City of Bastrop Planning & Zoning Commission meetings are available to all persons regardless of disability. If you require special assistance, please contact the Commission 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 Commission, please submit a fully completed request card to the Commission 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 Commission cannot discuss issues raised or make any decision at this time. Instead, city Commission 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 Commission to allow a member of the public to slur the performance, honesty, and/or integrity of the Commission, as a body or any member or members of the Commission, individually or collectively, nor any members of the city’s staff. Accordingly, profane, insulting, or threatening language directed toward the Commission and/or any person in the Commission’s presence will not be tolerated.
3. ITEMS FOR INDIVIDUAL CONSIDERATION

3A. Consider action to approve meeting minutes from the April 25, 2019 Regular Meeting and June 6, 2019 Special Meeting of the Planning & Zoning Commission.

3B. Consider action to recommend approval of Schain Subdivision Short Form Final Plat, with a Variance to the Subdivision Ordinance requirement that the lot size comply with Chapter 14, Section 30.4 (A), requiring a minimum lot area of one acre, with the current lot being 0.273 acres, out of Bastrop Town Tract A-11, located at 304 Industrial Boulevard, in the City Limits of Bastrop, Texas.

3C. Discussion on the Bastrop Building Block (B3) Code, including, but not limited to:
   - Applications and Checklists
   - Development Flow Chart
   - Parking Regulations

4. 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.cityofbastian.org and said Notice was posted on the following date and time: Friday, June 21, 2019 at 11:00 a.m. and remained posted for at least two hours after said meeting was convened.

Ann Franklin, City Secretary
MEETING DATE:  June 27, 2019  

AGENDA ITEM: 3A

TITLE:  
Consider action to approve meeting minutes from the April 25, 2019 and June 6, 2019 Planning & Zoning Commission Meeting.

STAFF REPRESENTATIVE:  
Vivianna Nicole Hamilton, Planning Technician

ATTACHMENTS:  
Meeting Minutes
The City of Bastrop Planning and Zoning Commission met Thursday, April 25, 2019 at 6:00 p.m. in the Bastrop City Council Chambers, 1311 Chestnut Street, Bastrop, Texas.

1. CALL TO ORDER

Debbie Moore called the meeting to order at 6:00 p.m.

Debbie Moore Present  
Patrick Connell Present  
Cynthia Meyer Present  
Matthew Lassen Present  
Richard Gartman Present  
Cheryl Lee Absent  
Greg Sherry Present  
Pablo Serna Present  
Tom Dawson Present

2. CITIZEN COMMENTS

There were no citizen comments.

3. ITEMS FOR INDIVIDUAL CONSIDERATION

3A. Consider action to approve meeting minutes from the March 28, 2019 Planning & Zoning Commission Meeting.

Patrick Connell made a motion to recommend approval of the meeting minutes from the March 28, 2018 Planning & Zoning Commission Meeting. Cynthia Meyer seconded the motion and the motion carried unanimously.

3B. Public hearing and consider action to recommend approval of a Conditional Use Permit to allow a brewery, distillery and winery use on 0.266 acres of Building Block 4, West of Water Street located at 919 Main Street, an area zoned Downtown Bastrop Form-based Code - HMS, Historic Main Street, within the city limits of Bastrop, and forward to City Council for consideration at their next meeting.

Jennifer Bills presented to the Commission the information from the PowerPoint presentation that was distributed in the packet.

The Commission asked where it would be located, and would there be adequate review to confirm the existing building would be able to support this use. Staff responded that the brewing units would be located at the center of the building, and the infrastructure would be reviewed for code compliance during the building permit review.

Debbie Moore opened the Public Hearing for comments. Hearing none, she closed the Public Hearing for comments and opened the floor for a motion from the Commission.
Patrick Connell made a motion to recommend approval of a Conditional Use Permit to allow a brewery, distillery and winery use on 0.266 acres of Building Block 4, West of Water Street located at 919 Main Street, an area zoned Downtown Bastrop Form-based Code - HMS, Historic Main Street, within the city limits of Bastrop, and forward to City Council for consideration at their next meeting. Pablo Serna seconded the motion and the motion carried unanimously.

3C. Discussion regarding the Planning & Zoning Commission Fundamentals training with the City Attorney.

