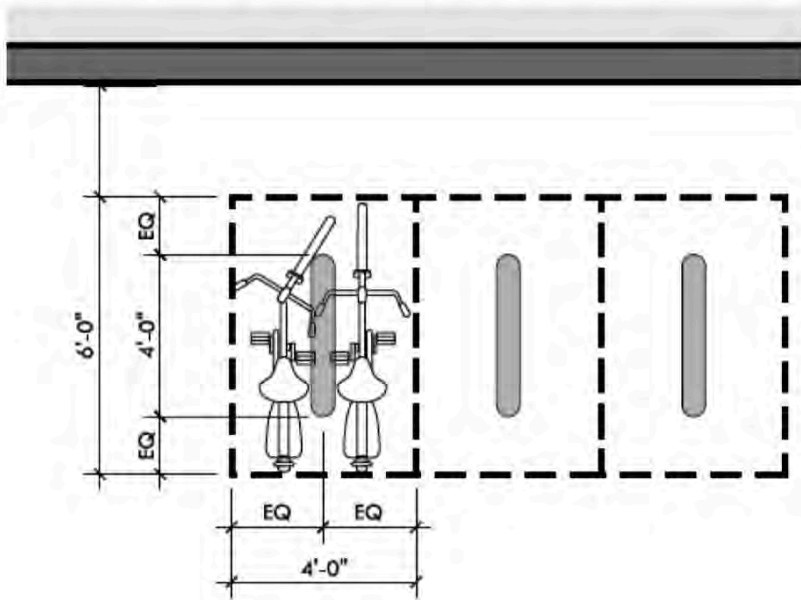
- (1) Bicycle racks shall provide clearance from other objects by using a standard footprint that is at least four (4) feet wide by six (6) feet long, as depicted below, and shall hold at least two bicycles.

- (c) In cases where bicycle parking spaces are not visible from the primary drive aisle approaching the building, signage shall be used to direct cyclists safely to bicycle parking areas (Manual for Uniform Traffic Devices sign D4-3). These signs shall not be placed in the public right-of-way.



D4-3

Fig. 2: Examples of Bicycle Parking Footprint and Dimensions



SEC. 7.8.003 BICYCLE PARKING REQUIREMENT

The number of bicycle parking racks shall be based on the amount of automobile parking spaces and shall be provided in accordance with the following. Where fractional bicycle parking spaces result, the spaces required shall be rounded up to the nearest whole number.

Fig. 4: Bicycle Parking Standard Chart

P5 & P4 Non-Residential	0-40 required auto spaces = 2 short-term bicycle parking spaces minimum
	41-60 required auto spaces = 4 short-term bicycle parking spaces minimum
	61-80 required auto spaces = 6 short-term bicycle parking spaces minimum
	81-100 required auto spaces = 8 short-term bicycle parking spaces minimum
	101+ required auto spaces = minimum 10 short-term bicycle parking spaces or 2.5% of required automobile spaces, whichever is greater, will be provided as short-term bicycle parking spaces
MULTIFAMILY	The minimum number of long-term bicycle parking spaces shall be equal to 10% of the required auto spaces.

- (a) Bicycle parking is required in all P5 and P4 Place Types with non-residential uses.
- (b) Bicycle parking for residential uses is only required with multifamily building types.

- (c) The number of provided automobile parking spaces and bicycle parking spaces shall be shown in a chart format on the site plan. The location and footprints of bicycle racks corrals shall be shown on the site, as well as the location of any bicycle parking signage.
- (d) In all cases where bicycle parking is required, no fewer than two (2) spaces (one rack) shall be required.
- (e) Up to half of the required short-term bicycle parking spaces may be substituted with long-term bicycle parking spaces.

SEC. 7.8.004 TERMS AND WORDS DEFINED

Bicycle Corral	A group of either short-term or long-term bicycle parking spaces that are located in the vehicular parking area adjacent to the curb. The corral is generally surrounded by a painted white box on the street with flexible vertical delineators and a wheel stop where vehicles are likely to back into the adjacent parking spot.
Bicycle Rack, Long-Term	A bicycle parking fixture that provides at least two bicycle spaces and includes at least a four-foot-wide by six-foot-long dimension, intended for parking more than three hours, and is fully protected from the elements.
Bicycle Rack, Short-Term	A bicycle parking fixture that provides at least two bicycle spaces and includes at least a four-foot-wide by six-foot-long dimension, intended for parking less than three hours.

ARTICLE. 7.9 MOBILE FOOD VENDOR

SEC. 7.9.001 REQUIREMENTS APPLICABLE TO ALL MOBILE FOOD VENDORS

- (a) No person shall act as a Mobile Food Vendor in the City without a permit issued by the City.
- (b) Each Mobile Food Vendor shall display at all times in a conspicuous place where it can be read by the general public the City of Bastrop permit under this article and permit number.
- (c) Mobile Food Vendors shall not operate within a public park, public right-of-way, publicly owned property or site without written permission from the City Manager or the City Manager's designee.
- (d) Mobile Food Vendors must meet all applicable state and local laws and regulation, including but not limited to the Rules.
- (e) Mobile Food Vendors must meet all applicable laws regarding Mobile Food Vendors as described in the International Fire Code (IFC), 2018 edition.
- (f) Mobile Food Vendors must operate from an approved commissary in good standing as defined in and required

by the Texas Food Establishment Rules. An existing food establishment may serve as a commissary if approved by the City. The commissary shall have an approved vehicle storage facility, approved potable water hookups, approved wastewater drainage facilities, approved grease interceptor hookup(s) and size, and any other accommodations as determined necessary by the City to ensure compliance with all regulatory codes, including but not limited to the local health authority. The commissary shall comply with all Food Establishment Rules and hold all current licenses and permits as required by the Rules. Valid copies of the commissary's current licenses and permits used under the Food Establishment Rules and most recent health inspection report must be kept on file with the City. Mobile Food Vendors shall provide documentation of each visit to or service by the commissary and shall have that documentation immediately available for inspection by the City.

- (g) The Mobile Food Vendor shall secure and display at all times in a conspicuous place where it can be read by the general public a health permit from Bastrop County.
- (h) All employees of the permit holder must have a valid food handler's training certificate.

1. When required, Mobile Food Vending Units must be equipped with commercial mechanical facilities sufficient to provide proper cooking ventilation and fire suppression for eating establishments, as established under the City's adopted building codes. All equipment on the vehicle is to be NSF International (formerly National Sanitation Foundation) approved, American National Standards Institute (ANSI) approved, or of commercial grade.
2. Any Mobile Food Vendor that will be in one location for more than four (4) hours shall provide covered garbage and storage facilities for employee and customer use of sufficient size that refuse is fully contained in a manner that prevents litter and remains insect- and rodent-proof.
3. The Mobile Food Vending Unit must meet the following plumbing standards:

All liquid waste shall be discharged to an approved sanitary sewage disposal system at the commissary or through an authorized service provider. All used fats, oil, or grease shall be discharged to an approved grease interceptor at the commissary or through an

authorized service provider. Used fats, oils or grease shall not be discharged to any unauthorized food establishment grease interceptor.

- a. Liquid waste shall not be discharged from the retention tank when the Mobile Food Vending Unit is open to the public or in the process of preparing food.
- b. The waste connection shall be located below the water connection to preclude contamination of the potable water system.
- c. Connections to a water or sewage system on site is prohibited.

The Mobile Food Vendor shall display at all times in a conspicuous place where it can be read by the general public a copy of a Texas sales tax and use certificate.

Mobile Food Vending Units shall be separated from existing buildings and other mobile food vehicles by a minimum of ten (10) feet. Food Vendors shall not set up in fire lanes or parking spaces that are required for the use of an existing business.

The Mobile Food Vending Unit and any parking areas used by the Mobile Food Vendor or its customers, should be located on a paved surface, or an alternative all-weather surface as approved by the City Engineer or their designee. Where providing paved or all-weather surface would be impractical or not provide a public benefit, alternative methods may be approved with a concept plan. Alternative methods may include but are not limited to portable spill berms, environmentally sensitive materials, and other methods to mitigate property damage and environmental hazards.

4. Each Mobile Food Vending Unit shall be clearly marked with the food establishment's name or a distinctive identifying symbol and shall display the name while in service within the City.
5. Except as shown on an approved concept plan, the Mobile Food Vendor shall prepare, serve, store and display food and beverages on or in the Mobile Food Vending Unit itself; and shall not attach, set up, or use any other device or equipment intended to increase the selling, serving, storing or displaying capacity of the Mobile Food Vendor.

6. No Mobile Food Vendor may operate outside of the hours of 8:00 AM to 10:00 PM, unless otherwise authorized within the permit.
7. Mobile Food Vendors must comply with City Code Section 44.1, "Noise Standards."
8. Mobile Food Vendors must comply with City Code Section 43.1, "Outdoor Lighting Standards."
9. Drive-through service from Mobile Food Vendors is prohibited.
10. Alcohol sales from Mobile Food Vendors is prohibited.
11. Access to Restroom Facilities.

Any Mobile Food Vendor that will be in one location for more than four (4) hours must submit to the City written proof of a restroom facility agreement that provides the availability of a fixed establishment restroom or a portable restroom facility for the use of the Mobile Food Vendor employees and customers located in a business establishment within one hundred fifty

(150) feet of each location where the Mobile Food Vending Unit will be in operation.

- a. Proof of availability of a fixed establishment restroom shall be in the form of a written and notarized statement from the property owner, or owner's authorized agent, including the name, address, and telephone number of the property owner or authorized agent, and the type of business and hours of operation of the business, granting permission for the use of the facilities. If the business owner is a partnership or corporation, the statement shall include the name, address and telephone number of one (1) of the partners or officers.
- b. Proof of availability of a portable restroom facility shall be in the form of a service contract, which includes a maintenance schedule, and a receipt showing the last maintenance performed.

- c. A copy of the records shall be immediately available for inspection by the City on the Mobile Food Vending Unit.

Mobile Food Vehicles must be movable by motorized or non-motorized means.

SEC. 7.9.002 MOBILE FOOD VENDORS ON PRIVATE PROPERTY

- (a) Mobile Food Vending Units located on private property must comply with the following:
 - (1) The private property must be developed and improved, and contain an existing permanent business operating in a building with a certificate of occupancy at all times while the Mobile Food Vending Unit occupies the property. Alternatively, a Mobile Food Vendor may operate from a Mobile Food Vendor Food Court site that is designed and intended for mobile food use as the primary use of the property. A concept plan will be required for a Mobile Food Vendor Court that is the primary use on a property.
 - (2) Electricity shall be from a generator and the Mobile Food Vendor shall utilize electrical cords in conformance with the National Electrical Code as adopted and amended by the City.

- (3) The Mobile Food Vendor must submit with the permit application, written authorization, or other suitable documentation showing that the owner of the property, or the owner's authorized agent, consents to the Mobile Food Vendor operating on said property.
- (4) Any permanent structure will require a building permit and be subject to any applicable regulations.
- (5) Two Sidewalk Signs (see Sec. 8.1.012 On-Premise Sign Types & Standards) may be used on-site during business hours. All other signage must be on the truck or trailer and mounted flush to the surface of the unit.

SEC. 7.9.003 MOBILE FOOD VENDORS ON CONSTRUCTION SITES

For subdivisions or sites in any zoning districts that are actively under construction and have not yet been issued a Certificate of Occupancy, a Mobile Food Vendor may operate for less than one (1) hour.

SEC. 7.9.004 MOBILE FOOD VENDORS PERMIT APPLICATION

(a) The application for a Mobile Food Vendor permit shall include the following information:

- i. An application fee of \$400;
 - ii. Name, legal name of business or entity, business address, telephone number, and email address of the applicant;
1. The applicant's identification number as shown on a current and valid government-issued identification document that includes a photograph of the applicant;
 2. If the applicant represents a corporation, association or partnership, the names and addresses of the officers or partners;
 3. Name, legal name of business or entity, business address, telephone number, and email address of the owner if the owner is not the applicant;
 4. Signed and notarized permission from all private property owners where the Mobile Food Vending Unit will be stationed;
 5. The manner of mobile food vending operation to be conducted (for example, foot vending, truck, trailer, pushcart, etc.); the make, model, year, license or registration, and vehicle identification number of each vehicle to be used in the mobile food vending operation;
 6. Proof of motor vehicle insurance for each vehicle to be used in the mobile food vending operation;
 7. An itinerary of locations where sales will occur; and a location map and sketch of site location for each location to be used by the Mobile Food Vendor;
 8. A concept plan, if applicable;
 9. A copy of the vendor's current health permit from Bastrop County;

10. If the mobile vending unit will be placed in one (1) location for more than four (4) hours, a written agreement from a business within one hundred fifty (150) feet for employees of the mobile food establishment to have use of flushable restrooms (or other facilities as approved by the health authority) during hours of operation;
11. Proof of water/wastewater service;
12. Documentation indicating the volume capacity of any required water and wastewater storage tanks either on the tank itself or in writing;
13. Description of the type of food or the specific foods to be vended;
14. A notarized statement from the owner of the commissary stating that the mobile food establishment will use the facility as its base of operation and providing the address and food establishment permit number of the facility;
15. A valid copy of the applicant's sales tax and use tax permit; and,
16. Any other information reasonably required by the Director of Planning and Development.

SEC. 7.9.005 MOBILE FOOD VENDOR PERMITS

- (a) Permit Determinations. The City will evaluate the data furnished by the applicant and may require additional information. Within fourteen (14) days of receipt of a completed permit application, the City will determine whether or not to issue a Mobile Food Vendor permit. The City may deny an application for a permit on any of the following grounds:
 - a) Failing to provide all of the information required by the City;
 - a. The applicant's past record of ordinance violations;
 - b. Safety record of the applicant or any driver, based on such things as civil and criminal lawsuits and violations of environmental laws and ordinances; and,
 - c. Providing false, misleading or inaccurate information to the City.
- (b) Permits are not transferable.
- (c) Mobile Food Vendor permits expire on October 31, 2019.

4. Permit fees will not be prorated. Other fees related to the construction of a Mobile Food Vendor Food Court will be required during the review and construction of the Mobile Food Vendor Food Court.

SEC. 7.9.006 PERMIT REVOCATION AND APPEAL

(b) The City Manager or City Manager's designee may revoke a permit issued under this Code by a Mobile Food Vendor if the permit holder or the permit holder's employee:

1. Commits critical or repeated violations of applicable law; or
2. Knowingly provides false information on an application; or
3. Interferes with the Health Authority in the performance of the Health Authority's duties; or
4. If a permitted establishment under this Article changes ownership and there are violations that must be corrected to meet applicable standards.

- ii. Before revoking a permit, the City shall provide the permit holder or person in charge with written notice of the pending permit revocation.
- iii. The written notice shall include:
 - i. The reason(s) the permit is subject to revocation; and
 - ii. If applicable:
 - a. The date on which the permit is scheduled to be revoked; and,
 - b. A statement that the permit will be revoked on the scheduled date unless the permit holder files a written request for a meeting with the City no later than the tenth (10th) day after the date the notice is served.
 - c. The applicant may appeal the revocation of a permit by submitting a written request for appeal along with any evidence supporting the appeal to the Board of Appeals within ten (10) days of receiving the notice of

revocation. The Board of Appeals will make a decision within a reasonable time of receipt of the appeal, but no later than thirty (30) days after receipt. The Board of Appeals' decision shall be final.

SEC. 7.9.007 INSPECTIONS

(a) The City may inspect a Mobile Food Vendor during regular business hours and at other reasonable times to determine compliance with this Code.

1. After conducting an inspection, the City shall inform the Mobile Food Vendor of findings.
2. If a violation is found, the City shall:
 - (A) Close the unit; or,
 - (B) Prescribe a reasonable time period for correction of violations. Re-inspections at prescribed time intervals will be conducted to determine whether required corrections have been made.

SEC. 7.9.008 PENALTY

A violation of this Code is considered a violation pertaining to fire safety, zoning, public health and/or sanitation and is punishable by a fine not to exceed two thousand dollars (\$2,000.00) in accordance with City Code Section 1.01.009.

SEC. 7.9.009 DEFINITIONS

Concept Plan: means a diagramed plan that includes property lines, adjacent rights-of-way, location of all Mobile Food Vending Units, parking areas and surface material, maneuvering areas and surface material, seating areas, and any other information reasonably required by the Director of Planning and Development. Concept plans will be approved by the Director of Planning and Development.

Commissary: means a central preparation facility or other fixed food establishment that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption to mobile, temporary and portable food vendors.

Health Authority: means the Bastrop County Environmental and Sanitation Services, or its designee, or any other agency charged with enforcement of regulations applicable to establishments regulated under this ordinance.

Mobile Concession Trailer: means a vending unit selling items defined as edible goods, which is pulled by a motorized unit and has no power to move on its own.

Mobile Food Cart or Concession Cart: means a mobile vending unit, selling items defined as edible goods, that must be moved by non-motorized means.

Mobile Food Truck: means a self-contained motorized unit selling items defined as edible goods.

Mobile Food Vending Unit: means a Mobile Food Truck, Mobile Food Cart, Concession Cart, or Mobile Concession Trailer.

Mobile Food Vendors: shall mean any business that operates or sells food for human consumption, hot or cold, from a Mobile Food Vending Unit.

Mobile Food Vendor Food Court: means a site designed for the operation of one or more Mobile Food Vendors as the primary use.

Texas Food Establishment Rules or the Rules: means 25 Texas Administrative Code chapter 228, as amended.

CHAPTER 8 SIGNS



ARTICLE 8.1 SIGNS

SEC. 8.1.001 INTENT

The intent of regulating signs that are visible from the Public Frontage is to ensure proper dimensioning and placement with respect to existing or planned architectural features, to maintain or improve public safety, to maintain or improve the aesthetic character of the context in which they are located, and to provide legible information for pedestrians, not just drivers.

SEC. 8.1.002 PURPOSE

The purpose of a sign permit is to authorize the display, erection, rebuilding, restructuring, expansion, relocation, or structural alteration of any on-premise or off-premise sign.

SEC. 8.1.003 APPLICABILITY

These regulations apply to all property within the incorporated boundaries (i.e., City Limits) and the Extra Territorial Jurisdiction (ETJ) of the City of Bastrop as it exists at the time this code was adopted and as it may be amended and expanded in the future.

SEC. 8.1.004 ENFORCEMENT

- (a) It is an offense for a person to violate, a section of this chapter designated as an offense commits a misdemeanor punishable by a fine. A violation occurs when a person violates or causes, allows, or permits a violation of this chapter.
- (b) Each violation of this chapter designated as an offense constitutes a separate offense.
- (c) No culpable mental state is required to prove an offense under this chapter if this offense involves:
 - (1) Placement of a sign in the right-of-way;
 - (2) Placement of a sign in another person's property without the person's permission; or,
 - (3) Placement of a sign that encumbers access to a person's property or encumbers use of a street, sidewalk, trail, path, or driveway.

SEC. 8.1.005 PROHIBITED SIGNS

(a) All Signs are prohibited in the City Limits and the extra territorial jurisdiction (ETJ) unless:

- (1) Constructed, maintained, structurally altered, or improved pursuant to a valid permit when required under this Code; and,
- 2. Expressly authorized under the City of Bastrop's B3 Code.

(b) Signs which cannot be expressly authorized include:

- (1) Signs located in or projected over any public right-of-way or across the public right-of-way line extended across a railroad right-of-way, except when attached to and projecting no more than 18 inches from a building wall legally located at or near the right-of-way line in the City Limits or in the Extraterritorial Jurisdiction.
- (2) Portable Signs.
- (3) Off-Premise sign (including Billboards) containing commercial advertising for the sale, rent, or lease of goods, real property, or services.

- (4) Signs with lights that blink, fluctuate, or move. Light rays must shine only upon the sign and upon the property within the premises where the sign is located.
- (5) Signs of a size, location, movement, coloring, or manner of illumination which may be confused with or construed as a traffic control device or which hide from view any traffic or street sign or signal.
- (6) Signs that are attached to any utility pole or wire, traffic sign, or public easement or are placed on government-owned property unless placed by written permission of the governmental entity.
- (7) Signs that obstruct any fire escape, required exit, window, or door opening intended as a means of egress.
- (8) Boxes, tires, or other goods stored in view of the street, etc. which have large product identification that serves as a sign.
- (9) Feather Banners.
- (10) Commercial signs or advertising materials that are worn, held, or attached to a person's body advertising the sale of goods, real property, or services.

- (11) Balloon Signs.
- (12) Inflatable Signs.
- (13) Banners.
- (14) Pennants.
- (15) Pole Signs except as otherwise specifically allowed.
- (16) Roof Signs (including signs that are otherwise authorized but are placed on a roof or on a mobile food vendor or vehicle).
- (17) Changeable copy signs.
- (18) Signs placed or attached to trees, bushes, planters, benches, or other pedestrian elements.
- (19) Signs on trash receptacles except for signs that are required by law, provide direction on the trash receptacle's use, provide safety instructions, or are otherwise customarily found on trash receptacles as a means of identifying the trash collection company.
- (20) Flags with a commercial message.

SEC. 8.1.006 OFF-PREMISE SIGNS (BILLBOARDS)

- (a) No permit for alteration or relocation may be issued for an off-premises sign
- (b) Alteration. An off-premises sign may not be altered regarding amount of surface area, shape, orientation, height, illumination, or location without the prior issuance of a sign alteration or relocation permit. Ordinary and routine necessary repairs that do not change the size, shape, orientation, height, illumination, or location of an inventoried off-premises sign do not require an alteration permit. A sign alteration permit expires if the approved modifications are not completed within ninety (90) days of permit issuance.
- (c) Maintenance. If the City finds that any off-premises sign is not maintained in good repair, the City will notify and order the owner to repair the sign within thirty (30) calendar days. If the City finds that the sign structure or sign area of an off-premises sign has deteriorated more than sixty percent (60%) of its replacement value, or is not repaired within thirty (30) calendar days, the City shall notify the owner of the off-premises sign and the owner of the real property on which the off-premises sign is located to remove the off-premises sign or poster panel from the property within a specified time. Replacement of more

than sixty (60) percent of an off-premises sign during one calendar year shall void the legal nonconforming status of the sign and require immediate removal or conformance with current standards. All off-premises signs ordered to be removed shall be stricken from the authorized list.

- (d) No existing billboard shall exceed forty (40) feet in height from the ground level. No existing billboard shall interfere with the visibility of pedestrians or drivers of motor vehicles at street intersections or otherwise obstruct traffic or create a traffic hazard.

SEC. 8.1.007 NONCONFORMING SIGNS

- (a) Signs in Existence Prior to this Code. A sign existing on the effective date of the Development Code that violates this Article or any other ordinance, and a sign that comes under the jurisdiction of this Chapter due to the expansion of the City, is a legal nonconforming sign and may be continued, repaired, and maintained in good condition, but may not be otherwise altered.
- (b) Voluntary Removal. Voluntary removal of a nonconforming sign for purposes other than maintenance shall terminate its status as a legal nonconforming sign. Replacing a sign cabinet is not considered maintenance.

SEC. 8.1.008 EXEMPTED SIGNS

- (a) The following signs authorized under this Section are authorized in every Place Type or property in the ETJ without a permit, unless specifically required below:
- (1) Government Signs including signs placed by the city, state, or federal governing in their governmental capacity.
 - (2) Traffic Control Devices that are erected and maintained to comply with the Texas Manual on Uniform Traffic Control Devices.
 - (3) Signs required by this section.
 - (4) Signs required by other law, including federal, state, or local law, including a sign that a property owner is required to post on the owner's property to warn of a danger or to prohibit access to the property either generally or specifically; the owner must comply with the federal, state, or local law to post a sign on the property.
 - (5) Official governmental notices and notices posted by governmental officers in the performance of their duties for regulatory purposes such as neighborhood crime watch areas, to identify streets, or to warn of

danger including those placed by the City, County, Federal or State.

(6) Signs displayed on trucks, buses, trailers, mobile food vendors, or other vehicles that are less than thirty-two (32) square feet and are being operated as motor vehicles, provided that the primary purpose of the vehicles is not for display of signs and provided that they are parked in areas appropriate to their use as vehicles, are in operable condition, and carry a current and valid license plate and state inspection tag. Vehicle signs shall conform to the following restrictions:

- i. Vehicular signs shall contain no flashing or moving elements;
- ii. Vehicular signs shall not be attached to a vehicle so that the driver's vision is obstructed from any angle; and,
- iii. Signs, lights and signals used by authorized emergency vehicles shall not be restricted.

(7) Vending machine signs where the sign face is not larger than the normal dimensions of the machine to which the sign is attached.

(8) Memorial signs or tablets when cut into any masonry surface or attached to a building when constructed of bronze or other metal up to six square feet as part of a building.

(9) Real Estate Signs.

- i. Signs containing the message that the real estate on which the sign is located is for sale, lease, or rent together with information identifying the owner or agent.
- ii. A real estate sign may not exceed four square feet in size for residential properties, or 16 square feet in size for nonresidential properties.

(10) Any sign wholly within the confines of a building, and oriented to be out of view from outside the building.

(11) Any sign who wholly within the confines of a sports field or court and oriented to be out of view from outside the field or court. No sign under this section may be larger than thirty-two (32) square feet. The maximum height for a field sign shall not exceed six (6) feet.

(12) A non-commercial sign that is carried by a person or is a bumper sticker on a vehicle.

(13) Business-related signs on or visible through doors or windows indicating: store hours, security systems, trade organization memberships, credit cards accepted, no solicitation, and open/closed. These signs will not count towards the cumulative sign area limits so long as their total cumulative sign area does not exceed five (5) square feet.

(14) Changing a commercial message to a noncommercial message on any legal sign surface. Any sign surface on which a commercial message may contain a noncommercial message.

SEC. 8.1.009 SIGNS REQUIRING A PERMIT

(a) Building Signs

A building sign is an on-premises sign that is directly attached to, erected on, or supported by a building or other structure having a principal function other than the support of such sign.

(1) Building Signs Types:

- i. Address sign

- ii. Awning Sign

- iii. Band Sign

- iv. Blade Sign

- v. Marquee Sign

- vi. Nameplate Sign

- vii. Outdoor Display Case Sign

- viii. Window Sign

(2) General Requirements:

(A) Size. The maximum size of the sum of the area of all building signs may not exceed 15% of the Facade area of the tallest floor.

(B) Number. More than one building sign may be erected, provided the total surface area allowed is not exceeded.

(C) Height. No building sign may extend above the parapet wall or roof line of the building.

(D) Projection / Clearance. With the exception of a blade sign, no building sign may project more

than six inches from the building wall. All signs that project more than six inches from the wall must maintain a clear height of eight feet above the ground.

- E. Illumination. Building signs may only be externally illuminated. No sign may be illuminated except during operating hours of the use with which it is associated. Lighting shall be directly directed down toward the sign, and shielded so that it does not shine directly into a public right-of-way and does not interfere with the safe vision of motorists or people passing by. All standards must meet the City's lighting ordinance.

(b) Freestanding Signs.

A freestanding sign is an on-premises sign that is not directly attached to, erected on, or supported by a building or other structure having a principal function other than the support of such sign, but instead attached to, erected on, or supported by some structure such as a pole, frame, or other structure that is not a part of the building.

(1) Freestanding Signs Types:

- i. Sidewalk sign
- ii. Yard Sign

(2) General Requirements:

- A. Size. Allocation of sign area is based on the linear Frontage of the project site. A maximum sign area of one square foot for each two linear feet of Frontage, provided that the maximum surface area does not exceed 16 square feet.
- B. Number. One freestanding sign is allowed on any lot. If a common sign plan is approved, two freestanding signs may be allowed on a lot or project having a minimum Frontage of 300 feet.
- C. Illumination. Freestanding signs may only be externally illuminated. Lighting shall be directly directed down toward the sign, and shielded so that it does not shine directly into a public right-of-way and does not interfere with the safe vision of motorists or people passing by. All standards must meet the City's lighting ordinance.

(c) Monument Signs

A freestanding sign with single or multiple tenants, no more than thirty-five (35) feet in height and having a ratio of less than four to one sign width to narrowest width of support structure.

SEC. 8.1.010 ON-PREMISES FREESTANDING SIGNS (MONUMENT SIGN)

(a) Allowed Signs and Standards. Permanent on-premises freestanding signs are subject to the following standards:

(1) The number of these signs on a premises is limited to one per street frontage. The following are not counted in this limitation:

- i. Directional signs up to 12 square feet in area, provided the number of these signs does not exceed the number of driveways; and

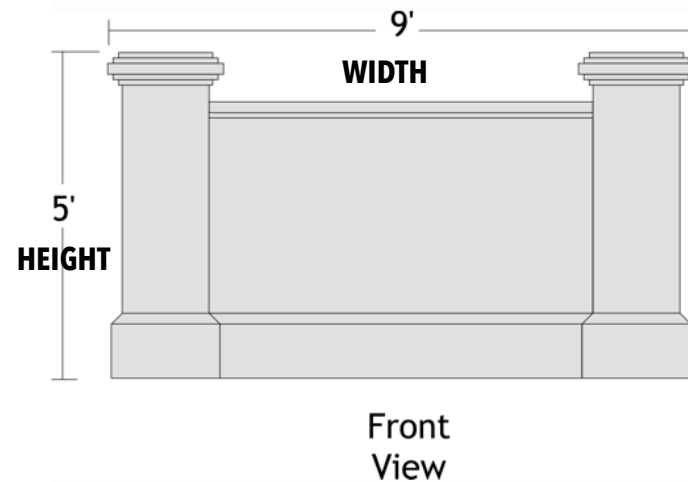
(b) Maximum height

(1) The maximum height of any on-premises signs shall not exceed the following:

- i. Thirty-five (35) feet along all thoroughfares within P5 Place Types.

(c) Maximum Sign Area.

- a. A signs height to width ratio may not exceed 4:1.



MONUMENT SIGN DIMENSIONS

SEC. 8.1.011 SIGN PERMIT REQUIREMENTS

(a) Applications for a sign permit must be processed through the City pursuant to the Technical Manual.

(b) Requirements. Except as otherwise provided for herein, no sign shall be erected, posted, painted, or otherwise produced, changed, or reconstructed, in whole or in part, within the City Limits and ETJ of the City without first obtaining a permit.

(c) Applications: Application for a permit required by this Code shall be made upon forms provided by the City. The application for sign permits shall contain all information, drawings, and specifications necessary to fully advise the City, of the type, size, shape, location, zoning district if within City Limits, construction, and materials of the proposed sign and the building structure or premises upon which it is to be placed. Drawings shall also show all existing signs on the property. An application is not considered complete until all necessary information listed in this Code are provided with the application.

(d) Application for permit. An application for a sign permit must be filed with the City. An application for any sign must state the date when the owner intends to erect the sign.

(e) All applicants must provide sufficient proof, to be determined by the City, showing a real property ownership interest in the property on which the sign will be located or sufficient proof of authorization from the real property owner for sign placement on the property.

(f) An application shall include:

1. Name, address, and telephone number of the owner of the sign;
2. Name, address, and telephone of lessor sponsoring the sign, if any;
3. Name, address, and telephone number of the contractor, if any, installing the sign;
4. Name, address, and telephone number of the property where the sign is to be installed;
5. Date on which it is to be installed;
6. Place Type Zoning District, if in the city limits, in which the proposed sign will be located;
7. Any warrant that will be requested or has been approved; and,

8. An illustration or photograph including the location, appearance, and dimensions of the proposed sign.
 9. An illustration or photograph of the position of the sign on a building or on the ground in plain view, drawn to scale, and elevation views, drawn to scale.
 10. If required by the City, a copy of stress sheets and calculations showing that the structure is designed for dead load and wind pressure in any direction and in any amount required by this chapter or by the building code or other laws adopted by the City.
 11. An application is not considered complete unless all the above information is provided with the application.
- (g) The City shall promptly process the sign permit application and approve the application, reject the application, or notify the applicant of deficiencies in the application within twenty-one (21) calendar days after receipt or within seven (7) days if the sign requested is a real estate sign. Any application that complies with all provisions of this Code, the building code, the lighting ordinance, and other applicable laws, regulations, and ordinances shall be approved after inspection and approval of the plans and the site.


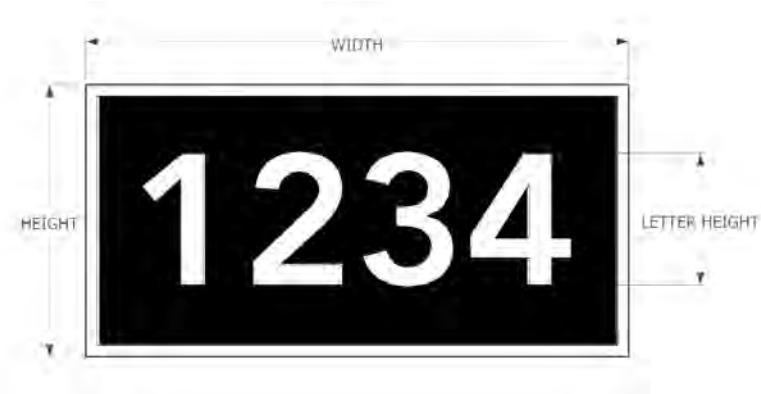
- (1) If the application is rejected, the City shall provide in writing a list of the reasons for the rejection. An application shall be rejected for non-compliance with the terms of this Code, building code, B3TM or other applicable law, standards, or ordinance. If the permit application does not comply with the city ordinances after resubmission and review by City, and no variances have been applied for, the applicant must pay a reapplication fee before the City will review the application again.
 - (2) If no action is taken by the City within twenty-one (21) calendar days after receipt, the City shall not collect a fee for the sign permit application. The City then shall approve or reject the application as soon as practical after the twenty-one (21) day deadline. A new twenty-one (21) day deadline begins at each submission. However, if the City has not approved or rejected the permit within forty-five (45) calendar days after the completed application is filed, the applicant can file a complaint as an to the Board of adjustment as if the permit had been denied.
- (h) Duration and revocation of permit. If a sign is not completely installed within six months following the issuance of a sign permit, the permit shall be void. The

City may revoke a sign permit under any of the following circumstances:

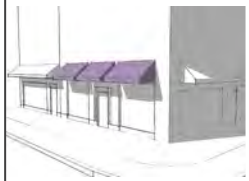
- (1) The City determines that information in the application was materially false or misleading;
 - (2) The sign as installed does not conform to the sign permit application;
 - (3) The sign violates this Code, the Unified Development Code, building code, Technical Manual, or other applicable law, regulation, or ordinance; or
 - (4) The City determines that the sign is not being properly maintained or has been abandoned.
- (i) Appeals. If the City denies a permit, the applicant may appeal to through Warrant granted by the Planning and Zoning Commission.
- (j) All applications for permits shall include a drawing to scale of the proposed sign and all existing signs maintained on the premises and visible from the right-of-way, a drawing of the lot plan or building facade indicating the proposed location of the sign, and specifications for its construction, lighting, motion, and wiring, if any. All drawings shall be of sufficient clarity to show the extent of the work.
- (k) Qualifications. Only those individuals who properly obtained a permit by the City, the City's designee, or other statutorily required permit or approval shall receive a permit to erect or alter any sign. Permits for the installation, erection, or alteration of any electrical components on a sign shall be issued only to those individuals who hold a commercial sign operator's license and master electrician's license. It is an offense for any person licensed under the provisions of this Code to obtain a permit on behalf of, or for the benefit of, any unlicensed person whose business activities are such that such unlicensed person would need a license to obtain a permit.
- (l) Conditions for issuing permits. No permit for the erection or alteration of any sign over any sidewalk, alley, or other public property, or on or over any roof or building shall be issued to any person except upon the condition that the permit may be withdrawn at any time, in which case the sign shall be immediately removed by the Responsible Party, who will also be liable under the penalties provided for in this Code.
- (m) Issuance. A new permit shall not be issued when:
- (1) An existing billboard (off-premises) sign is in a deteriorated, unsafe, or unsightly condition.

- (2) A sign on the premises is not in compliance with this Code. a variance.
- (3) Authorization of the property owner on which the sign is to be placed has not been obtained.
- (4) Inspection. Any sign for which a permit is issued shall be inspected after its erection for conformity to the provisions of this Code.
- (5) Fees. No permit shall be issued until applicable fees have been paid to the City. Fees may be subject to change without prior notification. The sign permit fee schedule shall be in accordance with the fee schedule enacted by the City Council and located at City Hall.
- (6) Before any permit may be issued for a new sign under this chapter, the responsible party shall modify or remove any of its own nonconforming signs and sign structures displayed or erected on the same property for which the permit is being sought, so that all the signs and sign structures they are responsible for on the property conform to the provisions of this chapter. This provision does not apply to real estate signs, banners, temporary signs, or sidewalk signs. This provision does not apply to nonconforming signs with

SEC. 8.1.012 ON-PREMISE SIGN TYPES & STANDARDS

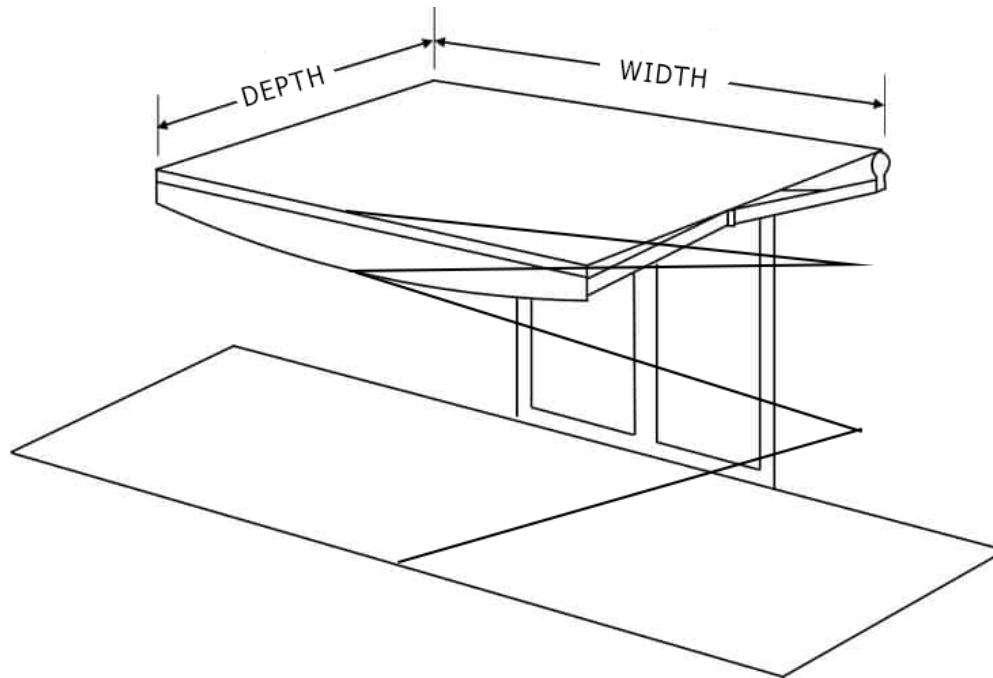
	PLACE TYPES ►	P2	P3	P4	P5	SPECIFICATIONS ▼	DETAILS ▼
<p>ADDRESS SIGN</p> 		P	P	P	P	<p>a. Quantity (max) - 1 PER ADDRESS b. Area - MAX 2 SF c. Width - MAX 24 IN d. Height - MAX 12 IN e. Depth / Projection - MAX 3 IN f. Clearance - MIN 4.5 FT g. Letter Height - MAX 6"</p>	<p>i. Address Sign numerals applied to a House-form residential, commercial, or office buildings shall be between four (4) and six (6) inches tall. Address Sign numerals applied to individual dwelling units in apartment buildings shall be at least two (2) inches tall.</p> <p>ii. Address signs shall be easily visible by using colors or materials that contrast with their background.</p> <p>iii. Address signs shall be constructed of durable materials.</p> <p>iv. The address sign shall be attached to the front of the building in proximity to the principal entrance or at a mailbox.</p>
<p>HOW TO MEASURE:</p>	<p>Address Signs shall be made easily visible through the use of colors or materials that contrast with their background and shall be attached to the Facade or Principal Entrance of the unit they identify.</p> 						

AWNINGS & SIGNS

PLACE TYPES ►	P2	P3	P4	P5	SPECIFICATIONS ▼	DETAILS ▼
			P	P	<ul style="list-style-type: none"> a. Quantity (max) - 1 PER WINDOW b. Area - N/A c. Width - MAX EQUALS WIDTH OF FACADE d. Height - N/A e. Depth / Projection - MIN 4 FT f. Clearance - MIN 8 FT g. Letter Height - MIN 5 IN, MAX 10 IN 	<ul style="list-style-type: none"> i. a. The following variations of awnings, with or without Sign Bands, are permitted: <ul style="list-style-type: none"> - Fixed or retractable awnings - Shed awnings - Dome awnings ii. Other awning types may be permitted by Warrant. iii. Signage shall be limited to the Valance of the awning or the vertical portion of a dome awning. iv. No portion of an awning shall be lower than eight (8) feet Clearance, v. Awnings shall be a minimum of 4 feet in depth. vi. Awnings shall not extend beyond the width of the building or tenant space, nor encroach above the roof line or the story above.
<p>Awning Signage shall be limited to no more than seventy percent (70%) of the the valance of the awning or the vertical portion of a dome awning. The height of the valance shall not exceed twelve (12) inches. Awning Signs shall contain only the business name, logo, and/or street address.</p>						


the business name, logo, and/or street address.

