

Planning & Zoning Commission
Bastrop City Hall City Council Chambers
1311 Chestnut Street
Bastrop, TX 78602
(512) 332-8840



Agenda – January 25, 2018 at 6:00 P.M.

City of Bastrop City Council meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at (512) 332-8800 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.

1. CALL TO ORDER

2. CITIZEN COMMENTS

Comments will be heard from the audience on any topic not listed on the agenda, not to exceed three (3) minutes in length. To address the Commission, please submit a fully completed request card to the Commission Secretary 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, the Commission cannot discuss issues raised or make any decision at this time. Issues may be referred to City Staff for research and possible future action.

To address the Commission concerning any item on the agenda, please submit a fully completed request card to the Commission Secretary prior to the consideration of that item.

3. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Introduction of new Planning and Zoning Commission member Cheryl Lee.
- B. Consider action to approve meeting minutes from the November 30, 2017 Planning and Zoning Commission Meeting.
- C. Consider action to approve the Planning and Zoning Commission calendar for 2018.
- D. Status report on Subdivision Ordinance.

- E. Public Hearing and consider action to make a recommendation on a Conditional Use Permit (CUP) for Lot 1 of the Beck, N.H.P., & Prokop Subdivision, Section 2, an area zoned Commercial-2 (C-2) to allow a Mini-Warehouse use, located at 510 SH 71 W, and forward to the February 13, 2018 City Council meeting.

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.cityofbastrop.org and said Notice was posted on the following date and time: 10th, January, 2018 at p.m. and remained posted for at least two hours after said meeting was convened.



Viviana Nicole Hamilton, Commission Secretary



Planning and Zoning Commission Meeting Minutes

The City of Bastrop Planning and Zoning Commission met Thursday, November 30, 2017 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
Dianna Rose	Present
Cynthia Meyer	Present
Alyssa Halle-Schramm	Present
Matthew Lassen	Present
Sue Ann Fruge	Present
Richard Gartman	Absent

2. CITIZEN COMMENTS

There were no citizens comments.

3. WORKSHOP SESSION

A. Presentation on the Subdivision Ordinance

Staff conducted a presentation for the Planning and Zoning Commission regarding the proposed updates to the Subdivision Ordinance and answered questions the Commission had regarding the proposed changes.

4. ITEMS FOR INDIVIDUAL CONSIDERATION

A. Consider action to elect a Commission member as Chair for the Planning and Zoning Commission (P&Z), and to elect other officers as may be necessary.

Diana Rose nominated Patrick Connell for Chair of the Planning and Zoning Commission.

Patrick Connell nominated Debbie Moore for Chair of the Planning and Zoning Commission.

Cynthia Meyer made a motion to close nominations. Diana Rose seconded the motion and the motion carried unanimously.

Debbie Moore was appointed as Chair of the Planning and Zoning Commission with the Planning and Zoning Commission voting 6 to 1 in favor of Debbie Moore.

Planning and Zoning Commission

Meeting Minutes

Alyssa Halle-Schramm nominated Patrick Connell for Vice Chair for the Planning and Zoning Commission.

Cynthia Meyer made a motion to close nominations. Matt Lassen seconded the motion and the motion carried unanimously.

Patrick Connell was elected by acclamation as the Vice Chair of the Planning and Zoning Commission.

Patrick Connell nominated Diana Rose for Secretary of the Planning and Zoning Commission.

Cynthia Meyer made a motion to close nominations. Patrick Connell seconded the motion and the motion carried unanimously.

Diana Rose was elected by acclamation as the Secretary of the Planning and Zoning Commission.

B. Consider action to appoint a Commission member as its representative on the Historic Landmark Commission (HLC).

Matt Lassen nominated himself for the HLC representative for the Commission.

Diana Rose nominated herself for the HLC representative for the Commission.

Matt Lassen withdrew his nomination.

