

Meeting Minutes

The City of Bastrop Planning and Zoning Commission met Thursday, November 10, 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	Absent
Patrick Connell	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 September 29, 2016.

Debbie Moore made a motion to approve the meeting minutes for September 29, 2016. Bill Ennis seconded the motion and the motion carried unanimously.

5. CUP16-02: Public Hearing: Discussion and possible action on a request for a CUP, Conditional Use Permit to allow a manufactured home at 202 MLK. The property consists of +/-0.137 acres, being a portion of Building Block 60, East of Main Street, an area zoned SF-7, Single Family Residential, within the city limits of Bastrop, Texas.

Wesley Brandon addressed the Commission and stated the property owners, Jose M. Morales and Miriam Salas, are requesting a Conditional Use Permit to allow the placement of a manufactured home at 202 Martin Luther King Jr. Drive, located on the west side of the street, at the corner of Martin Luther King Jr. Drive and Mill Street.

The subject property is a small lot of approximately +/-0.137 acres, being approximately fifty feet (50') wide and only 6,000 square feet. This property is currently vacant. The property owners have received approval for variances to the front, rear and side setbacks. The proposed house is planned at twenty eight feet (28') wide with a reduced ten-foot (10') setback on the south (Mill Street) property line and a reduced twelve-foot (12') setback on the north/rear property line adjacent to the neighboring property. The proposed house will access the carport and parking area from Mill Street.

Wesley Brandon stated the Ordinance requires the manufactured home being placed on the lot meet the following conditions:

Per Section 35.4, Special and Supplemental Requirements, all manufactured homes approved through a Manufactured Home Overlay or Conditional Use Permit, must satisfy the following requirements:

- A. All dwelling units shall be HUD-code manufactured home units.
- B. Anchorage of Manufactured Homes: To insure against natural hazards such as tornadoes, high winds, and electrical storms, anchorage at each manufactured home shall be provided, at the time of installation, according to the Building Code.
- C. Skirting:
 - 1. All manufactured home units not attached to a permanent foundation shall provide weather resistant skirting, at the time of installation, from the top of the unit's frame to grade. Skirting shall totally enclose and secure from view the unit's axles and all required anchors, footings, and piers.
 - 2. All required skirting shall be of a texture and color similar to the materials used in the construction of the manufactured home unit.
- D. Two (2) off-street parking spaces must be provided. One must be covered (carport/garage) and must meet the setback requirements. A building permit must be submitted for this carport or garage within two (2) months from the date the manufactured home was installed. The carport or garage must be built within six (6) months from the date the manufactured home was installed.
- E. The main roof shall be pitched, rather than flat.
- F. The manufactured home must be sited with its longest dimension parallel to the street.
- G. The exterior finish cannot have a high-gloss finish. The exterior walls shall look like wood or masonry, regardless of the actual composition.
- H. The hitch must be removed.
- I. The lot must be landscaped so that it is equivalent to the average amount of landscaping that exists on the adjoining lots. At a minimum, two (2) trees of the large variety and two (2) shrubs must be provided. Furthermore, the entire lot must be sodded with grass.
- J. The manufactured home must have a minimum floor area of one thousand (1000) square feet.
- K. A manufactured home that is not being placed within a Manufactured Home Park or subdivision must have a minimum width of at least twenty-eight feet (28').
- L. A manufactured home that is not being placed within a manufactured home park or subdivision shall have a gabled entry or other such break in the facade or roof line.

Wesley Brandon concluded his presentation by stating Staff supports the Conditional Use Permit, because it will comply with the intent of the Zoning Ordinance and the mixture of manufactured homes located in this neighborhood. Fifteen (15) adjacent property owner notifications were mailed October 21, 2016 and no responses have been received at this time.

Staff recommends approval of the Conditional Use Permit to allow placement of a manufactured home on the property commonly known as 202 Martin Luther King Jr. Drive, within the City of Bastrop, Bastrop County, Texas zoned SF-7, Single Family Residential, with the following conditions:

1. Construction and permits submitted shall be in conformance with the City of Bastrop regulations and shall meet the special requirements of Section 35.4, including concrete/asphalt parking/driveway.
2. All necessary permits for the proposed development shall be acquired prior to construction/movement of the manufactured home 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).

Lisa Patterson closed the public hearing.

Discussion commenced between the Commission and Staff.

The Commission stated since the CUP is tied to the land, in their motion they would be applying the condition that whatever home is placed on the lot must be a new home and HUD compliant.

Patrick Connell made a motion to recommend approval to City Council a on a request for a CUP, Conditional Use Permit to allow a manufactured home at 202 MLK. The property consists of +/-0.137 acres, being a portion of Building Block 60, East of Main Street, an area zoned SF-7, Single Family Residential, within the city limits of Bastrop, Texas with the conditions as set forth by Staff, and the additional condition as set forth by the Commission that any manufactured home being placed on 202 Martin Luther King Jr. Drive must be a new manufactured home and HUD compliant. Debbie Moore seconded the motion and the motion carried unanimously.

Debbie Moore made a motion to recess from the Planning and Zoning Commission Meeting at 6:10 pm and reconvene back into a Joint Meeting with the City Council at 6:30 pm. Patrick Connell seconded the motion and the motion carried unanimously.

The Planning and Zoning Commission reconvened at 6:30pm.

1. Call to Order the Bastrop City Council and the Planning and Zoning Commission to convene the Joint Session Meeting.

Mayor Ken Kesselus called the City Council to order.

Lisa Patterson opened the Joint Meeting for a public hearing with the City Council.

2. Public Hearing – Discussion and possible action on a request to adopt the City of Bastrop Comprehensive Plan-2036.

Wesley Brandon addressed the Council and Commission and gave a brief overview of the Comprehensive Plan to the Council and Commission.

Matt Bucchin, the consultant for Half and Associates, gave a presentation to the Council and the Commission over the process involving the creation of the Comprehensive Plan, public hearing process, and the content of each Chapter within the Comprehensive Plan.

Jim Harvey, the consultant for Alliance Transportation Group, gave a presentation in regards to Chapter 6, Transportation, to the Council and Commission.

Matt Bucchin resumed the remainder of the presentation.

Lisa Patterson stated that going forward after the Comprehensive Plan adoption is finalized, when applicable, the Planning and Zoning Commission should have every decision they make tie back to the Comprehensive Plan.

Mayor Ken Kesselus stated he was in agreement with the need for Council to also tie their decisions back to the Comprehensive Plan.

Wesley Brandon stated there would also be a recommendation to Council for adjustments to the Council Agenda Sheets format, to include a place on the Agenda Sheet that will allow Staff to state whether or not the item being presented appropriately ties back to the vision set forth by the Comprehensive Plan.

Lisa Patterson closed the public hearing.

Mayor Ken Kesselus adjourned City Council from the Joint Meeting at 7:17 pm.

The Commission continued with their regular meeting.

Bill Ennis made a motion to recommend approval to City Council on a request to adopt the City of Bastrop Comprehensive Plan-2036. Debbie Moore seconded the motion and the motion carried unanimously.

6. Adjourn.

Patrick Connell made a motion to adjourn the meeting. Debbie Moore seconded the motion and the meeting adjourned at 7:20 p.m.

Lisa Patterson, Chair

Bill Ennis, Vice Chair