- ix. Letters, numbers, and graphics shall cover no more than seventy percent (70%) of the valance area.
- x. Awning Signs shall not be internally illuminated or backlit.



HOW TO
MEASURE:


BAND SIGN

PLACE TYPES ►	P2	P3	P4	P5	SPECIFICATIONS ▼
					<ul style="list-style-type: none"> a. Quantity (max) - 1 (2 FOR CORNER BUILDINGS) b. Area - 1.5 SF PER LINEAR FT FACADE c. Width - MAX 90% WIDTH OF FACADE d. Height - MAX 3 FT e. Depth / Projection - MAX 7 IN f. Clearance - MIN 7 FT g. Apex - N/A h. Letter Height - MAX 18 IN
			P	P	
<p>One (1) Band Sign limited to 90% of the width of the building facade shall be permitted for each building with a commercial use. Information shall consist only of the name and/or logo of the business.</p>					

DETAILS ▼

- i. All businesses are permitted one (1) Band Sign on each first story facade.
- ii. Band Signs shall include only letters, background, lighting, and an optional logo. Information shall consist only of the name and/or logo of the business. Band Signs shall not list products, sales, or other promotional messages, or contact information.
- iii. The following Band Sign construction types are permitted: Cut-out Letters. Letters shall be individually attached to the wall or on a separate background panel, and shall be externally illuminated.
- iv. Flat Panel. Letters shall be printed or etched on same surface as the background, which is then affixed to the wall and externally illuminated.
- v. Channel Letters by Warrant. Each letter shall have its own internal lighting element, individually attached to the wall or onto a separate background panel. The

letter shall be translucent, or solid to create a backlit halo effect.

BLADE SIGN	PLACE TYPES ►				SPECIFICATIONS ▼
	P2	P3	P4	P5	
			P	P	<ul style="list-style-type: none"> a. Quantity (max) - 1 PER FACADE, 2 MAX b. Area - 4 SF P2, P3, ; 6 SF P4, P5 c. Width - MAX 4 FT d. Height - MAX 4 FT e. Depth / Projection - MAX 4 FT f. Clearance - MIN 8 FT g. Apex - N/A h. Letter Height - MAX 8 IN
<p>Blade Signs shall be permitted only for businesses that have a principal entrance on the first story. One (1) Blade Sign shall be permitted for each business if the facade is no more than five (5) feet from the Principal Frontage Line. Blade Signs may encroach into the Public Frontage up to four (4) feet, shall clear the sidewalk by at least eight (8) feet, and shall not encroach above the bottom of any second story windows. Blade Signs shall be limited to the name and/or logo of the business.</p>					


DETAILS ▼

- i. Blade Signs may be double-sided.
- ii. Blade Signs shall be permitted only for businesses that have a principal entrance on the first story.
- iii. Businesses shall be permitted one (1) Blade Sign where its Principal Frontage Line is no more than five (5) feet from the facade. Businesses that have a secondary frontage line that is no more than two (2) feet from the facade shall be permitted one (1) additional blade sign on that facade.
- iv. Blade Signs may encroach into the Public Frontage up to four (4) feet and shall clear the sidewalk by at least eight (8) feet.
- v. Blade Signs shall not encroach above the roof line nor above the bottom of the second story window.
- vi. Text and graphics on the Blade Sign shall be limited to the name and/or logo of the business.

and/or logo of the business. Slogans, address labels, operating hours and contact information shall not be permitted.


- vii. Mounting hardware, such as supports and brackets, may be simple and unobtrusive or highly decorative, but shall complement the design of the sign, the building, or both.
- viii. For buildings with multiple signs, mounting hardware or sign shapes, sizes and colors shall be coordinated.

MARQUEE SIGNS


PLACE TYPES ►	P2	P3	P4	P5	SPECIFICATIONS ▼	DETAILS ▼
					<ul style="list-style-type: none"> a. Quantity (max) - 1 PER BUSINESS b. Area - N/A c. Width - ENTRANCE PLUS 2 FT EACH SIDE d. Height - MAX 50% STORY HEIGHT e. Depth / Projection - MIN 4 FT, MAX 10 FT f. Clearance - MIN 10 FT g. Apex - N/A h. Letter Height - N/A i. Distance from Curb - MIN 3 FT 	<ul style="list-style-type: none"> i. Marquees shall be located only above the Principal Entrance of a building. ii. No Marquee shall be wider than the entrance it serves, plus two (2) feet on each side thereof. iii. No portion of a Marquee shall be lower than ten (10) feet Clearance. iv. No Marquee shall extend closer to the Curb than three (3) feet. v. Columns or posts may be used as supports for Marquees eight (8) feet deep or deeper if approved by the DRC. vi. All Marquees, including anchors, bolts, supporting rods, and braces, shall be constructed of non-combustible materials and shall be designed by a structural engineer and approved by the Building Inspector. vii. Marquee components and materials may vary. Anchors
				P	<p>Marquees shall be located only above the Principal Entrance of a building, shall provide a minimum clearance of ten (10) feet, and may Encroach the Public Frontage to within two (2) feet of the Curb. Message Boards shall be permitted as part of Marquees.</p>	

materials may vary. ANCHORS, bolts, and supporting rods should be limited to the interior of the Marquee.

- viii. Message Boards shall be permitted as part of Marquees.
- ix. A Band Sign shall be permitted above a Marquee.

	PLACE TYPES ►	P2	P3	P4	P5	SPECIFICATIONS ▼	DETAILS ▼
<p>NAMEPLATE</p> 				P	P	<ul style="list-style-type: none"> a. Quantity (max) - 1 b. Area - MAX 3 SF c. Width - MAX 18 IN d. Height - MAX 2 FT e. Depth / Projection - MAX 3 IN f. Clearance - MIN 4 FT g. Apex - MAX 7 FT h. Letter Height - N/A 	<ul style="list-style-type: none"> i. Nameplates shall consist of either a panel or individual letters applied to a building wall within ten (10) feet of an entrance to the building. ii. One Nameplate shall be permitted per address. iii. Nameplates shall not exceed three (3) square feet. iv. Nameplates shall be constructed of durable materials.
<p>One (1) Nameplate per address limited to three (3) square feet may be attached to a building wall within ten (10) feet of a Principal Entrance.</p>							


**OUTDOOR
DISPLAY
CASES**

PLACE TYPES ►	P2	P3	P4	P5	SPECIFICATIONS ▼
			P	P	<ul style="list-style-type: none"> a. Quantity (max) - 1 b. Area - MAX 6 SF c. Width - MAX 3.5 FT d. Height - MAX 3.5 FT e. Depth / Projection - MAX 5 IN f. Clearance - MIN 4 FT g. Apex - N/A h. Letter Height - N/A
<p>Outdoor Display Cases shall not exceed six (6) square feet and may be internally illuminated.</p>					

DETAILS ▼

- i. Each outdoor display case shall not exceed six (6) square feet.
- ii. Outdoor display cases may be externally or internally illuminated.
- iii. Theaters may be permitted larger outdoor display cases by Warrant.
- iv. Outdoor display cases shall not be attached to Shopfront windows.

SIDEWALK SIGN


PLACE TYPES ►	P2	P3	P4	P5	SPECIFICATIONS ▼
					
			P	P	<ul style="list-style-type: none"> a. Quantity (max) - 1 BUILDING b. Area - MAX 3 SF c. Width - MAX 18 IN d. Height - MAX 2 FT e. Depth / Projection - MAX 3 IN f. Clearance - MIN 4 FT g. Apex - MAX 7 FT h. Letter Height - N/A

DETAILS ▼

- i. Each outdoor display case shall not exceed six (6) square feet.
- ii. Outdoor display cases may be externally or internally illuminated.
- iii. Theaters may be permitted larger outdoor display cases by Warrant.
- iv. Outdoor display cases shall not be attached to Shopfront windows.

One (1) freestanding, double-sided, temporary Sidewalk Sign may be placed within the Parking Strip of the Public Frontage for each business. Sidewalk Signs shall be removed at the close of business each day.

WINDOW SIGN


PLACE TYPES ►	P2	P3	P4	P5	SPECIFICATIONS ▼
					
			P	P	<ul style="list-style-type: none"> a. Quantity (max) - 1 PER WINDOW b. Area - 25% COVERAGE PER WINDOW c. Width - N/A d. Height - N/A e. Depth / Projection N/A f. Clearance - 4 FT g. Apex - N/A h. Letter Height - MAX 8 IN
<p>Window signs shall not interfere with the primary function of windows, which is to enable passersby and public safety personnel to see through windows into premises and view product displays.</p>					

DETAILS ▼

- i. Only the following Window Sign types shall be permitted:
- ii. Vinyl applique letters applied to the window. Appliques shall consist of individual letters or graphics with no visible background.
 - Letters painted directly on the window.
 - Hanging signs that hang from the ceiling behind the window.
 - Neon signs.
 - Door signs applied to or hanging inside the glass portion of an entrance doorway.
- iii. Window signs shall not interfere with the primary function of windows, which is to enable passersby and public safety personnel to see through windows into premises and view product displays.

- iv. Window signs shall be no larger than 25% of the total area of the window onto which they are applied. Sign area shall be measured using smallest rectangle that fully encompasses the entire extent of letters, logo and background.
- v. Window signs may list services and/or products sold on the premises, or provide phone numbers, operating hours or other messages, provided that the total aggregate area of these messages not exceed the limit provided above.
- vi. Letters on window signs shall be no taller than eight (8) inches.

YARD SIGN

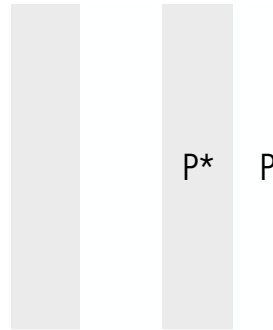
PLACE TYPES ▶	P2	P3	P4	P5	SPECIFICATIONS ▼
			P		<ul style="list-style-type: none"> a. Quantity (max) - 1 MAX PER Lot b. Area - MAX 6 SF c. Width - MAX 3 FT (NOT COUNTING POST) d. Height - MAX 2 FT (NOT COUNTING POST) e. Depth / Projection - N/A f. Clearance - MIN 3 FT TO SIGN EDGE g. Apex - MAX 6 FT TO TOP OF POST h. Letter Height - MAX 8 IN

DETAILS ▼

- i. One single- or double-post yard sign for each business may be permitted by Warrant, provided it is set back at least six (6) feet from the Frontage Line, does not exceed six (6) square feet excluding posts, and does not exceed six (6) feet high including posts, measured from the yard at the post location.

One (1) single- or double-post Yard Sign may be placed with the Private Frontage

**MONUMENT
SIGN**



- a. Quantity (max) - 1 MAX PER FRONTAGE
- b. Height - MAX 35 FT IN P5 on HWY 71**
- c. Max height to width ratio - 4:1
- d. *MAX 4 FT IN P4

- (a) A monument sign can be defined as a ground sign generally having a low profile with little or no open space between the ground and the sign and having a structure constructed of masonry, wood, or materials similar in appearance.
- (b) How to Measure:
 - (1) Maximum total height is measured from the finished grade at the center of the sign. If the finished grade at the center of the sign is higher than the finished grade of the closest paved surface, then the height shall be measured from the finished grade of the closest paved surface.
 - (2) The monument base shall be a maximum of 2 feet in height and shall be included in the calculation of total height.
 - (3) A monument sign width cannot exceed 2 times (2x) the allowable sign height
- (c) 35 Feet is the max Heigh allowed for properties along Hwy. 71.
- (d) The max height for Hwy. 150 and Hwy. 95 shall not exceed 20 Feet

ARTICLE 8.2 SIGN DEFINITIONS

Applicant	The person or entity requesting sign permit approval, a variance, or a master sign plan from the City.
Awning	A cloth, plastic, or other nonstructural covering that either is permanently attached to a building or can be raised or retracted to a position against the building when not in use. This term does not include canopies.
Band Sign	A sign in which sign copy is printed onto a flexible material and fastened supported to a building or pole.
Billboard Sign	A sign that is freestanding, attached to or part of a building, and is an off-premises sign that is designed for a change in copy, so that the characters, letters, display, or illustrations can be changed or rearranged within a fixed sign face.
Building	A structure having a roof supported by columns or walls for the shelter, support or enclosure of persons, animals, real property, and business activity.
Business	A place where a person practices their regular occupation, profession, or trade.

Changeable Copy Sign	A sign on which message copy is changed manually through the utilization of changeable letters, numbers, symbols, and other similar characters or pictorial panels.
Commercial Uses	Commercial uses are structures used for Office, Local Retail, General Retail, and Commercial Services, property in a Planned Development District that allow for a commercial use, or property in the Extraterritorial Jurisdiction that is appraised as commercial property. Commercial uses are those used for the sale, lease, or rent of goods, services, or property.
Common Sign Plan	A comprehensive document containing specific regulations for an entire project or property's signs.
Construction/ Development Sign	A commercial sign placed on a piece of property advertising planned construction and providing related information, including but not limited to the name of the contractor, the name of the owner, the planned date of completion, and information indicating the future use or occupation of the site.
Dilapidation	Dilapidation includes any sign where elements of the sign area or background have portions of the finished material missing, broken, or illegible; where the structural support is visibly bent, broken, dented, rusted, corroded, or loose; or where the sign or its elements are not in compliance with the adopted electrical code and/or the building code.

Electronic Sign	Any sign for which the text, letters, numbers, pictures, or symbols forming the informational portion of the sign consists of flashing, intermittent, or moving lights, including any LED screen or any other type of video display. Illumination of a sign, by itself, does not create an electronic sign.
Façade	The principal face of a building, including parapet walls and omitted wall lines, or any part of a building which encloses or covers usable space. Where separate faces are oriented in the same direction, or in directions within 45 degrees of one another, they are to be considered as part of a single facade.
Feather Banner	A sign that is constructed of lightweight material (such as cloth, canvas, or vinyl) affixed to a pole or building which is similar to a flag, except that it is longer than it is wide. A feather banner resembles a feather, in that it is tall and narrow, having more surface area vertically than horizontally when fully extended.
Freestanding	A sign that is not attached to a wall or building. A sign that is supported by a structure primarily designed for display of the sign.

Government Sign	A government sign is a sign that is constructed, placed, or maintained by the federal, state, or local government or a sign that is required to be constructed, placed, or maintained by the federal, state, or local government, including a water district, either directly or to enforce a property owner's rights. Local Government includes any political subdivision including the county, the city, the school district, the water district, or an emergency services district.
Hanging Sign	A sign that is affixed to the underside of a roof, canopy, awning, or porch.

<p>Height</p>	<ol style="list-style-type: none"> 1. Except as applied to a monument sign, height refers to the vertical distance between the highest attached component of the sign or of its supporting structure (whichever is higher) and the lowest attached component of the sign or of its supporting structure (whichever is lower). 2. As applied to a monument sign, height refers to the vertical distance between the highest attached component of the sign or of its supporting structure (whichever is higher) and the natural grade of the ground at the point where the sign is located. 3. If any sign, temporary or permanent, sits on property that is adjacent to a public right-of-way, and the natural grade of the property is lower than the average grade of the public right-of-way, the responsible party may raise the grade of the property on which the sign is located up to four (4) feet, in accordance with development and all other ordinances, and height will be measured from the highest attached component of the sign or of its supporting structure (whichever is higher) and the increased grade. The responsible party may only increase the grade an amount equal to the difference between the average grade of the right-of-way and the natural grade of the property on which the sign is located. A responsible party may also apply for a variance from the Sign Administrator to raise the height of the sign.
<p>Inflatable Sign</p>	<p>An inflatable device, with or without a message, figure, or design attached to its surface designed to attract attention.</p>

Logo	Graphic symbols used to represent or identify a commercial, institutional, or non-profit entity or organization.
Marquee Sign	A canopy or covering structure bearing a signboard or copy projecting from and attached to a building.
Master Sign Plan	A comprehensive document containing specific regulations for an entire project or property's signs.
Monument Sign	A sign permanently affixed to the ground at its base or by poles that are enclosed by natural stone, stucco, brick, or wood and not mounted to a part of a building. Pole(s) may be used to construct a monument sign so long as the poles are not visible below the sign.
Nonconforming Sign	A sign lawfully in existence on the date the provisions of this Code are adopted that do not conform to the provisions of this Code, but which were in compliance with the applicable regulations at the time they were constructed, erected, affixed, or maintained.
Off-premise Sign	Any commercial sign that advertises a business, person, or activity that involves the sale, lease, or rent of goods, products, real property, or services not located on the property where the sign is installed, or that directs persons to a location other than the property where the sign is located. Also, commonly referred to as a billboard.

Outdoor Display Case	A structure containing other items, storing products, or serving another purpose related to the business. It includes a vending machine or an automated teller machine.
Pole Sign	A sign that is permanently supported in a fixed location by a structure of poles, posts, stakes, uprights, or braces from the ground and is not supported by a building, fence, vehicle, base structure, or other support.
Portable Sign	Any sign without a permanent foundation, or otherwise permanently attached to a fixed location, that can be carried, towed, hauled, or driven and is primarily designed to be moved rather than be limited to a fixed location regardless of modifications that limit its movability. Sidewalk signs as defined below are excluded from this definition.
Responsible Party	The owner/operator of the business being identified on the sign; the owner of the property upon which the sign or sign structure is located; the owner of the sign or sign structure; the person who installs a sign or sign structure, contracts with or directs a person to accomplish the installation; and/or the person who retrieves a sign from the impound.
Roof sign	A sign that is displayed about the eaves and under the peak of a building. This term includes a sign painted, erected, constructed, or maintained on the roof of a building.

Shingle Sign	A suspended sign used to identify and indicate pertinent facts concerning a business or professional services conducted on the premises.
Sidewalk Sign	An A-framed, hinged, folding sign that is freestanding and portable and that is not affixed to a base or pole structure. A sidewalk sign can be in the form of a board or an easel.
Sign	A structure, sign, display, light device, figure, painting, drawing, message, plaque, poster, billboard, or other object that is designed, intended, or used that includes text or images designed to communicate. Signs located completely within an enclosed building and not exposed to view from outside the building or structure shall not be considered a sign. Each display surface of a sign or sign face shall be a sign.
Sign Administrator	The officer appointed by the City Council with the authority to enforce this Code. The Sign Administrator or designee shall review sign regulations and applications. In the absence of designation by the City Council, the City Administrator shall serve as the Sign Administrator. The term also includes any person designated to act on behalf of the Sign Administrator.
Sign Face	The entire display surface area of a sign upon, against, or through which copy is placed.

Signable Area	<p>The total surface including frame and mounting. The actual area of the sign shall be calculated using trigonometric methods when the sign is not a simple rectangle. The allowed area of the sign as stated in the ordinance equals one side of a freestanding back-to-back sign, provided the freestanding sign's sides are back to back or angled with no greater separation between sides at its widest point than four feet and provided that both sides have the identical sign. Frame and mounting shall not exceed thirty (30) percent of the total surface area of sign. When referring to area limitations of monument signs, area and signable area refers to an area within a continuous perimeter that includes the sign structure as well as the lettering, illustrations, ornamentations, or other figures, but does not include the sign base. Required landscaping does not count towards signable area.</p>
Temporary Sign	<p>A banner, pennant, poster, or advertising display constructed of paper, cloth, canvas, plastic sheet, cardboard, wallboard, plywood, or other like materials and that appears to be intended or is determined by the Sign Administrator or the Administrator's designee to be displayed for a limited period.</p>
Vending Machine	<p>Any sign integrated into or placed on a coin, cash, credit card, or debit card operated self-service machine that dispenses such goods or services as propane cages, ice, DVDs, or cash automated teller machines (ATMs).</p>

Window Sign	Signs that are painted on, etched in, or visible through a window or transparent door of a building that are oriented in a manner establishing an intent to be viewed off-premises or from public or private roadways. This term excludes signs displayed inside of buildings primarily for patrons on the premises.
Yard Sign	Signs in which freestanding sign hardware is mounted to one or more poles or posts anchored to the ground, and is located in the front of the building.

CHAPTER 9

DEFINITIONS

Accessory Building/Structure: An outbuilding behind the main structure on the lot.

Accessory Dwelling Unit (ADU) An outbuilding behind the main structure on the lot with services for residential living.

Addition. Any construction that increases the size of a structure in terms of site coverage, height, or gross floor area.

Administrator: The City Manager and or his or her designee.

Alley. A vehicular drive located to the rear of lots providing access to service areas, parking, accessory structures or ADU, or containing utility easements.

Alteration. Any construction that changes the size or appearance of a structure.

Amending Plat. Means a plat being amended from its original configuration as defined in § 212.016 of the Texas Local Government Code.

American Grid. The grid plan, grid street plan, or gridiron plan is a type of city plan in which streets run at right angles to each other, forming a grid.

Apex. The highest point of a sign as measured from the point on the ground where its structure is located, or, if no sign structure is present, from the point on the ground directly below the sign itself.

Appeal. A means for obtaining review of a decision, determination, order, or failure to act.

Applicant. A property owner, a person holding an option or contract to purchase a property, or any other person authorized in writing to act for such persons, who submits an application under the provisions of this Code.

Arcade. Colonnade supported upper Stories of a building projecting over the Sidewalk, where the Facade of the first story remains at or behind the Frontage Line.

Bastrop Building Block (B³) Code. The standards and process governing all elements of development in the Public and Private Realms of the City of Bastrop and its extraterritorial jurisdiction.

Block. An aggregate land area circumscribed by Thoroughfares.

Block Face. The aggregate of all the Principal Frontage Lines, or alternatively the building Facades, on one side of a block.

Building. Man-made construction completely enclosed by a roof, window, doors and solid exterior walls, and designed, built, or occupied as a shelter or enclosure for persons, animals, or property, and for the legal occupancy of which a Certificate of Occupancy approved is required, or has been issued prior to the effective date of hereof.

Building Block. The 330' X 330' block, created by dividing a Farm Lot. It is the foundation of the walkable environment.

Building Official. The inspector or administrative official charged with responsibility for issuing permits and enforcing the building Code and the B3 Code where indicated.

Building Types. A range of structures with different standards to create a variety of options for human settlements. The three Building Types in the Code include, Edgeyard, Rearyard and Courtyard.

By Right. Characterizing a proposal or component of a proposal for a Neighborhood Concept Scheme or Site Development Plan that complies with the this Code and is permitted and processed administratively, without public hearing.

Certificate of Occupancy. An official certificate issued by the City through the Building Official which indicates conformance with the zoning regulations and building Codes and authorizes legal use of the premises for which it is issued; may be referred to as an Occupancy Permit.

Character District Map. The official map or maps that are part of the B³ Code and delineate the boundaries of individual Characters Districts.

City or the City. The City of Bastrop.

City Council. The governing body of the City of Bastrop, Texas.

City Engineer. A registered Engineer or his representative employed by the City and not employed by the applicant/ applicant without prior approval of the City Council.

Civic. Designation for public sites dedicated for Civic Buildings and Civic Space.

Civic Building. A building operated by not-for-profit organizations dedicated to arts, culture, education, recreation, government, transit, and municipal parking, or for use approved by the Planning and Zoning Commission and City Council.

Civic Space. An outdoor area dedicated for public use. Civic Space types are defined by the combination of certain physical constants including the relationships among their intended use, their size, their landscaping, and the buildings which front them.

Clustered Land Development or CLD. A Development Pattern structured by a Pedestrian Shed oriented toward a Common Destination such as a general store, Meeting Hall, schoolhouse, or church clustered together in order to preserve open space. CLD takes the form of a small settlement standing free in the countryside.

Common Destination. An area of focused community activity, usually defining the approximate center of a Pedestrian Shed. It may include without limitation one or more of the following: a Civic Space, a Civic Building, a Commercial center, or a transit station, and may act as the social center of a neighborhood.

Common Green. A landscaped Courtyard that serves as a pedestrian "street" on which housing lots front.

Comprehensive Plan. Document adopted by the City that consists of graphic and textual policies which govern the future development of the City and which consists of various components governing specific geographic areas and functions and services of the City

Conservation Easement. A voluntary legal agreement between a landowner and a land trust or government agency that permanently limits uses of the land in order to protect its conservation values.

Cottage. A small Edgeyard building on a regular lot.

Courtyard. The placement of a building within the boundaries of its lot to create a private Courtyard, while internally defining one or more private patios. Courtyard is a Building Type.

Curb: The edge of the vehicular pavement that may be raised or flush to a Swale. It usually incorporates the drainage system.

Development Pattern. Options for land configuration for Neighborhood Concept Schemes. The three types addressed in this Code are Cluster Land Development (CLD), Traditional Neighborhood Development (TND), and Village Cluster Development (VCD).

Development Review Committee (DRC). Staff members from each department overseeing development, infrastructure and public safety which administer the provisions of this Code.

Disposition. The placement of a building on its lot.

Dooryard. An elevated front yard extending to the Frontage Line, buffering it from pedestrian activity of the Sidewalk.

Driveway. A vehicular lane within a lot, often leading to a garage.

Duplex. A building with two (2) units within one structure on a lot. The configuration can be side by side, stacked, front to back, etc.

Dwelling. Any building or portion thereof, which is designed or used as living quarters for one or more families.

Edgeyard Building: A building that occupies the center of its lot with Setbacks on all sides. Edgeyard is a Building Type.

Elevation. The exterior wall of a building that is set along a Frontage Line. Syn. Facade.

Encroachment. Any structural element that breaks the plane of a vertical or horizontal regulatory limit, extending into a Setback, into the Public Frontage, or above a height limit.

Extraterritorial Jurisdiction (ETJ). That area adjacent to the corporate limits of the City over which the City is authorized to control, among other things, subdivision as prescribed or defined by law

Facade. The exterior wall of a building that is set along a Frontage Line. Syn. Elevation.

Farm Lot. The original unit dividing land in the City of Bastrop. A Farm Lot is bounded by streets and measures approximately 722' by 722'.

Floodplain. An area of land subject to inundation by a 100-year frequency flood as determined using standard engineering practices and generally as shown on the FIRM (Flood Insurance Rate Map) of the City of Bastrop.

Frontage. The area between a building Facade and the vehicular lanes, inclusive of its built and planted components. Frontage is divided into Private Frontage and Public Frontage.

Frontage Line. A lot line bordering a Public Frontage. Facades facing Frontage Lines define the public realm and are therefore more regulated than the Elevations facing other lot Lines.

Gallery. An attached cantilevered shed or a lightweight colonnade extending from a building Facade to overlapping the Sidewalk.

Green: A Civic Space type for unstructured recreation, spatially defined by landscaping rather than building Frontages.

Greenfield. An area that consists of open or wooded land or farmland that has not been previously developed.

Greenway. A linear connection in largely natural conditions which may include trails for bicycles and pedestrians.

Homeowner's Association. An incorporated or unincorporated association that is designated as the representative of the owners of property that: (1) has a membership primarily consisting of the owners of the property covered by the dedicatory instrument, and (2) manages and/or regulates the property for the benefit of the owners of property.

House. A single dwelling unit Edgeyard building on a regular lot.

Incremental. Characterizing progress, such as the evolution of a building parcel or a city, accomplished one small step at a time.

IBC/ ICC (International Building Code/ International Code Council). The Code or Codes adopted by the City of Bastrop to ensure public health and safety of buildings, including all related Codes.

Infill/ Infill Development. Noun- new development on land that had been previously developed, including most Greyfield and Brownfield sites and cleared land within Urbanized areas. *verb-* to develop such areas.

Layer. A range of depth of a lot within which certain elements are permitted.

Liner Building. A building specifically designed to mask

a parking lot or a Parking Structure from a Frontage.

Lightwell. A Private Frontage type that is a below grade entrance or recess designed to allow light into basements.

Lot. An undivided tract or parcel of land having Frontage on a Public right-of-way or on an approved Civic Space or Open Space having direct Thoroughfare access, and which is or may be offered for sale, conveyance, transfer or Improvement, which is designated as a distinct and separate tract, and which is identified by a tract, or lot number or symbol in a duly approved Plat that has been properly filed of record.

Lot Line: The boundary that legally and geometrically demarcates a lot.

Lot of Record. A lot which is part of a plat which has been recorded in the office of the County Clerk of Bastrop County.

Lot Width: The length of the Principal Frontage Line of a lot. Mandatory Street Network. The system of Thoroughfares identifying the physical location of each Thoroughfare and its Street Type.

Main Civic Space. The primary outdoor gathering place for a community. The Main Civic Space is often, but not always, associated with an important Civic Building.

Meeting Hall. A building available for gatherings, including conferences, that accommodates at least one room equivalent to a minimum of 10 square feet per projected dwelling unit within the Pedestrian Shed in which it is located.

Neighborhood Concept Scheme. A neighborhood design plan created through a series of maps defining the physical form, place type allocation, block types, and extent of a settlement as required the Code. The three Development Patterns addressed in this Code are CLD, TND, and VCD allow for the creation of a variety of Neighborhood Concept Schemes patterns.

On Premise Signs. An on-premise sign is a free-standing sign that advertises products or services that are sold, produced, manufactured or furnished on the property where the sign is located. On-premise signs can also identify or advertise a business or person that maintains a business on the same premises.

Off Premise Signs. A sign displaying advertising that pertains to a business, person, organization, activity, event, place, service or product not principally located or primarily manufactured or sold on the premises on which the sign is located.

Open Space. Land intended to remain undeveloped; it may be for Civic Space, left natural or integrate trails or other activities.

OSSF. Shall mean on-site wastewater disposal systems and facilities, commonly referred to as septic systems, whether of a traditional or "engineered" design.

Park. A Civic Space type that is a natural preserve available for unstructured recreation.

Path. A pedestrian way traversing a Park or rural area, with landscape matching the contiguous Open Space, ideally connecting directly with the urban Sidewalk network.

Pattern Book. A supplemental set of standards, information and inspiration supporting this Code. Architecture, urban design and landscape design are housed within its contents.

Place Types. Are geographic boundaries that use standards to establish the Building Types density, height, and other elements of the intended habitat. Each Place Type is has associated standards relating to the Private and Public Frontages.

Place Type Zoning Map. The official map or maps that are part of the B³ Code and delineate the boundaries of individual districts.

Plaza: A Civic Space type designed for Civic purposes

and commercial activities in the more urban Place Types, generally paved and spatially defined by building Frontages.

Planning & Zoning Commission. A board, appointed by the City Council, authorized to recommend changes in the zoning and other planning functions as delegated by the City Council. Also referred to as the "Commission."

Plat. A plan of a division of land creating building lots or tracts and showing all essential dimensions and other information essential to comply with the standards of the City of Bastrop and approved by the City of Bastrop and recorded in the plat records of Bastrop County. It shall include plan, plat or replat, both singular and plural.

Premises. Land together with any buildings or structures situated thereon.

(g)

(h) **Primary Frontage.** The Private Frontage designed to bear the address and Principal Entrance(s) of a building

(i)

(j) **Principal Building.** The main building on a Lot

Principal Entrance. The main point(s) of access for pedestrians into a building or unit within a building.

Principal Building Facade. The primary street side of the building facing the public realm.

Principal Frontage. The Private Frontage designed to bear the address and Principal Entrance(s) of a building.

Private Frontage. The privately held first Lot Layer and the Facade of the building

Private Realm. The privately owned Lot Layers, land and /or structures.

Public Frontage. The area between the Curb of the vehicular lanes and the Frontage Line.

Public Realm. Comprises the streets, parks, squares, green spaces and other interconnected outdoor places that require no key to access them and are available, without charge for everyone to use.

Ranch House. Is a detached home on a large lot with low rooflines. See Edgeyard Building Type and the Pattern Book.

Rearyard Building. A building that occupies the full Frontage Line, leaving the rear of the lot as the sole yard.

Replat. A plat as defined in § 212.014 or § 212.015 of the Local Government Code and the procedure for such plats shall be the same as standard Procedure as defined herein.

Resubdivision. The division of any part of an existing subdivision, including any change of lot(s) size therein, and/or with relocation of any street lines.

Residence or Residential. A structure designated and built for a someone to live . Same as Dwelling.

Rowhouse. A single or multi-unit building that shares a party wall with another of the same type and a Facade along 100% of the Frontage Line.

Roof signs. A sign erected or constructed wholly upon or above the roof of a building and supported on the roof structure.

Screened. Shielded, concealed, and effectively hidden from view by a person standing at ground level on an abutting site, or outside the area or feature so screened, by a fence, wall, hedge, berm, or similar architectural or landscape feature.

Secondary Frontage. On corner lots, the Private Frontage that is not the Principal Frontage.

Setback. The area of a lot measured from the lot line to a building Facade or Elevation that is maintained clear of permanent structures, with the exception of encroachments listed in this Code.

Sidewalk. A type of Walkway paved with concrete or Pavers.

Sidewalk Sign. A movable freestanding sign that is typically double-sided, placed at the entrance to a business to attract pedestrians. (Var: sandwich board, A-frame sign.)

Sideyard. The placement of a building within the boundaries of its lot to create a private Sideyard, with a Setback to one side. Sideyard is a Building Type.

Square. A Civic Space designed for unstructured recreation and Civic purposes, circumscribed by Thoroughfares, spatially defined by building Frontages, and consisting of Paths and/or Sidewalks, lawn and trees, formally lining the space.

Standards. The mandatory requirements or rules of this Code.

Stoop. An exterior stair and landing leading to an elevated first story of a building.

Story. A habitable level within a building, excluding an Attic or raised basement.

Street. A local urban Thoroughfare of low speed and low to moderate capacity.

Street Screen. A freestanding wall or living fence or combination fence built along the Frontage Line or in line with the building façade along the street. It may mask a parking lot or a loading/service area from view or provide privacy to a side yard and/or strengthen the spatial definition of the public realm.

Street Type. A particular type of Street and its characteristics, including right-of-way width, number and dimensions of elements, and the intended purpose of the Street.

Structure. Anything constructed or erected, the use of which requires location on the ground or which is attached to something having a location on the ground.

Substantial Modification. Alteration to a building that is valued at more than 50% of the assessed value of the building.

Swale. A low or slightly depressed area for drainage, usually vegetated.

Terminated Vista. A location at the axial conclusion of a thoroughfare or pedestrian way. A building located at a Terminated Vista designated on a Neighborhood Concept Scheme is required or recommended to be designed in response to the axis.

Terrace. An elevated, paved patio or veranda at the entrance to a building. This type is suitable for first floor Commercial Uses as outdoor seating space.

Texas Department of Transportation and/or TxDOT. The state agency authorized by the State Legislature, or its successor agency, to regulate matters related to highway and road construction. (Note: When any TxDOT standard, "Item" regulation, definition or other matter is referenced, utilized, or adopted herein, the City also specifically adopts by this note of reference, and shall automatically apply without further amendment to this Code, the applicable successor TxDOT standard(s), "Item(s)", regulation(s), definition(s) or other matter(s), as amended by State law over time.)

Third Place. A public location that hosts regular, voluntary, and informal gatherings of people separate from the two usual social environments of home ("first place") and the workplace ("second place") such as churches, cafes, clubs, public libraries, or parks.

Thoroughfare. A way for use by vehicular and pedestrian traffic and to provide access to lots and Open Spaces, consisting of vehicular lanes and the Public Frontage.

Transition Development. A point when the development no longer meets the standards of this Code and will incrementally make modifications to achieve compliance.

Transportation Corridor. A linear area that is defined by one or more modes of transportation like highways, railroads or public transit which share a common course.

Urbanized. Generally, developed in a . Specific to the B3 Code, developed at P3 or higher.

Villa. A large residential dwelling unit Edgeyard building on a large lot.

Valance. The portion of an awning that hangs perpendicular to the Sidewalk.

Variance. A ruling that would permit a practice that is not consistent with either a specific provision or the Intent of this Code. Variances are granted by the Board of Appeals in a public hearing.

Walkability. A measure of how easy it is to travel a place by walking. Walkable places are safe, comfortable, interesting, and have useful destinations. Walkability is core principle of the Bastrop Community, as walking is the quickest route to independence.

Walkway. The section of the Public Frontage dedicated exclusively to pedestrian activity.

Warrant: A ruling that would permit a practice that is not consistent with a specific provision of this Code, but that is justified by its Intent. Warrants are granted administratively by the DRC.

Window Sign. A sign placed or painted on the interior of a shopfront window or the window of a business door.

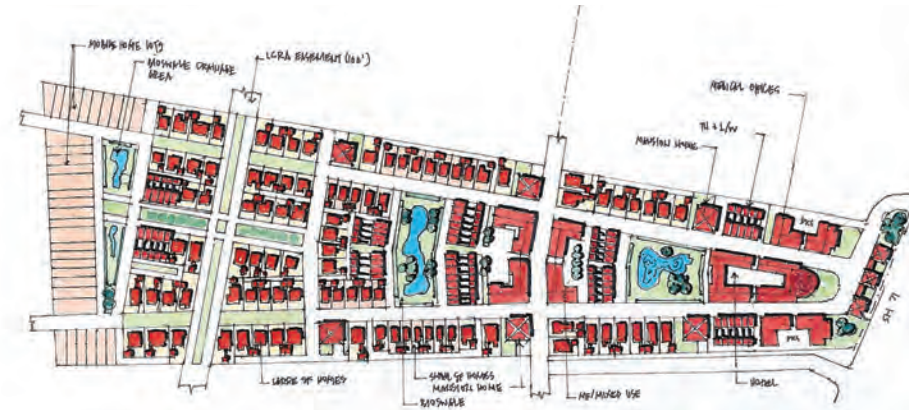
Yard Sign. A permanent freestanding sign in the Private Frontage, including a supporting post or posts.

Zoning Map. See Place Type Zoning Map.

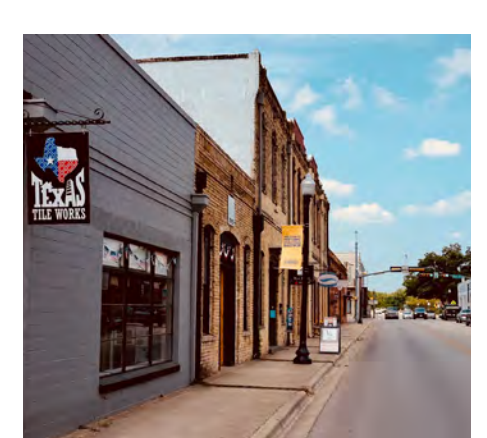
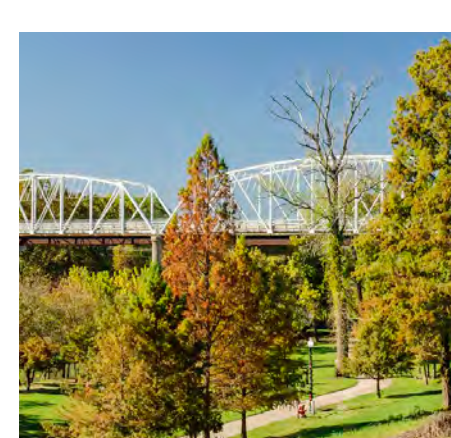
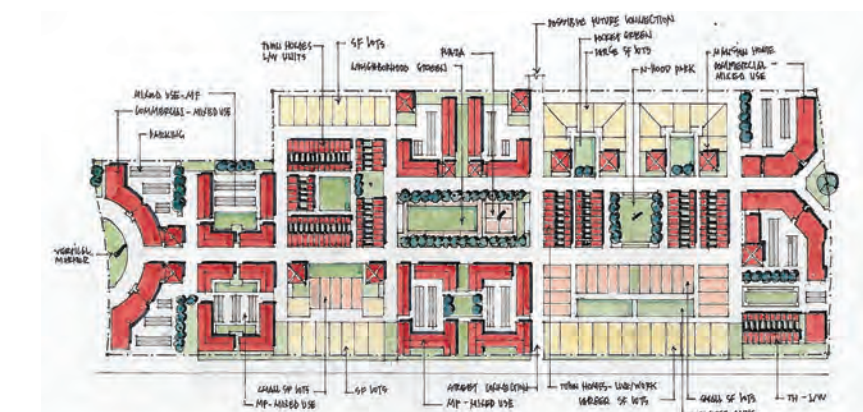
References:

Smartcode, Zoning and structure
Scottsdale, Tech Manual
City of Frisco, Bike Ordinance
San Diego, Bike and
City of Austin, Street Design Guide
City of Southlake, Sign Ordinance
City of Dripping Springs, Dark Sky

simplecitydesign

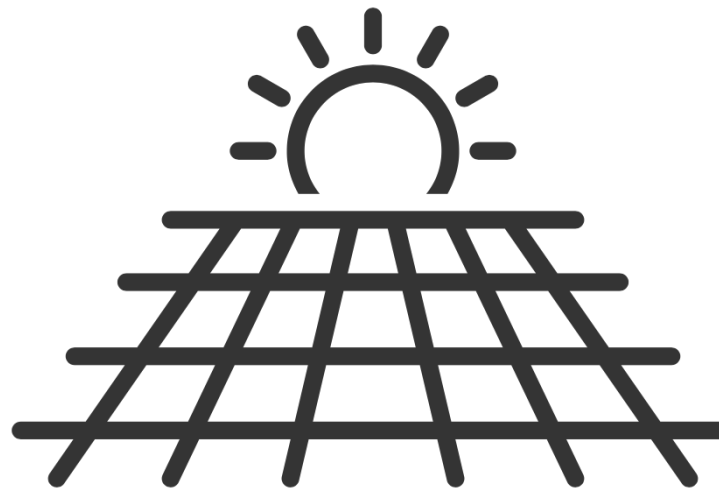


AUTHENTIC BASTROP COMMUNITY DESIGN HANDBOOK



We live in a time of increased awareness surrounding the inefficiencies of suburban development patterns (i.e. suburban sprawl). Suburban sprawl is a major part of mainstream discussions regarding future fiscal and environmental sustainability of current human settlement patterns. The suburban sprawl lifestyle has led to obesity and health issues, challenges regarding safety and delivery of services, inefficient use of infrastructure, car dominated life and culture, lack of pedestrian friendly streets and public spaces, and isolation. The effects of these factors have forced those who plan and design neighborhoods, towns and cities to fundamentally rethink their approach to future development.