Cynthia Meyer made a motion to close nominations. Patrick Connell seconded the motion and the motion carried unanimously.

Diana Rose was elected by acclamation as the HLC representative of the Planning and Zoning Commission.

C. Consider action to approve meeting minutes from the October 26, 2017 Planning and Zoning Commission Meetings.

Patrick Connell made a motion to approve the October 26, 2017 Meeting Minutes. Cynthia Meyer seconded the motion and the motion carried unanimously.

D. Public hearing and consider action to approve the first reading of an ordinance to rezone Lots 1 & 2 of the Lee-Jackson & Fowler Subdivision (1.717 acres) from Form-based Code Character Zone CMU, Commercial Mixed Use to C-1, Commercial 1, and 0.398 acres of Bastrop Town Tract Abstract 11 and 2.046 acres of Building Block 12 East of Water Street from C-2, Commercial 2 to C-1, Commercial 1 within the city limits of Bastrop.

Item was withdrawn by the applicant.

E. Public hearing and consider action to approve the first reading of an amendment to the Bastrop Code of Ordinances, Chapter 14 – Zoning, Section 37 – Exterior Construction Requirements.

Planning and Zoning Commission

Meeting Minutes

Staff presented from the information given to the Planning and Zoning Commissioners in the packet.

The Commission opened the floor for public comments.

Bill Perkins, the architect for Covert, addressed the Commission and answered questions they had regarding this material type.

Debbie Moore closed the public hearing.

Discussion commenced between the Commission and Staff.

Patrick Connell made a motion to recommend the foamed-insulated-core concealed fastener metal wall panel with a masonry finish be added to the list of approved exterior construction materials and that alternative building material requests should come before the Planning & Zoning Commission for approval, and the language be amended as follows:

Sec. 37.1.A DEFINITIONS

- D. Foamed-insulated-core concealed fastener metal wall panel with a masonry finish may be allowed if approved by the city and found to be of comparable or superior durability and mimic the appearance of other approved materials.

Sec. 37.2.A.2 Nonresidential Zoning Districts, excluding Residential and Light Industrial (LI):

- a. In recognition of changing construction materials and practices, the **Planning & Zoning Commission** may authorize alternate building materials for exterior finishes required in paragraphs 2.a and 2.b. above, provided that they have an appearance and sustainability similar to masonry construction. To approve the alternative, the applicant must show that:
 - (1) The material is of equal or better quality than is required.
 - (2) Approval of the alternative material will not adversely affect the physical character of sites in the immediate vicinity of the development.
 - (3) The alternate material is consistent with the purpose and intent of the code.

Sec. 3.01.A.3 Light Industrial (LI) Zoning District:

In recognition of changing construction materials and practices, the **Planning & Zoning Commission** may authorize alternate building materials for exterior finishes required in paragraphs 3.a and 3.b. above, provided that they have an appearance and sustainability similar to masonry construction. To approve the alternative, the applicant must show that:

- (1) The material is of equal or better quality than is required.
- (2) Approval of the alternative material will not adversely affect the physical character of sites in the immediate vicinity of the development.

Planning and Zoning Commission Meeting Minutes

- (3) The alternate material is consistent with the purpose and intent of the code.

Matt Lassen seconded the motion and the motion carried 6 to 1 with Debbie Moore, Patrick Connell, Alyssa Halle-Schramm, Cynthia Meyer, Sue Anne Fruge, and Matt Lassen in favor and Diana Rose opposed.

5. DIRECTOR OF PLANNING & DEVELOPMENT UPDATES

A. Direction from the Planning and Zoning Commission on any items to be included on future agendas.

Patrick Connell asked going forward a Planning and Engineering report be included in the Commissioners packets to keep them abreast of current developments.

6. ADJOURNMENT

Patrick Connell made a motion to adjourn at 7:25 pm. Matt Lassen seconded the motion, and the motion carried unanimously.

