

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



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## **Agenda – October 25, 2018 at 6:00 P.M.**

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*City of Bastrop Planning and 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.*

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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 Boards cannot discuss issues raised or make any decision at this time. Instead, city Boards 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

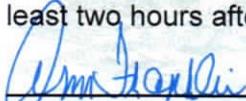
- 3A. Consider action to approve meeting minutes from the September 27, 2018 Planning & Zoning Commission Meeting.
- 3B. Public hearing and consider action to approve an ordinance for a Conditional Use Permit to allow a manufactured house on 0.572 acres of Farm Lot 65, East of Main Street located at 1603 Highway 95, an area zoned A/OS, Agricultural/Open Space, within the city limits of Bastrop.
- 3C. A presentation and update on the Downtown DNA Analysis and Code Assessment.

### 4. UPDATES

- 4A. Individual Requests from Planning and Zoning Commissioners that particular items to be listed on future agendas (no group discussion allowed).

### 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: Thursday, October 18, 2018 at 9:00 a.m. and remained posted for at least two hours after said meeting was convened.



Ann Franklin, City Secretary

# Planning and Zoning Commission Meeting Minutes

The City of Bastrop Planning and Zoning Commission met Thursday, September 27, 2018 at 6:00 p.m. in the Bastrop City Council Chambers, 1311 Chestnut Street, Bastrop, Texas.

## 1. CALL TO ORDER

Patrick Connell called the meeting to order at 6:00 p.m.

Debbie Moore	Present
Patrick Connell	Absent
Cynthia Meyer	Present
Matthew Lassen	Present
Richard Gartman	Present
Cheryl Lee	Present

## 2. CITIZEN COMMENTS

There were citizen comments.

## 3. ANNOUNCEMENTS

3A. Introduction of Matt Jones, AICP, Planning Director

Matt Jones addressed the Commission and introduced himself and gave a brief overview of his previous work history and answered questions from the Commission.

## 4. ITEMS FOR INDIVIDUAL CONSIDERATION

4A. Consider action to approve meeting minutes from the August 30, 2018 Planning & Zoning Commission Meeting.

Richard Gartman made a motion to recommend approval of the meeting minutes from the July 26, 2018 Planning & Zoning Commission Regular Meeting. Cynthia Meyer seconded the motion and the motion carried unanimously.

4B. Consider action to appoint a Commission member as its representative on the Historic Landmark Commission (HLC).

Matthew Lassen nominated himself for the representative on the Historic Landmark Commission. Debbie Moore called for a vote from the Commission, the motion carried unanimously.

4C. Public hearing and consider action on the request to approve a rezoning for (0.665 acres) and (1.240 acres) out of Building Block 62, East of Water Street, located at 303 and 305 Martin Luther King Jr. Drive from SF-7, Single-Family 7 to C-1, Commercial 1, within the city limits of Bastrop, Texas.

Jennifer Bills presented to the Commission the information from the packet. She noted the Applicant was available to answer any questions.

# Planning and Zoning Commission Meeting Minutes

The Commission asked if there were currently plans in place for the future development of the property. Staff stated at this time there were no plans in process. The Commission also asked if MLK was equipped to handle commercial traffic. Staff replied MLK was a collector street and would also be upgraded in the future.

Richard Gartman made a motion to recommend approval on the request to approve a rezoning for (0.665 acres) and (1.240 acres) out of Building Block 62, East of Water Street, located at 303 and 305 Martin Luther King Jr. Drive from SF-7, Single-Family 7 to C-1, Commercial 1, within the city limits of Bastrop, Texas and forward to the next available City Council Meeting. Matthew Lassen seconded the motion and the motion carried unanimously.

## 5. WORKSHOP SESSION

### 5A. Update on Building Bastrop.

Jennifer updated the Commission on the current status of Building Bastrop, gave details regarding the Tuesday Development Review Meetings, and answered questions from the Commission.

### 5B. Update from SimpleCity Design regarding the DNA of Downtown and Code Analysis.

Jordan, a representative of SimpleCity Design, gave a presentation to the Commission regarding the findings thus far on the DNA of Downtown and Code Analysis. The Commission asked the Consultant to send them a schedule of events for the public meetings via email.

### 5C. Discussion on the FY19 Budget Book Strategic Vision.

Jennifer Bills presented the Fiscal Year 2019 budget to the Commission and answered any question the Commission had regarding the budget.

## 6. UPDATES

### 6A. Individual Requests from Planning and Zoning Commissioners that particular items to be listed on future agendas (no group discussion allowed).

Richard Gartman asked in the future for Staff and the Commission revisit the Comprehensive Plan.

## 7. ADJOURNMENT

Cynthia Meyer made a motion to adjourn at 6:49 pm. Matthew Lassen seconded the motion, and the motion carried unanimously.

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Debbie Moore, Chair

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Patrick Connell, Vice Chair

# PLANNING & ZONING STAFF REPORT



**MEETING DATE:** October 25, 2018

**ITEM:** 4C

**TITLE:**

Public hearing and consider action to recommend approval an ordinance for a Conditional Use Permit to allow a manufactured house on 0.572 acres of Farm Lot 65, East of Main Street located at 1603 State Highway 95, an area zoned A/OS, Agricultural/Open Space, within the city limits of Bastrop and forward to the next City Council meeting.