Bastrop's B3 Code presents an alternative to current day development patterns and processes. Given the great amount of acreage of developable land and the infill opportunities within the historic pattern of existing square blocks, we have conceived the future development in Bastrop as a carefully laid out quilt of geographically sensitive development patterns, identifiable place types, and a series of well-enclosed and safe public places - parks and plazas - surrounded by building blocks of varying building types and densities. Human-scaled clusters of buildings (i.e. pocket neighborhoods) with well-enclosed public spaces create potential for unscheduled human interactions and provide the physical framework for the formation of an appropriate sense of urbanity. Development patterns, like the one described, are conducive to genuine human contact currently absent from conventional suburban development patterns, but essential for creating a sense of community.



Authentic Bastrop-Community Design Book
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First Draft - May 2019

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2. Street Trees, Front Lawn, Alley Landscape
3. Fence Design, Fence Types, Height, Materials

A. General

1. Why A Pattern Book
2. Development Philosophy
3. Development Types
4. Place Types
5. City Blocks and Block Typology
6. The Bastrop Block
7. Public Spaces
8. Public Buildings

WHY A PATTERN BOOK

The principal focus of urban design is the public realm, with the ultimate goal of creating a sense-of-place through well-connected, proportionate and harmoniously designed streets, parks, squares and buildings. Traditional Neighborhood Development is found in nearly every American city, where a sense-of-place is reached through collections of interesting and diverse houses and sequences of small shops working together to create beautiful streets and public spaces.

America's traditional neighborhoods were built post Industrial Revolution, between 1880 and 1930, as part of the great urban expansion building boom. The neighborhoods exhibit architectural diversity and formal richness seldom found in contemporary developments. The work of many different builders is woven together into a various, but consistent series of public spaces without limiting the creativity of each builder or homeowner.

Three aspects of traditional neighborhoods that are instructional for current development, design and construction practices* today:

- (1) Each neighborhood has its own unique qualities that distinguish it from other neighborhoods;
- (2) The individual house has a clear relationship to the street or public space and makes a meaningful gesture to the public realm; and,
- (3) There are no discordant or ill-proportioned houses. Although they are done in a variety of architectural styles, the houses and the small shops are true to the rules of their particular style and to the scale of the street.

How did this happen then and why is it not happening today?

At the turn of the century, development was limited by technology. So, developers relied on a shared consensus regarding the nature of the public realm, specifically the street, and the existence of numerous architectural pattern books developed by architects and used by builders as guides to a good design.

The Authentic Bastrop Pattern Book respects this tradition and is offered as a useful collection of regional urban design and traditional architectural and construction patterns to guide future development in the Bastrop area. The purpose of the book is to help implement the Authentic Bastrop vision, while serving as inspiration and providing an educational and informative document useful for prospective developers, architects and City staff. Its core value is its expected and historically proven ability to link all participants in the development process together as the vision of the place is translated into the built environment.



THE AMERICAN GRID

Nearly 200 years ago, surveyor-engineer Geo Iredell superimposed the 722x722 ft Farm-Lot-Grid over a pre-historic, picturesque prairie tucked into a bend on the Colorado River. At this moment, raw land was transfigured into the origins of a human settlement, i.e. Bastrop. It started as an abstract collection of lines on the land intended to organize portions into manageable chunks. The grid was neutral, even universal. It is an open book and offers opportunities for all kinds of stories to be written on it.

- It is efficient, rational, and equitable. It is an expression of Quaker values, such as, equality and brotherhood, as seen in William Penn's original plan for Philadelphia.
- It provides a framework for farming. Thomas Jefferson used the Cartesian grid to occupy and organize the American west with the Land Ordinance of 1785.
- It is financially sustainable. In 1811 New York adopted the grid, because "strait sided and right-angled houses are the cheapest to build and the most convenient to live in".



WHAT DO WE WANT OUR GRID TO BECOME

The grid is typically associated with highly developed urban centers. However, the grid has been used as the founding framework for many American towns and cities. Over time, some cities were built to their full urban density levels while others remained barren grids. The grid pattern allows cities to occupy a full range of build-out and variation, from farms to booming metropolises. It is what WE make out of them.

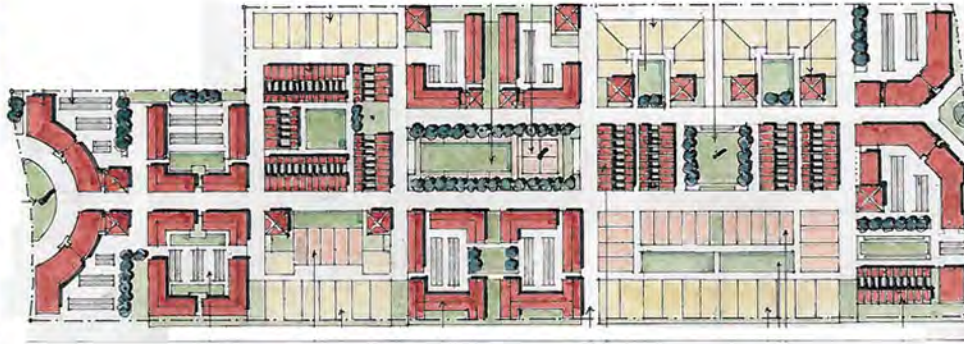
In summary, benefits of the grid:

- **Walkable:** With the proper block size, the grid provides an inherently walkable street network.
- **Navigable:** Never have to ask for directions again.
- **Adaptable:** Land uses change constantly. With blocks and lots, a new land use can simply plug-in to the existing infrastructure.
- **Historical:** The grid is a fundamental part of the American heritage.
- **Economical/Sustainable:** A block allows you to do the most with the least. A block can accommodate everything from a farm to a skyscraper.
- **Orthogonal:** The orthogonal grid thrives because of the way we live our lives.

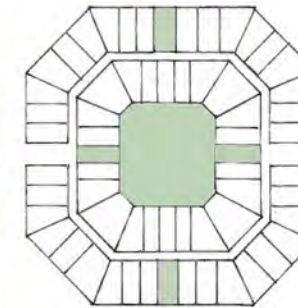
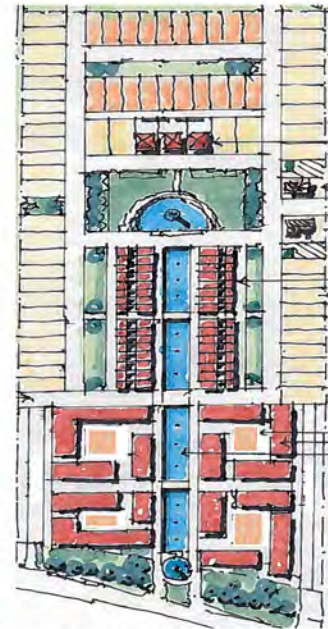
Pocket Neighborhood Enclave



Balancing Open Space and Density



Neighborhood Park with Pavillion - Marketplace



Place Types

Testing the Tools

Farm Lot Grid

Variety of Housing Types

Unique Block Design

Testing the Tools

Place Types

DEVELOPMENT PHILOSOPHY

We envision future Bastrop as a self-sustaining, walkable, and authentic community. Our initial approach to the project has been to mitigate primary factors affecting development, such as, geographic constraints - topography, floodplain, drainage, dense vegetation - and to create an appropriate variety of urban development across the City.

We have done this by implementing the following strategies:

- (1) Laying out a network of different street types within the existing and expanded block structure based on the original Iredell grid and applying it across the city with context-sensitive street and building design. This street-building-type relationship is vitally important for the definition and regulation of the public realm, the distinction between the public and the private realms, and ultimately for the creation of urban space.
- (2) Selecting a series of geographically appropriate development patterns of different densities and various building types to be applied where appropriate. See Development Pattern page for a detailed description of Traditional Neighborhood, Cluster Land, and Village Center Development.

PROMOTING INTENDED PHYSICAL OUTCOME

- (3) Selecting Place Types that define the character of the built environment based on its location within the continuum from rural to urban. Place Types approach represents a method of classification of the built environment as a continuum of five conditions (P1, P2, P3, P4 and P5), ranging from rural to urban. It is proposed as an alternative coding tool to the suburban codes that are threatening to completely eradicate the organic and delicate pre-war structure of American towns and cities. Each point along the continuum has distinctive unifying characteristics that are reflected in street patterns, building form, urban design, relationships to the natural world and public infrastructure. The continuum of the Place Types, when subdivided, lends itself to the creation of zoning categories and, when the different aspects of the continuum are systematized into a land use code, the Place Type approach becomes a comprehensive alternative to conventional zoning.

TOOLS - PLACE TYPES, BLOCKS, STREETS

- (4) Identifying and recommending building types that facilitate the creation of immersive environments. Immersive environments are coherent and harmonious assemblages of physical patterns that make villages, towns and cities, the character of which is determined by their location within the Place Type system. Successful immersive environments are based and depend on the proper selection and arrangement of all the components that contribute to a particular type of environment. For example, a ranch house fits well in the rural section of the Place Types, while a five-story urban dwelling is appropriate in the urban zone.

Based on the principles extrapolated from the most loved historic neighborhoods and towns that still exist in North America, the Place Type approach promotes a desired physical outcome, eliminate adjacency unpredictability, and through the system of gradation of natural and human environments from rural to urban attempt to restore the mix of uses, the pedestrian scale, and the formal richness and diversity of the best places to live.



TRADITIONAL NEIGHBORHOOD DEVELOPMENT

This approach to development has produced some of the most livable neighborhoods in the US. Their social and environmental benefits result from certain physical and organizational characteristics, including:

- (A) The neighborhood has a discernable center. This is often a square or green, and sometimes a busy or memorable street intersection. Most of the dwellings are within five-minute walk of the center. There are a variety of dwelling types within the neighborhood. These usually take the form of houses, row houses, and apartments so that younger and older people, singles and families, the poor and the wealthy may find a place to live in it. A small ancillary building is permitted within the backyard of each house.
- (B) There are shops and offices at the edge of the neighborhood. The shops are sufficiently varied to supply the weekly needs of a household, ideally within a mile from every residence.
- (C) The streets within the neighborhood are well-connected, relatively narrow, and are shaded. Parking garages and lots rarely front on the streets.

CLUSTER LAND DEVELOPMENT

The principle of cluster development groups new buildings onto a portion of the development parcel so that the remaining land is preserved as open space. This approach can save a significant portion of the land and provide an attractive living environment. Cluster development has been probably the optimal compromise between preservation of the rural landscape and economic pressure to develop the land.

The images shown here illustrate the concept of building groupings as well as the opportunity for the creation of well enclosed and protected public space critical for developing social contacts and for the feeling of community.

VILLAGE CENTER DEVELOPMENT

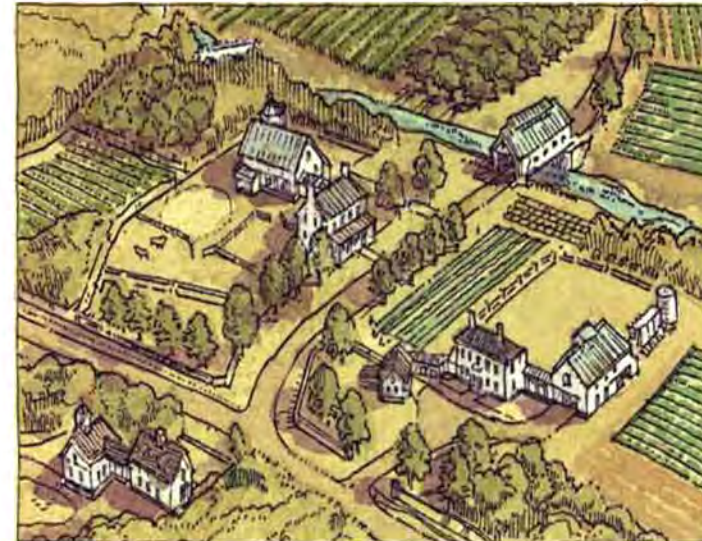
A village has all the elements of the neighborhood. It is a mixed-use settlement located mostly in the rural landscape. The center is defined by its proximity to a transportation corridors or crossroads. The development boundary of the village is clearly visible. Unlike suburbia, the limits are clear and distinct from its surroundings and therefore an identifiable place.

There are two predominant types of village forms: the "roadside" and the "squared". The roadside consists of a string of buildings on either side of the road, usually near a junction but it could also be a collection of buildings on a single road. The form has a definite beginning and end, and is relatively short in length.

The squared village type can be almost any shape, and is always irregular due to its natural pattern of growth over time. Public buildings are usually free standing and demarcate key locations on the plan and are often located on the central green or open space. The view down the approaching road is commonly terminated by buildings and there is a strong sense of enclosure and arrival.

USES AND BUILDINGS IN P2

- Land Uses:** Agricultural, woodlands
- Buildings:** Farmhouses, agricultural buildings, cabins and villas, one to two story
- Private Frontages:** Not applicable
- Public Frontages:** Not applicable
- Thoroughfares:** Roads, rear lanes, some unpaved
- Open Spaces:** Parks, Greenways



Place Type 2

Place Type 3



USES AND BUILDINGS IN P3

- Land Uses:** Low density residential and home occupations.
- Buildings:** Houses and outbuildings.
- Private Frontages:** Common lawns, porches, fences and naturalistic tree planting.
- Public Frontages:** Open swales, some flat curbs, bike lanes and naturalistic tree planting.
- Thoroughfares:** Roads and a few streets; rear lanes, some unpaved.
- Open Spaces:** Orchard, parks and greens.

USES AND BUILDINGS IN P4

- Land Uses:** Medium density residential and home occupations; limited commercial and lodging.
- Buildings:** Houses and outbuildings, sideyard houses, townhouses, live/work units, corner stores, inns.
- Private Frontages:** Porches and fences.
- Public Frontages:** Raised curbs, narrow sidewalks, bike lanes, continuous planters, street trees in alley.
- Thoroughfares:** Streets and rear lanes.
- Open Spaces:** Squares and playgrounds.



Place Type 4

Place Type 5



USES AND BUILDINGS IN P5

- Land Uses:** Medium intensity residential & commercial (retail & offices), lodging, civic buildings
- Buildings:** Townhouses, apartment houses, live/work units, shopfront buildings, office buildings, hotels, churches and schools
- Private Frontages:** Stoops, dooryards, shopfronts & galleries
- Public Frontages:** Raised curbs, wide sidewalks, bike routes, continuous or discontinuous planters, and trees in alleys
- Thoroughfares:** Boulevards, avenues, couplets, main streets, streets and rear alleys
- Open Spaces:** Squares, plazas and playgrounds

Place Type Illustrations by James Wassell

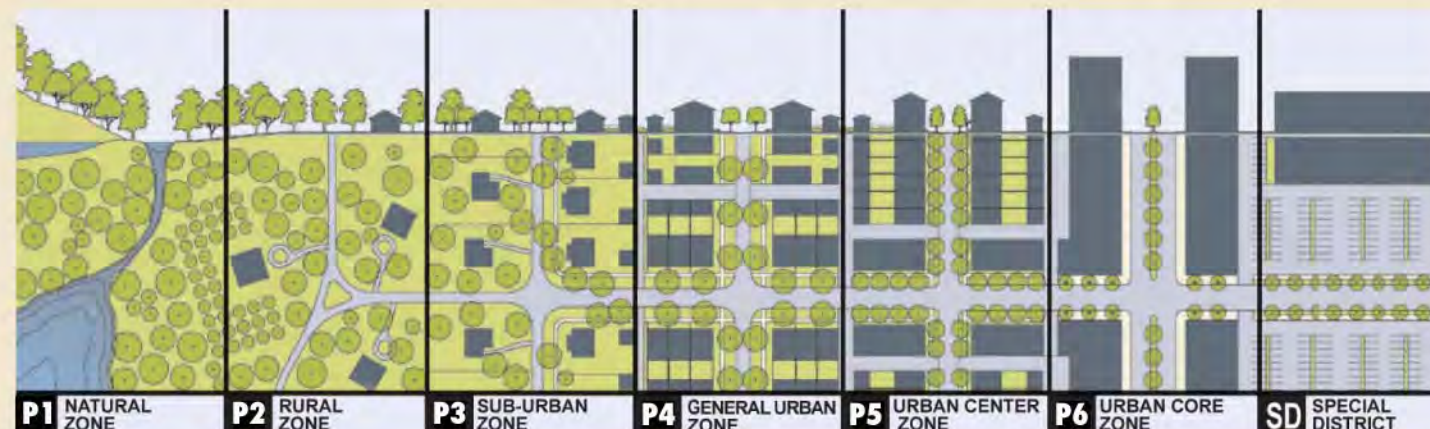
PLANNING WITH PLACE TYPES

One of the key objectives of Place Type planning is the creation of immersive environments. Successful immersive environments are based on the selection and arrangement of all the components that contribute to a particular type of environment.

Each environment, or Place Type zone, is comprised of elements that support and intensify its locational character. So, patterns and buildings that may be appropriate for P3 are not appropriate for P5. This approach prevents inappropriate intermixing of rural and urban characters through a proper balance between the two, and creates more-or-less fixed but identifiable physical characteristics for each Place Type zone.

The Place Types exist as places and evolves over time. A hamlet may evolve into a village and then into a town with an increase in density in its P-zones over a period of many years.

PLACE TYPE SYSTEM ILLUSTRATED



LESS DENSITY, LARGER BLOCKS, PRIMARILY RESIDENTIAL. SMALLER BUILDINGS, MORE GREENSPACE, DETACHED BUILDINGS, ROTATED FRONTAGES, YARDS AND PORCHES, DEEP SETBACKS, ARTICULATED MASSING, WOODEN BUILDINGS, GENERALLY PITCHED ROOFS, SMALL YARD SIGNS, LIVESTOCK, ROADS AND LANES, PARKS AND GREENS.

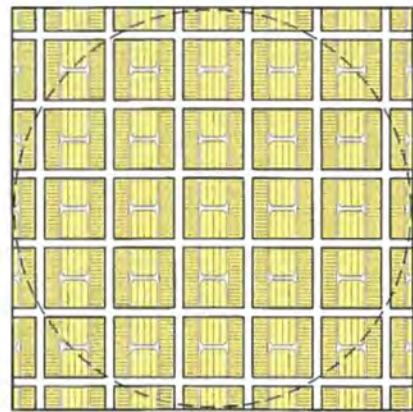
MORE DENSITY, SMALLER BLOCKS, PRIMARILY MIXED-USE, LARGER BUILDINGS, MORE HARDSCAPE, ATTACHED BUILDINGS, ALLIGNED FRONTAGE, STOOPS AND SHOPFRONTS, SHALLOW SETBACKS, SIMPLE MASSING, MASONRY BUILDINGS, GENERALLY FLAT ROOFS, BUILDING-MOUNTED SIGNAGE, DOMESTIC ANIMALS, STREETS AND ALLEYS, PLAZAS AND SQUARES.

HOW PLACE TYPE SYSTEM WORKS

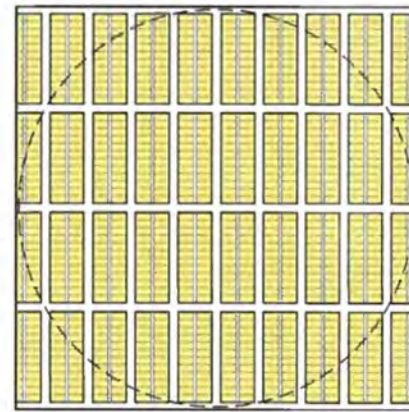
The Place Type System is both a conceptual and physical framework that identifies a continuous range of habitats from the most rural to the most urban.

The continuum of the Place Types, when subdivided, lends itself to the creation of zoning categories. These zoning categories include standards that encourage diversity similar to that of organically evolved settlements. The standards specified by the zoning categories overlap, reflecting the successional eco-zones of naturally developed human communities.

The Place Types integrate environmental and zoning methodologies enabling environmentalists to assess the design of social habitats and urbanists to support the viability of natural zones.



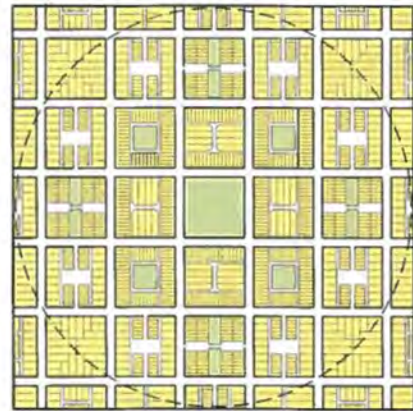
Square Blocks



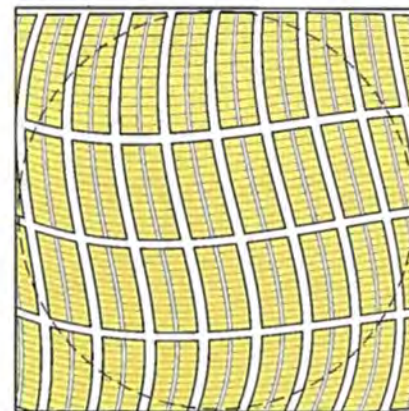
Elongated Blocks



Irregular Organic Blocks



Square Blocks Open Spaces



Elongated Curvilinear Blocks



Irregular Curvilinear Blocks

Block variations are many. The block types shown here represent the types that, in one variation or another, appear in many gridded cities and neighborhoods and may be called prototypical. Each type, unwittingly or intentionally, has an undeniable impact on the resulting physical patterns and consequently human behavior.

BLOCK TYPOLOGY

Blocks are the key ingredient of the realization of urban form, representing an intermediate increment of planning between the scale of the building and the scale of the town. They are the lines demarcating the private from the public realm and are determined by the circumscribing streets. One of the biggest advantages of planning a town or city based on blocks is flexibility. Blocks permit incremental change and gradual increase in density. Blocks with a minimum dimension of 225 ft can be configured for almost all uses and building types.

There are three types of blocks:

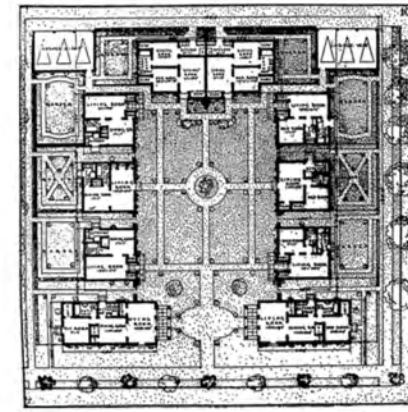
- (1) Square
- (2) Elongated (usually north-south)
- (3) Irregular

A tight, repetitive **square street grid** can be found in many places in the US. The grid pattern produces a consistent module of lot width and depth. One of the best examples is found in Portland, OR, with square blocks sized 225x225 ft.

Advantage: Extremely conducive to a pedestrian environment and can disperse traffic with great efficiency.

Disadvantage: Lack of variety in view corridors.

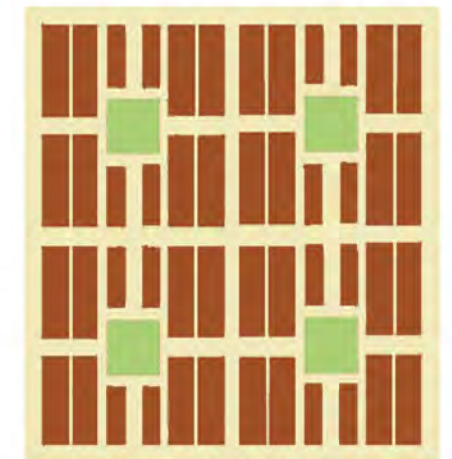
The **vertically elongated** block pattern provides equal exposure to both sides of the north-south thoroughfares. They also provide light to both the front and the rear of the lot and limit exposure to western sun and heat gain. A variation of a repetitive grid pattern is the insertion of public parks that interrupt major thoroughfares. Civic structures can be located on these public parks as is the case in Savannah, GA.



Pocket Neighborhood Block



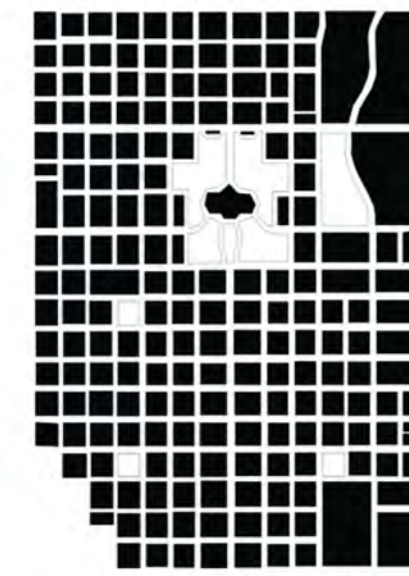
Historic Georgetown



Savannah, Georgia



Cerda Blocks, Barcelona



Original Waller Plan, Austin



Oak Park Blocks

BLOCK CHARACTERISTICS

Irregular or organic blocks can typically be found in Medieval cities, such as Paris, but also in some isolated examples in the US, such as Boston and Nantucket.

Advantage: Dispersal of traffic through the network, responsiveness to topography, and terminated vistas.

Disadvantage: The resulting variety of block and lot sizes makes uniformity and installation of modern infrastructure rather difficult.

Radial geometric block pattern produces terminated vistas that can be used for civic buildings.

Advantage: Clear hierarchy of streets with diagonals carrying the through traffic and an even dispersal of traffic through the web.

Disadvantage: It is disorienting and difficult to navigate and remember. Similar to the organic block structure, the resulting block and lot shapes are diverse and challenging to resolve architecturally.

Cul-De-Sac pattern is found in most suburban developments and is supported by a dendritic thoroughfare system.

Advantage: Clear hierarchy of streets with diagonals carrying the through traffic and an even dispersal of traffic through the web.

Disadvantage: Absence of a well-connected network, which leads to isolated streets and neighborhoods, auto dependency, oversized traffic arterials, and traffic congestion.

Curvilinear Organic pattern consists of curved roads that create an abundance of deflected vistas.

Advantage: Responsive to topography, mediates environmental interruptions, and can disperse traffic through its network.

Disadvantage: The structure is extremely disorienting, and it is difficult to keep track of which direction one is traveling. In addition, lot sizes vary and consistency is hard to achieve.



Bastrop Farm Lot Block is sufficiently large to be both flexible and versatile and to allow formation of smaller blocks within it, with a variety of layouts conducive to placing multiple housing types as well as accommodating interior parks and pocket neighborhoods critical for the sense of community.

THE BASTROP BLOCK

The square 720x720 ft **Bastrop farm lot block** is flexible and allows for the inclusion of the variety of block layouts. It exhibits all characteristics of the square grid pattern and permits the creation of smaller blocks from 225 ft squares to 330 ft squares. It is conducive to the creation of neighborhood parks and the pattern of Pocket Neighborhoods, which is an expressed preference of the Bastrop community as one of the ways of increasing the sense of community, walkability and opportunities for social contact. Any of the block patterns mentioned on the block page can be juxtaposed inside the Bastrop block network depending on geographic or topographic constraints, Development Pattern and Place Type selected. See some examples of possible block layouts above.

Square Block 1: This option makes the creation of a major street within the grid such as an avenue or a boulevard possible. Farm lot block is divided in half in one direction to allow the needed ROW for a divided major street and the median. Depending on the Place Type there is still sufficient width left to line up larger lots 60-8- ft wide and 120-150 ft deep with some stately houses along the street or other structures appropriate for this type of street. This block is drawn for alley-loaded lots but is one of the blocks in which front lot access is likely. Block perimeter is larger than allowed and needs to be broken by a green pedestrian passage.

Square Block 2: This block is one of the several examples of pocket neighborhood blocks. Lined around the pocket park at the center of the block are small lots and town home lots following the principle that parks are needed where there is density. Narrow streets, such as court street, from which alleys are accessed, run on either side of the park. Street in the other direction are on axis with the park creating opportunities for terminated vistas. This is one of the blocks that accommodates at least four housing types – medium SF homes, small SF homes or cottage homes, town homes or live/work units, and multi-unit homes.

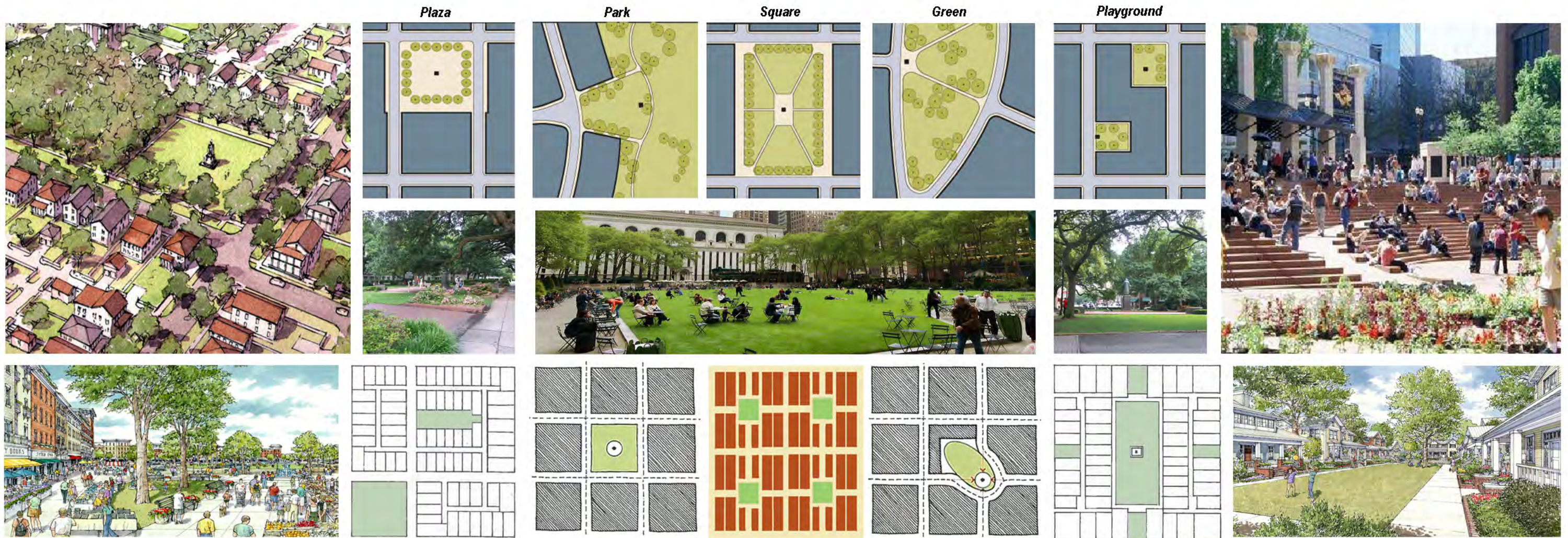
BASTROP BLOCK VARIATIONS

Square Block 3: The streets enter this block option at one third of the length on all four sides and create a small pocket park at the center lined with small lots or town homes. Narrow street types are recommended such as court street or slip street. This block can also accommodate 3-4 different housing types.

Block with the park at the corner: This block layout is also created by streets entering the large block one third of the length on two sides. Doing that divides the 720x720 ft block into two smaller and one larger sub-block and creates an opportunity for a park at the corner. The block is well suited for higher density housing types or commercial buildings fronting on the park. Also, the larger sub-block is large enough to accommodate green court housing with small cottage homes around an enclosed common green space ideal for families with small children. It sits off axis and offers a desirable level of privacy.

Octagonal Block. Bastrop block is large enough to allow cutting off the four corners and creating an octagonal block reminiscent of the Barcelona block. The interesting thing about the octagonal block is that it creates a myriad of possibilities for organizing the area left over by cutting the corners into a park or a square, or four small corner parks, or four small triangular plazas or parks. Other arrangements are also possible and that makes this block versatile and flexible. The inside of the block could be a pocket park or a plaza as well. Lots could be alley fed or accessible from the front. The pocket park could have an interior street, in which case the lots are front-loaded and the park is slightly less accessible to pedestrians and less safe especially for children. Or, it can have only a pedestrian path along the green and be directly accessible from the front porches.

Square block with 45 degree interior streets: An interesting alternative to the other square blocks, the layout of this block keeps the outer edges of the block aligned with the square grid but turns the streets on the inside 45 degrees to the main grid. It is also a variation on the pocket neighborhood theme with an angled park fronted by town homes and small lots.



Park at the Corner - Market Place

Grid and Open Space

Interior Block - Pocket Neighborhood

PROPER LOCATIONS WITHIN THE COMMUNITY

Public, open or civic space is an outdoor area designated for public use. Civic space types are generally defined by the combination of certain physical constraints including the relationship among its intended use, its size, its landscaping and the buildings fronting on it. The term civic generally applies to the not-for-profit organizations dedicated to arts, culture, education, recreation, government, transit, and municipal parking.

As public spaces are being carved out of the city fabric, it is important that they are not leftover areas of development parcels or portions of parcels ill suited for development, but rather specific in terms of their size and type determined by their location within the rural to urban continuum and their use. There are a rich variety of public spaces built all over the world in all shapes, sizes and forms. Other than streets, public spaces are where cities live. In many cases they determine the overall social experience, spirit and an overall character of a city or town.

Although there are countless variations on the theme of open and civic space, we identify five (5) specific types of open space: Park, Green, Square, Plaza and Playground.

Park. A natural preserve available for unstructured recreation. Its landscape generally consists of paths and trails, meadows, water bodies, and woodlands, naturalistically disposed. Could be lineal, following natural corridors. Minimum size is 8 acres.

Green. A space for unstructured recreation. Spatially defined by landscaping or buildings. Landscaping consists of lawn and trees, naturalistically disposed. Minimum size is 1/2 acre and maximum 8 acres.

OPEN SPACES AND PUBLIC BUILDINGS

Square. Available for recreation and civic purposes. Usually spatially defined by buildings. Landscaping consists of paths, lawns and trees, formally disposed. Commonly at the intersection of important thoroughfares. Minimum size is 1/2 acre and maximum 5 acres.

Plaza. Space for civic purposes and commercial activities. Spatially defined by buildings. Landscape consists primarily of pavement. Trees are optional. Should be located at the intersection of important streets. Minimum size is 1/2 acre, maximum 2 acres.

Playground. Space designated and equipped for the recreation of children. Should be fenced and may include an open shelter. Should be dispersed and may be placed within a block. Can also be included in parks or greens. No minimum or maximum size.

Public Space and the Grid

The common American square or park within a grid of streets has no visual presence beyond the immediate environment. It is usually not visible until one reaches the street bordering the park, or the intersections at its corners. One way to make the park more visible and figural within the urban fabric is to alter its shape and move it into the intersection, so that traffic is slowed and deflected around its borders. The shift transforms existing cross-shaped intersection into one or more T-intersections and creates a place for a statue or a fountain to be aligned with major streets and to act as vista termination and sometimes as point of reference within the city.

SOCIAL RELEVANCE

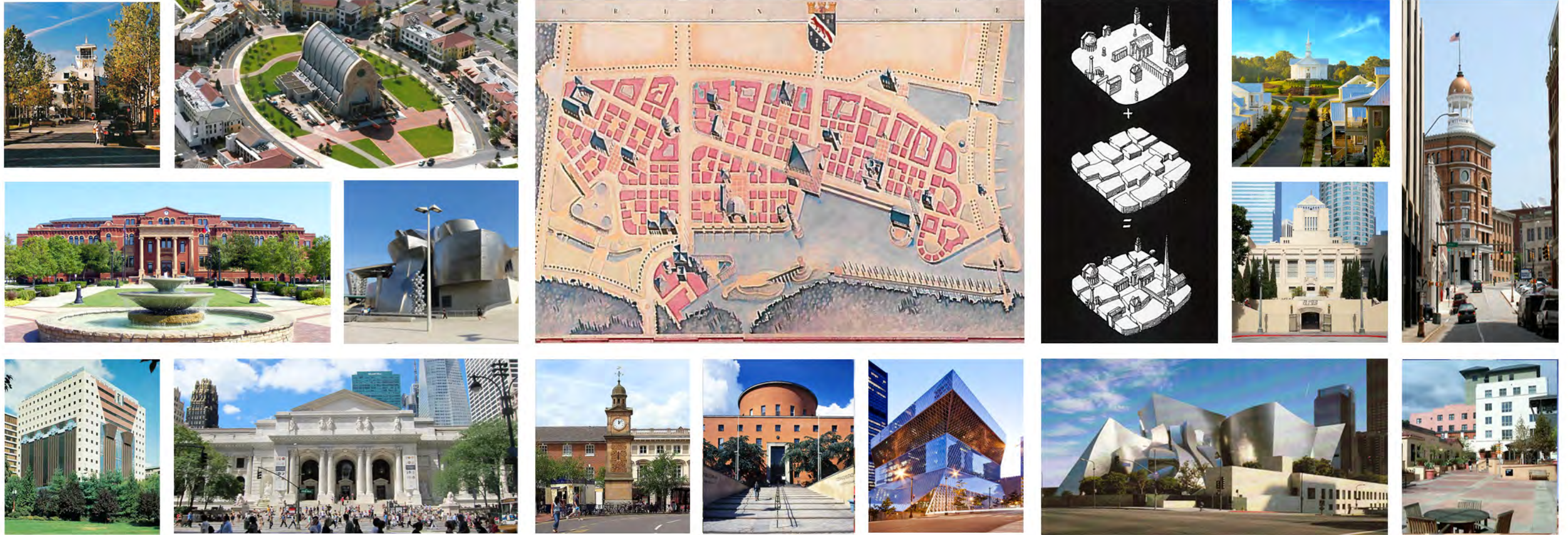
An interesting version of the grid, and arguably one of the most creative, is found in Savannah, GA where in one direction the streets run as tangents to the public space and in the other the public space is on street axis and often terminates it with a fountain, statue, or a monument.

"When public spaces are successful they will increase opportunities to participate in a communal activity. In the parks, plazas, markets, waterfronts, and natural areas of our cities, people from different cultural groups come together in a supportive context of mutual enjoyment. As these experiences are repeated, public spaces become vessels to carry positive communal meaning". (Stephen Carr in **Public Space**).

Public spaces give us a sense of freedom and safety and we do not perceive the space as a threat. We don't always feel like being ourselves outside of our homes when we are alone in a big city. In public places, though, there is an element of play and interaction that opens us up to communication with other people.

At their best, public spaces are microcosms of urban life, offering excitement and repose, markets and public ceremonies, a place to meet friends and watch the world go by. The origins and the types of open space are as different as the people who created them. But they all have one fundamental function in human life – they offer and facilitate unique and rare opportunity for a genuine human contact between strangers.

Public Buildings Bind the City Together



PUBLIC BUILDINGS OCCUPY OR FACE PUBLIC SPACES

A livable city consists of public civic realm and of private realm; both are essential. Civic spaces and buildings are for public use and are symbolic reflection of social values and aspirations.

The civic realm can be exuberantly embellished to express the values that a society cherishes. In contrast, the buildings in the private realm are less adorned and quieter, as their role is to establish the fabric of the city. In every great city there is a balance between the foreground structures of the public institutions and the background structures of the private realm.

The motivations for erecting public buildings and the social and cultural values they represent change over time and vary from culture to culture and from one era to another. They can be religious, political or cultural. However, regardless of the institution they express, public buildings are always associated with a well-defined, appropriately scaled, and sensibly enclosed public space. In the traditional city, these public spaces are a break in the urban fabric, a place with a fountain, monument or simply a place to seat and watch the world go by.

LANDMARK BUILDINGS

Where within the urban fabric public spaces and buildings are deployed is as often a matter of accident as it is of forethought and planning. The persistence of open space over time is an important factor. A large public monument of one period with an open usable space may become a public square in another period regardless of the shifts in the urban fabric in the interim. In cities planned anew, the choice of placement of square or plaza is deliberate. However, one of the criticisms of modern public spaces and building is that they are "often simply spaces marked on the plans and maps" and are too open and amorphous to define a positive volume of humanly scaled public space.