Debbie Moore, Chair

Patrick Connell, Vice Chair

PLANNING & ZONING COMMISSION

STAFF REPORT



MEETING DATE: January 25, 2018

ITEM: 3C

TITLE:

Consider action to set the meeting schedule for the 2018 calendar year.

STAFF REPRESENTATIVE:

Jennifer C. Bills, AICP, LEED AP, Assistant Planning Director

BACKGROUND/HISTORY:

The Planning & Zoning Commission regularly meets on the last Thursday of the month. Below are the regular dates for 2018.

Planning & Zoning
January 25, 2018
February 22, 2018
March 29, 2018
April 26, 2018
May 31, 2018
June 28, 2018
July 26, 2018
August 30, 2018
September 27, 2018
October 25, 2018
November 29, 2018
December 27, 2018

December 27, 2018 is two days after Christmas, so December 20 could be an alternative date for that meeting. Please review and bring any other conflicts to the commission meeting for discussion.



*Conceptual Building Rendering
Attachment 3*

The applicant provided conceptual renderings that indicate the general design intent. A Site Development Plan will be required and the site and building will comply with the requirements of the Zoning Ordinance, V. Development Standards.

PUBLIC COMMENTS:

Notifications were mailed to seven adjacent property owners on January 4, 2018. At the time of this report, one response was received with no objection to the CUP (Attachment 4).

POLICY EXPLANATION:

The purpose of conditional uses is to allow certain uses in districts that under most circumstances would not be compatible with other permitted uses, but may be compatible if certain conditions and development restrictions are met. A Conditional Use Permit (CUP) is adopted by ordinance, similar to a standard zoning request, with public hearings at the Planning & Zoning Commission and City Council meetings, as well as two ordinance readings at separate City Council meetings.

Compliance with 2036 Comprehensive Plan:

Future Land Use Plan – General Commercial: The General Commercial character area supports local and regional businesses that rely on heavy traffic volumes and the visibility that is associated with being located near major roadways. General Commercial developments typically involve varying development intensities, from smaller locally owned shops to big box retailers. These areas are predominantly auto-oriented, with large accessory parking areas.

This Conditional Use Permit does not strictly comply with the Future Land Use Plan. Mini-warehouse uses generally generate low traffic volumes and do not require high levels of visibility that one would normally associate with properties with State Highway 71 frontage. While the use can be appropriate in the General Commercial area, locations off major thoroughfares may be better suited to this use.

The proposed use is generally compatible with the land use and base zoning district; however, a mini-warehouse use may not be the best use of this property from an economic and retail perspective.

Code of Ordinances Chapter 14 – Zoning

Per Section 33.2 Conditional Use Permit Regulations, the Planning & Zoning Commission and City Council may consider the following for approval of a requested CUP:

1. The use is harmonious and compatible with surrounding existing uses or proposed uses;

The surrounding uses are a mix of small-scale retail service, medical office, and restaurant uses. Other adjacent tracts to the south are currently undeveloped, and future uses will be commercial. A mini-warehouse use is compatible with these uses.

2. The activities requested by the applicant are normally associated with the permitted uses in the base district;

The activities associated with a self-storage facility include occasional car and truck traffic, and the storage of personal items on site. These are normally associated within the permitted Commercial 2 (C-2) district.

3. The nature of the use is reasonable;

The mini-warehouse use of approximately 97,200 square feet is reasonable for this commercial area.

4. Any negative impact on the surrounding area has been mitigated;

There are no anticipated negative impacts from this use on the surrounding area.

5. That any additional conditions specified ensure that the intent of the district purposes are being upheld.

No additional conditions are recommended by staff.

Standard Conditional Use Permit Conditions

The conditions below are standard CUP requirements. The Planning & Zoning Commission and City Council can consider additional conditions to mitigate negative impacts or conflicts with the surrounding uses.