**STAFF REPRESENTATIVE:**

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

**ITEM DETAILS:**

Site Address: 1603 State Highway 95 (Exhibit A)  
Total Acreage: 0.572 acres  
Legal Description: 0.572 acres of Farm Lot 65, East of Main Street

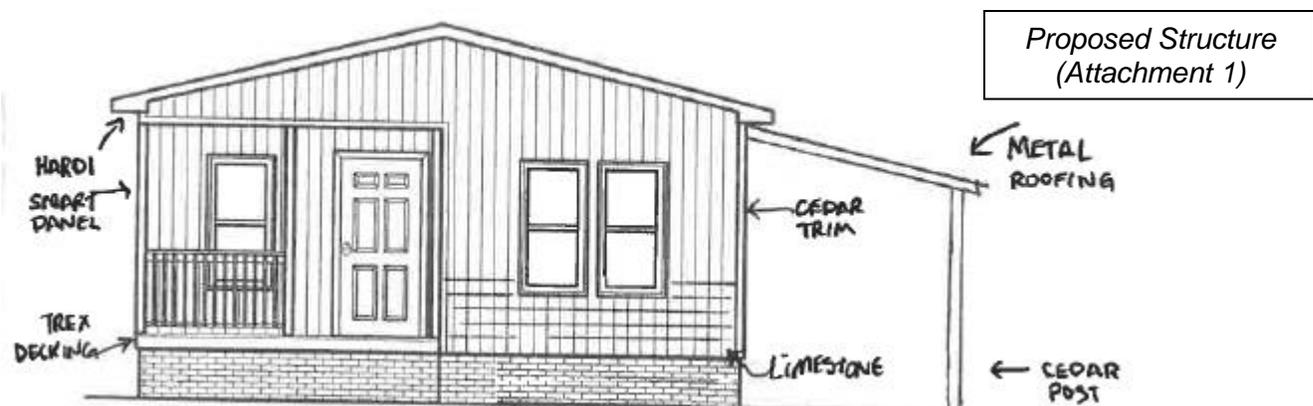
Property Owner: Lossie Peterson  
Applicant Contact(s): Valerie Kugle

Existing Use: Vacant/Residential – structure demolished 2018  
Existing Zoning: AO/S – Agricultural Open Space (Attachment 5)  
Future Land Use: Transitional Residential

**BACKGROUND/HISTORY:**

The applicant is applying for a Conditional Use Permit, which is required to install a Manufactured Home on a property zoned Agricultural/Open Space. The property previously had a single-family home on the lot that was demolished in February 2018, due to damage that was sustained in the 2015 floods. The site had an onsite septic facility but with the demolition of the structure, the existing septic was deemed as insufficient for a new structure. The property owner was granted a variance to the requirement to connect to city wastewater on September 11, 2018 and a new on-site sewer facility (OSSF) will have to be permitted and installed by the property owner with the installation of the home.

The proposed manufactured home is 24 feet by 44 feet (1056 square feet) and includes a recessed front porch and covered parking (carport) attached to the structure.



**POLICY EXPLANATION:**

The purpose of conditional uses is to allow certain uses in districts that under some 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 Planning & Zoning Commission and City Council, as well as two ordinance readings at separate City Council meetings.

Section 33.2 of the Zoning Ordinance states that the Planning and Zoning Commission may consider the following criteria when approving a CUP:

- i. The use is harmonious and compatible with surrounding existing uses or proposed uses;  
*The surrounding land use is undeveloped land. The Future Land Use Plan designates this area a Transitional Residential.*
- ii. The activities requested by the applicant are normally associated with the permitted uses in the base district;  
*Single-family uses are one of the primary uses of the Agriculture/Open Space zoning district.*
- iii. The nature of the use is reasonable;  
*The requested use will continue the previous single-family use.*
- iv. Any negative impact on the surrounding area has been mitigated;  
*The proposed structure will be oriented with the front door facing the street and the carport will be flush with the front façade of the house (not in front of the structure).*
- v. Any additional conditions specified [to] ensure that the intent of the district purposes are being upheld.

*A property survey will be required for the building permit review that accurately shows the property boundaries and location of the OSSF.*

*Street Facing Façade  
(Attachment 2)*



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.  
*Proposed structure complies with this requirement.*
- 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.  
*Will be reviewed during permitting and installation.*
- 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.  
*Proposed rendering complies with this requirement.*
- 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.  
*Carport is shown in the proposal and complies with this requirement.*
- E. The main roof shall be pitched, rather than flat.  
*Proposed structure complies with this requirement.*
- F. The manufactured home must be sited with its longest dimension parallel to the street.  
*This requirement was intended to ensure that the front door of the structure faces the street. Historically, manufactured homes had the primary entrance on the longer side. The proposed structure has the front door facing 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.  
*The proposed finishes are a mix of wood, stone and Hardiplank materials.*
- H. The hitch must be removed.  
*Will be reviewed during permitting and installation.*
- 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.  
*The existing lot already has established ground cover and trees. This will be reviewed during permitting and installation for compliance.*

- J. The manufactured home must have a minimum floor area of one thousand (1000) square feet.

*Proposed structure complies with this requirement.*

- 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').

*Proposed structure is 24 feet by 44 feet, with the 24 foot side parallel to the street. This requirement is intended to restrict manufactured homes that were often three to five times longer than the width (e.g. 14 feet by 72 feet). Newer manufactured homes come in a wider variety of sizes. This model has ratio of 1.8 times the width to depth ratio, which is a ratio which would be seen in site built homes.*

- 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.

