



Director of  
Planning &  
Development



City of Bastrop,  
Texas



Career  
Opportunity





Building Bastrop Code Rodeo – Community Participation Group

## The Community

Known as the “Heart of the Lost Pines,” Bastrop, Texas, is a unique community that couples’ historic small-town charm with big-city amenities and an exceptional quality of life. The City covers approximately 9.4 square miles and is the county seat of Bastrop County. Bastrop is strategically and centrally located on State Highway 71, with convenient access to Austin-Bergstrom International Airport, and within an easy distance of three major metropolitan areas. With Austin just 30 miles to the west, Houston two hours southeast, and San Antonio one-and-a-half hours to the southwest, Bastrop is in an advantageous position for cultural and economic development.

Bastrop is among the oldest towns in Texas. Originally the site served as a meeting ground for the Tonkawa and other Southwestern Indians. It also provided a vital Colorado River crossing on the Old San Antonio Road, a major part of the El Camino Real de los Tejas. The area was settled in 1804 and the City was officially established on June 8, 1832.

Bastrop founder Stephen F. Austin named the City for his longtime friend and co-worker, the Baron de Bastrop.

Downtown Bastrop represents a unique blending of the old and new. Nestled on the banks of the Colorado River, the historic district is filled with a variety of shops and restaurants. Bastrop has more than 130 registered historic sites and beautifully restored 19<sup>th</sup> and early 20<sup>th</sup> century homes. Its picturesque Main Street downtown district bustles with an eclectic mix of retail shops and restaurants. In 2010, the National Trust for Historic Preservation named Bastrop one of its Dozen Distinctive Destinations™. The Bastrop Main Street Program is a proud participant of the Texas Main Street Program and Main Street America. Bastrop’s Main Street Program celebrated its 10<sup>th</sup> anniversary in 2017 with a continued vision of preservation, enhancement, and commercial vitality of our historic downtown as a distinctive destination that engages and inspires both residents and visitors.



Today, this dynamic city is growing. With a current population of approximately 9,159, Bastrop proudly preserves its historic past while embracing the challenges of modern-day growth and economic needs. The 2010 census showed the City of Bastrop's population increased 30.93% from the previous census in 2000. It is estimated the City will have grown an additional 30% since 2010. The projected population for 2020 is 9,383. Austin was named the Number 1 place to live in 2017 by *the U.S.*



Tubing on the Colorado River on a hot summer day

*News and World Report*, which will have a direct impact on the growth that Bastrop will experience throughout the next decade.

There are several major development projects currently underway. Seton Family of Hospitals has started construction on a \$30 million, 40,000 square foot medical facility slated to be completed by late fall 2019. This facility will include an emergency room, imaging services, at least eight (8) inpatient beds, 12 treatment rooms, and medical office space for primary and specialty care services.

Construction continues on several residential and multi-family developments. Pecan Park is a 222-lot residential development offering new residential homes by David Weekly Homes, Scott Felder Homes, and Pacesetter Homes. Piney Creek Bend is a 244-lot development by KB Homes. The Preserve at Hunters Crossing, 140 units of multi-family development, will open in fall of 2019. The Villages at Hunters Crossing, 182 units of multi-family development, opened in spring of 2019.

There were several new commercial projects in FY 2019 including Home Goods, James Avery, Rapid Express, 365 Mini Storage, and Lost Pines Professional Building are opened or will be opening fall of 2019.

Bastrop's tranquil setting amid the natural beauty of Central Texas' Lost Pines region includes extensive Colorado River frontage and abundant recreational opportunities. The Colorado River runs through Bastrop and is perfect for kayaking, canoeing, and fishing. The El Camino Real Paddling Trail is about six miles long and runs from Fisherman's Park to a take-out point near Tahitian Village. Other nearby attractions include three golf courses, two state parks, a nature preserve, Lake Bastrop, and the world-renowned Hyatt Regency Lost Pines Resort, which draws many tourists from all over the world who were previously unaware of this charming little town.

