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 February 28, 2019 Planning & Zoning Commission Meeting.

3B. Public hearing and consider action to recommend approval of an ordinance for a Conditional Use Permit to allow an accessory structure up to 400 sq. ft. on 0.71 acres, Tahitian Village, Unit 1, Block 19, Lot 598, 599 & 600 located at 149 Mahalo Court, an area zoned SF-9, Single Family-9, within the city limits of Bastrop, and forward to the next City Council meeting.

3C. Discussion regarding the timeline and review of individual chapters of the 2036 Comprehensive Plan.

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.cityofbastian.org and said Notice was posted on the following date and time: Friday, March 22, 2019 at 10:00 p.m. and remained posted for at least two hours after said meeting was convened.

[Signature]
Ann Franklin, City Secretary
MEETING DATE:  March 28, 2019

AGENDA ITEM: 3A

TITLE:
Consider action to approve meeting minutes from the February 28, 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, February 28, 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  Absent
Cynthia Meyer  Present
Matthew Lassen  Present
Richard Gartman  Present
Cheryl Lee  Absent
Greg Sherry  Present
Pablo Serna  Present
Tom Dawson  Present

2. CITIZEN COMMENTS

Ishmael Harris, a citizen running for City Council, introduced himself to the Commission and spoke briefly.

3. ITEMS FOR INDIVIDUAL CONSIDERATION

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

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

3B. Presentation and discussion of Building Bastrop to include an update of progress of development codes since Design/Code Rodeos by Matt Lewis, Simplicity Design.

Matt Lewis presented to the Commission the information from the PowerPoint presentation that was distributed in the packet. He took question from the Commission regarding the status of the project, projected timeline, adoption process, deliverables for the Commission getting the Draft Code, and discussion commenced.

3C. Discussion regarding updates to the Comprehensive Plan.

Matt Jones and the Commission held a discussion regarding the overall goal of the Comprehensive Plan, the Commission’s role in helping to meet the goals set forth in the Comprehensive Plan, next steps for annual review of the Comprehensive Plan, and discussion commenced.
3D. Discussion regarding the Planning & Zoning Commission training with the City Attorney.

The City Attorney was not able to be present due to a scheduling conflict, and the discussion was postponed for a future date and time yet to be determined.

4. UPDATES

4A. Update on recent City Council actions regarding Community Development items.

Jennifer Bills informed the Commission about the outcomes of various items the Commission had made recommendations on to Council.

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

The Commission stated in the future they would like to go over State Laws that specifically apply to the Planning and Zoning Commission.

5. ADJOURNMENT

Cynthia Meyer made a motion to adjourn at 6:54 p.m.. Pablo Serna seconded the motion, and the motion carried unanimously.

_______________________
Debbie Moore, Chair  

_______________________
Patrick Connell, Vice Chair
MEETING DATE: March 28, 2019

ITEM: 3B

TITLE:
Public hearing and consider action to recommend approval of an ordinance for a Conditional Use Permit to allow an accessory structure up to 400 sq. ft. on 0.71 acres, Tahitian Village, Unit 1, Block 19, Lot 598, 599 & 600 located at 149 Mahalo Court, an area zoned SF-9, Single Family-9, 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: 149 Mahalo Court (Attachment 1)
Total Acreage: 0.71 acres
Legal Description: Tahitian Village, Unit 1, Block 19, Lots 598, 599, 600

Property Owner: Mike Kilburn
Existing Use: Single-Family Residential
Existing Zoning: SF-9, Single-Family 9
Future Land Use: Neighborhood Residential

BACKGROUND/HISTORY:
The applicant is applying for a Conditional Use Permit to build an accessory unit up to 400 square feet in size. When an accessory building is greater than 240 square feet in the Single-Family 9 zoning district, the owner is required to receive a Conditional Use Permit.

The property has an existing single-family home on the lot. The structure will be located behind the front façade of primary building and within all of the required setbacks (Exhibit A).

The proposed accessory structure is 16 feet by 24 feet (384 square feet) and includes a pitched roof and engineered wood siding.
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 single-family residential. The Future Land Use Plan designates this area a Neighborhood 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 Single-Family 9 zoning district.*

iii. The nature of the use is reasonable; *The requested use for an accessory structure is allowed as a secondary structure to a primary structure and is a complementary use for a single-family use.*

iv. Any negative impact on the surrounding area has been mitigated; *The proposed structure will be located behind the front façade line (not in front of the structure) and within all required setbacks on the property.*

v. Any additional conditions specified [to] ensure that the intent of the district purposes are being upheld. *No other conditions are recommended by staff.*

Compliance with Emergency Ordinance 2018-1-A and 2018-2-A
The owner of the property held a Pre-Submission meeting with staff and then received an Exemption from City Council on February 12, 2019. The requested Conditional Use Permit contains the same plans presented in the exemption application.