1. Construction shall be in conformance with all City of Bastrop regulations.
2. All necessary permits for the proposed development shall be acquired prior to occupying the building.
3. A Building Permit shall be applied for and secured within one year from the date the Conditional Use Permit is granted (second reading of the ordinance).
4. No building, premise, or land used under a Conditional Use Permit may be enlarged, modified, structurally altered, or otherwise significantly changed unless an amended

Conditional Use Permit is granted for such enlargement, modification, structural alteration, or change.

RECOMMENDATION:

Hold a Public Hearing and consider action to make a recommendation on a Conditional Use Permit (CUP) for Lot 1 of the Beck, N.H.P., & Prokop Subdivision, Section 2, an area zoned Commercial-2 (C-2) to allow a Mini-Warehouse use, located at 510 SH 71 W, and forward to the February 13, 2018 City Council meeting.

1. Construction shall be in conformance with all City of Bastrop regulations.
2. All necessary permits for the proposed development shall be acquired prior to occupying the building.
3. A Building Permit shall be applied for and secured within one year from the date the Conditional Use Permit is granted (second reading of the ordinance).
4. No building, premise, or land used under a Conditional Use Permit may be enlarged, modified, structurally altered, or otherwise significantly changed unless an amended Conditional Use Permit is granted for such enlargement, modification, structural alteration, or change.

ATTACHMENTS:

Attachment 1: Letter from Applicant

Attachment 2: Building Layout

Attachment 3: Conceptual Building Renderings

Attachment 4: Surrounding Property Owners' Notification and Responses

Attachment 5: Location Map



Carlson, Brigance & Doering, Inc.
Civil Engineering ❖ Surveying

Wesley Brandon, P.E.

Director, Engineering and Development Department

City of Bastrop

1311 Chestnut Street

Bastrop, Texas 78602

Date: 12/04/2017

CBD Project Number: 4960

**RE: Project Description Letter – Conditional Use Permit, Bastrop Self Storage
510 W. SH 71, Bastrop, TX, 78602**

Dear Mr. Brandon,

Please find attached a Conditional Use Permit application package for a Self-Storage site proposed at 510 W. SH 71 within the Bastrop City limits. The current lot of record is zoned C-2, Commercial District (Heavy), which allows for Self-Storage (mini-warehouse) use with a Conditional Use Permit per Bastrop Code of Ordinance, Chapter 14 Zoning, Section 36.10.

The proposed project contemplates construction of a two-story Self Storage facility constructed on an existing lot of record along the eastbound SH 71 Frontage Road. The cleared, vacant tract, improved with a Billboard and concrete driveway turnout, was previously utilized as a Self Storage Facility with the old improvements removed in early 2010. The proposed development consists of a two story 48,600 sf building (97,200 total building area), 14 parking spaces, associated sidewalks and driveways, and an appropriately sized detention pond. The site will have less than 65% impervious cover and will include a detention pond sized per code. Included within the application are conceptual building renderings. The submitted renderings are illustrative only and intend to indicate general design intent. The proposed building will comply with Exterior Construction requirements including 100% masonry (excluding doors, windows, glazing, siding per code) for the SH 71 frontage and 50% masonry (excluding doors, windows, glazing, siding and front elevation per code) for the remaining building facades. The building is currently contemplated to have an architectural tower element over the office area to assist in articulation and for visual interest. The tower element will be within the maximum 35' height established by code.

The request for Conditional Use Permit for this site is made as the proposed site use is harmonious and compatible with the adjoining uses, is consistent with past and current proposed land uses, reflects a reasonable use of the property with impacts reasonably mitigated, and will provide a service that is needed. Without the approval of the CUP the proposed project cannot occur.

Attached is a completed application with associated documents. If additional information is required, please contact me at (512) 280-5160.

Sincerely,

Carlson, Brigance & Doering, Inc.

Brendan P. McEntee, P.E.

