

Bastrop, TX Planning & Zoning Commission

Meeting Agenda

This meeting will be live streamed on the City of Bastrop Facebook Page

(www.facebook.com/bastroptx) and broadcast on Spectrum channel 10 and AT&T U-verse channel 99. A recording of the meeting will also be available within 72 hours after the meeting on the City's YouTube channel

(Bastrop TX Network) and in the Agendas & Minutes section of the City website (www.cityofbastrop.org).



Agenda – July 30, 2020 at 6:30 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 by 5:00 p.m. July 30th, 2020.

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. If you would like to provide written questions or comments to be read at the meeting please email them to plan@cityofbastrop.org by 5:00 p.m. July 30th, 2020.. 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 June 25, 2020 Meeting of the Planning & Zoning Commission.

4. WORKSHOP SESSION

- 4A. Discussion on Bastrop Building Block (B³) Code review and future proposed amendments, including, but not limited to:
- Subdivision Process & Authority
 - Clarifying Process – Warrants, Variances, Alternative Process
 - Sign Code
 - Combining the B³ Main Document & Technical Manual
 - Update Development Manual

5. UPDATES

- 5A. Update on recent City Council actions regarding Planning Department items.
- 5B. Individual Requests from Planning & Zoning Commissioners that particular items to be listed on future agendas (no group discussion allowed).

6. 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: July 27, 2020 at 4:40 p.m. and remained posted for at least two hours after said meeting was convened.



Assistant Planning Director

**CITY OF BASTROP
PLANNING & ZONING
COMMISSION**

**INSTRUCTIONS FOR
PARTICIPATION IN
ONLINE MEETING**



July 30, 2020 AT 6:30 P.M.

Due to the National, State, County, and City Declarations of Disaster related to the COVID-19 Virus and for the safety of the public, the City of Bastrop Planning & Zoning Commission meeting to be held on July 30, 2020 at 6:30 p.m. will be held online. The meeting will be live streamed on the City of Bastrop Facebook Page (www.facebook.com/bastroptx) and broadcast on Spectrum channel 10 and AT&T U-verse channel 99. A recording of the meeting will also be available within 72 hours after the meeting on the City's YouTube channel (YouTube channel name Bastrop TX Network) and in the Boards & Commissions section of the City website www.cityofbastrop.org.

Anyone wishing to address the Commission at this meeting must email all of the following information:

- **Date of the Meeting**
- **Full Name & Address**
- **Phone Number**
- **Wishing to address Citizens' Comment or Agenda Item**
- **Comments**

Email to plan@cityofbastrop.org before 5:00 p.m. on July 30, 2020. Submitted comments will be read aloud at the meeting. Comments from each individual will be limited to three (3) minutes when read aloud.

In the alternative, those wishing to comment on agenda items before, during, or after the meeting are invited to send email messages to the Chair and Commission Members at plan@cityofbastrop.org. Messages sent to this address will be delivered to the Chair as soon as is reasonable under the circumstances.

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 any person or threaten to harm any person. Accordingly, profane, insulting, or threatening language will not be read aloud at the meeting.



STAFF REPORT

MEETING DATE: July 30, 2020

AGENDA ITEM: 3A

TITLE:

Consider action to approve meeting minutes from the June 25, 2020 meeting of the Planning & Zoning Commission.

STAFF REPRESENTATIVE:

Vivianna Nicole Andres, Planning Technician

ATTACHMENTS:

Meeting Minutes



Planning and Zoning Commission

June 25, 2020

Meeting Minutes

The City of Bastrop Planning and Zoning Commission met Thursday, June 25, 2020 at 6:00 p.m. online.

1. CALL TO ORDER

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

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

2. CITIZEN COMMENTS

There were no citizen comments.

3. ITEMS FOR INDIVIDUAL CONSIDERATION

- 3A. Consider action to approve meeting minutes from the April 30, 2020 Meeting of the Planning & Zoning Commission.

Greg Sherry made a motion to recommended approval of the April 30, 2020 meeting minutes. Matt Lassen seconded the motion and the motion carried unanimously.