The City Attorney presented a slideshow to the Commission over the fundamentals of the roles and rules of engagement for Planning and Zoning Commissions. He also answered questions from the Commission as they occurred throughout the presentation.

4. UPDATES

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

Matt Jones informed the Commission about the outcomes of various items the Commission had made recommendations on to Council, and extended the invitation to the Commissioners to be a part of the Comprehensive Plan Informational Table at the upcoming Code Redo.

3. ITEMS FOR INDIVIDUAL CONSIDERATION

3D. Presentation from Planning Director Matt Jones regarding parking requirements within the City Limits.

Matt Jones presented to the Commission a slideshow over the parking requirements within the City Limits of Bastrop. Discussion commenced between the Commission and Staff.

3E. Discussion and evaluation on Chapter 4: Housing and Neighborhoods of the 2036 Comprehensive Plan.

Matt Jones and the Commission created a strategy for the submission of talking points regarding areas of interest from the Commissioners for Chapter 4: Housing and Neighborhoods, and for the submission of the recommendations from the Commission to Council that would come out of this review process.

4. UPDATES

4B. Individual Requests from Planning and Zoning Commissioners that particular items be listed on future agendas (no group discussion allowed).
5. ADJOURNMENT

Cynthia Meyer made a motion to adjourn at 8:13 p.m.. Greg Sherry seconded the motion, and the motion carried unanimously.

__________________________________________
Debbie Moore, Chair

__________________________________________
Patrick Connell, Vice-Chair
The City of Bastrop Planning and Zoning Commission met Thursday, June 6, 2019 at 6:00 p.m. in the Bastrop City Council Chambers, 1311 Chestnut Street, Bastrop, Texas.

1. **CALL TO ORDER**

Debbie Moore called the meeting to order at 6:00 p.m.

Debbie Moore Present
Patrick Connell Present
Cynthia Meyer Present
Matthew Lassen Present
Richard Gartman Present
Cheryl Lee Present
Greg Sherry Present
Pablo Serna Present
Tom Dawson Present

2. **CITIZEN COMMENTS**

There were no citizens comments.

3. **ITEMS FOR INDIVIDUAL CONSIDERATION**

3A. Discussion on the Bastrop Building Block (B3) Code.

Matt Jones and the Commission held a conversation regarding the following topics within the draft Bastrop Building Block (B3) Code:

- Permitted Use Chart
- Community Value Nuisances
- Accessory Dwelling Units

The Commission and Staff discussed overall goal of the proposed code.

The Commission made recommendations to Staff on the following topics within the code: what should be added to the list of prohibited uses, Conditional Use Permit requirements relating to brew pubs/alcohol sales, what rules and restrictions should accompany the different place-type districts, appropriate placement of the place-types districts within the city limits, amending the P5 definition, either changing the “employment center” character zone to “industrial park” or defining “employment center” better, what uses should be allowed in the different place-types, and what should be classified as nuisances.
4. ADJOURNMENT

Cynthia Meyer made a motion to adjourn at 9:06 p.m.. Patrick Connell seconded the motion, and the motion carried unanimously.

_______________________
Debbie Moore, Chair

_______________________
Patrick Connell, Vice-Chair
MEETING DATE:  June 27, 2019  AGENDA ITEM:  3B

TITLE:
Consider action to recommend approval of Schain Subdivision Short Form Final Plat, with a Variance to the Subdivision Ordinance requirement that the lot size comply with Chapter 14, Section 30.4 (A), requiring a minimum lot area of one acre, with the current lot being 0.273 acres, out of Bastrop Town Tract A-11, located at 304 Industrial Boulevard, in the City Limits of Bastrop, Texas.

STAFF REPRESENTATIVE:
Jennifer C. Bills, AICP, LEED AP, Assistant Planning Director

ITEM DETAILS:
Site Address: 304 Industrial Boulevard (Attachment 3)
Total Acreage: 0.273 acres
Legal Description: 0.273 acres out of Bastrop Town Tract A-11

Property Owner: Howard J. Schain
Agent Contact: James Garon & Associates/Rachel Hartzler

Existing Use: Industrial/Vacant
Existing Zoning: Industrial Park
Future Land Use: Industry

BACKGROUND/HISTORY:
This is an existing lot that was not properly divided in accordance with the Subdivision Ordinance. The primary building on the site had extensive fire damage several years ago, resulting in the building needing to be demolished. The subdivision plat for the Schain Subdivision will bring the lot into compliance with the Subdivision Ordinance and allow the owner to proceed with the demolition and a new Site Development Plan for a new structure.