*The proposed structure has a break in the front façade for a front porch, giving the structure some architectural detail.*

#### **PUBLIC COMMENTS:**

Property owner notifications were mailed to four adjacent property owners on October 8, 2018. At the time of this report, no responses had been received (Attachment 4).

#### **RECOMMENDATION:**

Hold a public hearing and consider action to recommend approval an ordinance for a Conditional Use Permit to allow a manufactured house on 0.572 acres of Farm Lot 65, East of Main Street located at 1603 State Highway 95, an area zoned A/OS, Agricultural/Open Space, within the city limits of Bastrop and forward to the next City Council meeting.

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 as detailed in the report, including an all-weather surface driveway and parking area.
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).

#### **ATTACHMENTS:**

Exhibit A: Property Location Map

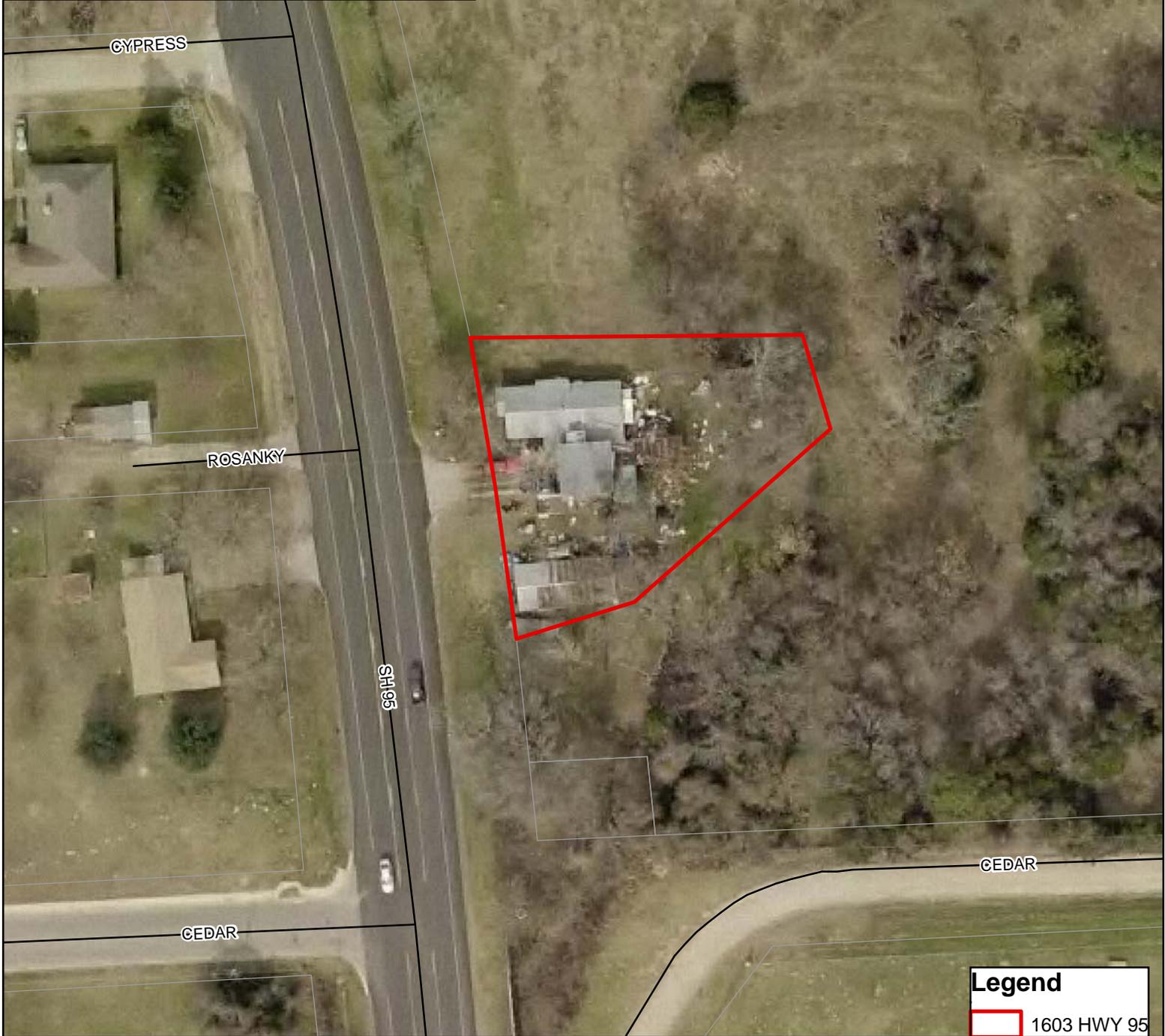
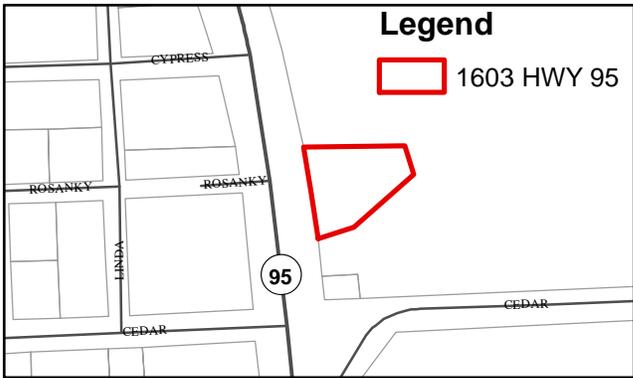
Attachment 1: Proposed Building Floor Plan & Elevations

