

## Meeting Minutes

The City of Bastrop Planning and Zoning Commission met Thursday, June 29, 2016 at 6:00 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 6:00 p.m.

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

Richard Kindred	Present
David Bragg	Present
Lisa Patterson	Present
Bryan Whitten	Present
Tish Winston	Absent
Connie Schroeder	Absent
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 May 26, 2016.

David Bragg made a motion to approve the meeting minutes for May 26, 2016. Richard Kindred seconded the motion and the motion carried unanimously. Connie Schroeder abstained from the motion.

### 5. Workshop Session: The Planning and Zoning Commission will adjourn from the Regular Session and convene into a Workshop Session to discuss the following:

- a) Discussion of support increasing existing Planning and Development fees as related to subdivision fees, zoning applications, and any other related fees.
- b) Discussion of support to request City Council to have the Planning and Zoning Commission be involved in the approval process of development agreements.
- c) Discussion in regards to Tiny House Communities

The Commission and Staff began discussing the subdivision and development fees.

The Commission asked that when adopting new fees, Staff be able to justify the reasoning behind the request for the increase. Melissa McCollum stated when adopting the new fees, her intention is to be transparent in showing how the fees are calculated.

Connie Schroeder stated if there is going to be a drainage study fee adopted, Staff needs to show this fee is a different fee from what developers get charged for when assessed their fee for construction plans.

The Commission asked Staff to prepare a comprehensive explanation and presentation over these proposed increases to the development fees, that would explain what the different fees are for, Staff justification for the posed fees (steps, and amount of Staff time involved for each fee process), a proposal for the fee's to be adopted, and to tailor the fees to what the City of Bastrop truly needs and not over complicate it.

Discussion commenced between Staff and the Commission in regards to the development agreement process.

The Commission unanimously agreed they would like to address this topic during the Joint Workshop Meeting they would be having with City Council on July 19, 2016.

The Commission also stated their ultimate goal was to perhaps create a more collaborative effort between Staff, Council, and the Commission, so when portions of a development agreement are being discussed that would fall under their purview, they could have the opportunity to workshop it with the developer to offer their guidance and recommendations.

Discussion commenced between Staff and the Commission in regards to tiny house communities.

Lisa Patterson stated this particular topic had been presented to the Form Based Code Task Force not too long ago, and their findings were at this time, while it is a neat idea, there currently isn't a place in the City Limits where they would feel comfortable recommending that use be allowed. Especially since it would be very hard to predict what the actual outcome and impact would be for the surrounding neighbors and community.

The Commission also stated in regards to the affordability component this type of development could potentially appeal to. The Commission felt that was being addressed through workforce housing being provided in the zoning for the Pecan Park Development, and in the Form Based Code for Downtown.

**6. The Planning and Zoning Commission will adjourn the Workshop Session and reconvene into the Regular Session to discuss, consider and take any necessary action(s) related to the Workshop Session item posted above.**

The following actions were made in regards to the workshop items discussed:

David Bragg made the motion to recommend a letter be forwarded to the Council stating the Planning and Zoning Commission would like to explore a collaborative effort with Staff and Council regarding the development agreement approval process. The Commission is interested in having a workshop with Council to discuss such a possibility. Bill Ennis seconded the motion and the motion carried unanimously.

Connie Schroeder made a motion in regards to tiny house communities; the Planning and Zoning Commission has workshopped the topic of tiny houses within the City Limits of Bastrop and does not believe any code changes are warranted to effect such a change. Bill Ennis seconded the motion and the motion carried unanimously.

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

Melissa McCollum gave the following updates to the Commission:

- The Commission and City Council will be having a Joint Workshop, July 19, 2016 to discuss the Comprehensive Plan.
- She informed the Commission with regards to the Comprehensive Plan, there will be an Open House at the Library for the Transportation Plan portion of the plan on July 28, 2016, the same day of the Commission's regularly scheduled meeting. It was determined that the Commission's meeting would be moved to 6:30 pm so they could attend a portion of the Open House.

- The next Comprehensive Plan meeting will be on Wednesday July 13, 2016 at 6:00 pm in the Council Chambers.
- The tattoo changes for the ordinance were denied by Council, permanent makeup will be heard at the July 12, 2016 meeting.

**8. Adjourn.**

Bill Ennis made a motion to adjourn the meeting. Connie Schroeder seconded the motion and the meeting adjourned at 7:15 p.m.

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Lisa Patterson, Chair

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Bill Ennis, Co-Chair

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