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

BASTROPTX
Heart of the Lost Pines / Est. 1832

Agenda — March 26, 2020 at 6:00 P.M.

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.

If you would like to provide written questions or comments to be read at the meeting please email them to plan@cityofbastrop.org before the meeting. You can call in with a question during the meeting at 512-332-8857.

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, the Commission cannot discuss issues raised or make any decision at this time. Instead, city Commissions 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 January 30, 2020 Meeting of the Planning & Zoning Commission.

3B. Consider action to approve with conditions, the Trem Subdivision, a replat of the Trem Subdivision Phase I, 0.319 acres of Building Block 118 East of Water, 1.24 acres of Building Block 119 East of Water, located at the southeast corner of State Highway 71 and Jackson Street, within the city limits of Bastrop, Texas, as shown in Exhibit A.

4. UPDATES

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

4B. Individual Requests from Planning & 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 and said Notice was posted on the following date and time: March 20, 2020 at 12:00 p.m. and remained posted for at least two hours after said meeting was convened.

[Signature]
Assistant Planning Director
MEETING DATE: March 26, 2020

AGENDA ITEM: 3A

TITLE:
Consider action to approve meeting minutes from the January 30, 2020 meeting of the Planning & Zoning Commission.

STAFF REPRESENTATIVE:
Vivianna Nicole Hamilton, Planning Technician

ATTACHMENTS:
Meeting Minutes
The City of Bastrop Planning and Zoning Commission met Thursday, January 30, 2020 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.

Pablo Serena   Present
Matt Lassen    Present
Debbie Moore  Present
Cynthia Meyer  Present
Glenn Johnson  Present
Ishmael Harris Present
Cheryl Lee     Absent
Greg Sherry    Absent
Ed Skarnulis   Present

2. CITIZEN COMMENTS

There were no citizen comments.

3. ITEMS FOR INDIVIDUAL CONSIDERATION

3A. Consider action to approve meeting minutes from the November 21, 2019 Meeting of the Planning & Zoning Commission.

Glenn Johnson made a motion to recommended approval of the November 21, 2019 meeting minutes as amended. Matt Lassen seconded the motion and the motion carried unanimously.

3B. Presentation on the Comprehensive Plan, Chapter 5 – Land Use & Community Image and discussion on changes to the Future Land Use Map and descriptions to reflect the Bastrop Building Block (B³) Code Character Districts and Place Type Zoning Districts.

Jennifer Bills presented to the Commission the information distributed to them in the packet regarding the updates to Comprehensive Plan, Chapter 5 – Land Use & Community Image and the Future Land Use Map in relation to the (B³) Codes.

Discussion commenced between Staff and the Commission regarding the Voluntary ETJ, the de-annexation process which goes through Council, and what portions of the (B³) Codes affects the Future Land Use Map.

Jennifer Bills concluded the presentation by saying there would be more information forthcoming to the Commission regarding this topic, and she would be looking for the Commission’s direction of how to proceed with matching up the Future Land Use Plan and (B³) Character Districts.
3C. Hold public hearing and consider action to recommend approval of an ordinance of the City Council of the City of Bastrop, Texas adopting updates to the Development Manual in compliance with Bastrop Building Block (B³) Code, including updates to the Plat Checklist, Site Development Plan Checklist and creating a Municipal Utility District (MUD) - Public Improvement Plan Checklist, and amend Article 4.2 of the B³ Technical Manual to refer to the requirements outlined in the Development Manual and forward to City Council for approval.

Allison Land presented to the Commission the information distributed to them in the packet regarding the updates to the Plat Checklist, Site Development Checklist, and MUD Public Improvement Checklist. She stated most of these updates were to clean up portions of the checklist that were not reflective of what was adopted in the code.

Discussion commenced between Staff and the Commission regarding exterior materials on the Site Development Checklist, foot candle requirements, duplication within the Technical Manual of the adopted checklists, development manual requirements, and the Consent Agreements for MUD’S.

Debbie Moore opened the Public Hearing.

No public comments were made.

Debbie Moore closed the Public Hearing.

Glenn Johnson made a motion to recommend approval of an ordinance of the City Council of the City of Bastrop, Texas adopting updates to the Development Manual in compliance with Bastrop Building Block (B³) Code, including updates to the Plat Checklist, Site Development Plan Checklist and creating a Municipal Utility District (MUD) - Public Improvement Plan Checklist, and amend Article 4.2 of the B³ Technical Manual to refer to the requirements outlined in the Development Manual and forward to City Council for approval. Cynthia Meyer seconded the motion and the motion carried unanimously.

4. UPDATES

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

Jennifer Bills updated the Commission on the Place Type recommendations the Commission had given to Council regarding the rezone requests that were heard by the Commission at their November 21, 2019 Meeting.

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

No requests were made at this time.
5. ADJOURNMENT

Cynthia Meyer made a motion to adjourn at 6:46 p.m. Matt Lassen seconded the motion, and the motion carried unanimously.

_______________________
Debbie Moore, Chair

_______________________
Pablo Serna, Vice-Chair
MEETING DATE: March 26, 2020

AGENDA ITEM: 3B

TITLE:
Consider action to approve with conditions, the Trem Subdivision, a replat of the Trem Subdivision Phase I, 0.319 acres of Building Block 118 East of Water, 1.24 acres of Building Block 119 East of Water, located at the southeast corner of State Highway 71 and Jackson Street, within the city limits of Bastrop, Texas, as shown in Exhibit A.