- 3B. Consider action to make a recommendation for the amendments to the Bastrop Grove Residential Planned Development District (Ordinance 2019-59), with a residential base use, to adjust standards for residential development on 67.111 acres, out of the Nancy Blakey Survey, Abstract 98, located south of Agnes Street and east of State Highway 304, an area currently zoned Planned Development District, within the City Limits of Bastrop and forward to the July 14, 2020 City Council Meeting.

Allison Land presented to the Commission the information distributed in the Planning and Zoning Commission Agenda Packet regarding the recommendation for the amendments to the Bastrop Grove Residential Planned Development District (Ordinance 2019-59).

Discussion occurred between Staff and the Commission questioning the need for the item to be posted as a Public Hearing on the agenda. The Commission took paused on any further hearing of this item to differ to the City Attorney regarding the public hearing question, and moved on to items 4A & 4B in the meantime.

Planning and Zoning Commission

June 25, 2020

Meeting Minutes

After speaking with the City Attorney, it was concluded the item could be heard and acted on by the Commission, because there was adequate notification to the public because of the mailed property owner notifications and published public hearing notice in the newspaper.

Staff and the Commission discussed the proposed amendments to the Bastrop Grove Residential Planned Development District document for the administrative adjustment process, parking, minimum dwelling size, setback encroachment for alley loaded corner lots, façade/architectural differentiation, removal of sample lot elevations, parking along streets, and fire separation requirements. Staff explained how adopting these changes would bring the proposed development into further compliance with the B3 Codes and the Development Review Committee's recommendations.

Debbie Moore opened the Public Hearing.

There were no comments from the public.

Debbie Moore closed the Public Hearing.

Pablo Serna made a motion to recommend approval for the amendments to the Bastrop Grove Residential Planned Development District (Ordinance 2019-59), with a residential base use, to adjust standards for residential development on 67.111 acres, out of the Nancy Blakey Survey, Abstract 98, located south of Agnes Street and east of State Highway 304, an area currently zoned Planned Development District, within the City Limits of Bastrop and forward to the July 14, 2020 City Council Meeting. Greg Sherry seconded the motion and the motion carried with 6 Commissioners in favor and 1 Commissioner opposed.

4. UPDATES

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

Staff updated the Commission on the new community engagement/permit and plan tool called MyGov that was scheduled to be launched, and the future plans for operations in the Planning Department.

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

There were no requests.

Planning and Zoning Commission
June 25, 2020
Meeting Minutes

5. ADJOURNMENT

Cynthia Meyer made a motion to adjourn at 6:35 p.m. Ishmael Harris seconded the motion, and the motion carried unanimously.

Debbie Moore, Chair

Pablo Serna, Vice-Chair



STAFF REPORT

MEETING DATE: July 30, 2020

AGENDA ITEM: 4A

TITLE:

Discussion on Bastrop Building Block (B³) Code review and future amendments, including, but not limited to:

- Subdivision Process & Authority
- Clarifying Process – Warrants, Variances, Alternative Process
- Sign Code
- Combining the B³ Main Document & Technical Manual
- Update Development Manual

STAFF REPRESENTATIVE:

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

BACKGROUND/HISTORY:

The Bastrop Building Block Code is a fluid document that reflects the community's values and is guided by the City Council's purpose statement:

“Create a fiscally sustainable community through land-use standards that are authentically Bastrop and geographically sensitive.”

With that in mind, Staff is bringing this workshop item to Planning & Zoning Commission to begin the annual review and amendment process for the B³ Code.

Through the implementation of the B³ Codes, Staff has begun identifying parts of the Code that require some additional discussion and possible amendments.

Subdivision Process & Authority

Platting Exemptions

Within the B³ Code, there are several exemptions from the requirement to plat.

Section 1.2.005 Exceptions

- Permits for an Accessory Building not connected to wastewater service.
- Permits for repair or remodeling of an existing Structure that involves no increase in square footage.
- Demolition permits or permits for Removal of a Structure from a parcel or tract.
- Permits for new Construction or expansion, if all the following criteria are met:
 - The current boundaries of the property existed in the same configuration on April 20, 1981; and
 - The Director of Planning & Development has determined there is no need for additional easements or right-of-way dedication.