Public buildings are the glue that holds the city image together, very important for both mental mapping of a place as well as physical way finding. In many cities they act as visual points of reference and help visitors properly orient themselves without maps and guides.

Centrality and axially are two principles evident in the design and location of public spaces and buildings. Public buildings are the most prominent terminated vistas and are placed intentionally where they are to reflect and communicate their importance and role in public, cultural or religious life. These vists are thoughtfully framed to create a clear and sometime dramatic and inspiring views of buildings that might otherwise be unnoticed regardless of their relevance in daily life.

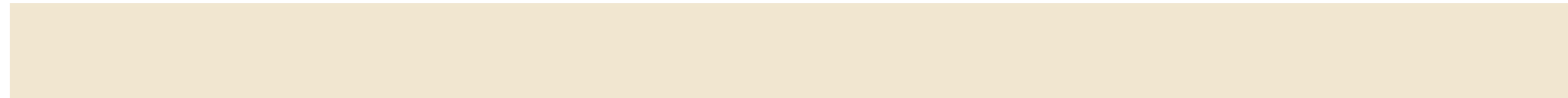
DESIGN CAN BE TRADITIONAL OR MODERN

The American urban and rural grid is often furnished with buildings of extraordinary quality, and yet they often seem to be merely parked along thoroughfares reaching from horizon to horizon. Rather than being focal points as they merit, landmark buildings merely line modestly their street frontages. Modifications of the grid and inventive block layouts should aim to create axially within a gridded network to give greater exposure and visual expression to structures of social and cultural significance. Modern public buildings have for the most part abandoned the principles of axially, centrality and visual points of reference and are sometimes undistinguishable from surrounding commercial buildings even when they are prominently located.

It is difficult and unwise to code, legislate or limit the architectural expression of public buildings. However, what the community can request from the selected public building designer is to create a building that is dignified, expressive of the regional cultural, architectural and building traditions, that it enhances public space it is a part of, enlivens the street life, and reflect the essential character and values of the institution or organization it represents.



C. Neighborhood Design
D. Building Types





NEIGHBORHOOD DESIGN

Well designed neighborhoods contain different lot types for single-family homes. They are intended to respond to the needs of different households and provide diversity in house size and price. Those are large, medium, small and cottage type homes, and they are dispersed throughout the area. The largest homes are located generally along the edges of the patterns and the project, while the smaller homes are on the interior of patterns often fronting on open space. Parking and garages are accommodated in various ways that allow for both front and rear access.



STREETSCAPE DIVERSITY

- Each block face should have a minimum of three different home design models. Different models are defined as those with significant variation in floor plan configuration and massing, and minor variation in size and number of bedrooms.
- Each of the three models must have at least two architectural styles and color schemes, which can be employed to create visual interest and respond to homeowner preferences.
- Not more than two of the same model with the same architectural style can be employed on a block face.
- Similar models with similar architectural styles should not be placed next to one another.
- Materials and colors should be varied to further differentiate one model from another. Use different colors on adjacent buildings. Treat a block face as a unified composition.
- Coordinate building wall colors with roof colors.

BUILDING SIDES

- Side yards are important in helping to create usable outdoor space and insure privacy. On lots 50 feet or less wide, each building must have an open and closed side. This concept establishes a more harmonious relationship between adjacent buildings.
- The open side contains the most and the largest windows, and has the most usable side yard. The closed side has fewer and smaller windows to ensure greater privacy for the neighbors.
- Where possible, orient open sides towards the south and east.

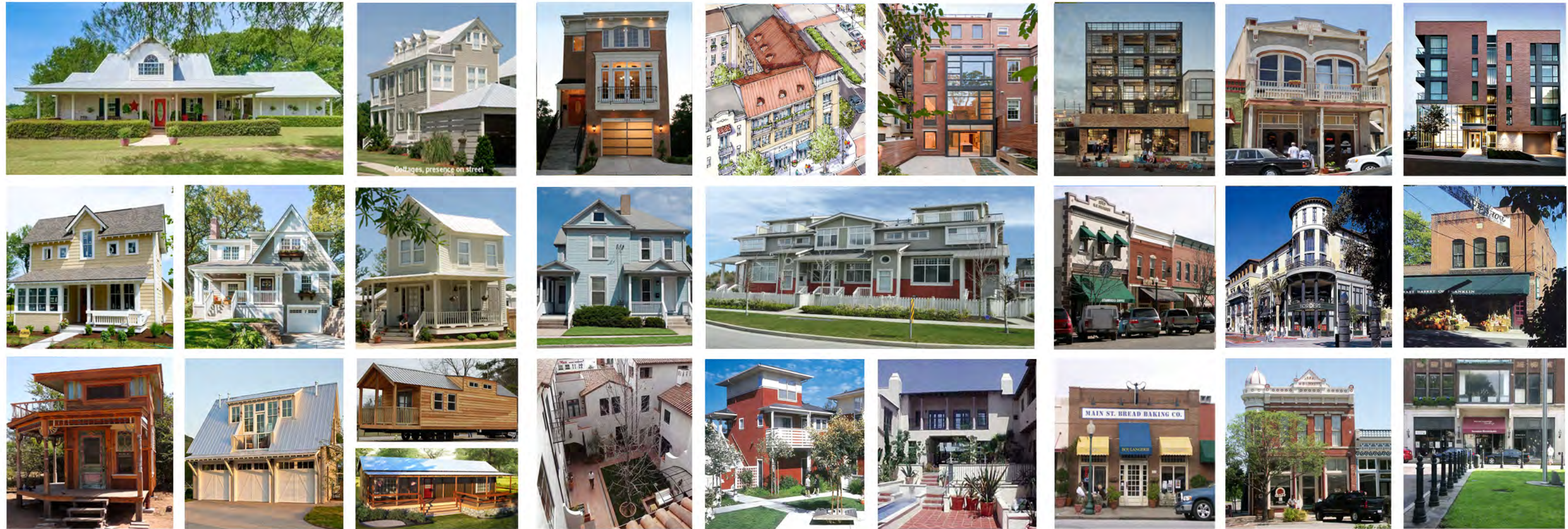
CORNER TREATMENT

- The relationship of buildings to one another and the street is especially important at corners.
- Buildings on corner lots must address both streets. Corner lots are typically wider to accommodate the side yard setback along the streets and allow for building articulation and side porches.
- Wrap around porches on corner lots are greatly encouraged.

SIDE DRIVE GARAGES

- Front loaded lots require a layout that lessens the visual impact of garage doors and parked cars facing the street. On front loaded lots garages are accessed by a side drive with 5 ft radius at the curb.
- Driveway width needs to be kept at 10 ft. Driveway may be widened to 20 ft at a distance of no less than 30 ft from the property line.
- In some cases a common drive may be allowed to serve two houses.

Neighborhood Design



DETACHED HOUSE TYPES

The formal richness and diversity of traditional American neighborhoods derives its character from the multiple types of single-family residences within it and the presence and consistency of well-executed different historic or contemporary home styles. We identify, recommend and will permit the following house types:

1. **The Ranch House** – 4,000 SF and above. Outskirts of neighborhoods and P2.
2. **Large Size Home** – 3,200 SF to 4,000 SF. On neighborhood greens.
3. **Medium Size Home** – 2,400 SF to 3,200 SF. On n-hood greens and parkways.
4. **Compact Size Home** – 1,800 SF to 2,500 SF. Suited for many household types.
5. **Cottage Style Home** – 1,400 SF to 1,800 SF. First time homebuyers.
6. **Bungalow Court Home** – 1,200 SF to 1,600 SF. Retirees, couples and singles.
7. **Garden Court Home** – 1,200 SF to 1,800 SF. Active adults and empty nesters.
8. **Accessory Dwelling Unit** – 400 SF to 1,200 SF.
9. **Manufactured or Modular Homes** – Single wide 1,800 SF.
10. **Tiny Houses** – 1,000 SF or less.

These housing types are typically located in place types P2, P3 and P4, with the ranch house and large homes being primarily in P2 and P3, while the smaller homes are appropriate and represent the bulk of P4. Different size homes should be thoughtfully dispersed throughout the residential areas to avoid the stigma and differentiation into rich and poor neighborhoods.

MULTI-UNIT HOMES, TOWNHOMES, APARTMENTS

Housing types missing from contemporary subdivisions are the transitional home types between the monocultures of single-family detached homes and multi family units in large apartment buildings. Those are:

1. **Town Houses**, also called town homes or brownstones.
2. **Live/Work Units** with commercial space on the first floor and living quarters on the upper one or two floors.
3. **Duplexes**, side-by-side or stacked.
4. **Multiplex - Small**, with 3-6 units on 2 or 3 floors, side-by-side or stacked.
5. **Bungalow Courts**, with homes 1,200 to 1,600 SF facing an interior green.
6. **Courtyard Apartments** with open space for pedestrian activities.

These housing types are found in P3, P4 and some in P5. They are generally located within medium-density neighborhoods or in locations transitioning from a primarily single-family neighborhood into a neighborhood main street. All of them enable appropriately scaled, well-designed higher densities and are important for providing a broad choice of housing types and promoting walkability.

COMMERCIAL, MIXED USE, LOFTS OVER RETAIL

Mixed-use buildings are strong generators of street life. They accommodate 2-3 uses or more within a single structure such as residential, hotel, retail, cultural or entertainment. Commonly they are multi-story buildings placing a mix of apartments on the upper floors, retail on the street level, and parking or transportation in the basement.

Mixed-use buildings offer several benefits

1. Greater housing variety and density.
2. Stronger neighborhood character.
3. Greater energy efficiency.
4. Better integration with city services, such as public transportation.
5. Active street life.

Stacked flats are usually a medium-to-large size structure containing multiple dwelling unit types accessed from a courtyard or series of courtyards. Unit entries could be common or individual. Appropriate in places serving main streets and walkable urban neighborhoods.

Commercial buildings are structures used specifically for business purpose and include the following categories: Office buildings, retail buildings, hotels and motels, multi-family housing, warehouses, and industrial buildings. In urban locations commercial buildings may combine functions such as retail and offices or retail and apartments.

E. Architectural Standards

1. Detached House Standards
2. Accessory Dwelling Unit (ADU) Standards
3. Rooftop Tower Standards
4. Townhomes and Live/Work Unit Standards
5. Multi-Unit Home standards
6. Apartments And Mixed Use Building Standards
7. Commercial Building Standards



DETACHED HOUSES ARCHITECTURAL STANDARDS

The proposed mix of densities and lot sizes requires careful attention to design details to ensure the desired sense of place and community is achieved. What we learn from the older single-family neighborhoods is that although they contain many architectural styles they still work together to create unity, harmony and formal richness absent from contemporary developments. The efforts of individual designers and builders in the course of this project should contribute to the creation of graceful varied, yet unified streetscapes. The main purpose of these standards is to facilitate the achievement of that goal. Diagrams and images in this section of architectural standards illustrate key architectural considerations for single-family detached homes.

BUILDING ARTICULATION ALONG A STREET

Historic neighborhoods derive their character from the simplicity of architectural forms. Buildings should emphasize one primary architectural form with supporting secondary elements. Too much complexity or competing primary forms will undermine this goal.

- An articulation is the connection of an open porch to the building, a dormer facing the street, a well defined entry element, a horizontal offset of at least 2 feet in the principal building wall for a minimum 4 feet in width, or a change in the height of front elevation rooflines by at least one story.

- For single family detached homes, the primary building elevation towards the street needs at least one articulation or change in plane. For lots less than 50 feet wide, the primary building elevation should not have more than three articulations, unless approved by the DRC. Lots 50 feet and wider should not have more than four articulations, unless approved by the DRC.
- Side elevations facing a street are subject to the articulations requirements for the primary facade of that building type.

INTERIOR ARTICULATION

- For single family detached homes on lots less than 50 feet wide, a minimum of one articulation is required along each side building elevation.
- Acceptable side articulations include a 2 foot offset for a minimum of 4 feet in width, a change in height of one story, a side or rear porch with a minimum length of 6 feet, or a detached garage.

HALF STORIES PREFERRED

- Roofs must strive to contain habitable space. This can be accomplished by lowering second story plate heights and or using dormers. Incorporate third stories within the principal roof.

PORCH HEIGHT ABOVE WALK

- Elevate front porches for single family detached houses above the front walk by at least 18 inches. Heights between 18 inches and 30 inches are preferred.

BAYS & PROJECTIONS

- Bays and projections must have at least three sides. They must be supported by structural brackets or extend to the ground.
- Projecting balconies must use the same architectural vocabulary of design, material, and color as the front porch. If no front porch is provided, these balconies must reflect the overall design of the building. Balcony supports must be provided in the form of columns or brackets.



ROOF TYPES AND PRIMARY ROOF FORMS

- Principal roofs for single family detached houses shall be symmetrical gable or hip. Other principal roof types, such as gambrel or mansard, are acceptable if historically appropriate and approved by the ARC.
- Mono pitches (shed roofs) are permitted only as secondary roofs when attached to a vertical wall.
- The alternating placement of 1 1/2 - story and 2 - story building masses on adjacent lots is strongly encouraged.
- Each building should strive to present one primary roof form. Secondary roofs include porch roofs, dormers, bays, cross gables, and hips.
- The arrangement of different roof forms, such as primary front gable alternating with primary side gable or primary hip roof, is highly encouraged.

ROOF PITCHES

- The range of permitted roofs pitches for the selected architectural styles are stated in the Architectural Style chapter.
- Secondary roof slopes can be as shallow as 3:12. Flat roofs on single family detached homes are permitted only when they are intended for occupancy and can be accessed directly from an interior room. Flat roofs must have railings or parapet walls.

TINY HOUSES AND MANUFACTURED HOMES

Tiny houses and manufactured homes should be integrated into the neighborhood. They should be placed around an open space typologically identified in the B3 Code and the Pattern Book and sharing that space with other housing types. There should be no more than twelve (12) mobile homes in such a grouping. The intent is to avoid conventional mobile home parks and make these groupings a part of the neighborhood and the larger community.

Tiny houses and manufactured homes should be adjusted to the site both in terms of function and also aesthetics. This should be done by adding a porch to the manufactured or mobile home, by adding a masonry skirt up to 3-4 ft of height, by strategically placed landscaping, by adding roof extensions or roof windows, and by being creative in making these structures look more like regular neighborhood homes.

Tiny houses and manufactured homes should have exterior siding and roofing, in color, materials and appearance similar and comparable to the exterior materials and roofing commonly used on residential dwellings within the community. They should have pitched or rounded roofs.



PRIMARY FACADE

- Much of a neighborhood's character is derived from elevations that face the street. When the buildings "play by the same rules," gracious streetscapes can be created.
- Each building should present a welcoming face to the street. Each building facade along the street should contribute to the visual quality of the neighborhood.

DOORS

- Doors create a human scale for buildings serving as a welcoming signature. Care should be given to the type, scale, and quality of the selection.
- Hinge all doors (except the garage).
- Sliding glass doors permitted only on rear or interior side yard.
- Permitted door materials are painted or stained wood, hardboard, fiberglass, or metal. Door color selection shall be coordinated with house composition and style.
- Double front doors shall be used only on larger homes. The door style must complement the architectural style of the building.

WINDOW TYPES AND COMPOSITION

- Window type, composition, and proportion are key character-giving elements of the building facade. The characteristics described here are derived from older neighborhoods and selected architectural styles.
- The following window types are permitted: Double hung, single-hung, casement, and awning. Horizontal slider windows are not permitted.
- The following window materials are permitted: Wood, metal or vinyl-clad wood, vinyl, enameled metal, or aluminum. Mill finished aluminum is not permitted.
- Individual window proportions shall not be less than 1.6 vertical to 1 horizontal. (Example: A window 30 inches wide must be a minimum of 48 inches high.) Proportions from 2 vertical to 1 horizontal up to 2.5 vertical to 1 horizontal are preferred. Window openings with horizontal proportions should be divided into vertically proportioned or square segments. Separate, small windows (less than 5 square feet) and transom windows are exempted from this regulation.
- Windows may be mulled together horizontally up to a maximum total width of 9 feet (or greater if approved by DRC).
- Divided-light windows are encouraged. They must either be true divided light or have properly proportioned muntin bars applied to the exterior of the window. Individual panes must be vertically proportioned or square.
- Exterior shutters should be in proportion to the window opening. (Example: closed shutters would fully cover the window.)
- Specialty windows, such as arches, half rounds, quarter circles, diamonds, and rounds are limited to a maximum of one per elevation unless approved by the DRC.



OVERALL ROOF CHARACTER AND DORMERS

Much of a neighborhood's character derives from the simplicity of the roof forms. Great variety can be achieved with a handful of primary roof forms combined with smaller secondary accents.

- Different roof types may require different roofing material compatible with the chosen architectural style.
- Place large flues, swamp coolers, satellite dishes, and other significant appurtenances towards the rear of the home and lot to minimize visibility from public streets.

The placement and character of dormers are important tools in creating architectural interest. Because they are smaller than primary roof forms, dormers give the building a human scale.

- Dormers must be habitable and have a symmetrical gable, hip, shed, or curved form.
- Place dormers at least 3 feet from the side wall of the dormer to any outside building wall.
- Paint roof penetrations and appurtenances to match or be compatible with the roof color to minimize their visibility (brick and stucco chimneys excepted).

ROOF MATERIALS & COLOR

Color variation with roofing materials is especially important to create diversity and architectural interest.

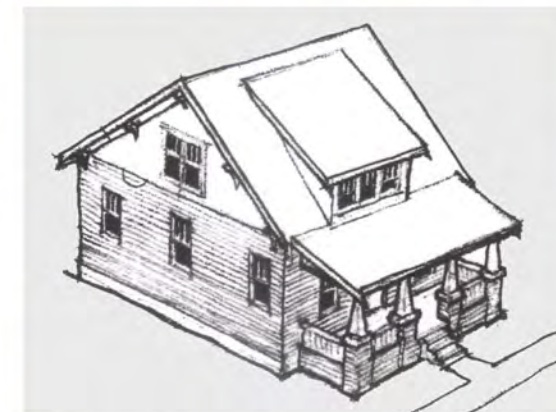
- Primary pitched roofs may be asphalt shingle, standing seam or Channel-Drain metal roof, clay tile or concrete tile, depending on the architectural style of the house.
- For single - family detached houses, use at least three roof colors per block face.
- Coordinate the roof color with the building's wall colors and architectural style.

OVERHANGS & EAVES

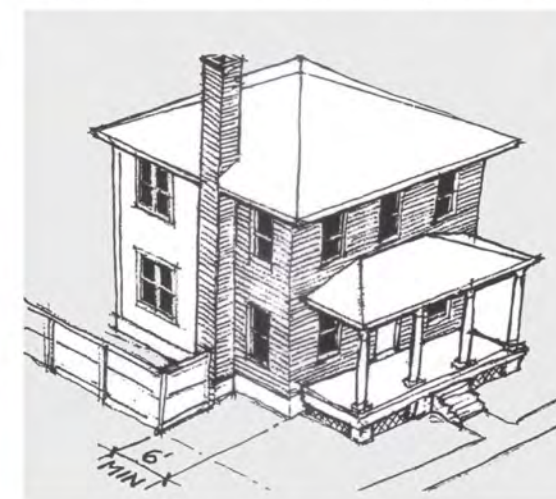
- Detail and proportion overhangs and eaves to complement the architectural style of the building. Specific suggestions for overhangs can be found in Architectural Style chapter.
- Coordinate appropriate eave treatment (open rafters or closed soffits) with the architectural style.

SKIRTING

- Porch slabs on grade are not permitted, except for stoops 18 inches or less in height.
- Enclose the area underneath the porch with skirting consisting of masonry, wood boards, or lattice.
- Construct porch steps of wood or masonry to appear solid. Open risers are not allowed.
- The use of drop-lugs is encouraged to bring masonry to grade level.



Horizontal change and corner wrapping of materials



Various massing arrangements showing gable, dormer and porch

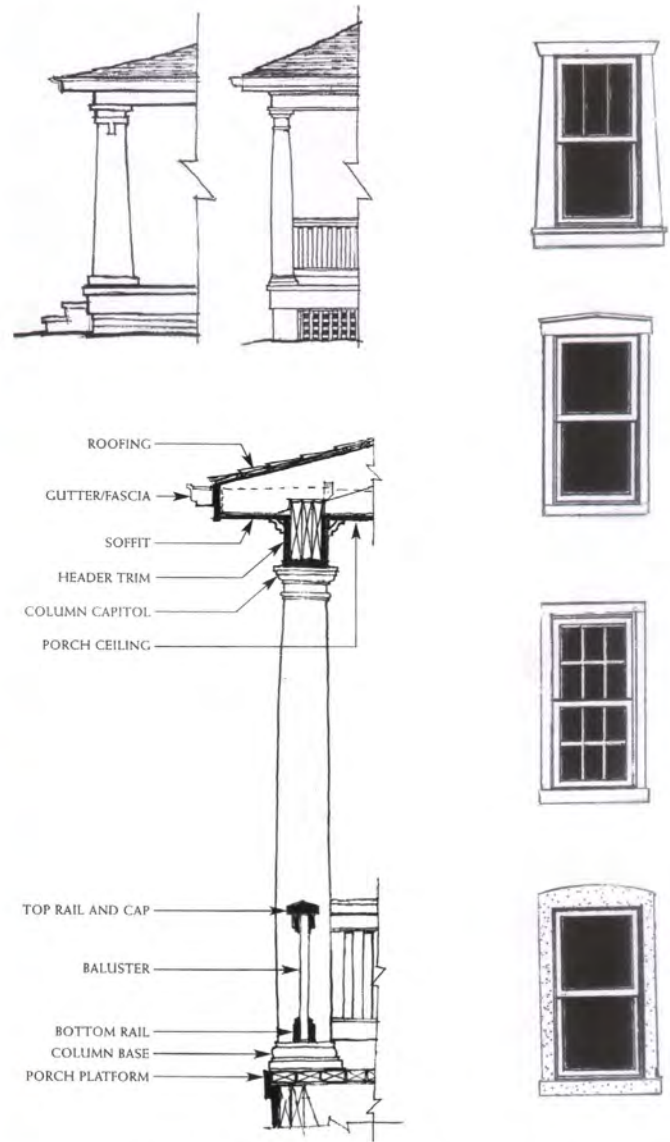
Reducing the number of materials and using them throughout, creates simplicity and harmony

MASSING

- Side gable; center gable facing the street; or cross gable with dormers
- 1-1/2 Story and 2 Story massing compositions are encouraged
- Symmetrical or asymmetrical facade composition
- Emphasis on horizontal rather than vertical lines
- Simple volumes facing the street, more complex configurations in back
- Massing sets the overall aesthetics of the building as well as its presence on the street.
- Hip with Center Dormer
- One Story Front Gable
- 2-Story "L" with Porch and Gable
- Hip with Dormers and 2nd Story Porch
- Single hip with projections
- Main building with wings and side hips
- Compose buildings as Principal Buildings, Backbuildings, and Outbuildings. Consider buildings as simple gable-front masses with a porch, usually with the porch across the entire front. Number of porch bays varies up to five, depending on the lot width.

WALL MATERIALS

- Older neighborhoods benefited from a simple vocabulary of materials, including brick, stone, stucco, and wood clapboard and drop siding patterns. Today, many more materials are available to clad buildings. Some are designed to simulate older-style materials at a lower cost or with less maintenance. Reducing the number of options available, as illustrated here, promotes simplicity and harmony.
- Wall materials exposed to the weather shall be: Brick, stone, stucco, painted smooth (nontextured) hardboard, smooth-face fiber reinforced cement board, stained cedar shingles, or painted wood.
- The number of wall materials used in an elevation, must complement the architectural style. Material changes must generally occur along a horizontal line only, typically at the floor line or a gable end. Vertical changes must occur at logical articulations of the building wall, typically at inside corners only. Place lighter materials above those of heavier weight.
- Apply all wall materials horizontally. Permitted siding patterns include: clapboard, shiplap, drop siding, tongue and groove, and shingle coursing.
- Wrap material around corners a minimum of 6'.
- Historic neighborhoods typically display great consistency in the choice and application of materials to all four elevations of the building.
- Build all elevations of an individual principal building of the same (one or two) materials in similar configurations. Semi-detached connectors and accessory buildings are excepted from this standard, but take care that these structures are compatible with the principal building.



A gracious front porch is raised above the sidewalk, providing a welcoming face to the street.

Porch detail

Window trim options

Example of homes with embellishments

Exterior trim treatments

FRONT PORCH

EXPRESSION OF ELEMENTS

EXTERIOR TRIM & EMBELLISHMENTS

- Generous front porches raised above the sidewalk make a strong statement about each home's relationship to the street and the community. Particularly on small lots, front porches can serve as outdoor living rooms, hosting family events and providing social places for the street.
- The front porch is the place to create architectural interest and variety. Be creative in the use of column brackets, railing pickets, trim and moldings, entry door transoms, sidelights & door trim.
- Coordinate column and other detailing with the chosen architectural style. A variety of porch sizes and details is encouraged, particularly for Green and Garden Court homes.
- Front porches may be either appended or recessed. Provide at least the minimum quantities and sizes stated in the Neighborhood Design chapter. Porches are encouraged to reflect the design qualities outlined in the Architectural Style chapter.
- A variety of porch sizes and details is encouraged, particularly for Green and Garden Court homes.
- Establish a desirable human scale next to pedestrian routes and at building entrances with porches, arcades, and other one story elements.
- Oversized entry or porch elements, exceeding one story in height, are not permitted.

- To ensure that elements on the primary facade are presented with authenticity, carefully select quality materials and techniques to assemble them.
- Each porch element should be expressed, with clear articulation of the deck platform, railings, columns, header trim surround, porch ceiling, soffit, fascia, gutter and roof. Enclose porch rafters and/or ceiling joists with a porch ceiling. If plywood is used for porched ceiling, cover visible butt joints with an orderly batten pattern.
- Railings need a top cap, top and bottom rails, and balusters or pickets spanning between. The openings between balusters cannot exceed 4 inches.

- Trim elements like windows and doors contribute to a building's expression of style and quality.
- Trim windows and doors with a minimum of 2 inch wide brickmold, or a minimum of 1 by 4 inch painted wood or smooth (nontextured) hardboard trim. With stucco walls, a minimum 1-inch deep raised relief around the window may be used instead of trim.
- Make trim, rake, and eave moldings consistent with the building's architectural style.
- Do not link windows on the first and second stories with exterior trim and/or different siding treatments.
- Exterior column dimensions must be at least 6 by 6 inches in nominal size. See the architectural Style chapter for examples of column styles.



ADU AS DETACHED STRUCTURE

An ADU, or accessory dwelling unit, is a secondary housing unit on a single-family lot. It usually is an independently accessed secondary residential unit that shares ownership, site, and utilities with the primary residence. It can take several different forms. Those are:

1. Detached new construction ADU, also sometimes called a backyard cottage, carriage house, garage apartment or granny flat.
2. AFDU above garage or workshop, or attached to it.
3. Addition ADU or "bump-out" ADU directly attached to the primary residence.
4. Basement conversion ADU, also commonly called basement apartments, mother-in-law suites, and other names.
5. Internal ADU, where a part of the primary residence is converted to an ADU.

The numbers of individuals living alone in the US exceeds the number of homes occupied by families with children. To meet the demand of this change in the US family structure, ancillary units have become very popular and should be encouraged whenever possible. It is estimated that there are 13 Million ADUs in the US at this time, which is roughly 10% of all housing units. They provide great social benefit by interspersing smaller market-rate units and affordable housing within established or new neighborhoods. Conventional zoning forbids ancillary dwelling units, fearing an overload of parking, traffic and sewer capacity. To overcome this concern, ancillary units, until recently have been limited to a maximum of 600 SF so that the unit can accommodate an individual or a couple but not a family.

ADU ABOVE GARAGE OR WORKSHOP

The fact that ADUs are secondary housing units on a single family zoned residential lots places ADUs into a unique category of housing. They also have some other distinguishing characteristics that help further define, differentiate and distinguish them from other housing types. And while their structure may vary, ADUs share some common traits.

1. ADUs are accessory and adjacent to a primary housing unit.
2. ADUs are significantly smaller than the average US house.
3. ADUs tend to be one of two units owned by one owner on a single family residential lot.
4. ADUs tend to be primarily developed at different time than the primary house and usually by homeowner developers

The obvious benefits of ADUs to both the city and the homeowners are:

1. They are an affordable type of home to construct because they do not require paying for the land, new infrastructure, structured parking or elevators.
2. They can be a source of income for the homeowners.
3. ADUs are built with cost-effective wood frame construction, which is significantly less costly than units in new multi family infill buildings.

ADUs allow extended families to be near one another while maintaining privacy.

BUMP-OUT - ADU AS MAIN HOUSE ADDITION

1. ADUs provide as much living space as many new built apartments and condominiums, and they are well suited for couples, small families, friends, young people and seniors.
2. ADUs give homeowners the flexibility to share independent living areas with family members and others, allowing seniors to age in place as they require more care.

ADU architectural standards

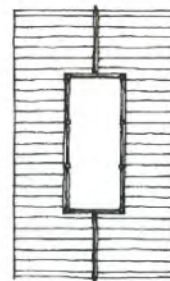
ADUs play an important role in neighborhoods both in terms of their functional use but also their ability to shape the positive outdoor space of each lot.

Design accessory units so that they are clearly secondary to the principal building. Whenever possible, use windows, doors, balconies and dormers to create architectural interest and "eyes" on the backyard and the alley, if there is one. Accessory buildings must employ similar materials, building and roof forms, and window types and proportions to the principal building's architectural style.

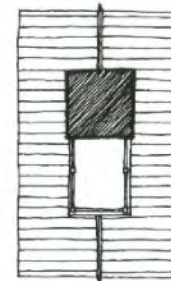
Retain all or some second story footage of the second story roof. Achieve this by using dormers and by lowering the plate height.



An example of tower design well coordinated with the rest of the house



Open deck



Open/Enclosed



THE IDEA

People living near a large body of water like it even better when they have a view of it from where they live. One of the ingenious ways to allow houses in the interior blocks to have water view, invented by the designers of Seaside, Florida, is to build small towers on top of the roof without the height limit.

In addition to increasing the property value of interior blocks, these towers offer an opportunity for a variety of designs and give additional richness and a special character to the neighborhood streetscape.

Towers are not permitted along the river edge, but are encouraged in the rest of the river-oriented developments.

CHARACTER

Towers are usually an extension of the floors below and can be located symmetrically or asymmetrically on the main body of the house.

Architectural style, details, and roof and wall materials should be in accord with the rest of the house.

Towers may be used as a compositional element and are particularly appropriate for Victorian style houses.

Present day applications also show that towers can be built in any style provided there is a formal connection with the rest of the house and an architectural consistency in their design.

TYPE AND SIZE

Size of towers shall vary with the type of the house as shown below:

On large single-family homes and Mansion Homes – maximum 150 SF of enclosed space and 200 SF of open space, excluding the stairway.

Medium size houses – maximum 100 SF of enclosed space and 150 SF of open space, excluding the stairway.

On Cottage homes, Garden Court homes, Green Court houses and Town Homes – maximum 150 SF of either open or enclosed space.

For building flat roof terrace there is no limit.

MATERIALS

Towers shall have openings of no less than 50% of the surface of the tower walls.

General character, shape, proportions, elements, details, and materials of the tower should be derived from the overall design, type and character of the house.

Towers can be completely open, a combination of open and enclosed space, or completely enclosed, all within the sizes as specified.

Building with flat roofs (as allowed in the Code) may allow access to the entire roof area with no size limitation.

DETAILS

Finished floor of the tower (or deck) shall be no more than 16" above the highest portion of the roof on which it sits.

Portions of tower decks can be used to locate air conditioning condensing units.

In Town Home buildings, not all the units have to have towers. Towers should be located in such a way as to increase the architectural appeal of the building.

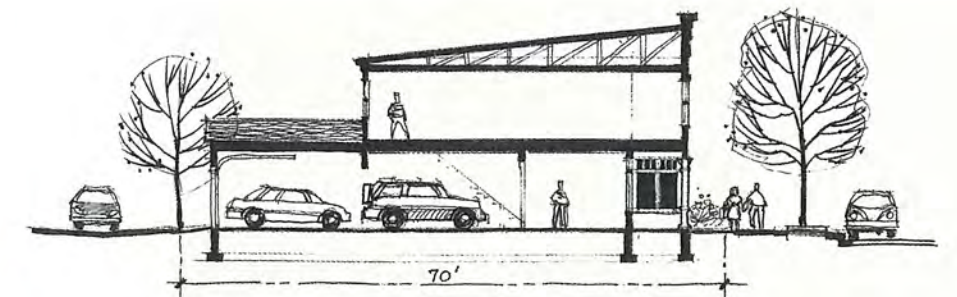
The degree of enclosure or openness of the tower should correspond to the degree of enclosure or openness of the rest of the house.

Rooftop Towers

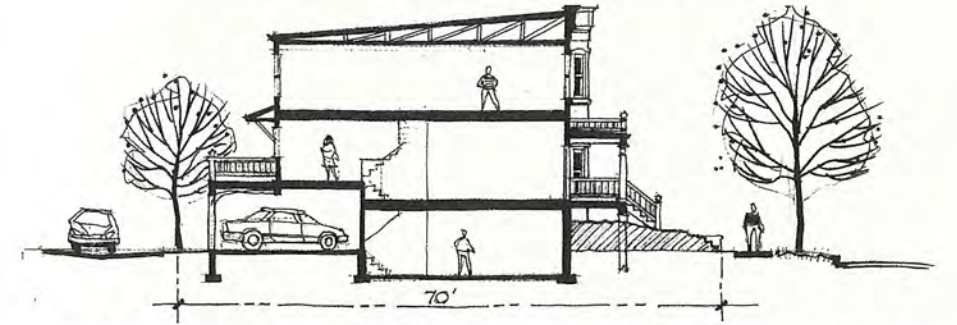


TOWN HOUSES

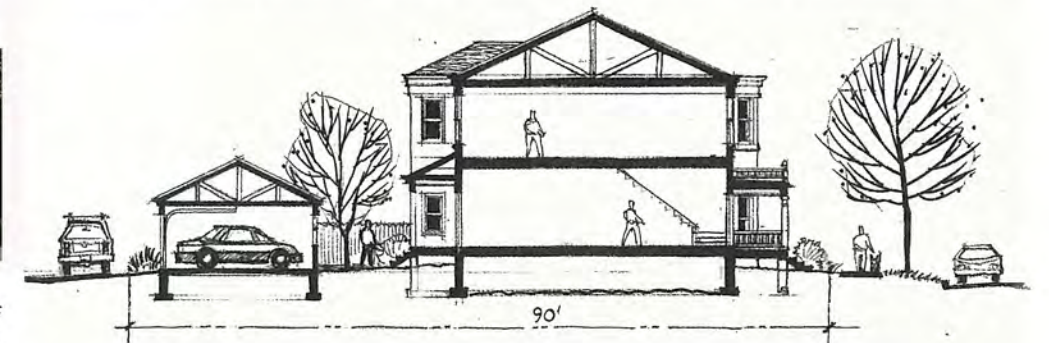
The three row house prototypes employ a similar lot configuration to respond to different use and amenity preferences. The Split Level Town House provides the convenience of an attached garage tucked underneath second-floor dining, kitchen, and outdoor living areas. Entry porches and raised front yards create a strong presence along the street. The Backyard Town House uses a detached garage to create small and intimate courtyards. Finally, a Live/Work version allows for a large portion of the first floor to be used for studio or workspace with direct access from the street. Living space is located conveniently above the work space.



The Live/Work entry is immediately accessible at grade



The Split Level Town House entry is higher above and further back from the sidewalk



The Backyard Town House entry is closer to the ground and sidewalk

TOWN HOUSE TYPES

SPLIT LEVEL TOWN HOUSE

- The following standards gracefully accommodate the split-level design that allows for garages to be tucked under row house living areas.
- Provide a raised front yard at least 2 feet above the sidewalk.
- Elevate covered entries for Split Level Town Houses from 4 feet to 7 feet above the abutting sidewalk.
- Provide private exterior space for Split Level Town Houses on the second floor at the rear above the garage.

BACKYARD TOWN HOUSE

- Elevate covered entries at least 18 inches above the abutting sidewalk. This is similar to patterns for single-family houses.
- Provide private exterior space for Backyard Town Houses by creating a garden/terrace between the garage and row house.

LIVE/WORK TOWN HOUSE

- Front entrances must employ a recessed arcade or awnings, allowing direct access at grade. This is similar to Main Street storefront patterns.

BREAKS BETWEEN GROUPS

- Break up long lines of row houses to provide visual relief and pedestrian access to alleys.
- Create a separation of at least 12 feet every 200 feet or every 10 row houses.
- Do not place separations where row houses create terminated vistas at a perpendicular street.

PRESENTATION AT CORNERS

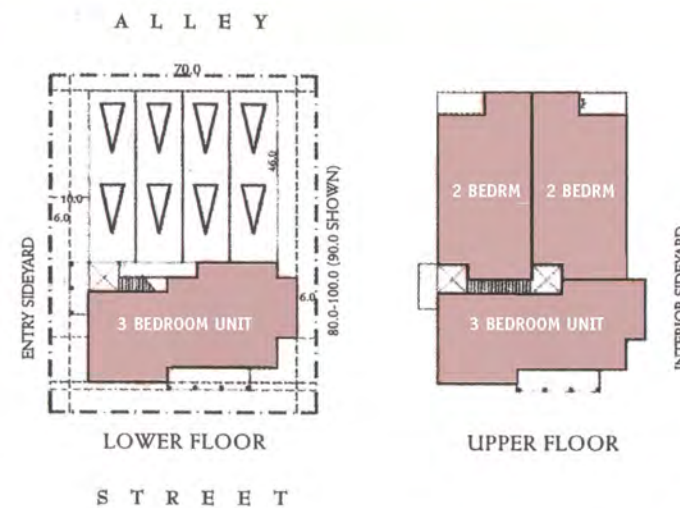
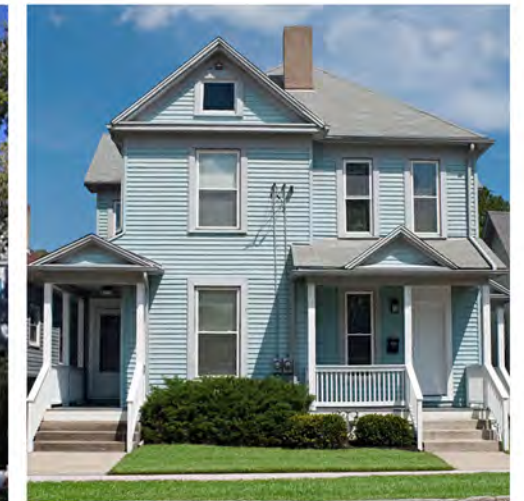
- The relationship of buildings to one another and the street is especially important at corners.
- Buildings on corner lots must address both streets. All corner lots are typically slightly wider for the sideyard setback along the street and to allow for building articulation and side porches.
- Carefully consider the articulation used where a line of row houses reaches the street corner.
- Celebrate the corner with an angled facet addressing the corner, a recessed entry, a tower form, or similar architectural treatment.
- At the end of a line of Town Houses (side elevation), include appropriate articulation, windows, and interesting architectural elements. Appropriate articulation for side elevations is equal to that called for on front elevations.
- Place garages for end units towards the street to shield any adjacent surface parking spaces.



Street Corner Type Multi-Unit Home

MULTI-UNIT HOMES

The Multi-Unit Home combines several residences within one structure designed to resemble a large single-family home. The prototype illustrated here is for a four-unit building that provides attached garages accessed from rear alleys. Different-sized buildings may be combined along a block face. When located on corners, Multi-Unit Homes provide porches and entries on both elevations facing the street. When located on the block interior, a “family” of entrances between two buildings provides gracious access to the upper-floor residences.



Typical four-unit Multi-Unit Home organization



ARCHITECTURE AND ENTRY ARTICULATION

- One goal for Verano is to create a handsome and timeless architecture based on San Antonio’s historic neighborhoods. These neighborhoods derive much of their character from the simplicity of architectural forms. Buildings at Verano should emphasize one primary architectural form with supporting secondary elements. Too much complexity or competing primary forms undermine this goal.
- An articulation is defined as the connection of an open porch to the building, a dormer facing the street, a well defined entry element, a horizontal offset of at least 2 feet in the principal building wall for a minimum 4 feet in width, or a change in the height of front elevation roof-lines by at least one story.
- The primary building elevation of Multi-Unit Homes on lots 80 feet wide or narrower require at least two articulations, but not more than four.
- The primary building elevation of Multi-Unit Homes on lots greater than 80 feet wide requires at least four articulations, but not more than six, unless approved.

PRESENTATION AT CORNERS

- The relationship of buildings to one another and the street is especially important at corners.
- Buildings on corner lots must address both streets. All corner lots are typically slightly wider to accommodate the side yard setback along a street and allow for building articulation and side porches.
- Multi-Unit Homes with attached garages on corner lots must have entry porches on both elevations facing the street.
- Side elevations facing a street are subject to the articulation requirements for the primary facade of that building.