Annually, Bastrop plays host to numerous events, such as the Patriotic Festival, Homecoming & Rodeo, Halloween Festival, Wine Swirl, Veteran's Day Car Show, Corvette invasion, Juneteenth Celebration, Lost Pines Christmas that includes a Lighted Parade, River of Lights, and Historic Homes Tour. Several events are hosted on the Colorado River throughout the year, including the Colorado River 100 and the SUP Cup.



"Wicked" – performed at the Bastrop Opera House

The City of Bastrop recently completed a Cultural Arts Master Plan, which includes the formation of an Art Commission to guide the future of arts in Bastrop. Recently, the Art Institute announced its relocation to Bastrop, which will expand opportunities for arts in Bastrop. It is an exciting time for Bastrop's cultural arts community!

The Lost Pines Art Center features several rotating galleries, a sculpture garden, classes, shops, a cafe, and hosts many events throughout the year. Jerry Fay Wilhelm Center for the Performing Arts Center is owned and operated by the Bastrop Independent School District. This versatile state-of-the-art facility includes a 1,500-seat auditorium, 250-seat black box theatre, and a multi-purpose room.

The historic 1889 Bastrop Opera House, known as the Strand Theatre during World War II, offers stage performances of vaudeville, melodramas, musicals, and comedies year-round. They also host classes in acting, theatre, musical theatre, and improv for both children and adults.

Live music and entertainment can also be found at various locations around town.

As part of a greater metro area of more than 2 million people, Bastrop has experienced tremendous economic growth and is poised for future growth and development. Major area employers include Bastrop Independent School District, Hyatt Regency Lost Pines Resort, Bastrop County, MD Anderson Cancer Center, Walmart, Bastrop Federal Correction Institute, and H.E.B. Food Stores.

Area students are served by Bastrop Independent School District, which has an enrollment of over 11,000. One of the largest geographically in the State of Texas, Bastrop ISD's boundary covers an area of nearly 450 square miles and includes the communities of Bastrop, Cedar Creek, Red Rock, Rockne, Paige, and vast rural areas of Bastrop County.

Calvary Episcopal School is a private school serving children from Pre-K through 6<sup>th</sup> grade located in Downtown Bastrop.

Six colleges and universities are within an hour's drive of Bastrop: Austin Community College, University of Texas, St. Edward's University, Concordia University, Texas A&M, and Texas State University.





## Governance & Organization

The City of Bastrop is a home rule city with a council-manager form of government. The City Council consists of the Mayor and five Council Members, all elected at-large, who serve three-year terms limited to six consecutive years. The Council appoints the City Manager, City Attorney, and the Municipal Court Judge.

The City of Bastrop has an annual budget of over \$42 million and 150 employees. The City's ad valorem tax rate is \$0.564 per \$100 of assessed valuation.

## Building Bastrop – Planning for the Next 100 Years

Building Bastrop is an initiative the City of Bastrop launched in August 2018 to guide responsible development that honors our authentic past and prepares for our sustainable future. Taking a comprehensive approach, City Council directed staff to “create a fiscally sustainable community through land-use regulations that are authentic Bastrop and geographically sensitive.” **The only way to keep Bastrop as we know and love it is to control our own destiny by updating our land-use regulations to promote fiscally sustainable development that we know works.**

Bastrop is a great place to live and work, and more and more people have come to that conclusion and want to move here. We are 9,100 strong but we are

also, quite literally, bursting at the seams. Our infrastructure is aging, and our land-use regulations are outdated. Flooding is more pronounced, traffic is increasing, and development – while following current regulations – has not been indicative of a fiscally responsible or sustainable city.

The City has chosen to proactively manage growth rather than letting growth manage us. Building Bastrop will improve development in this community, help the City continue to invest in the infrastructure Bastrop needs, and provide the services our residents deserve. We want to promote responsible, sustainable growth that combines the heritage of Bastrop with modern amenities that benefit everyone.