Attachment 2: Pictures of Structure

Attachment 3: Conceptual Site Plan

Attachment 4: Property Owner's Notification

Attachment 5: Zoning Map



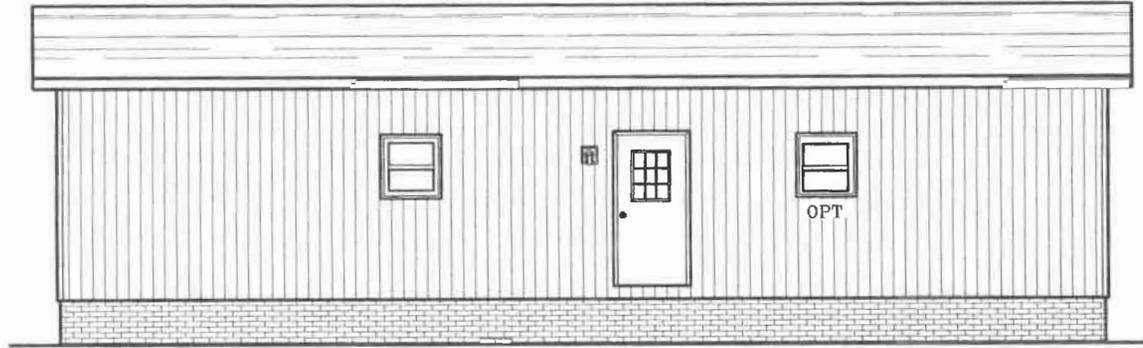
1 inch = 73 feet

**Exhibit A**  
**Location Map**  
**1603 HWY 95**  
**Conditional Use Permit for a Manufactured Home**

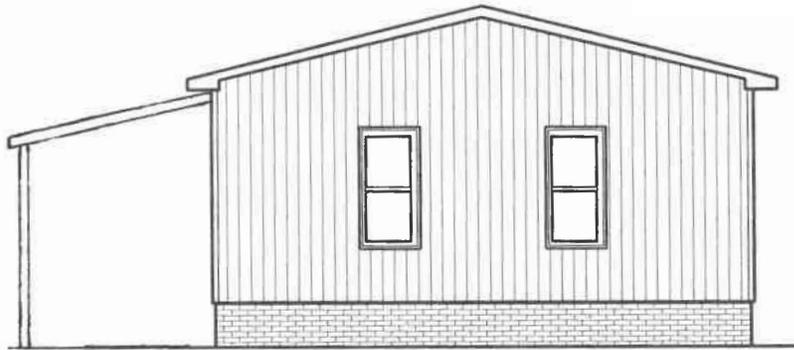


The accuracy and precision of this cartographic data is limited and should be used for information /planning purposes only. This data does not replace surveys conducted by registered Texas land surveyors nor does it constitute an "official" verification of zoning, land use classification, or other classification 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: 10/16/2018



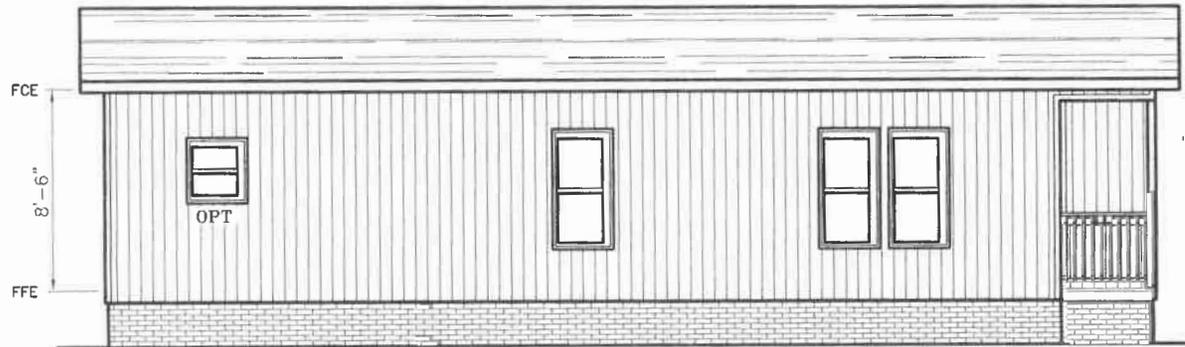
South



East



West (street facing)