ENTRY AREAS

- For Multi-Unit Homes with attached garages, public access is provided via a common entry and porch on the side of the building, while direct private access occurs from the garages.
- Place individual entries at ground level facing the street.
- Any Multi-Unit Homes with attached garages that are located on a corner lot must have side entries to upper floor units placed facing the street.
- Pairs of Multi-Unit Homes with attached garages on the interior lots have entry porches placed facing each other and common pedestrian access from the street.

PRIVATE EXTERIOR SPACE

- Each Multi-Unit Home will provide one outdoor space directly accessible from living/dining areas. This space may be provided as a covered porch, patio, or balcony. It must be at least 6 feet deep and a total of 72 square feet.

COMMON AREAS

- Locate common areas, circulation paths, and building entries and porches where they are most visible from the street and from home interiors.



APARTMENT BUILDINGS

Apartment buildings are one of the principal housing types in any project. They fall into the category of medium-high residential density. With town homes and live-work units, apartment buildings are usually associated with open public space and contribute principally to the scale and definition of the street edge. They are instrumental in creating the sense of enclosure and form a moderately busy street. A courtyard is a design feature traditionally found in hot and arid climate.

MASSING, FACADE DESIGN, MATERIALS

Buildings should have a coherent formal vocabulary and exhibit a hierarchy in their composition. Buildings fronting major public spaces should have relatively simple fronts and roofs, with wings and plan articulations on secondary sides. Buildings should have a distinctly different bottom, top, and middle. Well defined roof lines are greatly encouraged. An expression line should delineate division between the ground floor and upper floors. The ground floor should have higher plate height than the upper floors. Pitched roofs are recommended for smaller buildings. A cornice should delineate the tops of facades for buildings with a flat roof. The use of arcades, porches, and colonnades is strongly recommended. Corner conditions need to be distinguished by a specially articulated portion of the building addressing both frontages in a similar manner. Buildings should be 2-4 stories high. Entries to the buildings should be well expressed (covered, recessed) and should be apparent.

Windows should be vertically proportioned and utilize distinct frames, materials, and colors for window surrounds. Awnings and shutters are recommended in accord with the building style selected. Wall-to-roof transition is a strong flavor giver and should be given special care to create a regionally appropriate expression. Building planes should avoid the large monolithic appearance of uninterrupted sameness; rather, they should be differentiated for reasons of scale, light control, and relatedness to the space they face or enclose. No mechanical equipment should be mounted on the exterior of the building in public view.

Acceptable wall materials for courtyard apartments are: stone, brick or a combination of the two, stucco, cast stone, rock, marble, granite, tile, and glass block. Also acceptable are Hardi planks and sheets, and textured or patterned pored-in-place concrete with integrated color. EIFS can be used only as accent material. Acceptable roofing materials are: standing seam metal roof, stone and clay roof tile.

MIXED USE BLOCKS (LOFT OR OFFICE OVER RETAIL)

A Mixed Use Block is the quintessential P5 block that makes active urban life possible. The first 20-30 ft on the ground are used for public or commercial functions, upper levels are generally residential. The lower part of the building changes over time, the higher part is generally unchanged. This is a high-density building type and is found in city centers. The ground level is permeable for a seamless connection between inside and outside necessary for a continuous pedestrian experience.

GROUND FLOOR, ADDRESSING OPEN SPACE, DETAILS

Many provisions applicable to courtyard apartment buildings also apply to mixed-use blocks. What is listed below are additional requirements specific to this building type:

A. Ground floor openness is critical for the street experience. Its height needs to be 15 ft or more and 60% of the walls at this level should have transparent storefront windows. For colonnades, arcades, and porches column spacing should be equal or less than the column height. Buildings facing major open space should relate to it by using porches, arcades or colonnades as well as have a meaningful functional connection. Buildings should relate to each other in terms of scale and materials. Building surrounding the same public space should utilize: 1) The same architectural character, 2) Similar floor or cornice height, 3) Similar treatment of wall-to-roof transition, and 4) Similar treatment of door and window openings.

B. Buildings should be interwoven with landscaping for desired aesthetic and functional results. Open space between buildings should not be a leftover space but rather typologically identifiable as pedestrian ways, forecourts, urban gardens, courtyards and playgrounds. Additions and expansions to buildings should be inspired by the original building character and be in harmony with the original design intent. Buildings at street terminations and building at corners should acknowledge their special location by specific design elements. Such elements may be more than one story high and may be enhanced by towers and arcades.

C. Windows, doors, and trim should be compatible with the architectural style. Specialty windows, such as circles, ovals, and fans, can be used but sparingly and for accent purposes only and should be of the same materials as the rest of the windows. Awnings are encouraged. Roofing and exterior materials are the same as courtyard apartments.



MASSING, FACADE DESIGN, MATERIALS

Buildings should have a coherent formal vocabulary and exhibit a hierarchy in their composition. Buildings fronting major public spaces should have relatively simple fronts and roofs, with wings and plan articulations on secondary sides. Buildings should have a distinctly different bottom, top, and middle. Well defined roof lines are greatly encouraged. An expression line should delineate division between the ground floor and upper floors. The ground floor should have higher plate height than the upper floors. Pitched roofs are recommended for smaller buildings. A cornice should delineate the tops of facades for buildings with a flat roof. The use of arcades, porches, and colonnades is strongly recommended. Corner conditions need to be distinguished by a specially articulated portion of the building addressing both frontages in a similar manner. Buildings should be 2-4 stories high. Entries to the buildings should be well expressed (covered, recessed) and should be apparent.

Windows should be vertically proportioned and utilize distinct frames, materials, and colors for window surrounds. Awnings and shutters are recommended in accord with the building style selected. Wall-to-roof transition is a strong flavor giver and should be given special care to create a regionally appropriate expression. Building planes should avoid the large monolithic appearance of uninterrupted sameness; rather, they should be differentiated for reasons of scale, light control, and relatedness to the space they face or enclose. No mechanical equipment should be mounted on the exterior of the building in public view.

Acceptable wall materials for commercial buildings are: stone, brick or a combination of the two, stucco, cast stone, rock, marble, granite, tile, and glass block. Also acceptable are Hardi planks and sheets, and textured or patterned pored-in-place concrete with integrated color. EIFS can be used only as accent material. Acceptable roofing materials are: standing seam metal roof, stone and clay roof tile.

GROUND FLOOR, ADDRESSING OPEN SPACE, PARKING

A. Ground floor openness is critical for the street experience. Its height needs to be 15 ft or more and 60% of the walls at this level should have transparent storefront windows. For colonnades, arcades, and porches column spacing should be equal or less than the column height. Buildings facing major open space should relate to it by using porches, arcades or colonnades as well as have a meaningful functional connection. Buildings should relate to each other in terms of scale and materials. Building surrounding the same public space should utilize: 1) The same architectural character, 2) Similar floor or cornice height, 3) Similar treatment of wall-to-roof transition, and 4) Similar treatment of door and window openings.

B. Buildings should be interwoven with landscaping for desired aesthetic and functional results. Open space between buildings should not be a leftover space but rather typologically identifiable as pedestrian ways, forecourts, urban gardens, courtyards and playgrounds. Additions and expansions to buildings should be inspired by the original building character and be in harmony with the original design intent. Buildings at street terminations and building at corners should acknowledge their special location by specific design elements. Such elements may be more than one story high and may be enhanced by towers and arcades.

C. Windows, doors, and trim should be compatible with the architectural style. Specialty windows, such as circles, ovals, and fans, can be used but sparingly and for accent purposes only and should be of the same materials as the rest of the windows. Awnings are encouraged. Roofing and exterior materials are the same as courtyard apartments.

D. Visual impact of surface parking lots, loading, and service areas should be minimized. Parking lots should be located to the side or rear of buildings to allow building fronting on primary public streets. Loading areas should not be visible from any primary streets.

E. Roof-mounted equipment should be screened from view with enclosures that are consistent with the building architecture.

F. Architectural Styles

1. Primary Architectural Styles
 2. Classical Style
 3. Victorian Style
 4. Texas Hill Country Style
 5. Craftsman Style
6. Modern Architectural Style
7. Minor Architectural Styles
8. Working With Tradition



Classical Style



Victorian Style



Texas Hill Country Style



Craftsman Style



PRIMARY ARCHITECTURAL STYLES

Architectural styles are some of the most visible signs of historical and cultural values of any era. The term "style" refers to the consistent qualities and features that link different works together into groups. The history of styles in American housing is as complex and rich as the history of the nation and its people. There is no one single American style of architecture; different immigrant groups and individuals have adapted their own national traditions to the new land, and many have borrowed or combined with other stylistic traditions to create hybrid designs so hard to classify sometimes. In the heyday of eclecticism, about 1865-1930, the entire spectrum of historical styles was revived at one point or another. The important point here is that every time a style is revived, it is different.

Stylistic labels are frequently associated with value judgments. In many cases, the style chosen was meant to signify the allegiance or aspirations of the homeowner. When making a conscious choice, Americans have tended to pick revival styles on the basis of moral values attributed to them. Thomas Jefferson felt that Classical architecture promoted clear thinking and civic virtues, and so it was the style most suited of the new republic. Exotic styles, on the other hand, appealed to a spirit of adventure and discovery. At any time, more than one style might be fashionable, and when the style changes it usually does so gradually as architects learn to adapt to new ideas. Styles often spread to places other than the place of their origin and do so in a variety of ways.

The goal of the architectural style guidelines is to help create the memorable character, identity and appeal found in the historic neighborhoods of Central Texas, not to provide exact replicas of historic buildings. The four primary styles historically prevalent in Bastrop are Classical, Victorian, Texas Hill Country and Craftsman. In addition, there are also a few examples of other minor styles such as Colonial, Foursquare, Prairie style and a good number of examples of hybrids containing elements of more than one style.

Many elements contribute to defining a particular style. In some cases the use of just a handful of appropriate elements can be successful in defining a style and creation an authentic composition. The key in working with the styles presented here, as in all traditional architecture, is to work within general massing rules, maintain proper proportions and formal consistency among building components, utilize appropriate selection and placement of details, and select building materials historically appropriate for the style and if possible regionally available.

Although more than one style is selected as being appropriate for this area, once the home style is chosen the building design proposed must be coherent within the selected style. Indiscriminate borrowing and exchange of elements between different styles creates confusion, muddles the clarity of architectural expression, and will generally not be acceptable. However, if a coherent design is presented in modern style or a minor regional style not listed in the pattern book, such a project may be considered by the authority designated for review and approval of architectural projects.

To be executed well, Classical, Victorian and especially Modern style require a degree of design and craftsmanship not commonly available today. In order to prevent oversimplification of the style's basic principles, erroneous detailing and misuse of materials, projects electing to use these styles will undergo a more thorough scrutiny before they are approved. In case of such a project, contact and coordination with the designated permitting authority (Town Architect or Design Review Committee) at the early stages of the project is strongly encouraged.



- CONSTANT ROOF SLOPES
- DORMER PROPORTIONED FOR A SINGLE WINDOW
- ELABORATE BRACKETS WITH NICELY DETAILED ENTABLATURE
- MULTI-PANE WINDOWS
- CONSISTENT RAIL DESIGN
- FULL WIDTH TWO STORY "TEMPLE" PORCH WITH PEDIMENTED GABLE ROOF ABOVE AND SYMMETRICAL FRONT FACADE
- SLIM VERSION OF CORINTHIAN ORDER COLUMNS
- UNEVEN NUMBER OF OPENINGS AT PORCH (3 OR 5)
- ORDERLY RELATIONSHIP BETWEEN DOORS, WINDOWS, PORCH & ROOF



CLASSICAL - CHARACTERISTICS OF THE STYLE

The basic classical house has a simple rectangular volume, either one or two stories, with hip or gable roofs. Often, it has a "temple" front porch facing the street but remaining the part of the main body of the house. The porch is the most important element for the classical house, can be one or two stories, straight or curved, and often utilizes Greek or Roman columns and a variety of detailing of the entablature above.

Houses are usually symmetrical though carefully balanced asymmetrical compositions are also possible. Wings are generally narrow and of similar proportions added to the side or the back. Roof pitches are consistent and can vary from 6:12 to 12:12, most common being 8:12.

Windows are multi-pane, most commonly 6 over 6 or 9 over 9, with the first floor windows being taller than the second floor windows. Dormers occur in both gable and hip roof types, usually proportioned for a single window.

There is an orderly relationship among columns, windows, doors, porches and roof forms. Eaves and cornices are usually well-detailed. Materials used for this style include stone, brick, stucco, shingles (for accent), and horizontal siding.

HISTORY, CONTEXT AND VARIATIONS

The Classical style in the US draws primarily from Greek precedents and less so from classical Roman prototypes and its appearance and vocabulary was greatly inspired by the 1893 Columbian Exposition in Chicago. Moldings are more severe rather than ornamentally enriched, there is no statuary along the roofline or on the façade, and the round (Roman) arch appears infrequently. The impression is one of grace combined with post-and-lintel construction, although modern, reinforced materials were used.

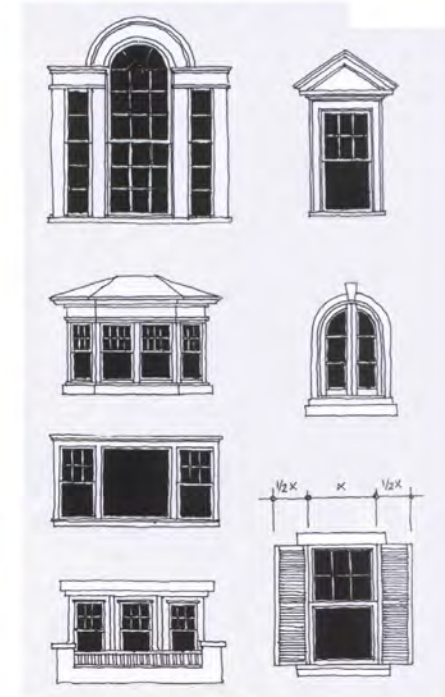
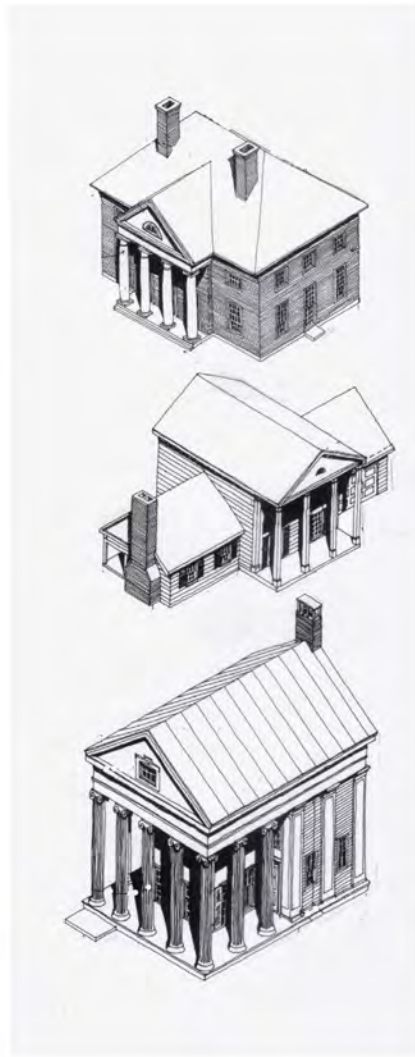
The scale and proportions of the style are suitably massive, but it also became quite popular in the middle-class housing where the scale was refined to reflect a more modest demeanor of the buildings, and orders can be of both single and double height.

The frontage is usually dominated by a pedimented portico supported by an even number of free-standing columns, and the whole composition was characterized by rational and symmetrical distribution of parts. The style typically uses slim, simplified

columns of the Ionic or Corinthian orders, and may well combine the two. Such admixture was facilitated by the debut of readily available, mass-manufactured architectural details produced of industrial composites.

Between six and eight sub-styles have been identified. The most common were 1) a principal full-height porch of about one third of the length of the façade, and colonnaded with pedimented gable roof above, or 2) the same double-height porch motif occupying the full length of the façade and bearing flat roof. The later type was especially popular between 1925 and 1950.

During this same period, the one-story cottage with a dominant centralized dormer, hipped roof, and colonnaded porch of either part of full width, was also fashionable for smaller homes. This style was popular in the South. There are also a number of other sub-types that appear less frequently. The style continues to be popular to this day, particularly in large style urban and suburban houses.



MASSING

- The basic house is typically a simple rectangular volume, one or two stories, with hip or gable roofs.
- The porch is the most important element and commonly it is a "temple" like front porch facing the street but remaining part of the main body of the house.
- Houses are usually symmetrical, but carefully balanced asymmetrical compositions are also possible.
- Wings are generally narrow and of similar proportions.

ROOF DETAILS

- Roof pitches are consistent and vary from 6:12 to 12:12. Most common are 8:12.
- Gable dormers facing the sides are most appropriate for this style.
- Overhangs are consistent, generally 1-2 ft wide. Eaves are usually with closed soffits.
- Repetitive ornate brackets are common under the primary roof eaves.

DOORS & WINDOWS

- Symmetrically placed doors and windows are most common, but well balanced non-symmetrical compositions are possible.
- Use individual, paired, or triple windows. Bay windows are common, and round windows, combined or by themselves, are often used for façade accent.
- Use double hung windows with divided lights in both sashes. Typically 6 over 6 or 9 over 9 but other combinations can be found as well.
- First floor windows are usually higher than the second floor windows. Dormers occur in both hip and gable roofs, usually proportioned for a single window.

PORCH / ENTRY

- Use strong front porch/entry, usually with a "temple" look, but could also be in front of the full façade.
- Porch can be one or two stories.
- Often utilizes Greek or Roman columns, sometimes combined (round or square), and a variety of detailing to the entablature. Column size is typically no less than 8 inches in diameter or 8-inch square.
- Bottom porch is commonly without rail and elevated from the sidewalk.

DETAILS

- Eaves and cornices are usually well detailed.
- Windows are commonly trimmed by 1x4 boards with the cap molding sometimes intricately detailed.
- Nicely detailed balusters are used for stair and porch rail.
- Wood picket fences are common as well as black metal

MATERIALS

- Wall materials used for this style include stone, brick, stucco, decorative shingles (accent) & horizontal siding.
- Most common roofing materials are standing seam metal, and asphalt and fiberglass shingles.
- Windows are usually wood or wood with metal cladding with traditional profiles. Doors are typically made out of wood and are stained or painted.
- Wood or fiberglass porch columns with straight or turned wood balusters.



- DECORATIVE TRELLIS WORK AT GABLE ENDS
- ACCENT WINDOWS
- STEEPLY PITCHED GABLE ROOFS
- EXPOSED FINELY DETAILED RAFTERS
- ACCENT TRIM AT WINDOW TOP
- VERTICALLY PROPORTIONED WINDOWS WITH SHUTTERS
- DELICATE BRACKET WORK AT PORCH
- GENEROUS PORCH WITH COLUMNS PLACED ABOVE GRADE
- INTRICATE RAIL DETAILING



VICTORIAN - CHARACTERISTICS OF THE STYLE

Victorian style homes are dominated by a steeply pitched gable roof facing the street. The main gable may be combined with wings on one or two sides, or emerge from a larger hip-roofed rectangular volume. Symmetry is optional.

Usually generous one-story porch is integrated into the front façade. Gable, hip, shed, or special dormers are typically employed to provide additional floor area, daylight, and architectural interest. Overall composition usually features symmetrically placed, vertically proportioned, double hung windows.

Simplified ornamentation occurs at porches, gable ends, and at special features such as bay windows and towers. Appropriate materials include primarily horizontal siding and more rarely, at least in this area, brick.

The application of the style is seldom pure and borrowing from different stylistic approaches is evident in the Central Texas Victorian. In both Georgetown and New Braunfels there are hybrids that borrow from both the Classical as well as the Arts and Crafts movement. This mix of various styles components is what creates an interesting character, which blends with other styles and yet stands out on its own.

HISTORY AND CONTEXT

The Victorian style was prevalent for residential buildings in the United States from about 1860 to 1910. Although under the same name, the actual applications of the style vary from region to region. As opposed to High Victorian, characterized by the exuberant and sometimes hardly discriminating use of applied ornament as well as very eclectic compositions, the Central Texas version of the style may be called the Folk Victorian.

This variation of the basic style flourished as railroads spread across the country providing a steady supply of pre-made Victorian millwork. The Folk Victorian version resulted from the application of the stylistic principles to more modest residences. Forms were simplified, and ornamentation was applied chiefly to the porches, gable ends, and cornices.

VARIATIONS

In general, the Victorian style allowed the form of the house to be more organic, freeing the builder to incorporate exotic extensions, roof overhangs, and more complex massing types.

By 1910, other styles such as Colonial Revival and Craftsman began to compete for the homebuilder's attention. Yet application of Victorian style remained popular throughout much of the 20th century.



MASSING

- Front facing gable with or without side wings
- Gabled wings protruding from principal hip-roof form
- Hipped or conical roof tower elements on front elevations
- Use of projecting bays & turrets
- 1 1/2 to 2 stories typical
- Symmetrical or asymmetrical facade composition
- Main level floor-to-ceiling height typically 9-10 feet

ROOF DETAILS

- Steeplly sloping gable roofs from 8:12 to 12:12
- Secondary hip and shed roofs from 3:12 to 8:12 and gable roofs from 6:12 to 12:12
- Generous use of gable, hip, shed or special dormers
- Roof overhangs typically 12 inches but up to 30 inches are acceptable
- Closed soffits and eaves with ogee or half round gutters

DOORS & WINDOWS

- Vertical double-hung windows
- Individual or paired window treatments typical
- Square and angled bay window treatments
- Limited use of accent windows and multi-pane sashes with true divided lites
- Wide (4 to 6 inches) or embellished exterior trim with cap moldings

PORCH / ENTRY

- Full or generous partial porch, with wrap-around at corner encouraged
- Turned column styles 6" nominal
- Round coulumn styles to include Doric, Ionic and Tuscan, with a minimum diameter of 8 inches nominal size
- Square column styles with chamfers and moldings at least 6" in width
- Delicate railings to include square or turned 2 inch by 2 inch balusters or scroll saw cut patterns
- Lattice treatments to screen area under the porch

DETAILS

- Decorative gable end truss work
- Decorative brackets at porch columns
- Rake moldings
- Ogee profile gutters at horizontal facia

MATERIALS

- Horizontal wood, simulated wood or shingle siding with actual or expressed coursing not to exceed 6 inches (4 to 5 inches preferred)
- Siding patterns to include bevel (clapboard) and drop siding
- Full brick or brick up to the second floor line
- Decorative wood or shingle patterns in gable ends
- Brick and stone or textured concrete foundation base with approval of Town Architect



- DOOR CENTERED ON THE MAIN SPACE AND ASYMMETRICAL WINDOW
- HIGHER PITCHED ROOF OVER MAIN SPACE WITH METAL ROOFING MATERIAL
- WINDOWS IN THE KNEE WALL BETWEEN THE EAVE AND THE ROOF OF THE PORCH
- LOCAL STONE FOR WALL MATERIAL
- ROOF ACROSS FULL FRONT FACADE WITH WOOD POSTS, EXPOSED OR CONCEALED RAFTER TAILS, LOWER PITCH ON SHED ROOF
- WOOD POST FROM CEDAR POLES TO DECORATIVE
- GENEROUS FRONT PORCH ELEVATED FROM THE GROUND
- RAILS ARE OPTIONAL
- EXTERIOR STAIR TO UPPER LEVEL; BACK PORCH
- BEND IN THE ROOF PITCH "CAT SLIDE"



TEXAS HILL COUNTRY - CHARACTERISTICS OF THE STYLE

The primary characteristic of this style is that the buildings are composed through simple juxtaposition of pure Euclidian geometric forms – rectangles and triangles in a variety of combinations. The two principal components of the house are the main space and the porch or the "lean-on" rooms. The main space is usually an elongated rectangle with the porches commonly placed along the longer sides of the main space. Sometimes, the main space has an "L" configuration with the porch and the entry placed at the inside corner of the "L".

Porch is a crucial architectural component in the hot Texas climate. While in more urban settings porch serves as a demarcation line between the public and the private, in the Texas Hill Country the porch is a necessary transitional space between the inside and outside absolutely necessary for the proper functioning of the building. A special kind of porch is sometimes placed in the middle of the house to separate the sleeping quarters from the cooking areas in the hot Texas climate – the "dog trot".

It is in the interplay between the main space and the porch or the "lean-to" that the variety of expressions can be created. Porches can be added on to the main space (either full length or not), carved out of it, and added perpendicular to the main space. Porches can also be one or two-story. Porches added directly to the main space create a fold in the roof pitch commonly called "the cat slide". In two-story buildings the eave of the main space and the top of the porch can also be separated with small square windows placed in the knee wall between them.

Roof pitches are low to moderate over the porches and higher (8:12 and even 12:12) over the main space.

HISTORY AND CONTEXT

There are two living traditions of architecture in Texas today. One is Mediterranean, imported first through the Missions from the south. The other active architectural tradition developed in the last 200 years represents a unique blend of German ingenuity and the climatic and geological ruggedness of the Texas Hill Country into geometrically simple, efficient, and functional architecture. There is a clear and uncomplicated structural integrity expressive of the space within that makes the structures built in this style architecturally honest to the point that some of them could be called an expression of the "aesthetics of necessity". Especially in its early examples this style of architecture is first and foremost functional. Form follows function and nothing is left over.

The greatest number of these simple buildings can be found in the German towns of central Texas such as Fredericksburg, New Braunfels, Boerne, and Gruene, Colonized by Germans in the first half of the nineteenth century, these towns today still exhibit a great degree of discipline and rigor in their architectural production strongly influenced by the tradition within and around them.

The works of some prominent Texas architects have been inspired by the traditional residential but also agricultural structures of the Hill Country, and this architectural style has gotten the attention on the national level as one of the more authentic directions in American architecture.

Over the years, the purity and simplicity of the early pioneer buildings has been somewhat lost, due to the popularity of other styles from which components are sometimes borrowed, new technological advances such as air conditioning, as well as the current practice of architecture and its dubious relationship with tradition. However, the simplicity and the power of the Hill Country style in the face of contemporary mass produced homes has not diminished its popularity not only in the Hill Country but across Texas and beyond. To the contrary.



MASSING

Massing is simple and comprised of basic geometric forms. Two principal components of the house are the main space and the porch or "lean-to" rooms.

The main space is usually an elongated rectangle with the porch placed along the longer side of the main space.

The main space can also have an "L" configuration with the porch and entry placed inside the corner of the "L".

Homes are most commonly one or two story and often with the attic type space on the second level. Smaller homes and "Sunday houses" are usually one-and-a-half story.

ROOF DETAILS

Moderately steep gable roofs (6:12 to 10:12) for principal roof.

Slope changes are common as the roof transitions from main space to secondary rooms or the porch ("cat slide").

Gabled dormer facing the street is most common, but shed dormers are a part of the language too.

Overhangs are generally about 12 inches and eaves usually have open rafters.

DOORS & WINDOWS

Symmetrically placed doors and windows are typical, but well-balanced asymmetrical compositions are possible.

Windows are mostly individual with very occasional pairing.

Double hung windows with divided lights in both sashes (6 over 6, 4 over 4, and 2 over 2 are typical).

Small (sometimes square) awning or single-hung windows between the porch roof and the main roof are one of the characteristics of this style.

Trim is commonly wide, 4 to 6 inches on wood siding, brick moulding on masonry walls, with lintel often expressed.

PORCH / ENTRY

Generous front porch across full façade typically with low sloping roof.

Porches can be added to the main space or carved out of it. One or two stories.

Main entry is most common through the front porch.

Columns and beams are simple wood construction, sometimes with notching.

Porch flooring is typically wood or stone.

Porches are open and elevated from the sidewalk. Porch rail is an exception rather than the rule.

DETAILS

Chimneys are an important part of the house massing, usually placed at gable end.

Outdoor stair leading to the second story space is common, typically placed at the gable end and occasionally within the two-story porch.

Simple, almost austere detailing of homes is most prevalent. Occasional Victorian detailing and components can be found mixed with the basic style.

Painted shutters can be found (panel or louver) on single windows.

MATERIALS

Stone, in a variety of cuts and patterns, is the most common building material.

Other acceptable materials include wood siding (vertical and horizontal), wood logs (hewn), plaster (stucco), and Fackwerk (timber-framed walls with areas between timbers filled with small rock and then plastered).

Combinations of materials are also common – stone and logs, stone and siding, stone and plaster.

Most common roofing material is standing seam metal roof; natural or painted.



MODERATE PITCH ROOFS WITH
GENEROUS OVERHANGS; 1-1/2
STORY MASS WITH GABLE OR
SHED DORMERS

EXPRESSION OF STRUCTURAL
COMPONENTS

OPEN EAVES WITH EXPOSED
RAFTER TAILS

PAIRED OR TAPERED COLUMNS
ON STONEY BASES OR LOW WALLS

GENEROUS FRONT PORCH,
USUALLY ELEVATED FROM THE
GROUND



CRAFTSMAN - CHARACTERISTICS OF THE STYLE

The principal features of the style are low-to-moderate pitch usually multiple gable roofs with wide overhangs, unenclosed eaves with exposed rafter tails, False beams, triangular knee braces and brackets are often applied at gable ends.

Generous porches with substantial columns and bases, usually elevated from the ground 3-4 feet. Columns are double or tapered and sit on strong bases or low walls. Bases are typically made of solid masonry construction. Sometimes railings are replaced by low walls.

Most front façade compositions are asymmetrical but symmetry is also an option and depends on the orientation of the principal roof. The base of the house is usually emphasized with a different and heavier material than the siding above. Stone, brick, or stucco are preferred.

Dormers are typical on 1 1/2 story designs, either gable or shed type. Usually they are not mixed. Wall materials include stone, brick, stucco, shingles, and horizontal siding. Ornamentation is restrained. Structural members are exposed where possible.

HISTORY AND CONTEXT

Stylistic eclecticism reached particular intensity in American architecture during the initial decades of the twentieth century. In other words, styles were influenced by each other and selective borrowing of components between the styles was not so unusual. By the end of the first decade of the new century, however, a uniquely different style called Craftsman bungalow was developing in California, the center of economic prosperity at the time.

The bungalow type small-to-medium-sized suburban house had emerged by about 1903, dramatically departing from customary American architectural practice in not borrowing from recognized antecedents. The bungalow takes its name from a remote predecessor, a vernacular cottage prototype found in Bengal, with which it shared vague formal similarities. It had been recognized as an especially suitable solution to the needs of the current housing boom, which required an unlimited individual variety in a basic prototype for reasonably priced domestic architecture appropriate to the climate.

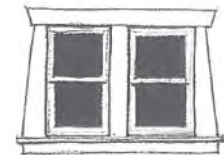
With the design insight and talent of the Greene brothers in Pasadena, and Bernard Maybeck in Berkeley, the Craftsman bungalow grew into a

significant statement of Arts and Crafts values skillfully adapted to the California life-style.

Typically of one-story, the standard form featured both a covered porch and a patio, and good size rooms configured in an open floor plan, which eliminated poorly lit entry halls. The plan was both functional and comparatively inexpensive in its wood, local stone, and often shingle construction.

As a result of bungalow's popularity in California, an abundance of pattern books was published. As the style spread, builders and developers throughout the country constructed whole neighborhoods with streets lined with this single-family house. Further, "kit" houses were manufactured and sold complete with pre-cut timber, plans, fixtures and fittings.

As a result of these various factors, a large portion of American towns came to include bungalow suburbs before the end of the 1920s. The Craftsman bungalow was a dominant form of smaller-scale vernacular housing in America from about 1903 through the mid 1920s when it began to diminish in popularity.



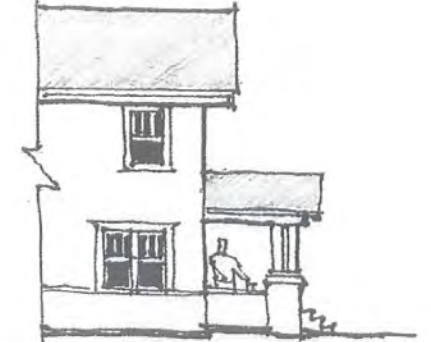
Typical double-hung paired windows with tapered side trim and angled head trim



Picture window with flanking double-hungs with divided lites in upper sash



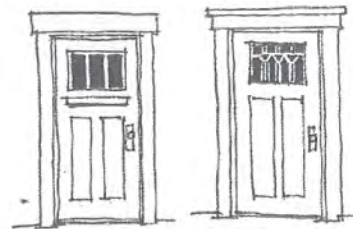
A shed-roof porch continues the line of the primary roof with a change in the slope



A gable-roof over an appended front porch



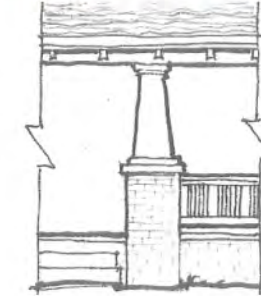
A small accent window



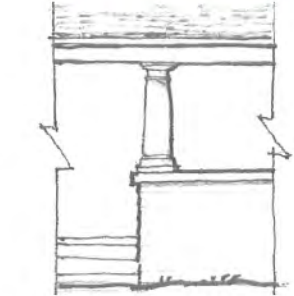
Arts and Crafts-style front doors



Short paired boxed columns on top of shingled, tapered pedestal



Wide tapered box column on brick base with wood railing



A round Tuscan column on top of a wood-sided low wall

MASSING

- Side gable, center gable facing the street, or cross gable with dormers
- 1-1/2 story massing compositions are encouraged
- Symmetrical or asymmetrical facade composition
- Emphasis on horizontal rather than vertical lines

ROOF DETAILS

- Medium-pitch gables (6:12 to 10:12) for principal roofs
- Principal roof ridge when parallel to street may continue down to cover porch, sometimes with a change in slope
- Gable or shed dormers only, but not mixed together
- Wide overhangs (24 to 30 inch) with unenclosed eaves
- Exposed rafter tails and soffits, with decorative cut ends encouraged

DOORS & WINDOWS

- Windows mulled together in pairs or threes
- Double-hung windows with divided lites in upper sash only
- Limited use of small accent windows and angled bays
- Wide trim (5 to 6 inch) with head trim extended past jamb trim or head trim with cap moulding
- Tapered side trim with head trim flared at ends

PORCH / ENTRY

- Full or generous porches, rarely less than one half the facade
- Tapered or double columns at least 10 inches wide may sit on wider tapered bases or low walls
- Porch bases are typically of solid masonry construction. Lattice treatments generally not appropriate.
- Porch masonry bases may continue as columns or as low walls instead of railings

DETAILS

- The base of the house (up to 1st floor level) should be emphasized with a different and heavier material than the siding above, utilizing stone, brick, or stucco
- False beams, triangular knee braces, and brackets applied at gable ends
- Half timber trusses or stick work in gable ends, porches, and dormers

MATERIALS

- Wall materials include stucco, horizontal painted wood, simulated wood siding, or shingles
- Heavier materials such as stone and brick are encouraged at the base
- Gable ends may be treated with stucco and half-timbered elements
- Use of masonry confined to foundations, porch bases/columns, and chimneys



CURVED ROOF

MODERN USE OF WOOD
LACK OF ORNAMENT

CLEAN LINES
HORIZONTAL EMPHASIS

OPEN TO THE STREET

VISIBLE INTERIOR
SPACE

DYNAMIC RELATIONSHIP
BETWEEN PARTS



HISTORY AND CONTEXT

Modern and contemporary are the two words used interchangeably to describe the architecture being built now as well as what was called the International Style that originated in Europe in the late 19th and the first half of the 20th Century. However, even though there are some similarities and overlapping characteristics, there is a fundamental difference between the two. Contemporary architectural style is, literally, what is being created and built right now, contemporary way of building is not tied to one specific style – it is of the moment and borrows bits and pieces from a variety of styles and eras.

International style modern architecture, on the other hand, is described as an era-specific design style that breaks away from the pre-Industrial Revolution styles. Simply put, modern design is connected to the machine age and is typically referred to the period between 1920s and the late 20th Century.

The overlapping characteristics of both are:

1. Lack of ornament. Decorative moldings and elaborate trim are eliminated or greatly simplified, giving way to a clean aesthetic where materials meet in simple, well-executed joints.
2. Emphasis on rectangular forms and horizontal and vertical lines. Materials are often used in well-defined planes with vertical forms juxtaposed against horizontal elements for dramatic effect.

COMMON CHARACTERISTICS

3. Low, horizontal massing, flat roofs, emphasis on horizontal planes and broad roof overhangs. Modern homes tend to be on generous sites and tend to have meandering single-story plans. Many examples tend to blend with the ground and appear to be of the site, not in contrast to it.

4. Use of traditional materials in new ways. Materials such as wood, brick and stone are used in simplified ways reflecting a modern aesthetic. Traditional clap board siding is replaced with simple vertical board cladding used in large, smooth planes. Brick and stone are simple, unornamented and used in rectilinear masses and planes.

5. Use of modern materials and systems. Steel columns are used in exposed applications, concrete block is used as a finished material, concrete floors are stained and exposed, long-span steel trusses permit open column-free spaces, and radiant heating systems enhance human comfort.

6. Emphasis on honesty of materials. Wood is often stained rather than painted to express its natural character in both interior and exterior uses.

7. Emphasis on open, flowing interior spaces. Living spaces are no longer defined by walls, doors and hallways. Living, dining and kitchen spaces tend to flow together as part of one continuous interior space, reflecting a more casual and relaxed way of life.

8. Relationship between inside and outside. Use of large expanses of glass in effect brings the building's site into the building, taking advantage of the dramatic views and natural landscaping.

9. Generous use of glass and natural light. Windows are no longer portholes to the outside, but large expanses of floor to ceiling glass providing dramatic views and introducing natural light deep into the interior of homes.

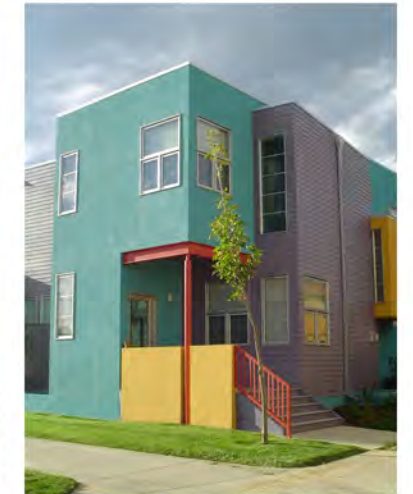
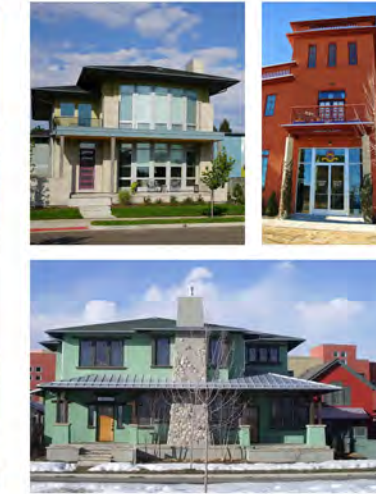
Modern Architectural Style



WORKING WITH TRADITION

How we use tradition in our designs without degrading it, and how we make a meaningful contribution to it, are tantalizing conundrums for many of us. Products and materials used in the 19th century are not readily available today, and the craft of home building that created historic Texas neighborhoods and towns is all but lost in today's construction industry.

The approach that seems to be instructional in designing new houses and other buildings can be called "imitation and innovation." By imitating, we try to penetrate into the underlying reasons and principals behind the design, and by innovation, we try to contextualize today's technology to reflect and serve tradition and at the same time take advantage of modern materials and means of production and construction. The point is not to copy, but to emulate. Our attempts should be not to reproduce details to a "tee," but rather to recreate the scale and formal richness of traditional homes and neighborhoods.



IMITATION AND INNOVATION

Traditionally inspired architecture, also called Neotraditional, does not copy historic architecture. We could say it engages the past in both dialog and competition. Imitation is both an engagement with tradition and an opportunity to expand, redefine or illuminate a part of it. Imitation is working from precedent; it enables architect to absorb the experience of the past and use it to complete the task at hand. Traditional solutions, however, are not always appropriate and an informed rejection of traditional design principles, after due consideration, is always an option. What is critical, though, is the understanding that the precedent represent a norm of some sort and that without the norm there could be no innovation.

The power of the past to inspire and instruct is significant and should not be easily discarded. In the time of sweeping changes in the design and construction of the built environment, drastic technological innovations in the production of architectural design and death of hand drawing as we know it, acceptance and use of traditional design principals can have a deeply humanizing effects on our work today.

F. General Landscape Standards

1. Horizontal Layering, Vertical Layering
2. Street Trees, Front Lawn, Alley Landscape
3. Fence Design, Fence Types, Height, Materials



GENERAL LANDSCAPE STANDARDS

These landscape standards outline the essential landscape components that complement and enhance neighborhood character. Their purpose is to ensure the quality development of a pedestrian friendly environment and help create dynamic places that support a sense of place and livability within the neighborhoods. As it matures, well-executed landscape creates intimate outdoor rooms, defines and reinforces entrances to homes, and enhances the architecture. These minimum standards help define and express the private realm, as well as ensure that public space reflects the neighborhood identity and offers physical and psychological comfort.