Over the past 12 months, City staff and our consultant team have been diligently working to craft new regulations to preserve and promote what the community loves about Bastrop today and what residents want to see moving forward. With a lot of community engagement, the Bastrop Building Block (B3) Code, Technical Manual, and Pattern Book will go before City Council for final adoption in October 2019.

The City, committed to transparency from day one, worked to ensure the community was informed about the need for this initiative, as well as the process and timeline for writing new land-use regulations. Public input was a priority. Since August 2018 through adoption, the City hosted four rodeos\*, three open





Receiving the 2019 Great Places Award at the Texas State Capitol

houses, two community tours, a pop-up event on Main Street, a developer forum, presentations to community groups and multiple one-on-one meetings with developers and residents. A dedicated project webpage was launched at inception along with a project email account and hotline, providing direct channels for community members to ask questions and share feedback. For every milestone in the process, updates were shared with the community via email outreach, social media, direct mailers, advertising and coverage in the local news.

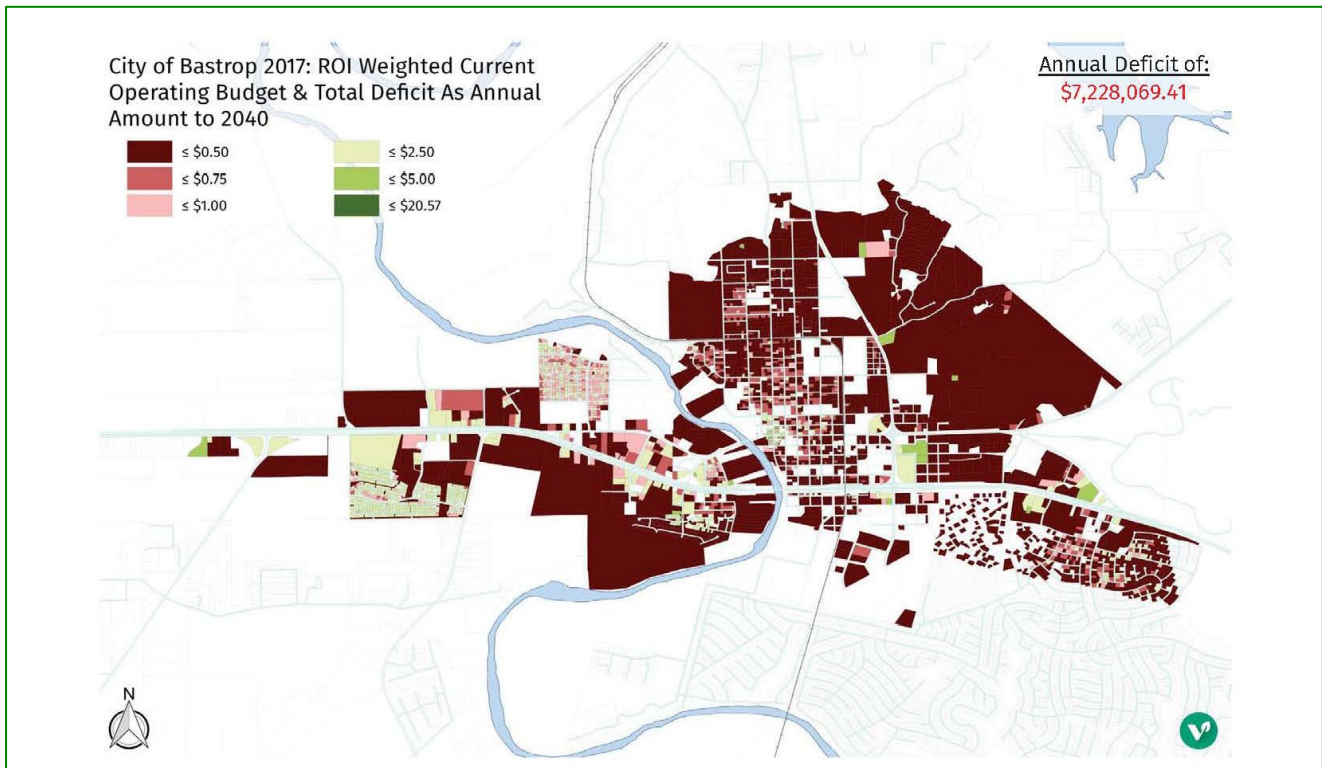
*\*The Design and Code Rodeos each consisted of two full days of programming with table talks and presentations. The Transportation & Drainage Rodeo and Code Update Rodeo were single-day events.*

