

## Meeting Minutes

The City of Bastrop Planning and Zoning Commission met Thursday, April 27, 2017 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	Absent
Patrick Connell	Present
Lisa Patterson	Present
Bryan Whitten	Present
Tish Winston	Absent
Debbie Moore	Present
Dianna Rose	Present
Cynthia Meyer	Present
Alyssa Halle-Schramm	Present

### 3. Citizen comments. *(During this time, persons may address the Planning and Zoning Commission on any issue not otherwise listed on this Agenda. Please observe the time limit of three (3) minutes for general citizen comments. In accordance with the State of Texas Open Meeting Act, the Commission may not comment, deliberate or take action on such citizen comments/statements during this meeting, except as authorized by Section 551.042, Texas Government Code.)*

There were no citizens comments.

### 4. Consider, discuss and/or approve the Planning and Zoning Commission meeting minutes of March 30, 2017.

Debbie Moore made a motion to approve the minutes. Patrick Connell seconded the motion and the motion carried unanimously.

### 5. Public Hearing: Discussion and possible action on a request for a CUP, Conditional Use Permit, to allow a church administration building to be constructed at 1208 Water Street, situated on an 0.44 acre tract, being a portion of Farm Lot 1, East of Main Street, an area currently zoned N, Neighborhood, within the city limits of Bastrop.

Lisa Patterson stated she would be abstaining from this public hearing item and turned the dais over to Debbie Moore.

Wesley Brandon addressed the Commission and stated the Applicant, First United Methodist Church, is applying for a Conditional Use Permit to allow a church administration building to be constructed at 1208 Water Street, situated on 0.44 acre tract, being a portion of Farm Lot 1, East of Main Street, an area zoned N, Neighborhood, within the city limits of Bastrop.

Wesley Brandon presented to the Commission in the packet the subject property includes the vacant parcel located at the corner of Beech and Water Street, and the applicant would construct a new church administration building on the site.

The new church administration building meet all requirements as outlined in the Form Based Code, and Chapters 3 and 14 of the Code of Ordinances.

The church is proposing a 1,869 sq. ft. single story frame and brick veneer building facility that will house their administration staff of four to six people. Currently, the church has an adequate amount of off-street parking. The parking lot and alleyway parking located on the property is adjacent to this parcel. A Site Development Plan will need to be submitted and approved prior to building/construction.

Staff supports the Conditional Use Permit. The use will comply with all other area regulations, including setbacks and lot coverage and will have no detrimental impacts on adjacent property.

Staff recommends approval of the Conditional Use Permit to build the an administrative building at 1208 Water Street situated on an 0.44 acre tract, being a portion of Farm Lot 1, East of Main Street, an area currently zoned N, Neighborhood, within the city limits of Bastrop.

1. Construction shall be in conformance with the City of Bastrop regulations, and a Site Development Plan will be approved before development starts.
2. All necessary permits for the proposed development shall be acquired prior to construction of the church administration building on the subject property.
3. A Building Permit shall be applied for and secured within one (1) year from the date the Conditional Use Permit is granted (second reading of the ordinance).

Ten (10) adjacent property owner notifications were mailed 3/15/2017, and three had been received with two opposed and one with no objection to the proposed request, and the additional responses received after the packets had gone out were in front of the Commissioners on the dais.

Wesley Brandon informed the Commission the Applicant would not have to go through the subdivision process, because they have a lot that meets the legal lot date for the city.

Gene Moulden, the Chairman for the First United Methodist Church Building Committee, addressed the Commission and answered questions from the Commission and further explained the proposed plans for the building and parking for the Administrative Building.

Staff informed the Commission that the Applicant has the option to do a shared parking agreement. The Commission stated they wanted to make sure the building had adequate parking in the event the property was ever sold.

Marvin Beck, the Architect for the First United Methodist Church, addressed the Commission and explained the site layout and architecture of the building in further detail.

Ryan Schultz, a church member of the First United Methodist Church, addressed the Commission and stated he would be willing to answer any questions the Commission had about any site related engineering elements.

Martha Harris, a resident of 1304 Water Street, addressed the Commission and stated she wanted to ensure the new structure has a residential look and feel to the site, and an adequate amount of parking.

The Commission stated they wanted to ensure this building would be used only for administrative purposes.

Russel Hawkins, a member of the First United Methodist Church, stated for the record the alley running through the property is not a public alley and belongs to the church.

Debbie Moore closed the public hearing.

Patrick Connell made a motion to approve the request for a CUP, Conditional Use Permit, to allow a church administration building to be constructed at 1208 Water Street, situated on an 0.44 acre tract, being a portion of Farm Lot 1, East of Main Street, an area currently zoned N, Neighborhood, within the city limits of Bastrop with the following conditions: the east facing façade on Water Street appears as residential as possible based on the Planning Directors opinion, all necessary permits for the proposed development shall be acquired prior to construction of the church administration building on the subject property, and there be at least four new parking spaces for the site be placed solely on this property. There was no second to the motion so the motion failed.

The Commission asked for further clarification from Staff in regards to the Site Plan process. Staff told the Commission if the conditions of the site were proposed to be changed, in relation to the layout of the site, that would trigger them to have to come back to the Commission to get approval for a change to the site layout.

Patrick Connell made a motion to approve the request for a CUP, Conditional Use Permit, to allow a church administration building to be constructed at 1208 Water Street, situated on an 0.44 acre tract, being a portion of Farm Lot 1, East of Main Street, an area currently zoned N, Neighborhood, within the city limits of Bastrop with the conditions that the east facing façade facing Water Street appears as residential as possible based on the Planning Directors opinion, all necessary permits for the proposed development shall be acquired prior to construction of the church administration building on the subject property, and there be at least four new parking spaces for the site be placed solely on this property. Alyssa Halle Schramm seconded the motion and the motion carried 4-1 (In favor: Patrick Connell, Alyssa Halle Schramm, Debbie Moore and Diana Rose, Opposed: Cynthia Meyer, Recused: Lisa Patterson and Bryan Whitten, Absent: Richard Kindred and Tish Winston).

### **13. Director of Planning and Development update.**

Wesley Brandon addressed the Commission and stated starting Sunday TXDOT would be doing the work to shift traffic over from the main lane to the new frontage road.

### **14. Adjourn.**

Patrick Connell made a motion to adjourn at 6:57 pm. Debbie Moore seconded the motion and the motion carried unanimously.

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Lisa Patterson, Chair

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Debbie Moore, Vice Chair