GENERAL

- Residential landscape design usually includes three social realms used to organize space – public, semi-public, and semi-private. The landscape in these social realms enhances the streetscape and creates comfortable urban environments for pedestrians
- Landscape should be designed in a series of sections to provide clear distinctions between spaces of different privacy levels

HORIZONTAL LAYERING

- Horizontal layering. The first horizontal layer starts at the curb and includes the sidewalk and the tree lawn. It provides continuity along the street
- Second horizontal layer (transitional) starts at the back of the sidewalk and extends to the base of the porch. Here, the front yard lawns, plant beds, and fences establish privacy boundaries
- The semi private realm is defined by the front edge of the porch and the face of the building. Elevated above the sidewalk and set back, this space allows for hanging planters, window boxes, and private furnishings

VERTICAL LAYERING

- Vertical layers are overhead elements, eye-level elements, and ground-level elements.
- Trees provide spatial structure and shade to the street. Their canopies also offer a sense of enclosure and create framework for smaller gardens.
- The second layer adds color and human scale with hedges, walls, fences and perennial borders. It links the house to the ground.
- The third layer, groundcover and paving, generally respect the edges of home and the porch, and should support architecture and frame private entrances.

SUSTAINABLE DESIGN PRINCIPLES

Increase the use of vegetation and shade to minimize impervious surfaces. Using native and drought-tolerant plant species to conserve water, minimize maintenance, and support wildlife. Using materials and construction methods specific to the region and referencing history, culture, and climate. Maximizing the use of renewable and indigenous resources in site development and management. Minimizing the demand for and recycling resources such as water, energy, and materials. Using state and local Best Management Practices (B.M.P.) to reduce storm water run-off.

Structural BMP:

- Porous landscape detention
- Porous pavement detention
- Grass swales
- Grass buffers

Non-structural BMP:

- Recycling organic materials
- Disposal of household waste and toxics
- Control of erosion during construction
- Preventive maintenance



STREET TREES

Street tree plantings are required along all public streets. Trees should be aligned in straight rows, parallel to the curb, and centered on the tree lawn.

Approximate distance between street trees should be 30 ft or less.

All trees must be at least 10 ft from adjacent utility lines and street light posts.

Use the following minimum tree sizes:
 Boulevard – min 3" caliper
 Residential streets – min 2.5" caliper
 Courts – 2.5" caliper.

FRONT LAWN

Use native grasses as much as possible for front and tree lawn planting.

Adjust tree spacing to accommodate side-driveways for front loaded lots, while maintaining a regular tree pattern.

For both front lawn and tree lawn widths consult Street Sections and Street Matrix.

ALLEY LANDSCAPE

Plant in the 4-foot utility easement with one shrub every two feet of alley frontage per lot. Plant groundcovers in areas not covered with shrubs.

Plant shrubs 2 feet from the property line.

Drip-irrigate the shrubs and sub-surface drip for groundcover.

Use of native and drought-tolerant plants in the alley is greatly encouraged.

Landscaping shall be provided to adequately screen utility pedestals and transformers.

UTILITIES

Transformers and pedestals should be accommodated within the 4-foot easement. Encroachments into private yards, if needed, are allowed.

Building and fences must be placed with adequate distance from utility structures.

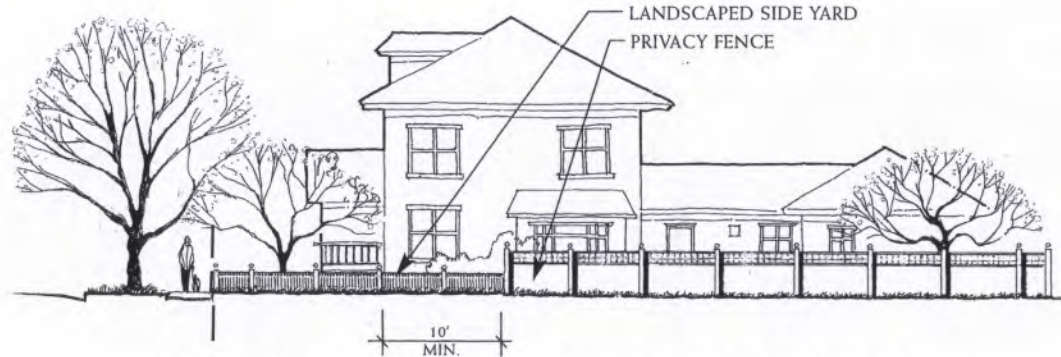
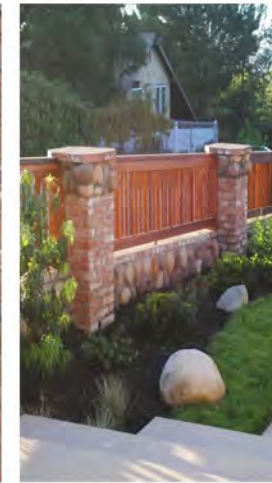
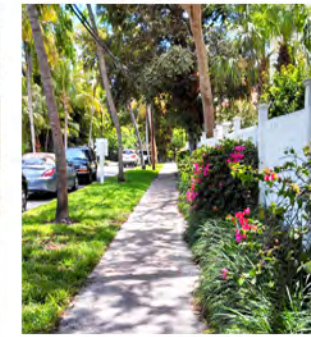
Plant shrubs near the base of utility structures to enhance or camouflage their appearance.

CHARACTER

Use of native plants is greatly encouraged. Wherever possible, plant fruit-bearing trees and small orchards.

Use low hedges (max 36" high) and to delineate property boundaries. When used, they should be continuous along the front and side property line along the street.

Use walls to create privacy and extend architectural elements into the landscape.



Setting the privacy fence a minimum distance from the front building wall allows for a better landscape area between homes.

FENCE DESIGN

Fences and walls further define private areas around a residential structure. Coordinate the design and materials of these elements with the design and materials of the house in terms of color, materials, scale, and quality and detail.

The design and installation of front yard, side yard, and rear yard fencing, as well as low walls and hedges, should not interfere with street visibility and distance requirements.

Fence design needs to be approved by the DRC or the Town Architect.

FENCE TYPES

There are three parts of the perimeter fence – front yard fence, transition fence, and privacy fence.

Front yard fence is located at the front of the lot and on the sides back 10 feet from the building facade.

On corner lots the fence should run 20 feet from the front of the building facade and perpendicular to it.

Rear fence can be on the property line, or within 4 feet of it.

FENCE HEIGHT

Front yard fence should be no more than 36 inches high.

Transition fence is 12" to 18" higher than the front yard fence.

Privacy fence is usually 72" high.

A variety of fence design is encouraged and extended runs of similar fence design is discouraged.

MATERIALS

Picket fence shall be made of painted wood. A 20% transparency rate is required for front yard picket fences.

Transition fence is typically stone or masonry or material appropriate to the principal building materials.

TRASH ENCLOSURE

Screen all trash receptacles from the alley. Place containers behind the privacy fence, within an enclosed trash storage area, or in the garage.

Make the trash enclosure of similar material and color as the privacy fence or primary structure.

Screening must be 12" higher than the object being screened, up to a maximum of 72".

Draft 1.1 B3TM 9-5-19

Bastrop Building Block

Technical Manual

(B3TM)

Draft 1.1 B3TM 9-5-19



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Chapter 1: Introduction

This chapter presents an overview of the City of Bastrop's development process to assist design professionals and project applicants in preparing plans and reports needed for project development. It identifies requirements for preparing improvement plans and documents to submit for City review and approval.

1-1 DESIGN STANDARDS & POLICIES

1-2 DEVELOPMENT PROCEDURES

1-3 CONSTRUCTION DOCUMENT
REQUIREMENTS



New neighborhood with a range of place types, P3-P5 and CS with EC surroundings.

Rendering by Dede Christopher

Section 1-1

DESIGN STANDARDS & POLICIES

1.1.1 Purpose of the B3TM

Bastrop has maintained its authentic heritage through the city's 187 year existence. The Bastrop Building Block Tech Manual, referred to as B3TM, aligns and supports standards, requirements, and processes within the B3 Code and all associated chapters within the City of Bastrop Code of Ordinances, relating to or involving development, health, and safety of the City.

The B3TM ensures construction of both the public and private realms built environments achieve the longevity and vitality representative of Downtown Bastrop.

The B3TM is intended to be geographically sensitive, fiscally sustainable and authentic to ensure development complies with the long term goals of the community

1.1.2 Adoption & Modifications to B3TM

(a) Adoption

This manual has been adopted by a resolution by the City Council, in its current form on XXXX. The City Council's Resolution with a copy of the B3TM are maintained on file with the City Secretary.

(b) Modifications

The Development Review Committee, referred to as the DRC, must review these standards annually. If modifications are necessary, the DRC shall consolidate a list of recommendations to be prepared for City Council. City Council may adopt modifications to B3TM by Ordinance.

Section 1-2

DEVELOPMENT PROCEDURES

This section provides details of the city’s development process, which includes a pre-application meeting, development application, construction document review and permits, temporary construction fencing, inspections and/or issuance of a certificate of occupancy (C of O). This section also includes information about the city’s public hearing process and public notification requirements.

.....
1.2.1 Development Review Committee (DRC)
.....

The City of Bastrop Development Review Committee (DRC) is made-up of City staff who oversee the development process. The DRC can approve applications which meet the intent, standards and requirements, if no public consultation is required by state law or by the Code. The DRC is committed to working with each applicant throughout the process to meet the intent of the project, Code, and goals of the community.

Development in Bastrop will be facilitated by the DRC, a collaborative team of staff members dedicated to project success. The DRC will conduct a series of technical reviews and analysis of each project in a holistic manner. The intent is to provide quick turnaround reviews, reduce comment conflicts, and to provide consistent feedback to each applicant and project.

.....
1.2.2 Uniform Submittal Dates
.....

- (a) Annual Adoption of Schedule of Uniform Submittal Dates for Site Plans, Place Type Changes, and Conditional Use Permits
- (b) City Council will annually adopt a Schedule of Uniform Submittal Dates in order to comply with Texas Local Government Code Chapter 212 for Zoning Change & CUP applications and Site Plan applications. The Schedule of Uniform Submittal Dates will include dates when applications will be accepted, when review for completeness checks will occur, when the Planning & Zoning Commission will

meet, and/or when administrative decisions by the Director of Planning & Development will occur.

1.2.3 Development Process

(a) The development application submittal and review process consists of submitting a development application to the City and obtaining review of the development proposal by the DRC.

The submittal and review process includes:

- (1) A pre-submittal meeting and site visit;
- (2) Application submittal and review, which may include public participation;

Application approval:

- i. Administrative decision; or
- ii. A recommendation and subsequent decision from one or more of the following public hearing bodies:
 - ▶ Board of Adjustment,

- ▶ City Council, and/or
- ▶ Planning and Zoning Commission.

iii. Refer to Table A for the specific review processes.

- (3) Application for construction document review and permits;
- (4) Inspections; and,
- (5) Certificate of Occupancy.

(b) Detailed Development Process:

Step 1: Pre-submittal meeting and site visit

- (1) Development activities begin with a pre-submittal meeting request to the City. Go to the City of Bastrop website at <https://www.cityofbastrop.org/page/plan.home>. for pre-submittal application details and scheduling.
- (2) The primary purpose of the pre-submittal meeting is for staff to help identify the scope of the development proposal, so that the City can

determine the appropriate submittal requirements and process(es), including whether the project will require administrative or public approval.

(3) The site visit will:

- i. Identify the geographic center of the development;
- ii. Key features to be preserved on the lot(s);
- iii. The appropriate Development Patterns
- iv. Environmental/infrastructure constraints; and,
- v. Placement of the mandatory street network.

Step 2: Development application submittal and review

(1) After submission of a complete development application, Planning and Development Department will distribute the application to members of the DRC and begin the review process. Review times vary upon whether

approval is achieved administratively or through the public hearing process.

- ii. See Table 1.2.A to determine if public notification is necessary before submitting a complete development application.
- iii. Once a complete development application is accepted, the Planning and Development Department manages the application and follows the specific review processes per application type identified in Table 1.2.B.
- iv. See timeline of review in Table 1.2.C.

(2) After review of a development application that requires only an administrative decision, staff will notify the applicant with the following:

- i. List of issues to be resolved before a decision will be made on the application; or
- ii. A written decision on the application.

(3) The development of a detached residential building in place type Neighborhood "P3" or

Neighborhood Mix “P4” on a platted lot or a lot of record, which complies with current place type district development standards, may proceed with construction document review and permits.

- (4) All other development proposals must submit a development application through the Planning and Development Department and complete the required review with DRC approval before obtaining approval of construction document review and permits.

Step 3: Application for construction document review and permits

Step three consists of preparing and submitting construction documents for review and obtaining permits for construction activities.

- (1) Refer to Section 1-3 below for the detailed requirements for applications and submittals.
- (2) Construction Documents may be submitted with the second review of the Development Application to the Planning and Development Department.

Step 4: Inspections

- (1) All permitted construction activities must be inspected by the City.
- (2) Inspections forms and checklist will be provided by the Planning and Development Department.
- (3) Refer to [Section 1.2.9](#) for Inspection information below.

Step 5: Certificate of Occupancy and Certification of Shell Building

The Certificate of Occupancy (C of O) or Certification of Shell Building is issued in accordance with the City’s adopted building and fire codes once the City has determined that all requirements have been satisfied.

See International Fire Code and local amendments for requirements..

.....
1.2.4 Application Types
.....

1. Pre-Application

The specific pre-application submittal requirements vary by application type. Refer to the Pre-Application checklist in the Office at the Planning and Development Department or the website [here](https://www.cityofbastrop.org/page/plan.forms_planning), or at https://www.cityofbastrop.org/page/plan.forms_planning.

(a) All pre-applications require the following:

- (1) Completed pre-application checklist; and,
- (2) Application narrative.

(b) Optional items:

- (1) Site map and photos
- (2) Conceptual plans
- (3) Aerial photo
- (4) Existing utilities

(5) Drainage

(c) Format

- (1) The pre-application meeting between city staff and the applicant to discuss a proposed development application typically lasts 30 to 60 minutes.
- (2) Staff will contact the applicant to schedule the pre-application meeting within one week of receipt of the pre-application request.
- (3) In general, the pre-application meeting is scheduled within two to three weeks of the receipt of the pre-application request. Information exchanged at the pre-application meeting allows city staff and the applicant to come to a more complete understanding of the size, scope and feasibility of the proposal.

(d) Outcomes

Based on the discussion at the meeting and site visit, the proposal will be processed in one of three ways.

The Planning and Development Department:

1. Determines if the application may be processed administratively or require a public hearing to obtain a decision on the application once submitted.
2. Provides the applicant with the appropriate development application checklist(s) and any related information; or,
3. Requires additional information to be submitted, and a subsequent pre-application meeting to be conducted for further review.

2. Place Type Change (“Zoning”) Application

(a) A Place Type is commonly known as a “Zoning Change”. The Place Type change submittal shall include the following documents in order to be considered a complete submittal. All submittals shall be delivered to the Planning and Development Department in accordance with the approved submittal schedule. Incomplete submittals will not be accepted by the Planning and Development Department.

(b) The Place Type Change Submittal Requirements for site less than 3.4 acres:

- (1) Boundary of the proposed area.
- (2) A scaled drawing showing types and location of proposed building types.
- (3) Thoroughfares and preliminary lot arrangements.
- (4) A sketch drawing that depicts:
 - i. Size;
 - ii. Building type;

- iii. Building(s) location;
- iv. Access;
- v. Place type allocations
- vi. Building height;
- vii. Fire lanes;
- viii. Screening;
- ix. Parking areas;
- x. Landscaped areas; and,
- xi. Project scheduling/phasing.

(c) The Place Type Change Submittal Requirements for site greater than 3.4 acres:

Site over 3.4 acres requires a the creation of a Neighborhood Concept Scheme:

- (1) Boundary of the proposed area.
- (2) A scaled drawing showing types and location of proposed building types.

(3) Thoroughfares and preliminary lot arrangements.

(4) A sketch drawing that depicts:

- i. Size;
- ii. Building type;
- iii. Building(s) location;
- iv. Access;
- v. Place type allocations
- vi. Building height;
- vii. Fire lanes;
- viii. Screening;
- ix. Parking areas;
- x. Landscaped areas; and,
- xi. Project scheduling/phasing.

(5) Physical features of the site, including:

- i. A scaled drawing showing major existing vegetation, natural water courses, creeks or bodies of water; and,
- ii. An analysis of planned changes in such natural features as a result of the development.
- iii. This shall include a delineation of any flood prone areas.

(6) Any existing thoroughfares and easements.

(7) Location of proposed public open spaces and/or civic spaces.

(8) The points of ingress and egress from existing and proposed streets.

(9) A landscape plan, including:

- ▶ Turf areas;
- ▶ Screening walls;
- ▶ Ornamental planting;
- ▶ Wooded areas to be preserved;

- ▶ Trees to be planted; and/or,
- ▶ Types of vegetation.

i. Give a general landscape design scheme for the development.

(10) A conceptual infrastructure plan showing the location of any existing or proposed utilities needed to adequately serve the development.

(11) Architectural drawings (elevations, etc.) showing elevations and architectural style to be used throughout the development.

(12) A parks and trails plan showing any proposed parks, trails, hardscape, playscape, water feature or any other proposed improvements to any civic or open space.

(13) A Conceptual Drainage Plan as required by the City of Bastrop Stormwater Drainage Design Manual.

3. Site Development Plan Application

(a) A Site Development Plan submittal shall include the following documents in order to be considered a complete submittal. All submittals shall be delivered to the Planning and Development Department in accordance with the approved submittal schedule. Incomplete submittals will not be accepted by the Planning and Development Department.

(b) Site Development Plan Submittal Requirements:

- (1) Completed and signed Application.
- (2) Agent Authorization Form if Applicant is not the Property Owner.
- (3) Location map highlighting the subject property in context of the surrounding area.
- (4) Copy of deed showing current ownership.
- (5) Copy of current statement of account showing taxes have been paid.

(6) Six (6) paper copies of the Site Development Plan with all Required Details listed in the section below.

- i. Plans shall be on 24" x 36" sheets collated and folded into 8 ½" x 11."

(7) Copy of the Approved Final Drainage Plan - attached to the plan sheets.

(8) Copy of the Approved Final Utility Plan - attached to the plan sheets.

(9) Paper copy of a Bastrop Fire Dept. (BFD) witnessed fire hydrant flow test report that is less than 1 year old (IFC 507.1 and 507.4).

(10) Digital Submittal - Labeled CD/DVD or flash drive.

- i. PDF 1 - Combined Application and Checklist Items
- ii. PDF2 - Combined plan sheets for required details

(11) Site Development Plan filing fee.

- (12) Three (3) copies of a letter outlining Development Requirements and how those requirements are addressed on the site development plan when required
- (13) If any required fire code requirements cross into a property other than the owners, a joint-use access agreement or unified development agreement shall be provided and recorded
- (14) For projects involving an Alternative Method of Compliance (AMoC); documentation showing that an alternate method has been approved per IFC 104.8 and 104.9.

1.2.5 Public Hearing & Notice

Prior to making its report to the City Council, the Planning and Zoning Commission shall hold at least one public hearing on each application as applicable by state law (Texas Local Government Code Chapter 211 as so may be amended). Written notice of all public hearings on proposed changes in district boundaries shall be sent to all owners of property, or to the person

rendering the same for City taxes, located within the area of application and within two hundred feet (200') of any property affected thereby, within not less than ten (10) days before such hearing is held. Such notice may be served by using the last known address as listed on the latest approved tax roll and depositing the notice, postage paid, in the United States mail. Notice of hearings on proposed changes in the text of the Zoning Ordinance shall be accomplished by one publication not less than fifteen (15) days prior thereto in the official newspaper of the City. Changes in the ordinance text which do not change zoning district boundaries do not require written

1.2.6 Notice Requirements

- A. For public notice and hearing requirements see Table 1.2.B.

1.2.A: Development Application Approval Process

Approval Process	Review and Approval Authority			Notice				
	Source	BOA	P&Z	CC	Application Notice	Published Notice	Personal Notice	Posted Notice
Legislative								
Comprehensive Plan Map Amendment			R/PH/PM	D/PH/PH/PM	Y	Y	Y	Y
B3 Text Amendment			R/PH	D/PH/PM	Y	Y	N	N
Zoning Concept Scheme			R/PH	D/PH/PM*	Y	Y	Y	Y
Place Type Zoning Map Amendments			R/PH	D/PH/PM*	Y	Y	Y	Y
Employment Center Concept Scheme				D/PH		Y	N	N
Land Division Concept Plan			D/PM			N	N	N
Preliminary Plat			D/PM			N	N	N
Final Plat			D/PM			N	N	N
Residential Replat			D/PH			Y	Y	Y

Approval Process	Review and Approval Authority			Notice				
	Source	BOA	P&Z	CC	Application Notice	Published Notice	Personal Notice	Posted Notice
Change in status of nonconforming uses or structures			D/PH			N	Y	N
Variance		D/PH				N	Y	N
Administrative								
Site Plan			A			N	N	N
Minor or Amending Plat			A			N	N	N
Public Improvement Construction Plans			A			N	N	N
Drainage Plan			A			N	N	N
Building Permits			A			N	N	N
Floodplain Permit			A			N	N	N
Neighborhood Concept Scheme			A			N	N	N
Warrant			A			N	N	N
Administrative Adjustment			A			N	N	N

Legend

Action		Meeting Type		Committees			
R	Review/ Recommend	PM	Public Meeting	BOA	Board of Adjustments	Y	Required
D	Decision	PM*	May Require Initial Authorization	P&Z	Planning & Zoning Commission	N	Not Required
A	Appeal	PH	Public Hearing	CC	City Council		

1.2.B: Notification Requirements

	Published Notice	Personal Notice	Posted Notice
Notification Location	Newspaper	United States Mail	Subject Property
Time Before Set Hearing	15 days	A. General: 10 days B. Comprehensive Plan or Place Type Change: 10 days	A. General: 10 days B. Comprehensive Plan or Place Type Change: 10 days
Include in Notice	A. Date, time, and location of hearing; B. Purpose of the hearing; and C. Identification of the subject property if the decision concerns an individual tract or parcel of land.	A. Name of the applicant; B. Date time, and location of the hearing; C. Purpose of the hearing; D. Identification of the subject property; and, E. The name of the appellant if an appeal.	A. Purpose of the request; and B. All public hearing dates.
Notification Instructions	Planning & Development Deoartment will be responsible for posting the notice in the a newspaper of general circulation.	A. Each owner of real property located within two hundred (200) feet of the exterior boundary of the property in question and any other persons deemed by the Lead Officer or decision-maker to be be affected by this application; B. The applicant and/or property owner; and C. The appellant if an appeal.	A. Minimum 2'x2' sign placed on the street frontage in visible unobstructed location. B. Utilize a minimum 6" lettering. C. Shall stay in place until final action is taken or request is withdrawn

1.2.C: Review Timeline

1.2.7 Appeals

Please refer to Section 2.4.003 (i) within the B3 Code pertaining to a property owner’s right to appeal a dedication or exaction.

1.2.8 Permitting

To ensure compliance with the intent and standards of the B3 Code and to safeguard the health, safety, and welfare of the public, the City requires the approval of construction documents for most development and construction activity within the City. In addition to the approval of the construction documents, the City requires the issuance of a Building, Permission to Work in the Right-of-way, or when applicable a Permission to Place Private Improvements in the Right-of-way permits for most all development and construction activities.

- (a) An Infill development application, less than 3.4 acres, which complies with the intent and standards of the B3 Code with existing utilities requires the least amount of permits.

- (b) Maintenance and minor modifications to existing structures may not require the approval of construction documents or the issuance of permits, as determined by the Building Official and Fire Chief or their designee.

1.2.9 Inspections

Inspections are made for building, electrical, mechanical, plumbing, and Place Type compliance for residential, commercial and industrial development, and for the remodeling of existing buildings. Water, sewer, paving, concrete and grading activities also require city inspection. As part of the development process all permitted construction activities must be inspected by the city’s Inspection Services staff. The review of plans and issuance of permits do not authorize code or ordinance violations that may be discovered by city inspectors at the job site.

1.2.10 Certificate of Occupancy (CO)

- (a) Before any development can be occupied or used, an applicant must apply for a CO.

- (b) Additionally, all DRC stipulations must be complied with before the city will issue a Certification-of-Shell Building or a final CO.
- (c) Typically, within three staff working days of submitting an application, the CO or Certification of Shell Building will be issued, provided the project passes a Final Inspection.
- (d) The issuance of a CO shall not be construed as an approval of a violation of the provisions of any city code or ordinance.
- (e) The city's building code requires certain information to be included on the CO:
 - (1) Project address; and,
 - (2) Name of the owner of the property at the time the certificate was issued.
- (f) The CO stays with the property for in perpetuity, even with changes in ownership. If the property ownership changes during construction, documentation of that fact can be submitted, and a change made to the permit. Refer to the city's

Building Code, and amendments for additional information.

.....
1.2.11 Temporary Certificate of Occupancy
.....

Under certain conditions, the issuance of a TCO allows temporary occupancy, with the approval of the City Manager, until the building is completed and a Final CO is issued. Should the TCO expire prior to the issuance of the Final CO, the expiration will require the City to take appropriate steps as outlined in the City's Building Code and the associated amendments.

Section 1-3

CONSTRUCTION DOCUMENT REQUIREMENTS

This section identifies requirements for preparing construction documents for civil plans that are submitted to City for approval. It includes cover sheet and plan sheet information, specifics for digital submittals, various approval blocks and special requirements.

1.3.1 Submittal Requirements

Prepare all civil plans for submittal to city approval to construct grading and drainage, landscape, water, wastewater, and streets according to the following standards.

(a) Sheet Size

Prepare plans on 24-inch x 36-inch sheets, unless otherwise approved by Building Official, prior to the first submittal of construction documents.

(b) Scale

Requirements for scale depend on the type of submittal. See the City of Bastrop Drainage Manual for grading and drainage plan requirements. Plan and profile sheets shall use a horizontal scale of 1 inch = 40 feet and a vertical scale of 1 inch = 4 feet, unless otherwise approved by the Building Official prior to the first submittal of construction documents.

(c) Lettering

All lettering, numbering and line work must be uniform and legible. Use a minimum 10-point font for all lettering.

(d) Plan Review Submittals

(1) The number and types of plans sets to be submitted for review are identified in the construction document requirement checklist provided after the approval of a Development Review application.

- (2) Present plan layout, graphics and call-outs in a clear and an uncluttered manner acceptable to engineering and planning staffs.
- (3) Provide cross-referencing between all plan sheets that have details, detail call- outs, notes, cross-sections, etc.
- (4) Orient north at the top or right side of each sheet. Provide a north arrow and bar scale.

(e) Seal/Signature

Include appropriate professional State of Texas seal, signature and date on each sheet. Copies of this information are acceptable on the improvement plans submitted during the review cycles to the Planning Department. When original plans are submitted for approval at the end of plan review, the originals shall bear the registrant's seal with a wet signature and date. Except for capital improvement plans, a registered landscape architect is not required to prepare and seal landscape and irrigation plans.

(f) Plan Approval Submittal

Upon approval of the civil plans, an additional plans set may be required for staff signature.

1.3.2 Cover Sheet

- (a) The following information must be included on the cover sheet:
- (1) Title - Include the project name and the plan set content
 - (2) City Name - Below the title, include the city name "City of Bastrop, TX"
 - (3) Vicinity Map - Locate the project relative to a minimum of 2 intersecting arterial streets
 - (4) Legal Description - Provide project property legal description. When a legal description is not feasible, list the township, range, section and location
 - (5) Benchmark
 - (6) Civil Plan Signature Blocks

1.3.3 Record Drawings

The applicant will provide the city with the original (4-mil) Mylar drawings or photographic (4-mil) Mylars required for the "record drawings" of construction within all public rights-of-way or easements dedicated to the city.

The Engineer representing the applicant shall present to the City Engineer, reproducible complete record drawing plans for all paving, drainage structures, and water and sewer lines within thirty (30) days after completion of all contracts and as a condition of final acceptance of the subdivision.

1.3.4 Survey Requirements

Monuments consisting of one-half (½) inch iron pipe or one-half (½) inch reinforced steel or larger, twenty-four (24) inches in length, shall be placed at all corners of the block lines, and at the point of intersection of curves and tangents of the subdivision.

Chapter 2: Site Planning & Private Realm

This chapter describes design standards and procedures to guide site plans and the creation of the private realm. The private realm is space on private property. Spaces where the private realm interacts with the public realm will have high level of requirements than space which is unseen by the public. These standards focus on private property or where the private and public properties join.

2-1 GENERAL STANDARDS & REQUIREMENTS

2-2 GEOGRAPHICALLY SENSITIVE LANDS

2-3 NEIGHBORHOOD ZONING CONCEPT



Rendering by James Wassel



Rendering by James Wassel

Section 2-1

GENERAL STANDARDS & REQUIREMENTS

This section provides general guidance and standards for most projects and conditions in the city, including:

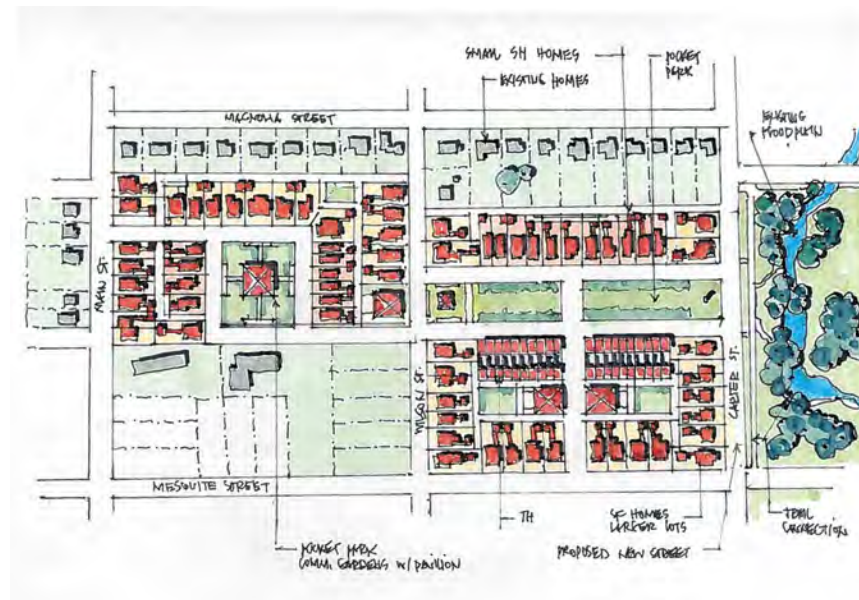
- ▶ Design guidelines for specific areas
- ▶ Site context considerations
- ▶ Parking
- ▶ On- site circulation
- ▶ Landscape
- ▶ Land division
- ▶ Neighborhood design
- ▶ Refuse collection
- ▶ Outdoor lighting

Furthermore, this section describes site design and development of neighborhoods. These guidelines

supplement B3 Code provisions and provide basic approaches and preferred standards.

2.1.1 Site Design

The following standards focus on the relationship of a proposed site plan to the natural terrain of the property, as well as the relationships the proposed project will have with existing or planned development around the site. The goal is to fit development into the natural site with minimal intrusion to the environment and surrounding properties.



.....
2.1.2 Terrain
.....

- (a) Incorporate the natural site features, such as natural drainage systems and native vegetation into the site design.
- (b) Orient common recreational, patio, outdoor dining, and other such facilities toward natural features.
- (c) Incorporate major vistas and view corridors that give special emphasis to the river, tree canopy, and other natural features or open space areas into the site and building design.

.....
2.1.3 Buildings
.....

- (a) Buildings are to be built according to the B3 Code. The B3 Code ensures intensity transitions by place type and building type. Buildings should represent their function in design.
- (b) Minimum building materials are established by the IBC, as adopted by the City.

- (c) Buildings interacting with the public realm should enhance the public spaces they abut and face.

.....
2.1.4 Landscape Design in the Private Realm
.....

- (a) Landscape design in the private realm must comply with the standards of this Section.
- (b) Refer to [Table 2.1.4.A: Preferred Plant List](#) for approved types of plants and trees.
- (c) The maximum height of any shrubs, ornamental plants, boulders, walls or other such materials within designated sight distances and traffic safety triangles is 18 inches. For plants, this shall be the natural height of the plant. Any trees that are to be placed in the sight distances and traffic safety triangles shall have a canopy that is kept 8 feet above the curb height and a maximum mature trunk diameter of 8 inches. If the tree canopy overhangs the roadway, then the canopy shall be a minimum of 14.5 feet above the road.

(d) Utilize a palette of plants in a landscape design that adhere to native plants. Low Water Use/Drought Tolerant plants is encouraged.

(e) Plant and tree placement shall consider the natural culture of that type of plant or tree.

(f) Do not place trees within a Public Utility Easement (PUE), Emergency Vehicle Access Easement or their equivalent.

(g) Place trees at least seven (7) feet back from any underground public water or sewer lines, power line conduit, or drainage pipes within a dedicate drainage easement dedicated to the City.

(h) All Place Types

(1) The introduced landscape shall consist primarily of native species requiring minimal irrigation, fertilization and maintenance.

(i) Specific to Place Types P1, P2, P3:

(1) Private frontages may choose of various landscapes; naturalistically, lawn, garden, etc.

(j) Place Type EC, P5:

(1) The introduced landscape shall consist primarily of durable species tolerant of soil compaction.

(2) Landscape Plans shall be prepared by a Landscape Architect and submittals shall include the following information:

- i. Minimum scale of one-inch (1") equals thirty feet (30') or appropriate scale for legibility.
- ii. Location, size, and species of all existing trees to be preserved indicating true size as measured four and one half feet (4 1/2') above natural soil level.
- iii. Location of all plant and landscaping material to be used, including plants, paving, benches, screens, fountains, statues, earthen berms, ponds (to include depth of water), topography of site, or other landscape features.
- iv. Identification of all plant material to be used (Common and/or Botanical).

- v. Size of all plant material to be used at time of planting, appropriate spacing shall be indicated on plan and approved by the City.
- vi. Layout and description of irrigation, sprinkler, or water systems including placement of water sources. A Texas license irrigation seal is necessary on all irrigation plans that require certification.
- vii. All common areas, non-residential, and multi-family landscape areas will be irrigated with a mechanical irrigation system including turf and ground cover areas.
- viii. North indicating mark.
- ix. Date of the Landscape Plan and any revisions.
- x. Size and location of all existing and proposed utilities, including easements.

- xi. Details and/or cross sections as required for clarification by the City.
- xii. Topography shall include final grade at one-foot (1') intervals using spot elevations and/or contours to define proposed drainage patterns as required by the City.
- xiii. Parkways and medians shall have a minimum of six inches (6") of topsoil.
- xiv. Detailed Street Tree Requirements are located below in Section
- xv. A certified landscape architect shall be required for the preparation and submission of the Landscape Plan. (A dry seal with signature is acceptable for the Landscape Plan).

2.1.4.A: Preferred Plant List

Canopy		Accent	Grasses and Shrubs
American Elm	Texas Hickory	Crape Myrtle	Anthony Waterer Spirea
Austrian Pine	Texas Red Oak	Deciduous Magnolia	Apache Plume
Bald Cypress	Western Soapberry	Eastern Red Cedar	Autumn Sage
Black Jack Oak		Eve's Necklace	Dwarf Wax Myrtle
Bur Oak		Mexican Buckeye	Gray Santolina
Caddo Maple		Mexican Plum	Gulf Muhly
Cedar Elm		Red Bud	Indian Grass
Chinese Pistache		Smoke Tree	Inland Sea Oats
Chinquapin Oak		Vitex	Lindheimer Muhly
Lacebark Elm		Wichita Blue Juniper	Little Bluestem Grass
Live Oak			Little Bunny Fountain Grass
Loblolly Pine			Mexican Feather Grass
Magnolia			Rose Creek Abelia
Post Oak			Rosemary
Red Cedar			Seep Muhly
Shumard Red Oak			Texas Sage
Southern Magnolia			

Canopy

Sweetgum

Accent

Grasses and Shrubs

.....
2.1.5 Emergency Access & Fire Lanes
.....

(a) Emergency Access Provisions

The DRC will review all proposed developments for safe and appropriate access, parking lanes, private streets, driveway access points, and other emergency access items.

(b) Fire Lanes shall meet the standards of the IFC as adopted by the City.

.....
2.1.6 Drive-Through Facilities
.....

(a) Drive-throughs are required to be located in the 2nd or 3rd layer of the lot or located from an alley.

(b) Where allowed, locate and design drive-through facilities according to the following criteria:

(1) Do not locate drive-through facilities adjacent residential uses.

(2) Screen vehicular storage areas for drive-through facilities placed on the street side of a building, or any other location which is directly visible from adjacent properties with screen walls, mounding, and/or dense landscaping at least three (3) feet in height at the time of planting.

A. Provide a minimum vertical clearance of eight (8) feet for drive-through facilities. Provide a minimum vertical clearance of ten (10) feet for drive-through facilities that include a passenger loading zone.

.....
2.1.7 Parking Areas
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(a) Parking Spaces

(1) Designed parking spaces and drive aisles locations shall be placed in the 2nd or 3rd layer of the lot, in accordance with the B3 Code.

(b) Accessible (Handicapped) Parking Spaces

- (1) Adequate designed accessible parking spaces shall be provided as required by the IBC and designed in accordance with the parking area landscaping.

(c) Parking Landscaping

- (1) Incorporate parking lot landscaped areas and median in accordance with Section 2.1.4 Landscape.
- (2) Use landscape plant material that are heat tolerant, have minimal dropping of pods and sap, and have canopies that can have a canopy bottom at least 10 feet above the ground.
- (3) Use single trunk tree in parking lot landscape areas in accordance with the approved tree list by the City of Bastrop
- (4) Parking areas must provide at least 50% tree canopy coverage for parking areas.

(d) Traffic Control Devices in On-site Parking lots

When traffic control devices are utilized in on-site parking lots, it is recommended that the general principles and standard traffic control device designs be used to regulate the flow of traffic.

(e) Dead-End Parking Aisles

The maximum dead-end parking aisle for designated emergency access length is 150 feet for fire-sprinklered structures, 150 feet for non-sprinklered structures, unless a turn-around is provided for emergency access. It is encouraged all parking aisles be connected to the next through access point, particularly if there is a public street.

(f) Parking Surfacing

- (1) Use asphaltic pavement, concrete, or a similar material approved by the DRC for all parking areas for in P5 and EC.
- (2) At a minimum, use dust palliative or other surfacing materials that minimize the generation of fine dust particulates for P2, P3 and P4.

(3) At a minimum, use a stable dust-free material on drive aisles of civic spaces and other recreational facilities. The DRC may require an alternative surface such as concrete or asphalt in some circumstances.

(4) The parking stalls may be improved with a soil mix treated with a dust palliative.

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2.1.8 Bicycle Parking Facilities
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The City will install bicycle parking facilities in infill development areas, downtown, and where not installed on existing developments.

See Article 7.8 of the B3 Code for all bicycle facility requirements for new development.

.....
2.1.9 Outdoor Lighting
.....

The lighting standards are contained within Article 7.5 of the B3 Code

.....
2.1.10 Refuse Collection
.....

Unless otherwise approved by the DRC, all solid waste collection methods for commercial and residential services shall be designed to these City standards.

(a) Place Type P4 and P5: Non-Residential, Mixed-Use, and Multi-Family Residential refuse and recycling enclosure location and design.

(1) Locate and design the refuse and recycling enclosures based on the following criteria:

- A. All restaurants and bars that serve food must provide enclosures with grease containment areas.
 - ii. The grease containment area must be physically separated from the refuse container portion of the enclosure.
 - iii. The Public Worked Director, or designee may approve alternative grease containment area locations or designs.

(b) Locate and position the enclosure(s):

- (1) Approach pad so that the refuse truck route to and from the public street has a minimum unobstructed vertical clearance of fourteen (14) feet is required, and unobstructed minimum vertical clearance above the approach pad and refuse enclosure of twenty-five (25) feet (The vertical clearances are subject to modification based on enclosure container size, location and positioning).
- (2) In a location that is easily accessible for collection, and does not require the refuse truck to “backtrack”;
 - (A) A maximum 100 feet distance for building service exit to refuse enclosure;
 - (B) So that collection vehicles do not backtrack more than twenty (20) feet; or,
 - (C) So that path of travel for the refuse truck accommodates a minimum vehicle of turning radius of 45 feet, and vehicle length of 40 feet.
- (c) Design the refuse enclosure(s) and approach pad to be level, with a maximum of a two (2) percent slope.
- (d) Do not place the enclosure(s):
 - (1) Between the on-site buildings and adjacent lower density residential uses unless there is no reasonable alternative. In these situations, orient the enclosure toward the interior of the property;
 - (2) Next to drainage ways or basins, unless there is no reasonable alternative as determined by the Public Works Director;
 - (3) Between the street and the front of the building unless there is no reasonable alternative; or,
- E. At the end of a dead-end parking aisle.
- (f) Multi-story buildings with elevators shall design internal trash chutes to service refuse. Roll out dumpsters must be provided for removal.