The Bastrop Building Block (B3) Code introduces 18 character districts (CDs) based on the historical and geographic aspects of Bastrop's neighborhoods.

Bastrop has a unique ecology with many geographies meeting in one place – the piney woods, the coastal plains, the hill country, and more – making it imperative to create regulations that ensure development respects these geographically sensitive areas. The B3Code also incorporates seven (7) Place Types in lieu of the City's previous zoning classifications.

The Bastrop City Council took a bold step to kick off the Building Bastrop initiative by enacting a temporary building moratorium on new development. Recognizing strategic and holistic reform of Bastrop's land-use regulations were required, the moratorium was needed to stop detrimental development. In eight (8) months, the City updated its Stormwater Drainage Ordinance and Manual and the 1445 Ordinance and created Grandfather provisions along with an enhanced permitting process. More than 600 development permits were issued during the moratorium.





Other elements of the Building Bastrop initiative include updating all building and fire codes to the 2018 International Codes, which will be adopted in November 2019, and updating the City’s Thoroughfare Master Plan to include a gridded street network to improve accessibility, walkability, and to promote a more fiscally sustainable development pattern.

The City has worked with a consultant to quantify the level of unsustainability achieved by building with existing development codes that perpetuate suburban sprawl. The annual deficit is anticipated to be in excess of \$7.2 million annually, if built-out in 30 years. Recognizing the problem, the City has chosen to be pro-active in seeking a solution and believes the adoption of the Bastrop Building Block Codes and modifying the Thoroughfare Master Plan to require a gridded street network are the first steps toward achieving fiscal sustainability.

In 2016, the Bastrop City Council adopted a Comprehensive Plan that outlines a strategic plan to address the physical and economic needs of the community. It provides a framework for a managed growth approach to development, while protecting the historic character and natural features unique to Bastrop. The Building Bastrop initiative is based on the vision set forth in this Comprehensive Plan. A

complete plan document can be found on the City’s website at [www.cityofbastrop.org](http://www.cityofbastrop.org)

The Texas Chapter of the American Planning Association designated Downtown Bastrop as a Great Places in Texas – 2019 – Great Neighborhood and chose Mayor Connie Schroeder as the recipient of the 2019 Planning Advocate – Elected Official Award. In addition, the Texas Chapter of the American Planning Association recognized the City of Bastrop for planning excellence in municipalities in 2018 and 2017.

The City Manager and Mayor routinely promote Bastrop’s planning initiatives and commitment to fiscal sustainability by speaking at various planning conferences including the Congress of New Urbanism, American Planning Association – Texas Chapter, Strong Town Regional Conference, and Texas Municipal League.

The City recently revised all their development processes and recalibrated internal operations to conform to the requirements of H.B. 3167, H.B. 852, and H.B. 2439.

All aspects of the City’s development regulations and processes have undergone a significant transformation. Bastrop is an amazing community with bold leadership and a clear vision. All

stakeholders have collectively worked together over the past year to get “our house in order” to manage the growth in our future to achieve our vision. **The next Planning Director will play an instrumental role in bringing this vision to life by creating a fiscally sustainable community through land-use regulations that are authentic Bastrop and geographically sensitive.**

## About the Position

Under the supervision of the Assistant City Manager of Development Services, the Director of Planning & Development directs, organizes, and oversees all leadership and management activities for the Planning and Building Inspections Departments. The Director is responsible for setting goals and objectives and reviewing and approving employee actions for the various activities within the Department.