North

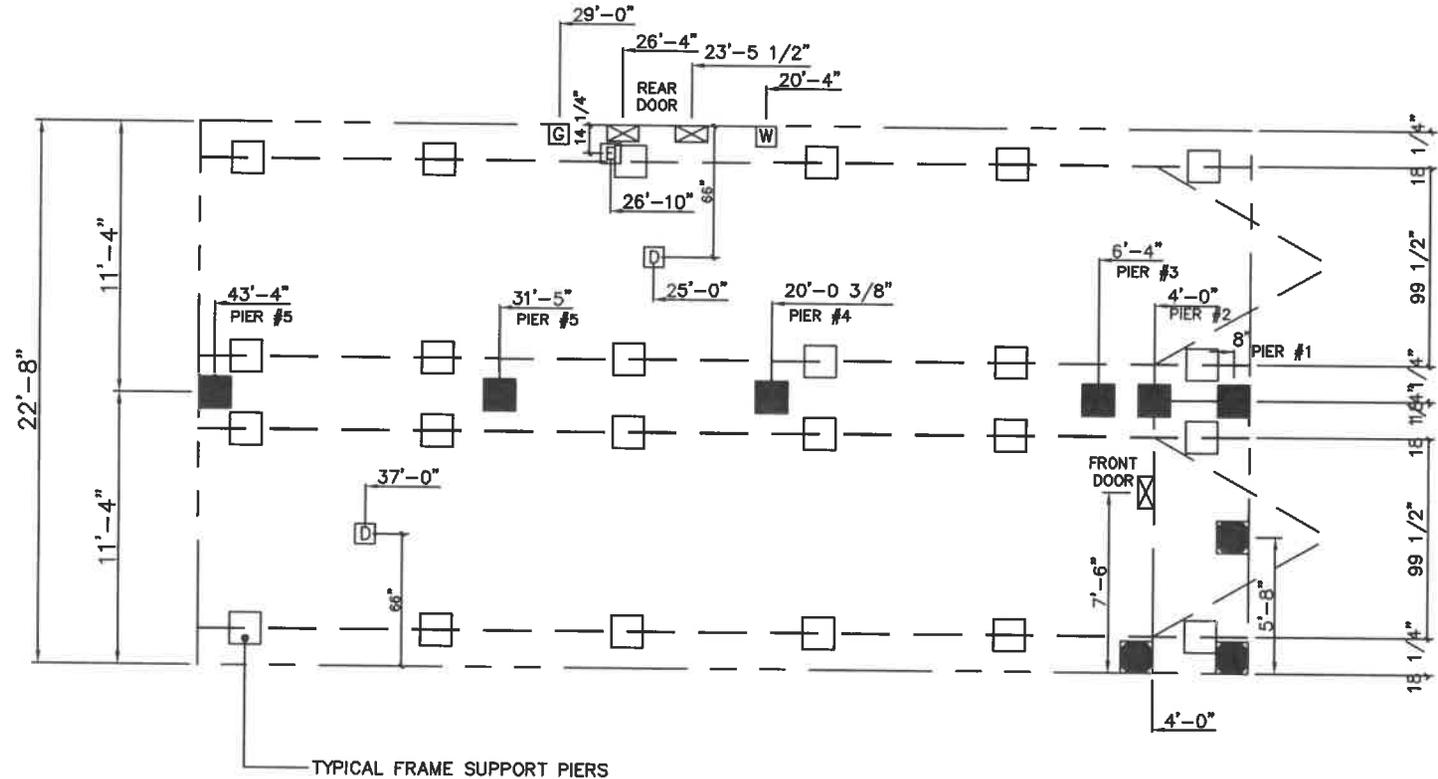
<p><b>CMH</b> MANUFACTURING</p>		<p>OLD DRAWING NUMBER: 32M143</p>	
		<p>997 SQ.FT. (STD PLAN "CONDITIONED")</p>	
<p>N/A SQ.FT. (W/OPT. PORCH/RECESS "CONDITIONED")</p>		<p>Model #: DEV24442A</p>	<p>Drawing #:</p>
<p>Product Designer: WaltersR</p>		<p>Date: 1/21/3/10</p>	<p>Scale: NTS</p>
<p>ELEVATION</p>		<p>32M372</p>	
		<p>24' x 44' Develo Per</p>	

20 lb ROOF LOAD SIDEWALL OPENING PIER LOAD 24' BOX WIDTH	SIDEWALL OPENING (FT) REQUIRED PIER LOAD (LBS)					
	3	4	5	6	8	10
	1100	1240	1380	1520	1800	2080

\*FOR 30 lb & 40 lb ROOF LOAD REFER TO TABLES 7b & 7c IN THE INSTALLATION MANUAL.

PIER LOAD 20lb. ROOF LOAD	
COLUMN PIER #	COLUMN LOAD (lbs)
PIER # 1	740
PIER # 2	740
PIER # 3	2738
PIER # 4	2738
PIER # 5	2539
PIER # 6	2539

PIER LOAD 30lb. ROOF LOAD	
COLUMN PIER #	COLUMN LOAD (lbs)
PIER # 1	1307
PIER # 2	1307
PIER # 3	4423
PIER # 4	4423
PIER # 5	4159
PIER # 6	4159



TYPICAL FRAME SUPPORT PIERS

- GENERAL NOTES:
- PIER LOADS SHOWN ARE TO BE USED TO SIZE THE FOOTINGS BELOW THE MARRIAGEWALL FOR COLUMN SUPPORT PIERS. REFER TO TABLES 6b AND 6c IN THE INSTALLATION MANUAL FOR LOAD ON FRAME PIER FOOTINGS FOR HOMES THAT DO NOT REQUIRE PERIMETER BLOCKING. REFER TO TABLES 7b AND 7c IN THE INSTALLATION MANUAL FOR LOAD ON FRAME PIER FOOTINGS THAT REQUIRE PERIMETER BLOCKING. REFER TO TABLES 10 AND 10a TO DETERMINE FOOTING SIZE FOR ALL PIERS.
  - REFER TO TABLE 9 FOR PIER CONFIGURATION AND MAXIMUM ALLOWABLE HEIGHTS. CROSS REFERENCE THE PIER HEIGHT WITH THE MAXIMUM ALLOWABLE FLOOR HEIGHT LISTED IN THE FRAME TIEDOWN CHARTS (TABLE 18, 19, AND 20).
  - FLOOR WIDTH SHOWN IS FOR STANDARD PRODUCT ONLY. CONTACT THE MFG PLANT FOR SPECIFICATIONS OF OPTIONS ORDERED.
  - SERVICE DROP LOCATIONS IDENTIFIED ARE APPROXIMATE.
  - THE MAXIMUM SPACING FOR FRAME SUPPORT PIERS FOR 8" I-BEAMS IS 8 FEET, 10" & 12" I-BEAMS ARE 10 FEET.