(f) Place Type P3 Residential Refuse and Recycling:

(1) Detached residential homes shall be designed to accommodate the city residential collection requirements as described in the City of Bastrop Utility Ordinance.

Design dedicated storage areas for refuse and recycling containers that are screened from view from the adjacent street, and not within enclosed livable areas.

Design development so that the refuse and recycling containers have a location that is accessible for service.

.....
2.1.11 Mechanical and Utility Equipment Screening
.....

The purpose of these screening regulations is to ensure that mechanical and utility equipment associated with a development is appropriately screened from public vantage points. The intent of these regulations is to minimize visual impacts to surrounding properties and public realm.

(a) When Mechanical and Utility Equipment Screening Regulations Apply

(1) This Division applies to all all place types and development that proposes mechanical or utility equipment, whether or not a permit or other approval is required for the development.

(b) Mechanical and Utility Equipment Screening Regulations.

The following equipment and appurtenances shall be contained within a completely screened and enclosed structure that is integrated with the primary building on the premises:

- (1) Mechanical equipment
- (2) Tanks
- (3) Ducts
- (4) Elevator enclosures
- (5) Cooling towers
- (6) Mechanical ventilators
- (7) Air conditioners
- (8) Other similar appurtenances

- (b) All utilities, such as gas meters, electrical meters and panels, fire control panels, telephone, cable television panels, and similar devices shall be screened from public view unless other Code regulations require that visibility be maintained. Landscape screening may be used to screen utilities.
- (c) Equipment and appurtenances associated with industrial development that is classified as a manufacturing use shall be exempt from the screening requirements in Section, if located on a premises that is not abutting residential property.
- (d) Site utility structures, such as transformers, shall not be located in the first lot layer at frontages. Utility structures shall be screened from frontages using landscaping or fences, hedges or walls. Utility boxes and conduits on exterior walls facing frontages shall be painted to match the wall or their visibility otherwise minimized.

Section 2-2

GEOGRAPHICALLY SENSITIVE LANDS

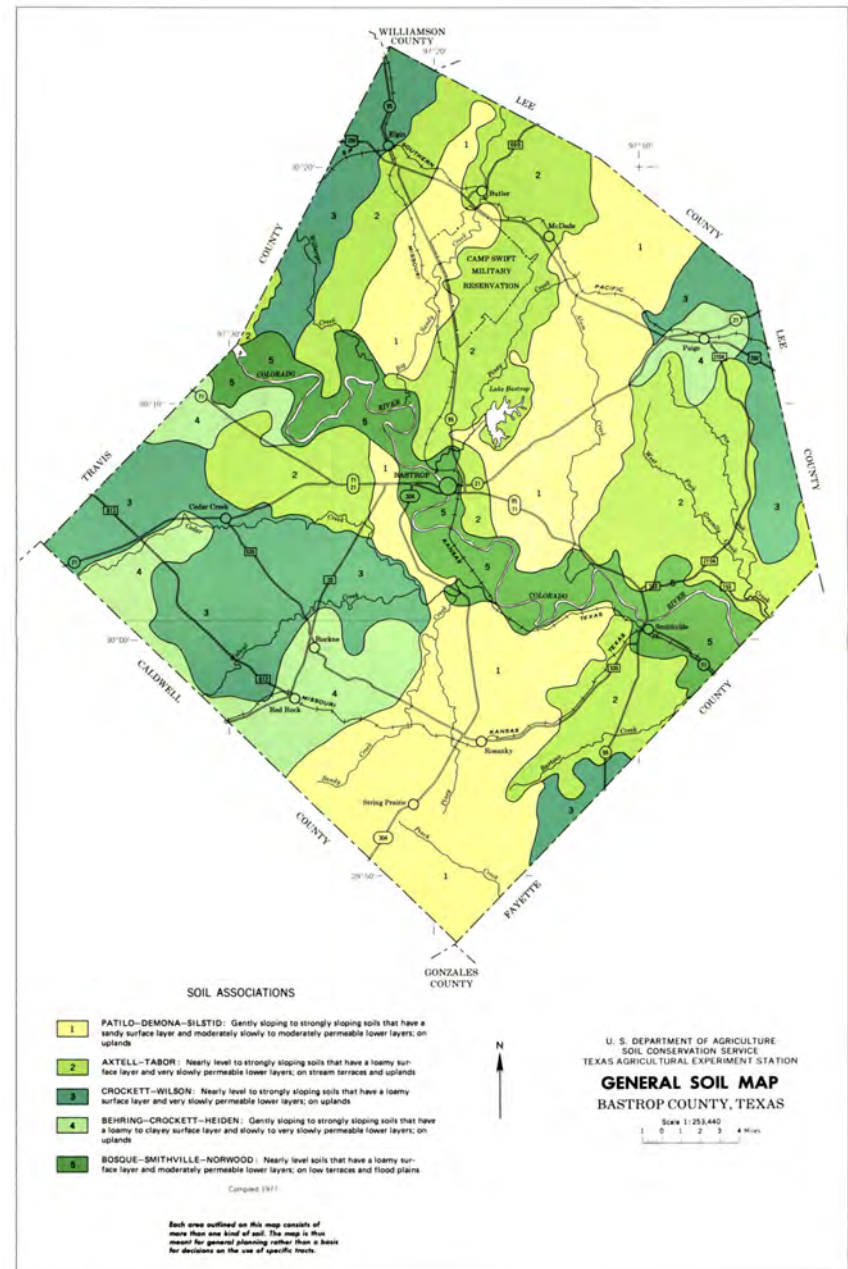
The natural environment within the city limits of Bastrop consists of the Colorado River, the lost loblolly pines, the Houston toad habitat, the grasslands, and the edges of the hill country.

Each of the natural features comes with challenges and rewards. The natural environment attracts people from all over the country to Bastrop. However its wild beauty, comes with seasonal droughts and floods, and with detrimental interference by the built environment, can prove destructive.

In these geographically sensitive lands, nature must be the first consideration to protect the health, safety, and welfare of the City.

2.2.1 Site Development Requirements

The intent of these guidelines is to promote creative design and innovative methods for site development within sensitive areas. Modified grading guidelines may



be allowed where it can be demonstrated that they achieve the goals and purposes of the Village Development Center or Cluster Land Development patterns within following Character Districts:

- ▶ Lost Pines, Mayfest Hill, River District, Water District or sensitive lands in other districts as determined by the DRC.

(a) Grading includes initial clearing, grubbing, excavating and placement of fill associated with any form of development.

(b) This section establishes guidelines for grading which are intended to:

- (1) Regulate the development of potentially hazardous terrain;
2. Preserve the general visual character of graded sites; and
3. Preserve native vegetation and wildlife habitat.

(c) The following key elements must be integrated during the design and implementation of all grading activities:

- (1) Conserve the natural environmental features and functions of the site.
- (2) Design and construct grading to be compatible with the surrounding natural land.
3. Use construction techniques that result in no slope movement or subsidence and the stabilization of hillsides, slopes or other areas subject to erosion or mass movement.
4. Preserve the natural capacity of drainage courses and protect natural drainage ways, including the native vegetation associated with them.
5. Control dust pollution and surface water runoff and related erosion during construction operations.
- (6) Maintain the stability of underlying geological conditions wherever development is proposed,

unless specific mitigation measures are proposed to assure safe development of the land.

- (7) Do not alter drainage basin boundaries.
- (8) Do not create any obstructions within any drainage channels.
- (9) Do not increase the movement of sediment in volume or velocity as a result of any modifications to natural channels.
- (10) Do not obstruct scenic, riparian or vista corridors. Preserve or restore them to a natural desert condition.
- (11) Minimize topsoil and vegetation removal.
- (12) Design and finish graded cuts and fills that are visible from adjacent properties in a manner that matches the surrounding native soils and rocks.
- (13) Leave significant natural boulders, rock formations, fence rows or tree clusters intact and minimize any damage.

Section 2-4

NEIGHBORHOOD CONCEPT SCHEMES

Neighborhood Concept Schemes are used as the process to create new complete neighborhoods. Each neighborhood will be made of of a series of blocks created for a variety of street types, building types, and place types.

Before preparing a neighborhood concept scheme, review the B3 Code, Section 3, Character Districts, and Section 4, Development Patterns to ensure the neighborhood complies standards set forth in those sections.

Neighborhoods include a mix of place types. Different types of neighborhoods have different allocations of place types. Urban Neighborhoods would have a larger land area designated as place types P4 or P5. Lower intensity neighborhoods would allocate more place types P3 and P4. The Place type allocation ranges can be found in Section 5 of the B3 Code.

The unique Character Districts in Bastrop provide for a wide range of neighborhood options. While most districts prefer a guided network of streets and blocks some districts promote rural with less intense development standards.

Neighborhood concept schemes using the Traditional Neighborhood Design (TND) pattern may use the downtown Bastrop grid blocks as helpful new neighborhood examples. See the Pattern Book for the Bastrop Block and other block examples.



Neighborhood Concept Scheme with 5 Neighborhoods
Rendering by Geoff Dyer

Neighborhood Concept Schemes in Character Districts with allow for Cluster Land Development (CLD), or Village Center Development (VCD); may create alternative designs to the block which best integrate with the existing site conditions. For more information on Development Patterns, see Section 4 in the B3 Code.

Creating a neighborhood concept scheme is a three-step process. Specific requirements, standards, recommendations and are outline in the Code and the pattern book. Additional requirements may be determined at pre-application meeting and site visit.

The specific requirements for an application will be determined at the pre-submittal meeting.

.....
2.4.1 Step One: Zoning Concept Plan
.....

(a) Submission includes: Legal description & geographic location map:

(1) Block and Place Type Designation

- (2) Demonstrate the structure of the proposed neighborhood based on the standards associated with the site.
 - A. The proposed neighborhood must allocate a variety of place types on sites over 3.4 acres or per block of development, as defined in the B3 Code.
 - B. Each block may vary in design. Natural conditions, physical barriers, special site features or existing development shall be used to inform the patterns of the block. See the Pattern Book for alternative block configurations.

(2) Street network

- A. The street network plan must show existing streets and the transition street types into the proposed neighborhood.
- B. A network of streets shall show street to and through the development.

(3) Street Types

- A. Each street type is scaled proportional to the associated place types and building types.
- B. Blocks with street types with wider than 55.5 ft of right-of-way can chose to create smaller blocks or propose to adjust the grid to accommodate the selected pattern of street types.
- C. Blocks with street types wider than 55.5 ft of right-of-way must also demonstrate the fiscal sustainability of the requested place types and street types.
- Blocks adjacent to undeveloped land, areas unsuitable for development, or pre-existing incomplete Blocks may be exempt from Block Face length and Block perimeter requirements by Warrant.
- (3) Refer to the Transportation Masterplan and Thoroughfare Masterplan for street network requirements.

.....
2.4.2 Step Two: Subdivision Plat Submittal
.....

- (a) Subdivision Plat,
- (b) See Chapter 3, Subdivisions Applications.

.....
2.4.3 Step Three: Building Permitting
.....

- (a) Public Frontage Plan

Illustrate compliance with the Drainage, Park Strip, Walkway, Street Tree, Public Infrastructure, and Public Furniture

- (b) Site Plan

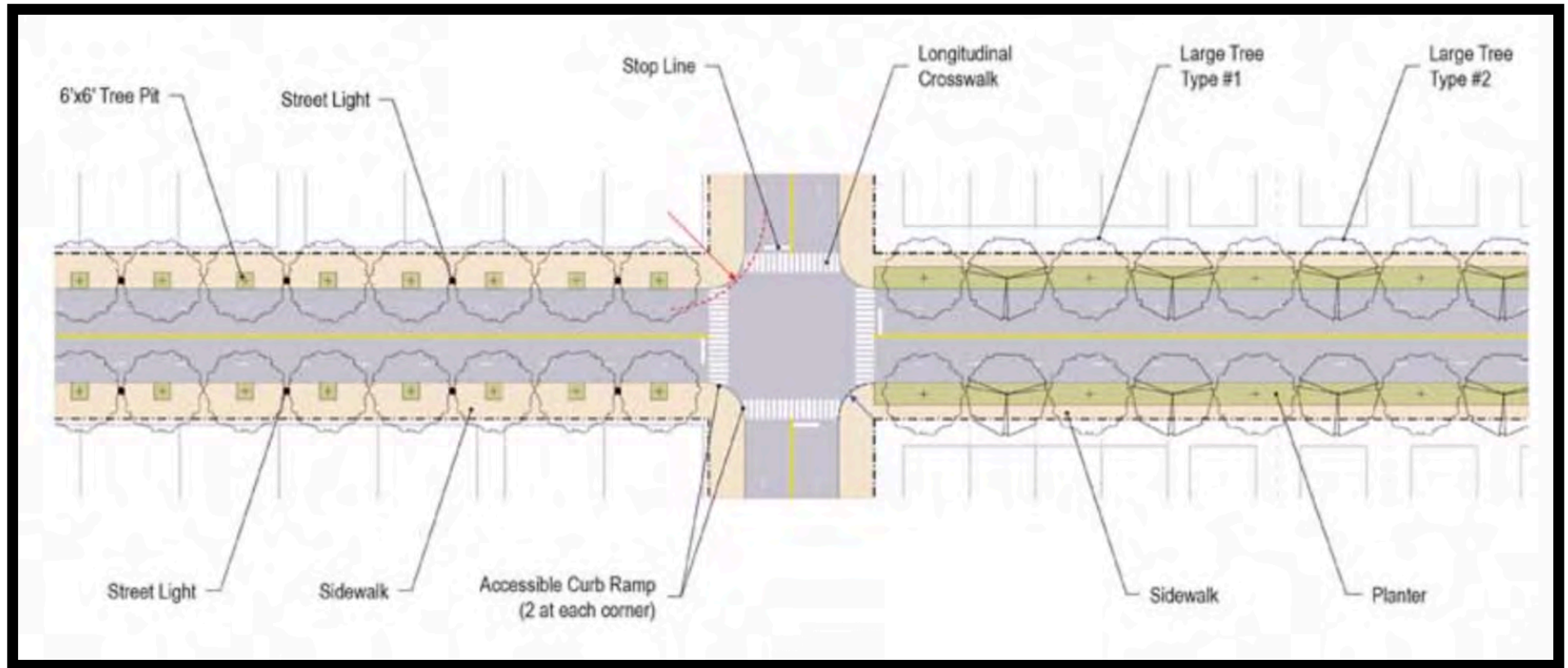
See Chapter 2, Site Planning and Private Realm, below for requirements.

- (1) Site Plan Area and Lot Lines

- A. Lot width
- B. Frontage Line Setback
- C. Building Placement and Lot Occupation

D. Private Frontage Plan

Diagram 1.1 Public Frontage Diagram Example



Chapter 3: Subdivision Applications

This chapter presents an overview of the City of Bastrop's (City's) Land Division Ordinance to assist design professionals and applicants in preparing plats and reports needed for plat recordation. It identifies requirements for preparing preliminary plats, final plats and minor plats.

3-1 DEFINITIONS

3-2 STANDARD DIVISION DESIGN REQUIREMENTS

3-3 REQUIREMENT FOR ENGINEERING LICENSE



Section 3-1

DEFINITIONS

3.1.1 General

For the purposes of this Ordinance, certain terms and words are hereby defined; terms not defined herein shall be constructed in accordance with customary usage in municipal planning and engineering practices.

Administrative Procedure - the procedure to be followed for the approval of the subdivision or re-subdivision of an existing lot(s) when such subdivision meets certain limited conditions set by the City.

Amending Plat - plat as defined in § 212.016 of the Texas Local Government Code and the procedure for such plats shall be the same as the Short Form procedure as defined herein.

City Engineer - a registered Engineer or his representative employed by the City and shall not be

employed by the developer/subdivider without prior approval of the City Council.

City or The City - City of Bastrop.

City Secretary - the City Secretary of the City of Bastrop or the authorized representative of the secretary.

City Zoning and Planning Commission - the commission appointed by the City Council of the City of Bastrop to assist the City Council in zoning and planning within the City's corporate boundary.

Developer/Subdivider - the owner or his appointed representative(s) that proposes to subdivide a tract of land within the corporate City limits of [or] ETJ of the City of Bastrop.

Extraterritorial Jurisdiction (ETJ) - that area adjacent to the corporate limits of the City over which the City is authorized to control, among other things, subdivision as prescribed or defined by law.

Filed - A plan or permit application shall be reviewed for completeness and be deemed administratively complete to be considered filed.

Homeowners Association - an incorporated or unincorporated association that is designated as the representative of the owners of the property in the Suburban Subdivision that: (1) has a membership primarily consisting of the owners of the property covered by the dedicatory instrument for the Suburban Subdivision, and (2) manages and/or regulates the Suburban Subdivision for the benefit of the owners of property in the subdivision.

Major Street - a principal traffic thoroughfare which continues or is intended to continue across the City and which serves to connect remote parts of the City. It may also be a principal connecting street with state or US highways.

Minor or Residential Streets - all streets not otherwise indicated.

Neighborhood Concept Scheme. A map or set of maps that shows the block structure, street network,

Place Types, Civic Spaces, Thoroughfares and special requirements if any, of areas subject to standards by the B³ Code.

OSSF - on-site wastewater disposal systems and facilities, commonly referred to as septic systems, whether of a traditional or "engineered" design.

Plat - a map or chart of the subdivision. It shall include plan, plat or replat, both singular and plural.

Public Wastewater Treatment and Collection

System - a system that is installed and maintained by an entity which holds a wastewater CCN from the State and is served by a wastewater Treatment Facility which holds a discharge permit from the TCEQ, or successor entity.

Replat - a plat as defined in § 212.014 or § 212.015 of the Local Government Code and the procedure for such plats shall be the same as Standard Procedure as defined herein.

Resubdivision - the division of any part of an existing subdivision, including any change of lot(s) size therein, and/or with relocation of any street lines.

Rural Subdivision - a subdivision where the average area of platted lot(s) is two (2) acre(s) or greater excluding streets and public areas with a minimum area of one (1) acre for each and every lot. Where a portion of a lot lies within the 100 year flood plain or within a drainage easement, the one (1) acre minimum shall exclude the area located within the flood plain or drainage easement. In no case can more than fifteen (15) percent of the total number of lots in the rural subdivision be less than one and one-half (1.5) acres each.

Shall, Must or Will- The word "shall, must or will" shall be deemed mandatory,

Should or May- The word "should or may " shall be deemed permissive.

Small Rural Subdivision - a rural subdivision containing four (4) or fewer lots fronting on an existing state highway or county road and not requiring the creation of any new street or road nor require drainage facilities. A small rural subdivision does not have to meet the average lot size of two (2) acres or greater but each and every lot must have a

minimum area of one (1) acre excluding areas within the 100 year flood plain. The entire parent tract being subdivided must comprise the entire area of the four (4) or fewer lots created. Subsequent subdividing of any tract to create subdivisions of four (4) or fewer lots is prohibited.

Sketch Drawing - a preliminary design of a subdivision and/or development that illustrates the layout of rights-of-way, blocks, lots, easements, civic/ open spaces, drainage areas, and land uses. A sketch drawing is preliminary in nature but provides enough detail to define the physical form of a subdivision and/or development to allow staff to provide relative feedback to an applicant.

Standard Procedure - the procedure to be followed for the approval of a subdivision when the land proposed to be subdivided does not meet the conditions of the short form procedure.

Standard Subdivision - the procedure to be followed for the approval of a subdivision when the land proposed to be subdivided does not meet the conditions of the short form procedure.

Subdivision – the division of any lot, tract or parcel of land into two or more parts in order to lay out a subdivision of the tract, including an addition to the City, 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. A division of a tract under this subsection includes a division regardless of whether it is made by using a metes and bounds description in a deed of conveyance or in a contract for a deed, by using a contract of sale or other executory contract to convey, or by using any other method. A division of land under this subsection does not include a division of land into parts greater than five acres each, where each part has access to a public road, and no public improvement is being dedicated. Further, divisions of land resulting from sales, conveyances, or transfers of easements or parcels of land to public entities for public utility right of way, drainage, or similar public purposes, shall not be included within this definition of

"subdivision." Each subdivision shall be classified as a rural or standard subdivision.

Suburban Subdivision – a subdivision in which the minimum lot width is one hundred and twenty-five feet (125') and the minimum lot size is one (1) acre, if on-site sewer facilities are to be used on the lot; or the minimum lot size is 0.6 acres if the public sewer collection and treatment system serves the lot.

Texas Department of Transportation and/or TxDOT – the state agency authorized by the State Legislature, or its successor agency, to regulate matters related to highway and road construction. (Note: When any TxDOT standard, "Item" regulation, definition or other matter is referenced, utilized, or adopted herein, the City also specifically adopts by this note of reference, and shall automatically apply without further amendment to this Code, the applicable successor TxDOT standard(s), "Item(s)", regulation(s), definition(s) or other matter(s), as amended by State law over time).

Total Construction Cost – the direct cost to the developer of all construction contracts for the

subdivision; items on [of] construction, including labor, materials and equipment necessary to complete all work (including extras) for final acceptance by the City.

Transmission lines - Electric transmission lines are electric power lines operated at 50 KV or above as further described in Section 25.5 Substantive rules applicable to Electric Service Providers, Subchapter A, "General Provisions, Definitions" (#140). Gas, petroleum or like transmission pipelines are those facilitating transfer from one storage facility to another and more fully described in definition (25)

Transportation or to transport under Texas Administrative Code Rule Title 16 Economic Regulation, Part 1 Railroad Commission, Chapter 3 Oil and Gas Division, Rule 3.79 Definitions.



.....
3.1.2 Submittal
.....

(a) The subdivider shall submit a plat of the entire area being subdivided. Each Submittal Package shall contain the following documents in order to be deemed complete. If all items are not present, the submission will not be accepted.

- (1) Completed and signed Planning Application.
- (2) Agent Authorization Letter.
- (3) Signed Project Description Letter explaining proposed project, including number of lots existing and proposed, and if those lots are residential or commercial. If submission is for Vacating Plat, the Project Description Letter must provide evidence that the current plat does not meet the proposed development, granting the vacation would not be detrimental to the public health, safety, or welfare or otherwise injurious to the other property in the area, does not substantially conflict with the Comprehensive Plan and the purposes of the Code, and would not generally apply to other properties in the

area, and contain signatures of owners of all lots within the original subdivision, if not under common ownership.

- (4) Bastrop Central Appraisal District Map highlighting the subject property.
- (5) Copy of deed showing current ownership.
- (6) Copy of current tax statement of account or tax receipt showing taxes have been paid.
- (7) Plat prints, collated and folded:
 - One (1) 11"X17"
 - Eight (8) 24" X 36"
- (8) Six (6) prints of the approved Preliminary Drainage Study as required in [Section 4.10.6](#), if submitting a preliminary plat.
- (9) Three (3) prints of the utility schematic/plan.
- (10) Three (3) copies of letter outlining Planned Development requirements and how those

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required are addressed on the plat, if zoning is derived from a Planned Development.

(11) Utility Easement Release approvals from all utility providers.

(12) Digital Submittal: Digital submittals shall be provided on a labeled CD/DVD or flash drive in the format specified below in addition to the hard copy submittal. Application will not be accepted if not in the specified format listed below. The CD/DVD or flash drive will not be returned to the applicant.

A. PDF 1: Main Application materials shall be one document and include:

- Title page called *Application* (Specify Project Name),
- Completed Application,
- Agent Authorization Form,
- Waiver Letter, and,
- Project Description Letter.

B. PDF 2: Plats & Utilities shall be one document and include:

- Title page called *Plat Details* (Specify Project Name),
- Plat(s),
- Drainage study, and
- Utility schematics.

C) PDF 3: Remaining Checklist Items shall be one document and include:

D) Title page called *Checklist Items* (Specify Project Name),

E) Tax map,

F) Deed(s),

G) Tax certificate, and

H) Planned Development Information (if applicable).

D) GIS or AutoCAD Files must include:

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- Files that show new parcel layout and easements formatted in a GIS geodatabase file or shape file;
- AutoCAD dwg file spatially referenced using NAD 1983 StatePlane Texas Central FIPS 4203 Feet; and
- Titles must be Parcels_ProjectName and Easements_ProjectName.

(13) Plat filing fee shall be paid at the time of the submission as set forth in [City of Bastrop Code of Ordinances - Appendix A](#).

(14) Copy of original plat, if filing an amending plat or replat.

3.1.3 Plat Requirements

For the below chart abbreviations:

AP - Amending Plat

MP - Minor Plat

RP - Replat

PP - Preliminary Plat

FP - Final Plat

The plat shall be drawn to scale and shall show or be accompanied by the following information:

(a) Plat Detail	AP	MP	RP	PP	FP
1. The name of the subdivision, which shall not duplicate an existing or pending subdivision.	X	X	X	X	X
2. The total acreage and the proposed total number of lots and blocks within the subdivision and the total acreage of rights-of-way.	X	X	X	X	X
3. The name of the owner and address. If the owner is a partnership, corporation or other entity other than an individual, the name of the responsible individual such as president or vice-president must be given.	X	X	X	X	X

(a) Plat Detail	AP	MP	RP	PP	FP
4. The name of the licensed public surveyor and licensed engineer, when required, responsible for preparing the plat.	X	X	X	X	X
5. Scale: 1" = 100'.	X	X	X	X	X
6. North arrow, north to be at top of sheet, if possible.	X	X	X	X	X
7. Legend, depicting all symbols, located beside the plat sketch.	X	X	X	X	X
8. Date, revision block, and each revision shall bear a new date.	X	X	X	X	X
9. Applicable Plat Notes as shown in Section 4.10.4	X	X	X	X	X
10. Ownership boundaries shall be drawn in very heavy lines and shall include overall dimension and bearings.	X	X	X	X	X
11. Adjacent boundary lines and adjacent right-of-way lines of the proposed subdivision drawn with dashed lines.	X	X	X	X	X
12. A tie to an original corner of the tract of land of which subdivision is a part.	X	X	X	X	X
13 Name and location of adjacent subdivision, streets, easements, pipelines, water courses, etc. and the property lines and name of all adjoining property owners.		X	X	X	X
14. Name and location of adjacent subdivisions, streets, and property lines.	X				

(a) Plat Detail	AP	MP	RP	PP	FP
15. Existing and proposed topographic and planimetric features within the subdivision, including water courses and ravines, high banks, width of existing and proposed easements and any other physical features pertinent to the subdivision. Contour lines at two (2) foot intervals in terrain with a slope of two (2) percent or less and five (5) foot intervals in terrain with slope greater than two (2) percent.		X	X	X	X
16. Existing transportation features within the subdivision including the location and width of right-of-way, streets, alleys and easements.	X	X	X	X	X
17. Proposed features to be dedicated for public use including location, right-of-way, pavement width, surfacing, and name of streets; approximate width and depth of all lots; and location of building lines, alleys, parks, squares, public easements, sanitary facilities, utilities, and sanitary control easements.	X	X	X	X	X
18. Lot and block lines and numbers of all lots and blocks proposed to be created with complete dimensions for front, rear and side lot lines.	X	X	X	X	X
19. Floodway, 100-year flood plain and finish floor elevation.	X	X	X	X	X
20. Locations and size of dimensions of existing utilities, drainage facilities, streets, alleys, and easements.	X	X	X	X	X
21. Location of City limits line, the outer border of the City's extraterritorial jurisdiction and zoning district boundaries, if they traverse the subdivision, form part of the subdivision, or are contiguous to such boundary.	X	X	X	X	X

(a) Plat Detail	AP	MP	RP	PP	FP
<p>22. Key Map. A key map showing relation of subdivision to well-known streets in all directions to a distance of at least one (1) mile.</p>	X	X	X	X	X
<p>23. An accurate on-the-ground boundary survey of the property with bearing and distances and showing the lines of all adjacent land, streets, easements and alleys with their names and width. (Streets, alleys and lot lines in adjacent subdivisions shall be shown dashed). All necessary data to reproduce the plat on the ground must be shown on the plat.</p>		X	X	X	X
<p>24. A complete legal description by metes and bounds of the land being subdivided (field notes).</p>		X	X	X	X
<p>25. For streets to be dedicated: Complete curve data (delta, length of curve, radius, point of reverse curvature, point of tangency, chord length and bearing) shown on each side of the street; length and bearing of all tangents; dimensions from all angle points of curve to an adjacent side lot line shall be provided.</p>			X		X
<p>26. For water courses and easements to be dedicated: Distances to be provided along the side lot lines from the front lot line or the high bank of a stream. Travers line to be provided along the edge of all large water courses in a convenient location, preferably along a utility easement or drainage if paralleling the easement or stream. The 100-year flood plain easement shall be shown where applicable. A note shall be provided prohibiting construction within the 100-year flood plain except for public streets or roads or utilities.</p>			X		X

(a) Plat Detail	AP	MP	RP	PP	FP
27. A Certificate of ownership and dedication to the public of all streets, easements, alleys, parks, playgrounds, or other dedicated public uses, signed and acknowledged before a notary public by the owners and any holders of liens against the land.			X		X
28. A certificate of approval to be signed by the Planning & Zoning Chairman shall be placed on the face of the plat. See Section 4.10.7C1.			X		X
29. The certificate of the licensed public surveyor who surveyed, mapped and monumented the land shall be placed on the face of the plat.			X		X
30. Phasing Plan				X	

(b) Standard Plat Notes	AP	MP	RP	PP	FP
1. The Benchmarks used are <u>INSERT BENCHMARK DATA AND MONUMENT DATA</u> .	X	X	X	X	X
2. Water service is provided by the <u>INSERT NAME OF PROVIDER</u> .			X	X	X
3. Wastewater service is provided by <u>INSERT NAME OF PROVIDER</u> .			X	X	X
4. Electric service is provided by <u>INSERT NAME OF PROVIDER</u> .			X	X	X
5. All easements of record as indicated on the most recent title run, dated <u>INSERT DATE</u> , conducted by <u>INSERT NAME</u> for this property are shown on this plat.	X	X	X	X	X
6. This Plat conforms to the Preliminary Plat approved by the Planning & Zoning Commission on <u>INSERT APPROVAL DATE</u> .					X
7. All subdivision permits shall conform to the City of Bastrop Code of Ordinances, public improvement standards, and generally accepted engineering practices per Section 5.10 of the Subdivision Ordinance .			X	X	X
8. Construction Plans and Specifications for all subdivision improvements shall be reviewed and accepted by the City of Bastrop prior to any construction within the subdivision.				X	X

(b) Standard Plat Notes	AP	MP	RP	PP	FP
<p>9. The owner of this subdivision, and his or her successors and assigns, assumes sole responsibility for plans for construction of subdivision improvements which comply with applicable codes and requirements of the City of Bastrop. The owner understands and acknowledges that plat vacation or re-platting may be required, at the owner's sole expense, if plans to construct this subdivision do not comply with such codes and requirements.</p>			X	X	X
<p>10. By approving this plat, the City of Bastrop assumes no obligation to construct any infrastructure in connection with this subdivision. Any subdivision infrastructure required for the development of the lots in this subdivision is the sole responsibility of the developer and/or the owners of the lots. Failure to construct any required infrastructure to City standards may be just cause for the City to deny applications for certain development permits including building permits, site plan approvals and/or Certificate of Occupancy.</p>				X	X
<p>11. Fiscal surety for subdivision construction, in a form acceptable to the City of Bastrop, shall be provided prior to plat approval by the City.</p>				X	X
<p>12. No lot in this subdivision shall be occupied until connected to the approved water distribution and wastewater connection facilities.</p>			X	X	X
<p>13. Wastewater and Water systems shall conform to Texas Commission on Environmental Quality (TCEQ).</p>			X	X	X
<p>14. All utilities will be underground.</p>	X	X	X	X	X
<p>15. Impact fees shall be assessed in accordance with the ordinance effective at the time of platting.</p>		X	X	X	X

(b) Standard Plat Notes	AP	MP	RP	PP	FP
16. Developer or property owner shall be solely responsible for all relocation and modifications to existing utilities.	X	X	X	X	X
17. A portion of this tract is within a flood hazard area as shown on the Flood Insurance Rate Map Panel # <u>STATE NUMBER</u> for Bastrop County, Effective <u>INSERT DATE</u> , <u>INSERT COMMUNITY NUMBER</u> Community Number, and is on Zone <u>INSERT ZONE</u> .	X	X	X	X	X
18. Temporary and permanent easements to be provided, as required at the City's sole discretion for off-site improvements.			X	X	X
19. As shown hereon, a ten (10) foot wide public utility easement (P.U.E.) is hereby dedicated adjacent to street Rights-of-Way on all lots. A five (5) foot wide P.U.E. is hereby dedicated along each street and rear lot line. (Change to 20 foot adjacent to ROW in BP&L service area.)	X	X	X	X	X
20. Property owner shall provide for access to all easements as may be necessary and shall not prohibit access by government authorities.	X	X	X	X	X
21. No building, fences, landscaping or other structures are permitted within drainage easements shown, except as approved by the City of Bastrop and/or Bastrop County.	X	X	X	X	X
22. All easements on private property shall be maintained by the property owner or his or her assignees.	X	X	X	X	X

(b) Standard Plat Notes	AP	MP	RP	PP	FP
23. No lot or structure shall be occupied prior to the Applicant submitting to the City of Bastrop documentation of subdivision/site registration with the Texas Department of Licensing and Regulations (TDLR) and provide documentation of review and compliance of the subdivision construction plans with Texas Architectural Barriers Act (TABAA).					X
24. Erosion and sedimentation controls constructed in accordance with the Subdivision Ordinance of the City of Bastrop are required for all construction on each lot, including single family and duplex construction.		X	X	X	X
25. Public utility and drainage easements where shown and/or described hereon are intended to indicate an easement for construction, operation, and maintenance of public utilities and drainage ways; including, but not limited to, sanitary sewers, force mains, water lines, telephone signal conduits, electric conductors, drainage pipes, and natural gas lines.		X	X	X	X
STANDARD PLAT NOTES SPECIFIC TO CITY LIMITS:					
26. Sidewalks shall be constructed in accordance with the Subdivision Ordinance of the City of Bastrop.	X	X	X	X	X
27. Prior to construction of any improvements on lots in the subdivision, building permits will be obtained from the City of Bastrop.		X	X	X	X
28. Building setbacks shall be in accordance with City of Bastrop Subdivision Ordinance.	X	X	X	X	X

(b) Standard Plat Notes	AP	MP	RP	PP	FP
STANDARD PLAT NOTES SPECIFIC TO EXTRATERRITORIAL JURISDICTION:					
29 A Bastrop County development permit is required prior to any site development.	X	X	X	X	X
STANDARD PLAT NOTES SPECIFIC TO BASTROP POWER & LIGHT:					
30 Blanket Temporary Access and Construction Easement Document # <u>INSERT NUMBER</u> has been provided for construction access.		X	X	X	X
31 Upon completion of construction and installation of the Electric Facilities on the Property, the developer/owner shall have the Permanent Utility Easement (20 foot easement, to include a 10 foot buffer around all non-opening sides and a 20 foot buffer around opening sides of equipment) surveyed by metes and bounds, at its sole cost and expense, and a copy of that Permanent Easement survey provided to BP&L for the granting and recording of a Permanent Public Utility Easement. The Blanket Temporary Access and Construction Easement shall be vacated as such time BP&L accepts and records the Permanent Public Utility Easement.		X		X	X
32 Any public utility has the right to prune and/or remove trees, shrubbery vegetation and other obstructions to the extent necessary to keep the easements clear. The owner/developer of this subdivision/lot shall provide such providers with any easement and or access required, in addition to those indicated, for the installation and ongoing maintenance of public utilities.	X	X	X	X	X

(b) Standard Plat Notes	AP	MP	RP	PP	FP
33 The owner shall be responsible for installation of temporary erosion control, re-vegetation and tree protection for electric utility work required to provide electric service to this project.		X		X	X
34 All fees must be paid before materials are ordered or construction of electric facilities will be scheduled.		X		X	X
35 Line extension fees are required to be assessed at the time of platting. Provide electric load calculations, number of services, or plans for review.		X	X	X	X
STANDARD PLAT NOTES, WHEN APPLICABLE:					
36 Variance from <u>INSERT CODE AND VARIANCE DESCRIPTION</u> was approved by the City of Bastrop on <u>INSERT DATE</u> .	X	X	X	X	X
37 Residential corner lots on unequal class street shall only access the street with the lower classification. Access for <u>INSERT LOT</u> is prohibited to <u>INSERT STREET NAME</u> .	X	X	X		X
38 All restrictions and notes from the previous existing subdivision, <u>INSERT SUBDIVISION NAME</u> , recorded in <u>INSERT RECORDATION NUMBER</u> , plat records, Bastrop County, Texas, shall apply to this plat.	X		X		X

(c) Signature Block

AP MP RP PP FP

(1) Planning & Zoning Commission Approval Format

X X X

Approved this INSERT DAY day of INSERT MONTH, INSERT YEAR, A.D. by the Planning & Zoning Commission of the City of Bastrop, Texas.

Approved: Attest:

Planning & Zoning Commission City Secretary

Chairman

(c) Signature Block

AP MP RP PP FP

(2) Administrative Approval Format

X X

Administratively approved and accepted by the City of Bastrop this INSERT DAY day of INSERT MONTH, INSERT YEAR.

Approved: Attest:

City Manager City Secretary

Director of Planning

(c) Signature Block

AP MP RP PP FP

(3) Certificate of the Licensed Public Surveyor

X X X X X

The State of Texas§

County of Bastrop§

KNOW ALL MEN BY THESE PRESENTS

That I, INSERT NAME, do hereby certify that I prepared this plat from an actual and accurate on-the-ground survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with the subdivision regulations of the City of Bastrop, Texas.

Signature and Seal of Registered Date

Public Surveyor

(c) Signature Block

AP MP RP PP FP

(4) Certificate of the Licensed Engineer

X X X X X

The State of Texas§

County of Bastrop§

KNOW ALL MEN BY THESE PRESENTS

That I, INSERT NAME, do hereby certify that the information contained on this plat complies with the subdivision regulations for the City of Bastrop, Texas and that the 100 year flood plain is as shown and will be contained within the drainage easement and or drainage right-of-way, as shown hereon.

Signature and Seal of Registered Engineer Date

(c) Signature Block

AP MP RP PP FP

(5) Owner's Signature Block

X X X X

The State of Texas§

County of Bastrop§

KNOW ALL MEN BY THESE PRESENTS

That we, INSERT NAME(S) OF OWNER(S), being the owners of INSERT NUMBER OF ACRES acres out of INSERT LEGAL DESCRIPTION, according to the map or plat recorded in Plat Cabinet INSERT NAME, Page INSERT NUMBER, plat records of Bastrop County, Texas and as conveyed to us by deeds recorded in Instrument Number INSERT NUMBER of the official public records of said county do hereby subdivide said land with the plat shown hereon, to be known as INSERT SUBDIVISION NAME subject to easements and restrictions heretofore granted and not released and do hereby dedicate any streets and/or easements shown hereon to the public.

Witness my hand this INSERT DAY day of INSERT MONTH, INSERT YEAR, A.D.

Property Owner Name

Property Owner Address

(c) Signature Block

AP MP RP PP FP

6 County Clerk Signature Block

X X X X X

The State of Texas§

County of Bastrop§

I, INSERT COUNTY CLERK'S NAME, County Clerk of Bastrop County, Texas, do hereby certify that the foregoing instrument of writing and its certificate of authentication was filed for record in my office on the INSERT DAY day of INSERT MONTH, INSERT YEAR, A.D. at INSERT HOUR o'clock INSERT AM BEFORE NOON or PM AFTER NOON, in the plat records of Bastrop County, Texas in Plat Cabinet INSERT NAME, Page INSERT NUMBER.

Filed for record on the INSERT DAY day of INSERT MONTH, INSERT YEAR, A.D.

Deputy County Clerk, Bastrop County,

Texas

3.1.4 Incomplete Submissions

All plat submittals shall be reviewed for completeness and must be deemed administratively complete to be considered filed. All incomplete submissions will be returned to applicant on the date listed for completeness checks on the Plat Schedule of Uniform Submittal Dates adopted annually by City Council.

3.1.5 Authority Responsible for Approval

The municipal authority responsible for approving plats is the City of Bastrop Planning & Zoning Commission unless authority is granted to the Director of Planning & Development in Section 4.10.2.

3.1.6 Action Taken by Planning & Zoning Commission

The Planning & Zoning Commission shall act on a plat within 30 days after the date the plat is filed in accordance with Chapter 212, Section 212.009. A plat is

considered approved by the municipal authority unless it is disapproved within that period.

3.1.7 Expiration of Preliminary Plat Approval

Approval of the preliminary plat does not constitute acceptance of the subdivision, but is authority to proceed with the preparation of the final plat. Any work done on the subdivision before the final plat is accepted and recorded is done at the risk of the subdivider. The approved preliminary plat shall expire two (2) years from the date such plat was approved if no progress has been made towards completion of the project pursuant to Texas Local Government Code Chapter 245, Issuance of Local Permits, Section 245.005 - Dormant Projects.

