

**Construction Standards Board**  
Bastrop City Hall City Council Chambers  
1311 Chestnut Street  
Bastrop, TX 78602  
(512) 332-8840



---

## **Agenda – June 4, 2019 at 6:00 P.M.**

---

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

---

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

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

- 1. CALL TO ORDER**
- 2. CITIZEN COMMENTS**

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

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

**3. ITEMS FOR INDIVIDUAL CONSIDERATION**

- 3A. Consider action to approve meeting minutes from the October 13, 2016 Construction Standards Board Meeting.
- 3B. Discuss the review and adoption of the 2018 International Building codes (I-Codes), including but not limited to City Council's Policy Statement, significant dates, and proposed plan for review.

**4. UPDATES**

- 4A. Update on recent City Council actions regarding Planning Department items.

**5. ADJOURNMENT**

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenient and readily accessible to the general public, as well as to the City's website, [www.cityofbastrop.org](http://www.cityofbastrop.org) and said Notice was posted on the following date and time: 5-31-19, 2019 at 12:00 p.m. and remained posted for at least two hours after said meeting was convened.

  
\_\_\_\_\_  
Traci Chavez, Deputy City Secretary



# STAFF REPORT

**MEETING DATE:** June 4, 2019

**AGENDA ITEM:** 3A

**TITLE:**

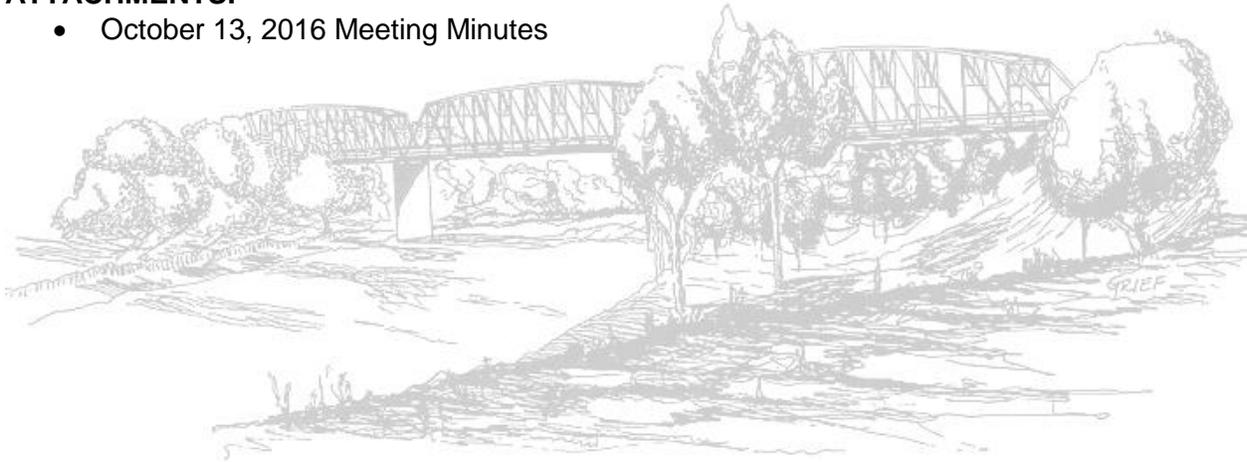
Consider action to approve meeting minutes from the October 13, 2016 Construction Standards Board Meeting.

**STAFF REPRESENTATIVE:**

Matt Jones, Director of Planning and Development

**ATTACHMENTS:**

- October 13, 2016 Meeting Minutes



# Construction Standards Board

## Meeting Minutes

The City of Bastrop Construction Standards Board met Thursday, October 13, 2016 at 5:30 p.m. in the Bastrop City Council Chambers, 1311 Chestnut Street, Bastrop, Texas.

### 1. CALL TO ORDER

Charles Schroeder called the meeting to order at 5:37 p.m.

Chase McDonald	Absent
Jimmy Crouch	Present (arrived at 6:01pm)
Bruce Kana	Present
Charles Schroeder	Present
Michael Osborn	Present
Joel Bauman	Present

### 2. CITIZEN COMMENTS

There were no citizen comments.

### 3. ITEMS FOR INDIVIDUAL CONSIDERATION

3A. Consideration and approval of the May 19, 2016 meeting minutes.

Bruce Kana, made a motion to approve the meeting minutes of May 19, 2016. Joel Bauman, seconded the motion and the motion carried unanimously.

1. 3B. Review, discuss and interpret Chapter 3, Section 3.16 of the City's Code of Ordinance related to the moving of structures, and how it applies to newly placed modular homes.

Ted Bowers requested an interpretation of a CUP, Conditional Use Permit, in regards to a newly built modular home. Would a CUP be required?

In the past modular type homes were treated as trailer homes and were required to get a CUP to move it into the city. Previous discussions had pertained to older homes or buildings not meeting the present International Building Code as adopted by the City. However, many modular homes are now manufactured in a factory to current IBC standards and inspected onsite by State of Texas Inspectors. Modular homes come in multiple pieces, depending upon square footage of the structure and are then assembled onsite, on a concrete or pier and beam foundation.

