

## Meeting Minutes

The City of Bastrop Planning and Zoning Commission met Thursday, July 28, 2016 at 6:30 p.m. in the Bastrop City Council Chambers, 1311 Chestnut Street, Bastrop, Texas.

### 1. Call to order.

Lisa Patterson called the meeting to order at 6:30 p.m.

### 2. Roll call and confirmation of a quorum of Commission members.

Richard Kindred	Present
David Bragg	Present
Lisa Patterson	Present
Bryan Whitten	Absent
Tish Winston	Absent
Connie Schroeder	Present
William Ennis	Present
Debbie Moore	Present

### 3. Citizen comments.

There were no citizen comments.

### 4. Consider, discuss and/or approve the Planning and Zoning Commission meeting minutes of June 29, 2016.

David Bragg made a motion to approve the meeting minutes for June 29, 2016 pending the changes from Bill Ennis to be incorporated into the meeting minutes. Richard Kindred seconded the motion and the motion carried unanimously.

### 5. Election of Chairman, Co-Chairman, and Secretary in accordance with Chapter 14, Section 8.2 of the City of Bastrop Code of Ordinances.

- a) Chairman
- b) Vice Chairman
- c) Secretary

Lisa Patterson recused herself from voting on the Chairman for the Planning and Zoning Commission. Bill Ennis, the Vice Chairman, assumed control of the dais for the nomination of the Chairman for the Planning and Zoning Commission.

Debbie Moore made a motion to elect Lisa Patterson for the position of Chairman for the Planning and Zoning Commission. David Bragg seconded the motion and the motion carried unanimously.

Lisa Patterson resumed control of the dais and asked for a nomination for the Vice Chairman and the Secretary of the Planning and Zoning Commission.

David Bragg made a motion to elect Bill Ennis for the position of Vice Chairman for the Planning and Zoning Commission. Debbie Moore seconded the motion and the motion carried unanimously.

David Bragg made a motion to elect Connie Schroeder for the position of Secretary for the Planning and Zoning Commission. Bill Ennis seconded the motion and the motion carried unanimously.

**6. AO: 16-02: Public Hearing: Discussion and possible action on amendments to the Code of Ordinances, Appendix A, Fee Schedule:**

- **Chapter 10 Subdivisions, Article A10.03 Subdivision Ordinance, Section A10.03.002 – Filing fees and charges, and Section A10.03.003 – Subdivision Development; and**
- **Chapter 14 Zoning, Article A14.01 General Provisions, Section A14.01.001 – Fees for review of zone change and conditional use permit applications; and**
- **Chapter 14 Zoning, Article A14.01 General Provisions, Section A14.01.002 – Fees for review of variance request or appeal of site plan.**

Melissa McCollum addressed the Commission stating tonight Staff would be presenting to the Commission the Fee Schedule they had created in response to the recommendations from the Commission at their last Workshop Meeting on June 29, 2016.

These are the following changes the Commission asked Staff to make to the proposed Fee Schedule:

- Include an itemized list for how the hourly Staff rate is assessed for the fees.
- Include the \$25 Technology fee into the fees themselves, instead of having them listed out to the side, and insert a statement that speaks to how this is an added benefit to the end user.
- Include a comparison in the supporting documentation that places the old fees next to the proposed new fees to give a visual demonstration of what the cost difference will be.
- For the Construction Plans (Public Infrastructure) fee, include an explanation of how costs are estimated and assessed with a certified engineers estimate.
- In regards to the GIS Mapping fee provide an option for the applicant to submit the GIS infrastructure in accordance with City specifications.
- Make the Preliminary Plat and Final Plat fees consistent and add “\$20 per acre not designated as a lot or street”.
- Define the size for the Small/Minor Site Plan fee as ½ acre or less.
- The Conditional Use Permit and the Variance fees will be the same at \$350 each.
- For the Zoning Change fee make fees tiered, and have it be “less than 5 acres \$500, 5-30 acres \$750, and more than 30 acres \$900”.
- For any place referencing professional fees, have a reference to the Professional Fees Ordinance from the Code of Ordinances for clarification.
- For the Public Renotification fee include an explanation stating “due to applicant postponing/pulling from consideration”.

Staff stated the following changes would be made. Connie Schroeder asked if Staff could please send the Commission a copy of the proposed Fee Schedule after the changes have been made. Lisa Patterson agreed and stated this would be included as part of the motion.

Connie Schroeder made a motion to recommend to Council the amendments to the Code of Ordinances, Appendix A, Fee Schedule, with the condition the Commissioners have the opportunity to individually review the modifications to the proposed Fee Schedule to ensure the changes are accurately reflected. Debbie Moore seconded the motion and the motion carried unanimously.

## **7. Director of Planning and Development report.**

Melissa McCollum informed the Commission there would be two meetings during the month of August for the Comprehensive Plan, for the transportation and cultural arts portion of the plan.

The permanent makeup recommendation from the Commission to Council had been approved.

Debbie Moore, the Planning and Zoning Commission exofficio member on the Main Street Board, gave an update stating the Board was in the process of amending some of their by-laws.

Melissa McCollum stated the Council had received the Commission's letter requesting Council consider including the Commission during the development agreement approval process.

The Commission asked Staff to include development agreements as one of the steps in the Subdivision and Zoning Process Flow Chart.

The Commission asked Staff if there could be a workshop at the next meeting to discuss the Subdivision and Zoning Process Flow Chart.

## **8. Adjourn.**

David Bragg made a motion to adjourn the meeting. Bill Ennis seconded the motion and the meeting adjourned at 7:48 p.m.

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Lisa Patterson, Chair

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Bill Ennis, Vice Chair