3.1.8 Recordation

After approval of the plat and only after the approval statement set forth in paragraph 4.10.8C has been executed, the City shall file the original of the plat in the Bastrop County Clerk's office. One (1) copy of the plat shall be provided to the Director of Planning and Development for filing. The plat shall be submitted on a

24" x 36" mylar sheet(s) with all appropriate signatures provided on the City of Bastrop signature blocks. A current copy of a tax certificate showing all taxes have been paid will be required prior to the City filing the plat with the County.

.....
3.1.9 Fees
.....

Platting fees shall be paid at the time of the submittal in accordance with the Code of Ordinances, Appendix A - Fee schedule.

Section 3-2

STANDARD DIVISION DESIGN REQUIREMENTS

.....
3.2.1 Administration and Review
.....

(a) Development Review Committee

(1) Purpose.

- A. The Development Review Committee (DRC) shall be organized to generally ensure compliance by site owners with all applicable codes, regulations, laws, ordinances and plans and to coordinate examination of development proposals to ensure that all City requirements, established by Ordinance, resolution or policy, have been met without conflict.
- B. The Development Services Committee shall have all the power and duties specifically provided for herein.

(2) Organization and Membership.

A. The Development Review Committee shall consist of City staff meetings including, but not limited to representatives from:

- Planning & Zoning Department
- Engineering
- Public Works
- Water/Wastewater
- Electric
- Fire
- Parks
- Building Inspections
- City Manager's Office

(3) Powers and Duties.

A. Provide a series of technical reviews and analysis of each project in a holistic manner to

provide quick turnaround reviews, reduce comment conflicts, provide consistent feedback to each applicant and project, and ensure all recommendations for disapproval have clear and convincing evidence to meet the requirements of Texas Local Government Code Chapter 212.0097.

- B. Approve applications which meet the intent, standards, and requirements, if no public consultation is required by state law or by City ordinances.
- C. Recommend approval or disapproval of exceptions or waivers to City Council in accordance with the City's Code of Ordinances, Chapter 16 - Stormwater Drainage, Section 16.01.013.
- D. Conduct annual reviews of all technical manuals and provide a consolidated list of recommendations for City Council considerations, if needed.

.....
3.2.2 Infrastructure Plan
.....

(a) Format.

Drawings shall be on twenty-two-inch by thirty-four-inch (22"x34") sheets at generally accepted horizontal and vertical engineering scales.

(b) Content.

An Infrastructure Plan shall be submitted and approved by the City Engineer in accordance with **Section 5.05.1 as Step 3** prior to submitting a Preliminary Plat. The Infrastructure Plan shall be drawn to scale and shall show or be accompanied by the following information:

.....
3.2.3 Infrastructure Plan Requirements
.....

The Infrastructure Plan shall show or be accompanied by the following information:

(a) COVER SHEET

- Title of Project, Location, and Type of Plans

- Sheet Index/Table of Contents
- Vicinity Map of the Project including surrounding streets with a north arrow pointing in the correct direction

(b) NOTE SHEETS

- City of Bastrop general construction notes, water notes, wastewater notes, and erosion, sedimentation control and tree protection notes.
- Project Specific Notes (Must not conflict with other required notes).
- Street Summary Design Table with Pavement

(c) EROSION, SEDIMENTATION AND TREE PROTECTION SHEET

- Drainage flow arrows/patterns
- Clearly marked limits of construction
- Location of all known underground storage tanks
- Location of all critical environmental features and their required setbacks
- All areas of cut and fill > or = 4' clearly labeled

(d) DEMOLITION PLAN

- Show all structures being demolished
- Will there be a need for infill, call-outs for infill material and positions?

(e) STREET PLAN AND PROFILE

- Street names, lot and block numbers
- Benchmarks that are spotted in plain view, conveniently spaced (500'±), located outside construction limits, set on permanent structure
- Match lines for continuations of streets on other streets
- Clearly show the beginning and ending of project
- All fill areas shaded/hatched on profile
- Sidewalks and approved ADA ramps
- Existing street slopes at tie-ins to existing
- Verify sufficient clearance exists for driveways from inlet transitions, streetlights, fire hydrants, etc.
- ADA ramp wings shown
- Street end barricades shown

- Intersecting and adjacent streets: type and width of private, walks, alleys
- Mailbox locations

(f) OVERALL WASTEWATER LAYOUT

- Street names, lot names, and block letters
- Lot dimensions
- Surrounding subdivision names/property owners
- Services applied to lateral to each lot
- Street names, street/alley widths, fences, and right-of-way widths
- Existing pavements (type) and existing/proposed easements (type and width)
- Adjoining buildings and improvements
- “Connect to” note to an existing wastewater main
- Wastewater designation, size, and direction of flow
- Manholes at all future stub outs
- Easements for all offsite sewer lines

- Centerline station every 300', deflection angles at points of intersection
- Detail for water/wastewater crossing
- Main lines between manholes must be straight, with no more than 300 feet between manholes

(g) WASTEWATER PLAN AND PROFILE

- All wastewater main overall plan
- Vertical scale of 1" = 5'
- Existing ground and proposed ground/subgrade/top of curb
- Direction, length, size and type of pipe
- Elevations of all crossing utilities in the wastewater overall plan
- Size of manholes
- Drop manholes identified
- Existing/proposed manholes, pipes and sizes (parallel to mains)
- Existing/proposed bridges, culverts and drainage channels

(h) OVERALL WATER PLAN

- Water service at each lot

- Existing/proposed main lines
- Street names, lot numbers, and block letters
- Street/alley widths, rights-of-way, and lot dimensions
- Valves provided on all legs of pipe intersections
- All bends are 45 degrees or less
- Automatic flush valves at all dead ends
- Air release valves at all high points
- Utility easements for all pipes off-site
- Fittings, fire hydrants, manholes, services, and taps are shown
- Utility crossing details
- Main designation with stationing
- Material call-out for water main(s)
- All existing pavements (type), existing and proposed easements (type and width)
- Show location and size of existing/proposed water meter(s)
- All fire lines must be ductile iron , =>6"

(i) WATER PLAN AND PROFILE (ALL WATER LINES MUST BE PROFILED)

- Clearly labeled vertical scale of 1" = 5' (All plans must be drawn to scale)
- Direction, linear foot, size, and material callout for all water mains
- Existing underground utilities (parallel)
- Existing and proposed storm sewer manhole, pipes, sizes (parallel to mains)
- All existing and proposed utilities (including gas lines, buried or overhead power or telephone lines)

(j) SIGN, STRIPING, AND SLEEVE LAYOUT

- Stop bars at all stop sign locations
- "No through truck" signs at all subdivision entrances
- Note for all signs and striping to be installed per TX Manual on Uniform Traffic Control
- Show all sleeves and conduit for dry utilities (i.e. gas, cable, phone)

(k) LIGHTING PLAN

- Street Light Locations with coverage areas

- All utility lines must be installed underground.

(l) PHASING PLAN

- Provide Applicable Phasing Plan

(m) TRAFFIC CONTROL PLAN

- Provide applicable traffic control and detour details

(n) WASTEWATER DETAILS

- Current City of Bastrop detail (when inside Bastrop CCN)
- Current Utility Provider detail (when outside Bastrop CCN)

(o) WATER DETAILS

- Current City of Bastrop detail (when inside Bastrop CCN)
- Current Utility Provider detail (when outside Bastrop CCN)

.....
 3.2.4 Infrastructure Plan Submittal

An Infrastructure Plan Submittal shall contain the following:

- (a) Completed and signed Planning Application.
- (b) Agent Authorization Letter.
- (c) Six (6) copies of the Infrastructure Plan in compliance with Section 5.05.1 a and b.
- (d) Six (6) prints of the approved preliminary drainage study by the City Engineer as required in Section 4.10.6 Step 2.

Engineer shall approve or disapprove in compliance with the requirements of this Ordinance.

.....
3.2.5 Incomplete Submissions
.....

- (a) All Infrastructure Plan submittals shall be reviewed for completeness and must be deemed administratively complete to be considered filed.
- (b) All incomplete submissions will be returned to applicant.

.....
3.2.6 Approval
.....

- (a) Within 30 days of the date on which all required information been accepted by review, the City

.....
3.2.7 Public Improvement Plan
.....

- (a) Public Improvement Plans shall consist of detailed specifications and diagrams illustrating the location, design, and composition of all improvements identified in the preliminary plan phase and required by this chapter and other applicable city ordinances, codes and policies.
- (b) Public Improvement Plans shall be submitted to the City for approval by the City Engineer.
- (c) In addition, any project that necessitates the construction, reconstruction or modification of existing city infrastructure shall also be submitted to the city for approval.
- (d) The plans shall be kept by the city as a permanent record of required improvements in order to:
 - (1) Provide better records that facilitate the operation and maintenance of, and any future modifications to existing city infrastructure.

- (2) Provide data for evaluation of materials, methods of construction and design.
- (3) Provide documentation of approved public improvements to ensure that all such improvements are built to city standards and specifications.
- (4) No construction activities shall commence, until such time as construction plans completely describing the on-site and off-site improvements required by this chapter and other applicable city ordinances and codes have been approved by the City Engineer and Notice to Proceed as been granted in accordance with [Section 5.05.5](#).

(e) Format.

Drawings shall be on twenty-four-inch by thirty-six-inch (24"x36") sheets at generally accepted horizontal and vertical engineering scales.

(f) Content.

Public Improvement Plans shall include all on- and off-site improvements required to serve the

proposed development as indicated on the approved preliminary plat and in compliance with applicable ordinances, codes, standards and policies of the city, and other applicable governmental entities. All Public Improvement Plans shall be signed and sealed by a licensed professional engineer, licensed to practice in the State of Texas, in compliance with [Section 5.10.1](#). The Public Improvement Plan shall be submitted for approval by the City Engineer, in accordance with [Section 5.05.2](#) of this Code AFTER complying with Step One and Two below:

(1) Step One:

- a. A final drainage plan, as required in [Section 2.b.5 of the Stormwater Drainage Manual](#), shall be submitted and approved by the City Engineer along with a geotechnical report by a qualified professional testing laboratory to determine the engineering characteristics of soil, rock and/or fill material such that a geotechnical engineer can then determine and design the type of foundations, earthworks, drainage infrastructure design,

and/or pavement subgrades required for the intended man-made structures to be built.

- b. Once Step One is completed, the applicant can proceed to Step Two.

(2) Step Two:

- a. A Public Improvement Plan Submittal shall contain the following:
 - i. Completed and signed Planning Application.
 - ii. Agent Authorization Letter.
 - iii. Six (6) copies of the Public Improvement Plan in compliance with [Section 5.05.2 a and b](#).
 - iv. Six (6) prints of the approved final drainage study by the City Engineer as required in [Section 4.10.6 Step 2](#).

.....
3.2.8 Public Improvement Plan Requirements
.....

(a) The Public Improvement Plan shall show or be accompanied by the following information:

1. COVER SHEET

- Title of Project, Location, and Type of Plans
- City Approval Signature Block
- City Approval Signature Notes
- Sheet Index/Table of Contents
- Vicinity Map of the Project including surrounding streets with a north arrow pointing in the correct direction

2. PRELIMINARY PLAT SHEET

- Legible Copy of Planning & Zoning Commission Approved, Preliminary Plat

3. NOTE SHEET

- City of Bastrop general construction notes, water notes, wastewater notes, and erosion, sedimentation control and tree protection notes.
- Current TCEQ Notes.

- Project Specific Notes (Must not conflict with other required notes).
- Temporary survey monuments
- Permanent survey monuments
- Street Summary Design Table with Pavement
- Description of proposed brass benchmark(s) locations

4. DEMOLITION PLAN

- Show all structures being demolished
- Will there be a need for infill, call-outs for infill material and positions?
- Will there be a need for infill, call-outs for infill material and positions?

5. EROSION, SEDIMENTATION AND TREE PROTECTION SHEET

- Drainage flow arrows/patterns
- Stabilized construction entrance
- Existing and proposed grade(s)
- Clearly marked limits of construction
- Contractor staging area(s) with silt fence on downstream side

- Location and type of all proposed temporary and permanent erosion controls
- Location of all known underground storage tanks
- Location of all critical environmental features and their required setbacks
- Location of all tree protection measures
- Survey of all trees six (6) inches in diameter or larger
- Indicate trees by circles with radius of 1' per inch of trunk diameter
- Dashed/broken circles for trees to be removed
- Solid/unbroken circles for trees to remain
- All areas of cut and fill > or = 4' clearly labeled
- Limits and type of slope stabilization

6. OVERALL DRAINAGE

- Submit Approved & Signed Copy of Final Drainage Plan by City Engineer

7. STREET PLAN AND PROFILE

- Clearly labeled horizontal scale of 1" - 50' and vertical scale of 1" - 5' (All plans MUST be drawn to scale)
- Street names, lot and block numbers
- Benchmarks that are spotted in plain view, conveniently spaced (500'±), located outside construction limits, set on permanent structure
- Drainage facilities within or intersecting right-of-way and indicate stationing (show inlet type)
- Drainage flow arrows
- Grade breaks (high and low points)
- Match lines for continuations of streets on other streets
- Labeled concrete valley gutter at intersections where appropriate
- Clearly show the beginning and ending of project
- Limits of inlet transition
- All point of curve, point of tangency, compound curvature, point of reverse curvature stations and vertical curve information
- All fill areas shaded/hatched on profile

- Sidewalks and approved ADA ramps
- Existing street slopes at tie-ins to existing
- Labeled set-backs, face-of-curb to face-of-curb width, and right-of-way width (all proposed right-of-way dedications)
- Verify sufficient clearance exists for driveways from inlet transitions, streetlights, fire hydrants, etc.
- Erosion matting on all slopes 3:1 or steeper
- ADA ramp wings shown
- Street end barricades shown
- Buildings on developed property with addresses
- Intersecting and adjacent streets: type and width of private, walks, alleys
- Show spot elevation in ditches and gutters to clarify drainage and transitions
- Existing concrete paving clearly shown according to standard symbols and accurately dimensioned. Curb and gutter dimension. Pavement thickness indicated.
- Size and construction of fences

- Signs; if commercial in right-of-way, state if electrical
- Mailbox locations

8. OVERALL WASTEWATER LAYOUT

- Street names, lot names, and block letters
- Existing contours
- Lot dimensions
- Surrounding subdivision names/property owners
- Services applied to lateral to each lot
- Street names, street/alley widths, fences, and right-of-way widths
- Existing pavements (type) and existing/proposed easements (type and width)
- Adjoining buildings and improvements
- Minimum finished floor elevation for each lot
- “Connect to” note to an existing wastewater main
- Wastewater designation, size, and direction of flow

- “Construct” notes for sewer and sewer appurtenances
- Manholes at all future stub outs
- Easements for all offsite sewer lines
- Centerline station every 300', deflection angles at points of intersection
- Centerline station at points of curvature, points of tangency, and C.O.s
- Centerline curve data
- Note for all existing manholes modified by construction to be tested, repaired, and recoated
- Detail for water/wastewater crossing
- Main lines between manholes must be straight, with no more than 300 feet between manholes
- Easements that need separate instruments
- Minimum finished floor elevation(s)

9. WASTEWATER PLAN AND PROFILE

- All wastewater main profiled
- Vertical scale of 1" = 5'

- Existing ground and proposed ground/subgrade/top of curb
- Special notes and references to appurtenance sheet numbers
- Direction, grade, length, size and type of pipe
- Embedment of pipe
- Identify elevation of the invert, flow out, flow in, and rim
- Minimum drop of 0.1' across manhole
- Elevations of all crossing utilities in the wastewater profile
- Size of manholes
- Drop manholes identified
- Stationing and manhole numbers
- Existing/proposed manholes, pipes and sizes (parallel to mains)
- Existing/proposed bridges, culverts and drainage channels

10. OVERALL WATER PLAN

- Water service at each lot
- Existing/proposed main lines

- Street names, lot numbers, and block letters
- Street/alley widths, rights-of-way, and lot dimensions
- Valves provided on all legs of pipe intersections
- All bends are 45 degrees or less
- Thrust restraints on dead ends
- Restraints on dead ends
- Automatic flush valves at all dead ends
- Air release valves at all high points
- Utility easements for all pipes off-site
- Fittings, fire hydrants, manholes, services, and taps are shown
- Utility crossing details
- Main designation with stationing
- Material call-out for water main(s)
- All existing pavements (type), existing and proposed easements (type and width)
- Show location and size of existing/proposed water meter(s)
- All fire lines must be ductile iron , =>6"

11. WATER PLAN AND PROFILE (ALL WATER LINES MUST BE PROFILED)

- Clearly labeled vertical scale of 1" = 5' (All plans must be drawn to scale)
- References to appurtenance sheet numbers
- Show all mains
- Existing and proposed ground at Water Main Centerline
- Direction, linear foot, size, grade and material callout for all water mains
- Embedment for water main
- Wastewater/storm sewer crossing with stations and elevation
- Existing underground utilities (parallel)
- Existing and proposed storm sewer manhole, pipes, sizes (parallel to mains)
- Existing and proposed bridges, culverts and drainage channels
- Elevation of existing and proposed storm sewer pipes and drainage

- All existing and proposed utilities (including gas lines, buried or overhead power or telephone lines)

12. SIGNS, STRIPING, AND SLEEVE LAYOUT

- Stop bars at all stop sign locations
- Speed limit signs at all entrances (Maximum 30 mph)
- “No through truck” signs at all subdivision entrances
- Note for all signs and striping to be installed per TX Manual on Uniform Traffic Control
- Show all sleeves and conduit for dry utilities (i.e. gas, cable, phone)

13. LIGHTING PLAN

- Street Light Locations with coverage areas
- All utility lines must be installed underground.

14. PHASING PLAN

- Provide Applicable Phasing Plan

15. TRAFFIC CONTROL PLAN

- Provide applicable traffic control and detour details

16. WASTEWATER DETAILS

- Current City of Bastrop detail (when inside Bastrop CCN)
- Current Utility Provider detail (when outside Bastrop CCN)

17. WATER DETAILS

- Current City of Bastrop detail (when inside Bastrop CCN)
- Current Utility Provider detail (when outside Bastrop CCN)

18. EROSION CONTROL AND TREE PROTECTION DETAILS

- All applicable details

19. PUBLIC IMPROVEMENT PLAN NOTES:

GENERAL NOTES:

1. All construction shall be in accordance with the City of Bastrop Construction Technical Manual.
2. Any existing utilities, pavement, curbs, sidewalks, structures, trees, etc., not planned for demolition that are damaged or removed shall be repaired or replaced at the Applicant's expense.
3. The Contractor shall verify all depths and locations of existing utilities prior to any construction. Any discrepancies with the construction plans found in the field shall be brought immediately to the attention of the Engineer who shall be responsible for revising the plans are appropriate.
4. Manhole frames, covers, valves, cleanouts, etc. shall be raised to finished grade after to final paving construction. A concrete square shall be poured around all appurtenances.
5. The Contractor shall give the City of Bastrop 48 hours notice before beginning each phase of construction. Notice shall be given to the Planning and Development Department: 512-332-8840.
6. All areas disturbed or exposed during construction shall follow the required best management practices.
 - a. Each site shall provide an access drive and parking area of sufficient dimensions and design, surfaced with a material that will prevent erosion and minimize tracking or washing of soil onto public or private roadways. All non-paved access drives shall be designed so that stormwater runoff from adjacent areas does not flow down the drive surface.

- b. Any significant amount of runoff from upslope land area, rooftops, or other surfaces that drain across the proposed land disturbance shall be diverted around the disturbed area, if practical. Any diversion of upslope runoff shall be done in a manner that prevents erosion of the flow path and the outlet.
- c. Any cuts and fills shall be planned and constructed to minimize the length and steepness of slope and stabilized in accordance with the approved erosion control plan timelines and standards of this document.
- d. Open channels shall be stabilized as required to prevent erosion.
- e. Inlets to storm drains, culverts, and other stormwater conveyance systems shall be protected from siltation until final site stabilization.
- f. Water pumped from the site shall be treated by temporary sedimentation basins or other appropriate controls designed for the highest dewatering pumping rate. Water may not be discharged in a manner that causes erosion of the site or receiving channels.
- g. All waste and unused building materials shall be properly disposed of and not allowed to be carried by runoff into a receiving channel or storm sewer system.
- h. All off-site sediment deposits occurring as a result of a storm event shall be cleaned up by the end of the next workday. All other off-site sediment deposits occurring as a result of land-disturbing activities shall be cleaned up by the end of the workday. Flushing may not be used unless the sediment will be controlled by a filter fabric barrier, sediment trap, sediment basin, or equivalent.
- i. All activities on the site shall be conducted in a logical sequence to minimize the area of bare soil exposed at one time. Existing vegetation shall be maintained as long as possible.

- j. Soil stockpiles shall be located no closer than 25-feet from lakes, streams, wetlands, ditches, drainage ways, or roadway drainage systems. Stockpiles shall be stabilized by mulching, vegetative cover, tarps, or other means if remaining for
7. Prior to any construction, the Applicant's Engineer shall convene a pre-construction conference between himself, the City of Bastrop, the Contractor, utility companies, any affected parties and any other entity the City or the Engineer may require. Reference Development Packet for guidance on how to schedule a pre-construction conference.
8. The Contractor and the Engineer shall keep accurate records of all construction that deviates from the plans. The Engineer shall furnish the City of Bastrop accurate "As-Built" drawings following completion of all construction. These "As-Built" drawings shall meet with the satisfaction of the City Engineer prior to final acceptance.
9. The Bastrop City Council shall not be petitioned for acceptance until all necessary easement documents have been signed and recorded.
10. When construction is being carried out within easements, the Contractor shall confine his work to within the permanent and any temporary easements. Prior to final acceptance, the Contractor shall be responsible for removing all trash and debris within the permanent and temporary easements. Clean-up shall be to the satisfaction of the City Engineer.
11. Prior to any construction, the Contractor shall apply for and secure all proper permits from the appropriate authorities.
12. Available benchmarks that may be utilized for the construction of this project are described as follows: (INSERT HERE)

TRENCH SAFETY NOTES

1. In accordance with the Laws of the State of Texas and the U. S. Occupational Safety and Health Administration regulations, all trenches over 5 feet in depth in either hard and compact or soft and unstable soil shall be sloped, shored, sheeted, braced or otherwise supported. Furthermore, all trenches less than 5 feet in depth shall also be effectively protected when hazardous ground movement may be expected. Trench safety systems to be utilized for this project will be provided by the contractor to the City. Trench safety system plans are on sheet of the plan set.
2. In accordance with the U. S. Occupational Safety and Health Administration regulations, when persons are in trenches 4-feet deep or more, adequate means of exit, such as a ladder or steps, must be provided and located so as to require no more than 25 feet of lateral travel.
3. If trench safety system details were not provided in the plans because trenches were anticipated to be less than 5 feet in depth and during construction it is found that trenches are in fact 5 feet or more in depth or trenches less than 5 feet in depth are in an area where hazardous ground movement is expected, all construction shall cease, the trenched area shall be barricaded and the Engineer notified immediately. Construction shall not resume until appropriate trench safety system details, as designed by a professional engineer, are retained and copies submitted to the City of Bastrop.

STREET AND DRAINAGE NOTES

1. All testing shall be done by an independent laboratory at the Applicant's expense. A City Inspector shall be present during all tests. Testing shall be coordinated with the City of Bastrop Construction Manager and he shall

be given a minimum of 24 hours notice prior to any testing. Contact the Planning and Development Department with notice 512-332-8840.

2. Backfill behind the curb shall be compacted to obtain a minimum of 85% maximum density to within 3 inches of top of curb. Material used shall be primarily granular with no rocks larger than 3 inches in the greatest dimension. The remaining 3 inches shall be clean topsoil free from all clods and suitable for sustaining plant life.
3. Depth of cover for all crossings under pavement including gas, electric, telephone, cable TV, water services, etc., shall be a minimum of 36 inches below subgrade unless approved by the City Engineer.
4. Street rights-of-way shall be graded at a slope of 1/4 inch per foot toward the curb unless otherwise indicated. However, in no case shall the width of right-of-way at 1/4 inch per foot slope be less than 10 feet unless a specific request for an alternate grading scheme is made to and accepted by the City of Bastrop Planning and Development Department.
5. Barricades built to City of Bastrop standards shall be constructed on all dead-end streets and as necessary during construction to maintain job and public safety.
6. All RCP shall be minimum Class III.
7. The subgrade material for the streets shown herein was tested by _____. The paving sections were designed by _____ in accordance with the current City of Bastrop design criteria. The paving sections are to be constructed as follows:

Street Station	Flex. Base Thickness	HMAC Thickness	Lime Stab. Thickness
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8. The Geotechnical Engineer shall inspect the subgrade for compliance with the design assumptions made during preparation of the Soils Report. Any adjustments that are required shall be made through revision of the construction plans.
9. Where PI's are over 20, subgrades must be stabilized utilizing a method acceptable to the City Engineer. The Geotechnical Engineer shall recommend an appropriate subgrade stabilization if sulfates are determined to be present.

WATER AND WASTEWATER NOTES

1. Pipe material for water mains shall be PVC (AWWA C-900, minimum Class 200), or Ductile Iron (AWWA C-100, minimum Class 200). Water services (2 inches or less) shall be polyethylene tubing (black, 200 psi, DR 9).
2. Pipe material for pressure wastewater mains shall be PVC, or Ductile Iron (minimum Class 250). Pipe material for gravity wastewater mains shall be PVC (ASTM D2241 or D3034, maximum DR-26), Ductile Iron (AWWA C-100, minimum Class 200).
3. Unless otherwise accepted by the City Engineer, depth of cover for all lines out of the pavement shall be 42 inches minimum, and depth of cover for all lines under pavement shall be a minimum of 30 inches below subgrade.
4. All fire hydrant leads shall be PVC (AWWA C-900, minimum Class 200) or ductile iron pipe (AWWA C-100, minimum Class 200). as approved by the Director of Water and Wastewater during plan review.
5. All iron pipe and fittings shall be wrapped with minimum 8-mil polyethylene and sealed with duct tape or equal accepted by the City Engineer.

6. The Contractor shall contact the City Inspector, telephone at 512-332-8840 to coordinate utility tie-ins and notify him at least 48 hours prior to connecting to existing lines.
7. All manholes shall be concrete with cast iron ring and cover. All manholes located outside of the pavement shall have bolted covers. Tapping of fiberglass manholes shall not be allowed.
8. The Contractor must obtain a bulk water permit or purchase and install a water meter for all water used during construction. A copy of this permit must be carried at all times by all who use water.
9. Line flushing or any activity using a large quantity of water must be scheduled with the City Inspector, telephone at 512-332-8840.
10. The Contractor, at his expense, shall perform sterilization of all potable water lines constructed and shall provide all equipment (including test gauges), supplies (including concentrated chlorine disinfecting material), and necessary labor required for the sterilization procedure. The sterilization procedure shall be monitored by City of Bastrop personnel. Water samples will be collected by the City of Bastrop to verify each treated line has attained an initial chlorine concentration of 50 ppm. Where means of flushing is necessary, the Contractor, at his expense, shall provide flushing devices and remove said devices prior to final acceptance by the City of Bastrop.
11. Sampling taps shall be brought up to 3 feet above grade and shall be easily accessible for City personnel. At the Contractor's request, and in his presence, samples for bacteriological testing will be collected by the City of Bastrop not less than 24 hours after the treated line has been flushed of the concentrated chlorine solution and charged with water approved by the City. The Contractor shall supply a check or money order, payable to the City of Bastrop, to cover the fee charged for testing each water sample. City of Bastrop fee amounts may be obtained by calling the Water and Wastewater Department, telephone at 512-332-8960.

12. The Contractor, at his expense, shall perform quality testing for all wastewater pipe installed and pressure pipe hydrostatic testing of all water lines constructed and shall provide all equipment (including pumps and gauges), supplies and labor necessary to perform the tests. Quality and pressure testing shall be monitored by City of Bastrop personnel.
13. The Contractor shall coordinate testing with the City of Inspector and provide no less than 24 hours notice prior to performing sterilization, quality testing or pressure testing.
14. The Contractor shall not open or close any valves unless authorized by the City of Bastrop.
15. All valve boxes and covers shall be in accordance with the City of Bastrop Construction Technical Manual.
16. Contact the Water and Wastewater Department, telephone at 512-332-8960 for assistance in obtaining existing water and wastewater locations.
17. The Planning and Development Department, telephone at 512-332-8840, shall be notified 48 hours prior to testing of any building sprinkler piping in order that the Building Official and/or Fire Department may monitor such testing.
18. Sand, as described in Specification item 510 pipe, shall not be used as bedding for wastewater lines. Acceptable bedding materials are pipe bedding stone, pea gravel and in lieu of sand, a naturally occurring or manufactured stone material conforming to ASTM C33 for stone quality and meeting the following gradation specification:

Sieve Size	Percent Retained by Weight
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1/2"	0
3/8"	0-2
#4	40-85
#10	95-100

19. The Contractor is hereby notified that connecting to, shutting down, or terminating existing utility lines may have to occur at off-peak hours. Such hours are usually outside normal working hours and possibly between 12 a.m. and 6 a.m.

20. All wastewater construction shall be in accordance with the Texas Commission on Environmental Quality (TCEQ) Regulations, 30 TAC Chapter 213 and 317, as applicable. Whenever TCEQ and City of Bastrop Specifications conflict, the more stringent shall apply.

TRAFFIC MARKING NOTES

1. Any methods, street markings and signage necessary for warning motorists, warning pedestrians or diverting traffic during construction shall conform to the Texas Manual of Uniform Traffic Control Devices for Streets and Highways, latest edition.
2. All pavement markings, markers, paint, traffic buttons, traffic controls and signs shall be installed in accordance with the Texas Department of Transportation Standard Specifications for Construction of Highways, Streets and Bridges and, the Texas Manual of Uniform Traffic Control Devices for Streets and Highways, latest editions.

EROSION AND SEDIMENTATION CONTROL NOTES

1. Erosion control measures, site work and restoration work shall be in accordance with the City of Bastrop Code of Ordinances.
2. All slopes shall be sodded or seeded with approved grass, grass mixtures or ground cover suitable to the area and season in which they are applied.
3. Silt fences, rock berms, sedimentation basins and similarly recognized techniques and materials shall be employed during construction to prevent point source sedimentation loading of downstream facilities. Such installation shall be regularly inspected by the City of Bastrop for effectiveness. Additional measures may be required if, in the opinion of the City Engineer, they are warranted.
4. All temporary erosion control measures shall not be removed until final inspection and approval of the project by the City Inspector. It shall be the responsibility of the Contractor to maintain all temporary erosion control structures and to remove each structure as approved by the City Inspector.
5. All mud, dirt, rocks, debris, etc., spilled, tracked or otherwise deposited on existing paved streets, drives and areas used by the public shall be cleaned up immediately.

ELECTRIC

1. All utilities are to be underground.
2. A Blanket Temporary Access and Construction Easement for the construction of Electric Facilities is currently on file for the property.
3. A plat note referencing the Blanket Temporary Access and Construction Easement to be added to the final plat.
4. Upon completion of construction and installation of the Electric Facilities on the Property the developer/owner shall have the Permanent Utility Easement Area (20-foot easement, to include a 10-foot buffer around all non-opening sides and a 20-foot buffer around opening sides of equipment) surveyed by metes and bounds, at its sole cost and expense, and a copy of that Permanent Easement survey provided to BP&L for the granting and recording of a Permanent Public Utility Easement. The Blanket Temporary Access and Construction Easement shall be vacated at such time as BP&L accepts and records the Permanent Public Utility Easement.
5. As shown herein, a twenty (20) foot wide Public Utility Easement is hereby dedicated adjacent to street ROW on all lots.
6. The electric utility has the right to prune and/or remove trees, shrubbery vegetation and other obstructions to the extent necessary to keep the easements clear. The owner/developer of this subdivision/lot shall provide the City of Bastrop electric utility department with any easement and/or access required, in addition to those indicated, for the installation and ongoing maintenance of overhead and underground electric facilities.
7. The owner shall be responsible for installation of temporary erosion control, re-vegetation and tree protection for electric utility work required to provide electric service to this project

8. All fees must be paid before materials are ordered or construction of Electric Facilities will be scheduled.
9. Provide electric schedule and load calculations.

(j) Incomplete Submissions. All Public Improvement Plan submittals shall be reviewed for completeness and must be deemed administratively complete to be considered filed. All incomplete submissions will be returned to applicant on the date listed for completeness checks on the Public Improvement Plan Schedule of Uniform Submittal Dates adopted annually by City Council.

(k) Approval. Within 30 days of the date on which all required information been accepted by review, the City Engineer shall approve or disapprove in compliance with Texas Local Government Code Chapter 212.009.

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3.2.9 Public Improvement Plan Agreement
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3.2.10 Pre-Construction Meeting
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3.2.11 Notice to Proceed
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A Notice to Proceed Letter will be issued by the City Engineer after the approval of the Public Improvement

Plan has been given by the City Engineer, a Public Improvement Plan Agreement has been approved by the City Council, and a Pre-Construction Meeting has been conducted by the City Engineer.

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3.2.12 Infrastructure Acceptance
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Once construction of public infrastructure is completed, a walk-through will be conducted by the City Engineer with authorized representative(s). A punch-list will be created and must be completed. At the completion of all items on the punch-list, a two (2) year maintenance bond must be filed in accordance with approved Public Improvement Plan Agreement. A letter shall be submitted to the City from the developer's Engineer certifying that the improvements were built in accordance with the approved Public Improvement Plan. A letter of concurrence will be issued by the City Engineer stating that the improvements were built in accordance with the approved Public Improvement Plan, after which a final plat can be submitted to the City in accordance with Section 4.10.6b. Approval of a final plat constitutes acceptance of the infrastructure by the City.

.....
3.2.13 Record Drawings
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Record Drawings shall include the full set of construction plans with the improvements shown as it was actually constructed. Normally the record drawings are the original site development plans modified to reflect the actual construction. The plans shall include grading, entrance locations, pavement layout, striping, curb and gutter, storm sewers in plan and profile, building location(s), etc. Detention facilities grading and outlet works shall be shown with a certification that the pond complies with the original design. A digital copy of the as-built plans shall also be submitted in a format and coordinate system compatible with the city's geographic information system. Record drawing plans shall be submitted along with an engineer's concurrence letter prior to issuance of a temporary certificate of occupancy or certificate of occupancy.

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3.2.14 Expiration Date
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(a) A Public Improvement Plan shall expire two (2) years from the date such plan was approved if no progress has been made towards completion of the project,

pursuant to Section 245.005 of the Texas Local Government Code, as amended.

(b) Any project, as defined under Chapter 245 of the Texas Local Government Code, as amended, shall expire on the fifth anniversary of the date the first permit application was filed for the project, pursuant to Section 245.005 of the Texas Local Government Code, as amended.

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3.2.15 Changes in Approved Plans and Specifications
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After approval by the City Engineer, any changes in the plans and specifications shall be in compliance with the Preliminary Plat. If not, an amendment to the Preliminary Plat shall be required requiring the approval of the Planning & Zoning Commission. Any changes in the plans and specifications, requiring an amended Preliminary Plat, shall have the recommendation of the City Engineer.

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3.2.16 Fees.
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All fees shall be paid at the time of the submittal in accordance with the Code of Ordinances, Appendix A – Fee schedule.

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3.2.17 TxDOT Permit Required.
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No person, firm or corporation shall construct, reconstruct, alter or repair, remove or replace any sidewalk, drive approach, or any concrete work on any Texas Departments of Public Safety (TxDOT) right-of-way within the city without first obtaining an approved TxDOT permit. A copy of the approved TxDOT permit is required before a Preliminary Plat application may be submitted.

Section 3-3

REQUIREMENT FOR ENGINEERING LICENSE IN STATE OF TEXAS

The subdivider shall retain the services of an Engineer, licensed in the State of Texas, whose seal shall be

placed on each sheet of the drawings, and who shall be responsible for the design and inspection of the drainage, roads and streets, and sewer and water facilities within the subdivision. The services performed by the Engineer shall be designated conformance with the most current rules established by the Texas Board of Professional Engineers (or successor agency) and shall include both design and inspection as defined therein.

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3.3.1 Engineering Seal
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The engineering seal used by an Engineer licensed in the State of Texas must be in compliance with Texas Board of Professional Engineers.

Chapter 4: Streets & Alleys

Streets are key public spaces for the community. Streets provide connections from block to block and from neighborhood to neighborhood through a range of street types. Street design is the most important component of the public realm. This chapter provides a variety of street types to appropriately serve each place type. Street types are aligned with place and building types to provide for a context-sensitive built environment.

4-1 GENERAL

4-2 NEW STREETS & ALLEYS

4-3 STREET TYPES



Section 4-1

GENERAL

(a) Street Arrangement:

The Bastrop Master Transportation Plan and Thoroughfare Master Plan establish the foundation for the mandatory street network. Unless otherwise approved by the City Council, provision shall be made for the extension of major streets through any new neighborhood. Off-center street intersections with streets in adjacent neighborhoods shall be avoided. All streets shall be continuous or in alignment with existing streets unless variations are deemed advisable by the Council due to topography and requirements of traffic circulation.

(b) Street Design:

To assure adequate and proper streets, a soils evaluation report by a licensed Engineer shall be required. This report shall be submitted with the plans and specifications for street improvements. Generally, all streets shall be surfaced with one of the

surfaces indicated below with curb and gutter as set forth below and built according to the current City of Bastrop Construction Standards Manual and Details.

- (1) Eight (8) inches of compacted flexible base and one and one-half (1½) inches of compacted hot mix asphaltic concrete.
- (2) Six (6) inches of reinforced concrete.
- (3) Concrete curb and gutters shall be provided on all streets and parking lots. Curb shall be standard six (6) inch height and to the exact dimensions and shape of the City of Bastrop construction standards with reinforcing steel as shown.
- (4) Rural place types and neighborhoods may seek relive from these standards with a proposal of alternative compliance.

(c) Street Widths:

Major streets serving place types P5 or EC shall have a minimum dedicated right-of way of eighty (80) feet and a minimum paving width curb to curb

of sixty (60) feet. Streets primarily used to connect neighborhoods and serving place types P4 or P5 shall have a minimum dedicated right-of-way of sixty (60) feet and a minimum (paving) width curb to curb of forty (40) feet. Streets primarily serving Place Type P3 shall have a minimum dedicated right-of-way of fifty (50) feet with a minimum paving width curb to curb of twenty eight (28) feet.

(d) Intersections:

- (1) All streets, major, neighborhood connector or P3 streets must intersect at a ninety (90) degree angle, unless existing site constraints will not allow for this alignment.
- (2) Curbs at acute angle intersections, if approved, shall have twenty-five (25) foot radii at acute corners.
- (3) Each new street intersection with, or extending to meet, an existing street, shall be tied to the existing street on center line.
- (4) Minimum curb radius at intersections:

- ▶ Major Streets - 20'
- ▶ Collector Streets - 20'
- ▶ Residential Streets - 10'

(e) Cul-De-Sacs:

- (1) Dead-end streets must be avoided unless approved due to geographically sensitive areas, topography, railroad tracts or another physical barrier as approved by the DRC.
- (2) Dead-end streets may be platted where the land being divided adjoins property not being divided, in which case the streets shall be carried to the boundaries thereof. Streets designed to be permanently dead-end shall not be longer than five hundred (500) feet and shall be provided at the closed end with a paved cul-de-sac at least eighty (80) feet in diameter.
- (3) Temporary turnarounds are to be used at the end of a street more than 300 hundred (300) feet long that will be extended in the future.

The following note shall be placed on the plat:

Cross-hatched area is temporary easement for turnaround until street is extended (direction) in a recorded plat.

(f) Partial or Half-Streets:

Partial or half-streets may be provided where the City Council feels that a street should be located on a property line.

(g) Street Names:

New streets shall be named so as to provide continuity of name with existing streets and so as to prevent conflict with identical or similar names in other parts of the City as determined by the 911 coordinator for the City and/or County.

(h) Private Streets:

To prevent future conflicts regarding street maintenance, private streets are prohibited, except where justified by special considerations. Private

streets may be permitted by approval of the City Council after evaluation of such considerations.

(i) Street Signs: Street signs are required at all intersections. Signs will be of a type that meets the current City sign standard or match the existing street signs of the adjacent joining streets.

(j) Alleys

(1) Pavement Type: Alleys shall be paved with reinforced concrete conforming to street paving requirements.

i. Alternative construction methods may be approved by the Director of Engineering.

2. Width: A minimum paved width of sixteen (16) feet and a minimum right-of-way of twenty (20) feet shall be required for all alleys.

3. Drainage: Adequate drainage shall be provided with paved sections or by swales to drain all lots to streets without drainage easements through lots where possible. The depth of swale shall be as required for drainage with a minimum

longitudinal slope of one-half (1/2) of one (1) percent toward a street or drainage easement.

4. Streets and Alleys shall be designed by a registered engineer meeting the specifications of this manual and the City of Bastrop Construction Standards Manual.