The Industrial Park Zoning District requires lots within a subdivision to be one acre or greater. In this instance, the lot dimensions have been defined by prior deed divisions, so a Subdivision Variance has been requested to allow the plat to be processed with the 0.273-acre lot.

Traffic Impact and Streets
This property takes access from Industrial Boulevard, has 50-feet of right-of-way with a paved width of approximately 40 feet. No other right-of-way dedications or improvements are required.
Utilities
The property is currently served by a 6-inch water line and an 8-inch wastewater line along the front of the property, as well as a 4-inch wastewater line at the rear. No utility improvements are required at this time.

Drainage
The site currently has 67 percent impervious cover on the lot and no changes are anticipated at this time. A Site Development Plan will be required for any future development on the site. Any necessary drainage improvements will be designed and constructed per the Drainage Plan requirements at that time.

PUBLIC COMMENTS:
Notifications to five adjacent property owners within 200 feet were mailed on June 12, 2019 (Attachment 3).

POLICY EXPLANATION:
All Short Form Final Plats must be reviewed by the Planning & Zoning Commission and are then forwarded to City Council for approval.

Compliance with the Enhanced Permit Review
This application met the requirements for an Exemption under Emergency Ordinances 2018-1 and 2018-2 for the moratorium. If future site development goes over the existing 67 percent, the new Drainage Ordinance and Enhanced Permit Review will apply to the Site Development Plan review.

Compliance with 2036 Comprehensive Plan:
- Future Land Use Plan - Industry: The Industry character area supports light industrial, warehousing and distribution land uses that may or may not require outdoor storage or heavy vehicles. Manufacturing uses may be supported if nuisances are mitigated.

  This final plat complies with the Future Land Use Plan. This site is zoned Industrial Park and has contained uses that include storage, equipment rental, and automotive service.

Local Government Code
- Sec. 212.002. Rules.
  After a public hearing on the matter, the governing body of a municipality may adopt rules governing plats and subdivisions of land within the municipality's jurisdiction to promote the health, safety, morals, or general welfare of the municipality and the safe, orderly, and healthful development of the municipality.

Section 212.004 Plat Required
(a) The owner of a tract of land located within the limits or in the extraterritorial jurisdiction of a municipality who divides the tract in two or more parts to lay out a subdivision of the tract, including an addition to a municipality, to lay out suburban, building, or other lots, or to lay out streets, alleys, squares, parks, or other parts of the tract intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the streets, alleys, squares, parks, or other parts must have a plat of the subdivision prepared.

The applicant is completing the one lot plat to comply with Subdivision requirements that should have been observed when the property was divided from the parent tract.

- Sec. 212.010. Standards for Approval
  (a) The municipal authority responsible for approving plats shall approve a plat if:
    (1) it conforms to the general plan of the municipality and its current and future streets, alleys, parks, playgrounds, and public utility facilities;

    The final plat, with the subdivision variance to allow a smaller lot size, conforms to the Future Land Use Plan, which is designated Industry for this area.

    (2) it conforms to the general plan for the extension of the municipality and its roads, streets, and public highways within the municipality and in its extraterritorial jurisdiction, taking into account access to and extension of sewer and water mains and the instrumentalities of public utilities;

    The plat conforms to the adopted Transportation Master Plan. The subdivision plat does not create any additional impact to the transportation network.

    (3) a bond required under Section 212.0106, if applicable, is filed with the municipality; and

    No improvements are required.

    (4) it conforms to any rules adopted under Section 212.002.

    The final plat, with the approval of the requested Subdivision Variance, complies with the requirements of the adopted Subdivision Ordinance.

Code of Ordinances Chapter 10 – Subdivisions
- Section 4.30 – Short Form Procedure – Final Plat

4.30.1 General: The short form procedure may be followed for the approval of an Amending Plat, replat or a subdivision when the land proposed to be subdivided or resubdivided.

Prior to the plat being placed before the Commission for consideration, the plat must be accepted as administratively complete by the Director of Planning and Development. A plat that contains the detailed information set forth in paragraphs 4.30.2 and 4.30.3 is considered administratively complete.
Planning and Engineering staff have reviewed the Schain Subdivision Final Plat for compliance with subdivision and utility standards and have deemed the plat administratively complete.