This position has the responsibility for oversight of managing boards, commissions, and committees; making recommendations to management and Council; working with community organizations and private industry; and developing alliances to identify and complete goals. Other duties include but are not limited to, implementing strategic goals identified by the City Council, facilitating operations of state and federal programs, and creating affordable housing opportunities.

## Ideal Candidate

*The Planning Director will be a strong, creative, collaborative, and results-driven leader with an entrepreneurial spirit who has the skills and abilities to strategically facilitate the City's evolution into a uniquely livable and sustainable community.* The selected candidate will be:

- a visionary, but grounded planning professional with a bias toward action. The selected candidate must also passionately, artfully, and often personally champion high priority City initiatives.

- expected to take a talented departmental workforce to the next performance level, creating a culture of excellence, employing best practices, and promoting continuous improvement, while ensuring that the needs of residents are met with the highest degree of professionalism and outstanding customer service.
- a subject expert in planning, zoning, subdivision development, building code administration, and code enforcement.
- Expected to possess advanced economic development skills and the ability to properly administer federal grant programs.
- expected to promote growth and business development while ensuring that City policies and personnel are “development and business friendly” without compromising quality or public safety.
- a solutions-oriented critical thinker, who is willing to take well-reasoned risks, be politically astute, but never political, and always model the City's stated values.
- a good listener with exceptional oral and written communication skills, with the ability



Building Bastrop Pop-Up on Main Street – June 2019



to bridge communication gaps with calm, tactfulness, and diplomacy is important.

- a highly effective negotiator and mediator, who can build consensus and forge strategic partnerships, internally as well as externally.
- expected to lead by example, coach as well as mentor subordinates, and frequently play a hands-on day-to-day roll in service delivery.
- expected to establish and maintain positive, trusting, and highly productive relationships within and outside the City of Bastrop organization is essential.

## Education, Experience, and Skills

Candidates must:

- Have a Bachelor's Degree with major course work in Urban Planning, Public Administration, Business Administration, or related field.
- A Master's degree in Urban Planning or a related field is preferred.
- American Institute of Certified Planners (AICP) certification is also preferred.
- Have extensive knowledge in the principles and practices of urban planning and seven (7) to ten (10) years of experience in urban planning, preferably in a municipal environment, of which at least five (5) must be in a managerial capacity. Experience in excess of ten (10) years is preferred.
- Be knowledgeable concerning Federal, State, and local laws and regulations as they apply to urban planning and development.
- Have an understanding of Historical Preservation and a vibrant downtown revitalization program.
- Have a strong background in the development and redevelopment process.
- Have experience in administering a form-based code is preferred.
- Have a record of innovation, addressing policy issues creatively, with an entrepreneurial spirit and with a view toward synergies with other departments and stakeholders.
- Have demonstrated experience in development and implementation of comprehensive plans, small area plans, and major revisions in development regulations.
- Possess strong presentation skills with the ability to convey complex and technical

information to elected officials, stakeholder groups, and City staff.

- Be an effective communicator, orally and in writing, and possess strong negotiation skills.
- Be familiar with information technology applications used in the urban planning and development fields.

## Compensation & Benefits

Salary range: \$94,390 - \$136,703 depending on qualifications and experience. In addition to a competitive salary, the City of Bastrop provides a generous benefits package that includes a mandatory retirement plan through Texas Municipal Retirement System (TMRS) at a 6% employee deposit rate with a municipal matching ratio of 2:1, a voluntary 457 plan, as well as comprehensive medical coverage, life insurance, paid vacation, paid sick leave, and 12 paid holidays.

For more information on this position, contact Tanya Cantrell, Human Resources Director, [tcantrell@cityofbastrop.org](mailto:tcantrell@cityofbastrop.org) or by calling 512-332-8812.

The City of Bastrop is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalist for this position will be subject to a comprehensive background check and drug/physical screening.