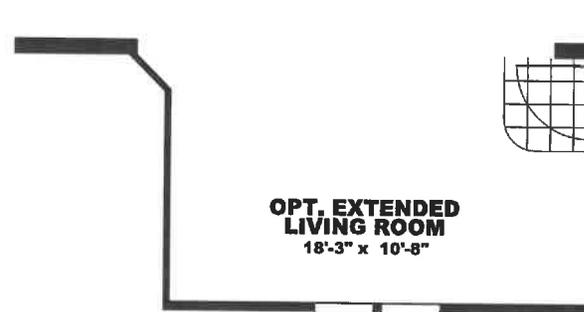
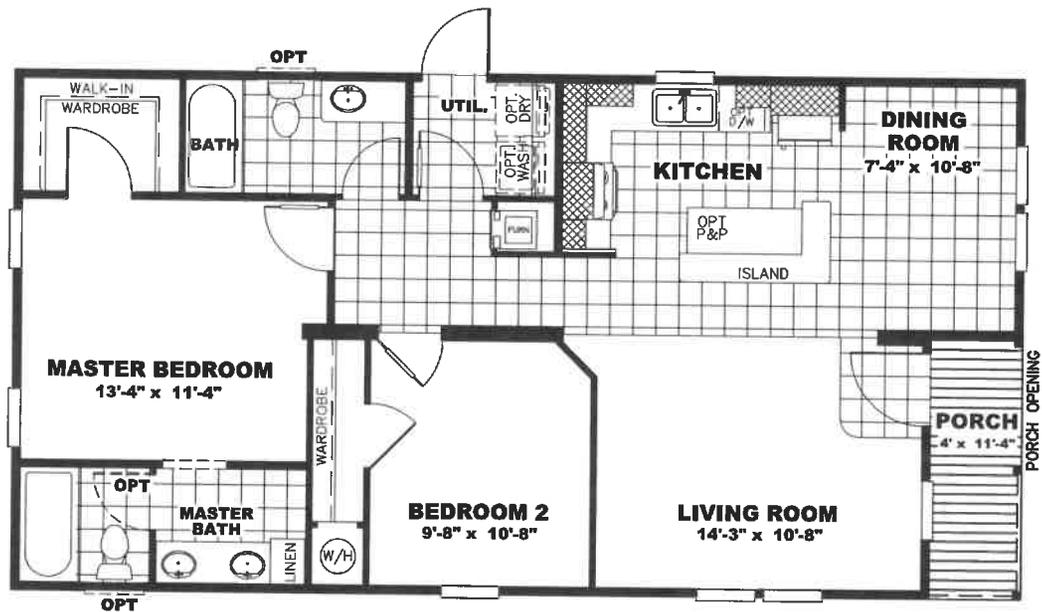
SERVICE DROP LEGEND	
<b>E</b>	= ELECTRICAL DROP
<b>W</b>	= WATER INLET
<b>D</b>	= DWV PLUMBING DROP
<b>G</b>	= GAS INLET

PIER LEGEND	
<input type="checkbox"/>	= SUPPORT UNDER MATING OPENING
<input checked="" type="checkbox"/>	= SUPPORT AT MATING COLUMN
<input checked="" type="checkbox"/>	= SUPPORT UNDER MATING WALL
<input checked="" type="checkbox"/>	= PIER PORCH/RECESSED ENTRY
<input type="checkbox"/>	= PIER MAIN BEAM
<input checked="" type="checkbox"/>	= PIER PERIMETER
<input checked="" type="checkbox"/>	= TIE-DOWN SUPPORT (QTY PER TBL N, SEE DETAIL D-6 IN FOUND. PKG.)

OLD DRAWING NUMBER: 32M143  
 997 SQ.FT. (STD PLAN "CONDITIONED")  
 N/A SQ.FT. (W/OPT. PORCH/RECESS "CONDITIONED")

<b>CMH</b> MANUFACTURING	Model #: DEV24442A	Drawing #:
	Date: 12/31/0 Scale: NTS	32M372
Product Designer: WaltersR		24' x 44' Developer

**PIER LOADS**



Palmer

Model #: DEV24442A

Drawing #:

32M372





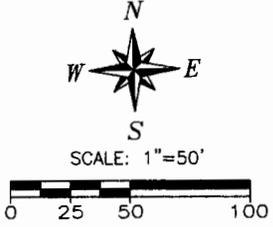
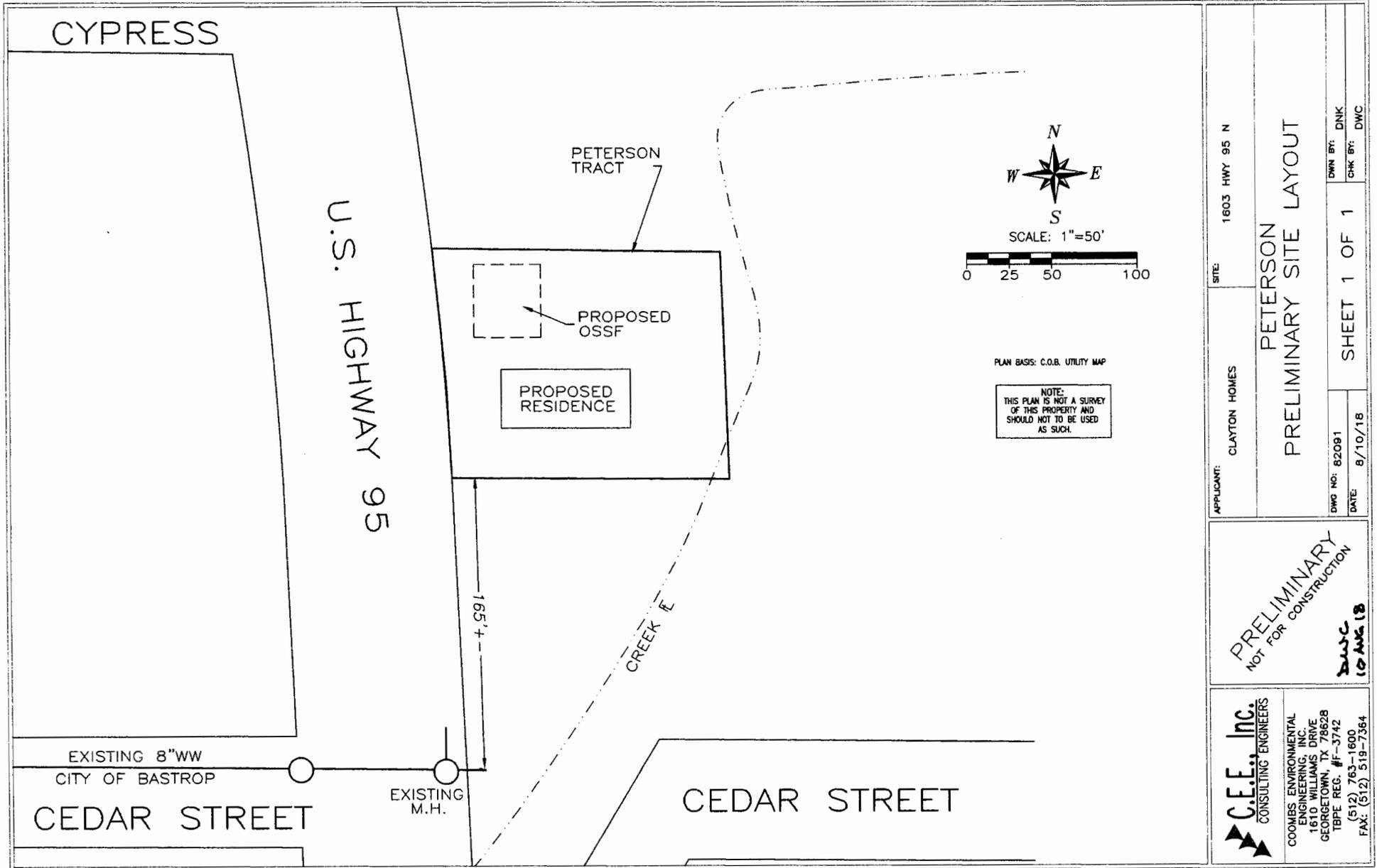
South Facade



East Facade



Attachment 3



PLAN BASIS: C.O.B. UTILITY MAP

NOTE:  
THIS PLAN IS NOT A SURVEY  
OF THIS PROPERTY AND  
SHOULD NOT TO BE USED  
AS SUCH.

<p>APPLICANT: CLAYTON HOMES</p>	<p>SITE: 1603 HWY 95 N</p>
	<p>PETERSON PRELIMINARY SITE LAYOUT</p>
<p>DWG NO: 82081</p>	<p>DATE: 8/10/18</p>
<p>SHEET 1 OF 1</p>	
<p>DWN BY: DINK</p>	<p>CHK BY: DWC</p>

**PRELIMINARY**  
NOT FOR CONSTRUCTION

**DWC**  
10 AUG 18

**C.E.E. Inc.**  
CONSULTING ENGINEERS

COOMBS ENVIRONMENTAL  
ENGINEERING, INC.  
1610 WILLIAMS DRIVE  
GEORGETOWN, TX 78628  
TBPB REC. #F-3742  
(512) 763-1600  
FAX: (512) 519-7364



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

Dear Property Owner:

The **Planning and Zoning Commission** will conduct a public hearing on **Thursday, October 25, 2018 at 6:00 p.m.** and the **City Council** will conduct a public hearing (first reading) **Tuesday, November 13, 2018 at 6:30 p.m.** in the **City Hall Council Chambers located at 1311 Chestnut Street, Bastrop, Texas** on the request to approve the ordinance for a Conditional Use Permit to allow a manufactured house on 0.572 acres of Farm Lot 65, East of Main Street located at 1603 State Highway 95, an area zoned A/OS, Agricultural/Open Space, within the city limits of Bastrop.

Applicant/Owner: Valerie Kugle/Lossie Peterson

Address: 1603 State Highway 95

Legal Description: 0.572 acres of Farm Lot 65, East of Main Street

**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](mailto:plan@cityofbastrop.org), or visit the office at 1311 Chestnut Street, Bastrop, Texas.