STAFF RECOMMENDATION:
Consider action to recommend approval of Schain Subdivision Short Form Final Plat, with a Variance to the Subdivision Ordinance requirement that the lot size comply with Chapter 14, Section 30.4 (A), requiring a minimum lot area of one acre, with the current lot being 0.273 acres, out of Bastrop Town Tract A-11, located at 304 Industrial Boulevard, in the City Limits of Bastrop, Texas.

ATTACHMENTS:
- Exhibit A: Final Plat
- Attachment 1: Location Map
- Attachment 2: Zoning Map
- Attachment 3: Surrounding Property Owner Notification
Location Map
Short Form Final Plat and Variance
Schain Subdivision

The accuracy and precision of this cartographic data is limited and should be used for information planning purposes only. This data does not replace surveys conducted by registered Texas land surveyors nor does it constitute an "official" verification of zoning, land use classification, or other classification set forth in local, state, or federal regulatory processes. The City of Bastrop, nor any of its employees, do not make any warranty of merchantability and fitness for particular purpose, or assumes any legal liability or responsibility for the accuracy, completeness or usefulness of any such information, nor does it represent that its use would not infringe upon privately owned rights.
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Notice of Pending Subdivision with a variance to the Subdivision Ordinance
City of Bastrop
Planning & Zoning Commission
And City Council

Dear Property Owner:

The Planning & Zoning Commission will hold a meeting Thursday, June 27, 2019 at 6:00 p.m. and the City Council will hold a meeting on Tuesday, July 9, 2019 at 6:30 p.m. in the City Hall Council Chambers located at 1311 Chestnut Street, Bastrop, Texas to consider approval of the Schain Subdivision Short Form Final Plat, with a Variance to the Code of Ordinances Chapter 14, Section 30.4 (A) requiring a minimum lot area of one (1) acre, with the current lot being 0.273 acres, for 1 lot, being 0.273 acres out of Bastrop Town Tract A-11, located at 304 Industrial Boulevard, in the City Limits of Bastrop, Texas.

Owner/Applicant: Howard Schain / James Garon & Associates
Address: 304 Industrial Boulevard
Legal Description: 0.273 acres out of Bastrop Town Tract A-11
Number of Lots: 1

The site location map and plat are attached for reference.

As a property owner within 200 feet of the above referenced property, you are being notified of the upcoming meetings per the Bastrop Code of Ordinances Subdivision Regulations.

Property owners wishing to subdivide land must follow the rules within the City Subdivision Regulations, which can be read online at:

https://library.municode.com/tx/bastrop/codes/code_of_ordinances?nodeId=CH10SU

For more information on this project, you can contact the Planning & Development offices at (512) 332-8840, plan@cityofbastrop.org, or visit the office at 1311 Chestnut Street, Bastrop, Texas.
MEETING DATE: June 27, 2019

AGENDA ITEM: 3C

TITLE:
Discussion on the Bastrop Building Block (B3) Code, including, but not limited to:
- Applications and Checklists
- Development Flow Chart
- Parking Regulations

STAFF REPRESENTATIVE:
Matt Jones, Director of Planning and Development

BACKGROUND/HISTORY:
On May 29, 2019, a Joint Meeting was held between the Planning and Zoning Commission and City Council to introduce the complete draft Bastrop Building Block (B3) Code. In the discussion between the Commission and Council, there were several specific topics that were identified for the Commission to review and provide recommendations back to Council.

At the June 6th Planning and Zoning Commission meeting, three topics were discussed:
- Permitted Use Chart
- Community Value Nuisances
- Accessory Dwelling Units

At the June 22nd Planning and Zoning Commission meeting, three topics were discussed:
- Tree Preservation
- Street Sections
- Signage

The discussion and recommendations will be included for City Council review at the Joint Meeting in July.

The remaining topic areas have been broken down into the following groups to discuss at the next Planning and Zoning Meetings:

Thursday, June 27th, 6:00 p.m. – Regular Meeting
Topics:
- Applications and Checklists
- Development Flow Chart
- Parking Regulations
Tuesday, July 9th, TBD – Joint City Council and Planning and Zoning Meeting

Topics:
- Discuss findings and recommendations

The Draft Bastrop Building Block (B3) Code can be found online at:

ATTACHMENTS:
- No attachments