Senior Project Manager

Attachment 2



SITE CALCULATIONS
4960-BASTROP 365 STORAGE

Total Site Area:	116,457 sf	or	2,671 AC
	Proposed	AllowReq	Notes
Site Area (sf)	116,457	N/A	
Site Area (AC)	2,671	N/A	
Septic Field Area (sf)	0	N/A	
Net Site Area (AC)	2,671	N/A	
Impervious Cover (AC)	1,733	1.74	
Total Impervious Cover (%)	64.6%	65%	
Building Foundation Area (sf)	48,600	58,174	
Building Coverage (%)	41.7%	50%	

----- Impervious Cover Summary -----

	Existing IC Area (sf)	Proposed IC Area (sf)
Buildings/Porches		48,600
Bligs	-	26894
Paving	0	0
- Drives & Parking	0	0
- Walks & Porches	0	0
Total Impervious cover	0	75,494
Remaining Impervious Cover	0	133

----- Parking Summary -----

Type Parking	Proposed	Required	Notes
Totals			
- Total	14	14	See below
- Total (Standard-Covered)	0	0	
- Total (Standard-Uncovered)	12	13	
- Total (Accessible-Covered)	0	0	
- Total (Accessible-Uncovered)	2	1	
- Total (Compact)	0	0	
- Percent compact	0%		

Four (4) spaces per establishment plus one (1) additional space per ten thousand (10,000) square feet of storage area.

DESIGNED BY	DATE	DELETED BY	DATE
BSM		BSM	
		CW	

Carlson, Brignace & Doering, Inc.
 17811 D. H. H. P. H.
 Civil Engineering Surveying
 Professional No. 012,286,5169
 License No. 012,286,5169

SHEET NAME: SITE PLAN
 JOB NAME:
 PROJECT: EXHIBIT

DATE: NOV, 2017
 JOB NUMBER: 4960
 SHEET: 1 OF 1
 SHEET NO.: 1

P:\17\1704\4960\170404960.dwg, 08/10/2017, 10:11:28am





Attachment 4



Notice of Pending Conditional Use Permit Approval
City of Bastrop
Planning & Zoning Commission
And City Council

Dear Property Owner:

The **Planning & Zoning Commission** will conduct a public hearing on **January 25, 2018 at 6:00 p.m.** and the **City Council** will conduct a public hearing **Tuesday, February 13, 2018 at 6:30 p.m.** in the **City Hall Council Chambers located at 1311 Chestnut Street, Bastrop, Texas** on the request for an ordinance to approve a Conditional Use Permit to allow a mini storage facility at 510 HWY 71 W, on Lot 1 of the Beck, N.H.P., & Prokop Subdivision, Section 2, an area zoned Commercial-2 (C-2), within the city limits of Bastrop.

Applicant: TXT Holdings – Bastrop, LTD.
Address: 510 Highway 71 West
Legal Description: Beck, N.H.P., & Prokop Subdivision Section 2, Lot 1 (2.671 acres)

The site location map and a letter from the property owner is 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 CUP Regulations. 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.

For additional information, please visit or call the Planning & Development offices.

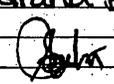
X

PROPERTY OWNER'S RESPONSE

As a property owner within 200': (please check one)