- Exceptions for Infill Development:
 - For the purposes of this Subdivision Chapter, an Infill property is land that has been previously developed and/or cleared land within existing neighborhoods.
 - Exceptions to platting in these areas are for:
 - Construction of a Residential Dwelling and related Accessory Structures.
 - Permits for the expansion of existing Building up to a maximum of 50% of the original floor area.

Section 1.3.006 (c) 3

- Property is greater than five acres with access to a public road and municipal utilities.

The intent of exemptions for infill is to allow existing residential structures within an existing neighborhood (generally downtown), located on a lot that has not been platted, and does not meet the Lot of Record criteria, to be allowed some expansion without triggering compliance with platting. This applies primarily in the city limits. Staff will be bringing forward an amendment to clarify this language and extend this exemption to residential structures within the Extraterritorial Jurisdiction.

Subdivision in the Extraterritorial Jurisdiction (ETJ)

The B³ Code served to make a comprehensive development process that closely related the zoning and subdivision processes. Within the ETJ, the zoning code does not apply, so many of the standards for streets and block size do not apply. Within the Statutory (1-mile) ETJ, the Transportation Master Plan provides the adopted grid for street alignment requirements, but this does not extend into Area A of the voluntary ETJ, which is under the City's review jurisdiction per the interlocal agreement with Bastrop County.

Adopting ETJ subdivision standards will allow the city to implement lot and block standards, drainage regulations, and rural street cross sections. These standards directly affect health and safety of city and county residents by allowing the city to minimize the impact of increased traffic, drainage, and emergency access, which ensure the development directly outside of the city limits proceeds in a sustainable manner.

Clarifying Process – Warrant, Variance, Alternative Processes

With the B³ Code, the Development Review Committee was afforded the ability to provide administrative warrants and variances for small deviations from the Code, if they meet the adopted Intent. Clarifications or modifications to these sections will be forthcoming.

When Staff does not have the ability to review and approve a project, the applicant can request that the project be submitted to Planning & Zoning Commission and City Council for review and possible approval. This is an alternative process to following the Code directly. Having clearly defined requirements and processes for submitting a project for Commission and Council review will provide reasonable expectation for Staff and Applicants.

Sign Code

Sec. 8.1.001 Intent

The intent of regulating Signs that are visible from the Public Frontage is to ensure proper dimensioning and placement with respect to existing or planned architectural features, to maintain

or improve public safety, to maintain or improve the aesthetic character of the context where they are located, and to provide legible information for pedestrians, not just drivers.

With the prevalence of state highways that run through Bastrop, staff would like the Planning & Zoning Commission and City Council to have a discussion on the intent of the code and the possibility of creating a State Highway 71 area that provides a transition from existing development conditions to compliance with the B³ Code Signs over time.

Combining the B³ Main Document & Technical Manual

During the development of the codes, the Technical Manual was intended to provide technical details on the submittal requirements, which have since been duplicated in the Development Manual. Once the duplicated submittal and process requirements are removed, moving the remaining sections into the B³ Code will reduce confusion and a better flow for working through the Code.

Update the Development Manual

With House Bill 3167, i.e. the “Shot Clock Bill,” a thirty-day review schedule was mandated by the State for certain application types. The submittal schedules will need to be updated and adopted for 2021 to keep us in compliance with this requirement. Additionally, the checklists and applications will need to be updated to reflect changes made to the B³ Codes.

Conclusion

The items listed are some of the more substantive changes anticipated by Staff. As the review continues other amendments will be brought to P&Z for discussion and consideration. Please review the B³ Codes and provide any other feedback to staff.

ATTACHMENTS:

Bastrop Building Block (B³) Code -

<https://www.cityofbastrop.org/upload/page/0107/B3%20Code%20-%20UPDATED%20-%20JANUARY%2015%202020.pdf>

B³ Technical Manual

<https://www.cityofbastrop.org/upload/page/0107/docs/B3%20Technical%20Manual.pdf>

Development Manual

<https://www.cityofbastrop.org/upload/page/0107/docs/Development%20Manual%20-%20February%2025%202020%20Version.pdf>