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



**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.

Property Owner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone (optional): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email (optional): \_\_\_\_\_

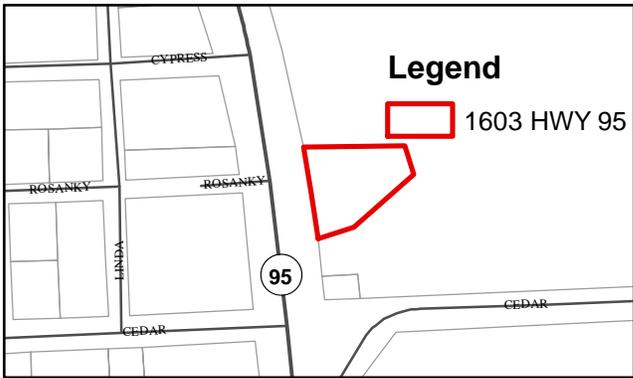
Property Owner's Signature: \_\_\_\_\_

Comments: (Optional)

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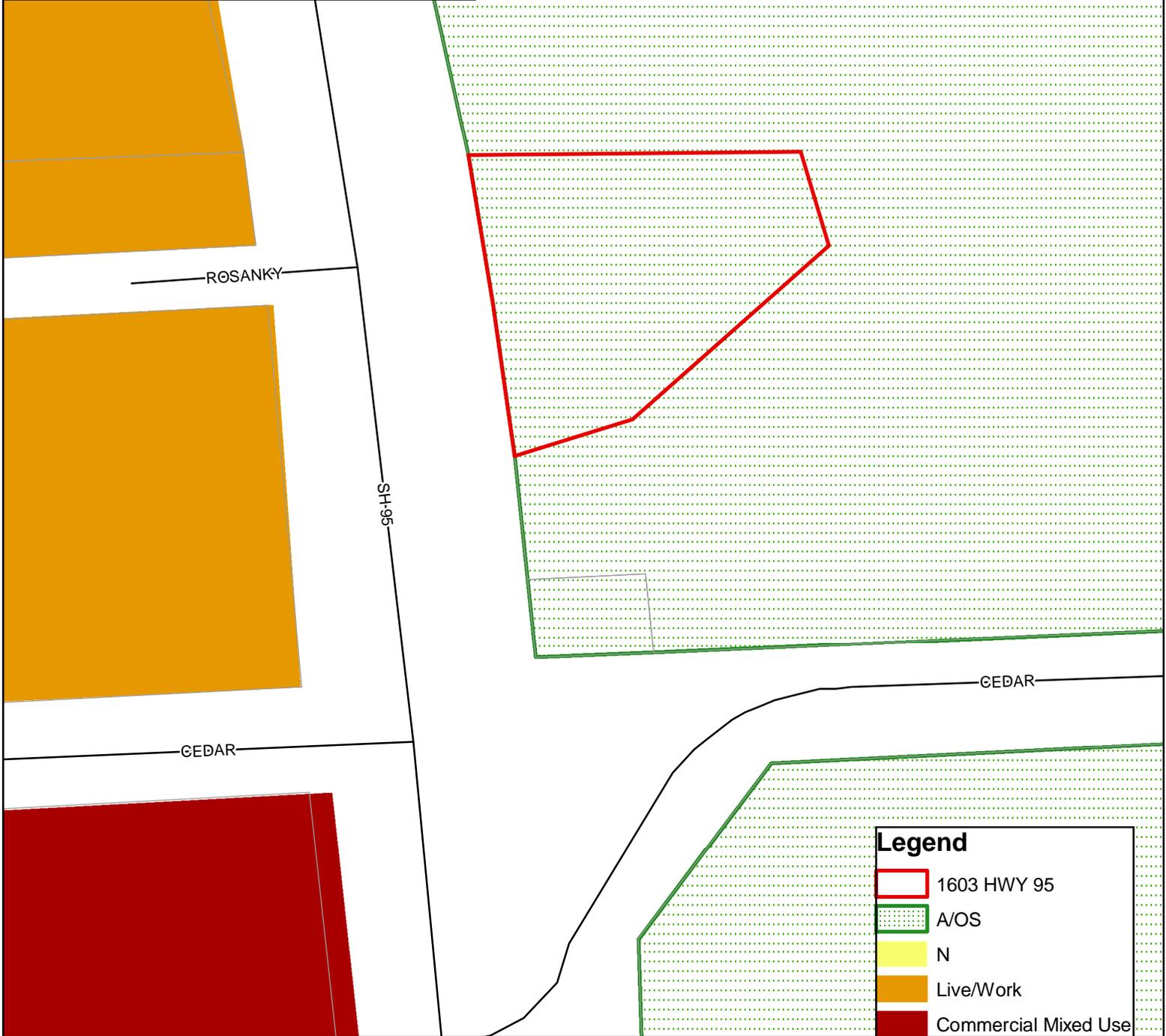
Please provide reply to the address below, via fax (512) 332-8829, or email:  
[plan@cityofbastrop.org](mailto:plan@cityofbastrop.org)

RE:1603 HWY 95 CUP



**Legend**

1603 HWY 95



**Legend**

-  1603 HWY 95
-  AOS
-  N
-  Live/Work
-  Commercial Mixed Use



1 inch = 73 feet

Attachment 5  
Zoning Map  
1603 HWY 95  
Conditional Use Permit for a Manufactured Home



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: 10/08/2018