The Board and Staff further discussed the pros to considering a modular home exempt from the CUP process. It was determined that because these homes are built to the new building standards adopted by the City of Bastrop and they are considered new structures, built after the date of the ordinance, no CUP would be required. Joel Bauman, asked how building fees would be calculated for the modular homes. Building permit fees will be the same as a new site built structure.

# Construction Standards Board

## Meeting Minutes

Michael Osborn, made a motion to accept the bypass of a CUP for newly built modular homes that meet the IBC standards. Bruce Kana, seconded the motion and the motion carried with all four in attendance in favor; Jimmy Crouch, had not yet arrived to vote.

Jimmy Crouch arrived at 6:01 pm.

#### 4. UPDATES

##### 4A. Building Official's Report:

- a) Direction from the Construction Standards Board on any items to be included on future agendas.  
Staff asked that if Board members have any items they would like to discuss to please contact Planning Staff to include items on the next meeting's agenda. Staff would like to meet at least quarterly.
- b) Update regarding building fees for City Council consideration.  
New building permit fee's were taken to Council along with new zoning fee's. Council wanted adjustments to be made to the fee schedules and brought back at a later date.
- c) Comprehensive Plan and Form Based Code for the North Area update.  
The Comprehensive Plan Chapters 1-9 have been uploaded to the City of Bastrop website, or can be located at [planbastrop.org](http://planbastrop.org). Planning Department Staff will be holding an Open House for the Comprehensive Plan on October 27, 2016 at 5:30 to 7:30pm. Feedback is welcomed.

The Form Based Code Task Force has created a slide show presentation that will be presented to the City Council regarding the North Area, in November.

Bruce Kana made a motion to adjourn the meeting. The motion was seconded by Jimmy Crouch and the meeting adjourned at 6:20 p.m.

---

,Chair



# STAFF REPORT

**MEETING DATE:** June 4, 2019

**AGENDA ITEM:** 3B

**TITLE:**

Discuss the review and adoption of the 2018 International Building codes (I-Codes), including but not limited to City Council's Policy Statement, significant dates, and proposed plan for review.

**STAFF REPRESENTATIVE:**

Matt Jones, Director of Planning and Development

**BACKGROUND/HISTORY:**

Building Bastrop launched on August 15, 2018 to create a new set of tools that will support the community in a responsible manner for generations to come. When looking at the Policy Statement adopted by City Council on February 26, 2019, a key component is that the codes be fiscally sustainable. The Building Bastrop Codes focus on the public realm (first 15' of a property), infrastructure, and life safety. The International Code Council (ICC) Building Codes (I-Codes) will regulate life safety. The I-Codes are standards used in the design, build, and compliance process to construct safe, sustainable, affordable, and resilient structures.

It is not uncommon for cities to update their codes every few years. Bastrop last updated these codes in 2012 when the 2009 I-Codes were adopted. There have been several updates to the I-Codes since 2009 and with the release of the 2018 I-Codes, we are now two (2) code updates behind and our building codes are over ten (10) years old.

The Construction Standards Board (CSB) has two main responsibilities. The first is to hear appeals of a decision made by the Building Official, and the second is to review and make recommendations to City Council regarding building codes. The CSB and Staff will review the 2018 I-Codes using the following proposed purpose statement as amended by City Council on March 26, 2019 for the basis of the code review:

***“Review national best practices and establish locally amended life safety expectations that protect our public and ensure the asset meets or exceeds its useful life.”***

The I-Code review process provides the CSB, Staff, and the community a chance to evaluate the codes for opportunities to make local amendments. Adopting localized amendments will ensure that the I-Codes as amended are fiscally sustainable, authentic Bastrop, and protect life safety.

Staff is committed to improve the development and permitting process. A part of that commitment will involve resolving conflicting language in different sections of the codes as part of this review. To decrease the chance of conflicting language in the future, the I-Codes will be referenced in the Building Bastrop Codes, but will be located in the Technical Manual. The Technical Manual will be a comprehensive manual serving as a single location for all technical criteria required to

develop or build in Bastrop. Having the codes located in one location will discourage the possibility of conflicting codes in different sections of the code.

Staff has established a set of review criteria that will serve as a guide when evaluating the codes. The evaluation criteria are listed below:

- Does it meet our purpose statement?
- Remember who the customer is.
- Does it make common sense?
- Can we legally enforce it?
- Does the code need to be inspected annually or another routine basis?

**POLICY EXPLANATION:**

Using Council's Purpose Statement for Building Bastrop as a guide, Staff developed a Purpose Statement for the I-Code update for use by the Construction Standards Board and Staff related to all code review. The proposed statement was reviewed and revised by City Council at their March 26<sup>th</sup> meeting.

**FUNDING SOURCE:**

N/A

**RECOMMENDATION:**

Discuss the review and adoption of the 2018 International Building codes (I-Codes), including but not limited to City Council's Policy Statement, significant dates, and proposed plan for review.

**ATTACHMENTS:**

N/A





# STAFF REPORT

**MEETING DATE:** June 4, 2019

**AGENDA ITEM:** 4A

**TITLE:**

Update on recent City Council actions regarding Planning and Development Department items.

**STAFF REPRESENTATIVE:**

Matt Jones, Director of Planning and Development