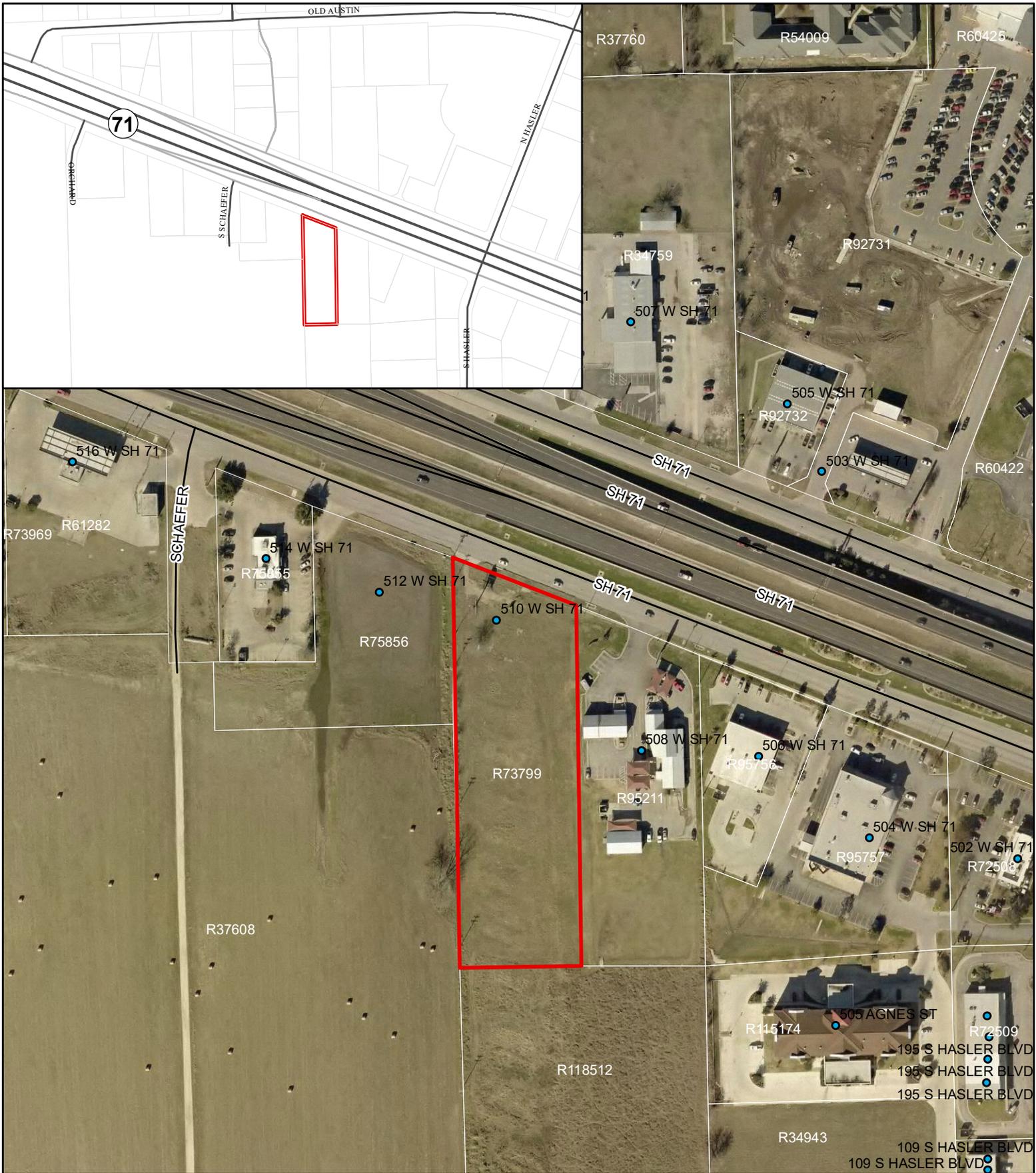
- I am in favor of the request.
- I am opposed to the request.
- I have no objection to the request.

RECEIVED
By: 

Property Owner Name: Bastrop Hotel LLC + Bhanu Corporation
Property Address: 505 Agnes, Bastrop, TX
Phone (optional): _____
Mailing Address: 3048 N. Grand Blvd., Oklahoma City, OK, 73107
Email (optional): _____
Property Owner's Signature: 

Comments: (Optional)

Please provide reply to the address below, via fax (512) 332-8829, or email: plan@cityofbastrop.org



Attachment 5
 Location Map
 Conditional Use Permit
 510 W SH 71



1 inch = 200 feet



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.

Date: 1/18/2018