PUBLIC COMMENTS:
Property owner notifications were mailed to four adjacent property owners on March 11, 2019. At the time of this report, no responses had been received (Attachment 3).

RECOMMENDATION:
Hold public hearing and consider action to recommend approval of an ordinance for a Conditional Use Permit to allow an accessory structure up to 400 sq. ft. on 0.71 acres, Tahitian Village, Unit 1, Block 19, Lot 598, 599 & 600 located at 149 Mahalo Court, an area zoned SF-9, Single Family-9, 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.
2. All necessary permits for the proposed development shall be acquired prior to construction 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 Site Plan
- Exhibit B: Proposed Building Plans
- Attachment 1: Location and Zoning Map
- Attachment 2: Letter of Intent
- Attachment 3: Property Owner Notification
PA INSTALLATION

NOT TO SCALE

NOTES:
1) INSTALL PA ANCHORS IN A 18" x 18" x 24" SPOT FOOTING.
2) INSTALL PA ANCHORS A MINIMUM OF 8" FROM ALL CONCRETE EDGES.

RECEIVED
FEB 22 2019

By [Signature]

Scale: NTS
CUSTOMERS NAME:

Tuff Shed P.O.:

Title: SIMPSON PA23 ANCHOR INSTALLATION DETAIL
2012 IBC/IRC 105 MPH

Drawn By: SJ
Date Drawn: 1/16/15
Checked By:
Date Revised:
Location and Zoning Map
CUP Request
for a 400 sq. ft. Accessory Structure

Date: 3/11/2019

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.

1 inch = 215 feet
Project Description Letter For Waiver and CUP

- **Type of improvement.**
  Install a 16x24 storage shed from Home Depot.

- **Scope of improvement.**
  Shed will be built on site by Home Depot. See included site plan for location.

- **How the project will affect areas within the scope of work.**
  Shed will be placed on concrete blocks with anchors. See included plans for details of concrete block placement and anchors. Drainage will not be affected. See included engineers report.

- **Why CUP is needed.**
  Shed is 384 sqft.
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, March 28, 2019 at 6:00 p.m. and the City Council will conduct a public hearing (first reading) Tuesday, April 9, 2019 at 6:30 p.m. in the City Hall Council Chambers located at 1311 Chestnut Street, Bastrop, Texas on the request to approve an ordinance for a Conditional Use Permit to allow an accessory structure up to 400 sq. ft. on 0.71 acres, Tahitian Village, Unit 1, Block 19, Lot 598, 599 & 600 located at 149 Mahalo Court, an area zoned SF-9, Single Family-9, within the city limits of Bastrop.

Applicant/Owner: Mike Kilburn  
Address: 149 Mahalo Court  
Legal Description: 0.71 acres, Tahitian Village, Unit 1, Block 19, Lot 598, 599 & 600

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.

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)

Please provide reply to the address below, via fax (512) 332-8829, or email: plan@cityofbastrop.org
MEETING DATE:  March 28, 2019

AGENDA ITEM:  3C

TITLE:
Discussion regarding the timeline and review of individual chapters of the 2036 Comprehensive Plan.

STAFF REPRESENTATIVE:
Matt Jones, Director of Planning and Development

BACKGROUND/HISTORY:
At the February 28, 2019 Planning and Zoning Commission meeting, the Commission and Staff discussed the role of the Commission in the annual review of the Comprehensive Plan.

Due to the uniqueness of topics covered in the Comprehensive Plan, it was determined the best course of action would be to do an individual review each chapter of the plan.

The chapters that comprise the 2036 Comprehensive Plan are as follows:

Chapter 1:  Planning Context & Vision
Chapter 2:  Community Growth
Chapter 3:  Public Facilities
Chapter 4:  Housing & Neighborhoods
Chapter 5:  Land Use & Community Image
Chapter 6:  Transportation
Chapter 7:  Parks & Recreation
Chapter 8:  Cultural Arts & Tourism
Chapter 9:  Implementation
Appendix A:  Goals, Objectives, & Actions
Appendix B:  Capital Improvement Plan
Appendix C:  Ranking Criteria

The 2036 Comprehensive Plan can be found online at: https://www.cityofbastrop.org/page/plan.long_range
MEETING DATE: March 28, 2019

AGENDA ITEM: 4A

TITLE:
Update on recent City Council actions regarding Planning Department items.

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