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

ITEM DETAILS:
Site Address: Southeast corner of State Highway 71 and Jackson Street (Attachment 1)
Total Acreage: 4.837 acres
Legal Description: Trem Subdivision Phase I, 0.319 acres of Building Block 118 East of Water, 1.24 acres of Building Block 119 East of Water

Property Owner: CL Thomas Holdings, LLC
Agent: David Meyer, Jr/QuikTrip Corporation

Existing Use: Vacant
Existing Place Type Zoning: P-5 Core
Future Land Use: Professional Services

BACKGROUND/HISTORY:
The applicant is requesting to replat the Trem Phase I Subdivision by including 0.319 acres of Building Block 118 and 1.24 acres of Building Block 119. With this new configuration, they will also dedicate right-of-way along Jackson Street and construct a right turn only lane on Jackson Street, which will be maintained by the City. The existing Trem Phase I Subdivision was platted on April 6, 2010 as one 3.616 acre lot. When the State Highway 71/State Highway 95 intersection was improved, 0.383 acres of the subdivision was taken for the right-of-way. The three parcels to the east will be included within the replat, creating a 4.837 acre lot.

Streets
The subdivision is bounded by the State Highway 71 frontage road, Jackson Street, and Jasper Street.

Utilities
This area is served by the City of Bastrop Water and Wastewater, and Bastrop Power & Light Electric.

Drainage
A drainage review was submitted during the moratorium. A Site Development Plan is also under review that includes a drainage plan that will convey drainage from the improved site at the same rate as the current unimproved condition.
PUBLIC NOTIFICATION:
The plat is a commercial subdivision, which does not require any public notification for replats under the Texas Local Government Code, Section 212.

POLICY EXPLANATION:
On August 27, 2019, Ordinance 2019-26 and the Bastrop Building Block (B³) Code, Ordinance 2019-51, deemed the Planning & Zoning Commission as the official municipal authority for approval of plats that require public review.

As a replat that requires dedication and construction of street improvements, the plat cannot be reviewed administratively.

Compliance with 2036 Comprehensive Plan:
- Future Land Use Plan – Professional Services:
  The replat is creating one lot that will allow non-residential development, which is allowed in Professional Services.

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.

  Bastrop adopted subdivision regulations in 1981. The B³ Code, Chapter 1: Subdivision outlines the process and requirements for plats within the Bastrop city limits and Extra Territorial Jurisdiction (ETJ).

- Sec. 212.014. Replatting without Vacating Preceding Plat.
  A replat of a subdivision or part of a subdivision may be recorded and is controlling over the preceding plat without vacation of that plat if the replat:
  (1) is signed and acknowledged by only the owners of the property being replatted;
  (2) is approved by the municipal authority responsible for approving plats; and
  (3) does not attempt to amend or remove any covenants or restrictions.

  The proposed replat meets all of the requirements above.

- 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 replat conforms to the Future Land Use Plan, which is designated as Professional Services.

  (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 will dedicate right-of-way and build a right-turn only lane at the intersection of Jackson Street and the State Highway 71 east bound frontage road.
(3) a bond required under Section 212.0106, if applicable, is filed with the municipality; and

A fiscal guarantee will be provided for the construction and maintenance of the street improvements.

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

The replat complies with the requirements of the adopted B³ Code.

B³ Code - Chapter 1: Subdivisions
- Section 1.3.001 Standard Procedure - Platting

The Development Review Committee has reviewed the Trem Subdivision Phase I, 0.319 acres of Building Block 118 East of Water, 1.24 acres of Building Block 119 East of Water for compliance with subdivision and utility standards. Staff has approved the plat with the following conditions that must be met before the plat can be recorded:

RECOMMENDATION:
Consider action to approve with conditions, the Trem Subdivision, a replat of the Trem Subdivision Phase I, 0.319 acres of Building Block 118 East of Water, 1.24 acres of Building Block 119 East of Water, located at the southeast corner of State Highway 71 and Jackson Street, within the City Limits of Bastrop, Texas, as shown in Exhibit A.

Conditions:
1. Legal Description needs to be provided in the Owners Certification, along with the CL Thomas Holdings, LLC address underneath the signature line.
2. Change 2019 in signature blocks to 2020 throughout the plat.
3. Remove topography lines from face of plat before bringing in the mylar for recordation.
4. Change note 26 to the new blanket easement recordation number once recorded.
5. Add standard plat note 42 regarding the Lost Pines Habitat Conservation permitting information, but replace with this project’s Fish & Wildlife Permit number.
6. Add standard note 43 – “Since no further fragmentation of potential Houston toad habitat occurs from this subdivision, it has no effect to the LPHCP.
7. Notes 17 and 19, remove “subdivision” and “zoning” to say “….City of Bastrop Ordinances.”
8. Remove the 15-foot BP&L easement with missing document number from face of the plat. The blanket easement will address this.

ATTACHMENTS:
- Exhibit A: Trem Subdivision Replat
- Attachment 1: Location Map
- Attachment 2: Previous Trem Phase 1 Plat