Create a fiscally sustainable community through land-use regulations that are authentic Bastrop and geographically sensitive.
Building a Flexible Document that meets the community’s intent and purpose

Adopted November 2019

Updated January 2020
1. Development Process & DRC – to clarify and streamline the overall development process, define review responsibility, and outline participation and requirements of departments represented in the Development Review Committee.

2. Subdivision Standards & the ETJ – this discussion will cover minimum requirements for Statutory and Voluntary Area A ETJ standards, Platting Exemptions and refining the Final Plat recordation process (building infrastructure vs bonding improvements).
3. General Code Changes – Policy Direction on issues that the code is currently silent on.

4. Signs-consistent concerns raised by applicants and recommendations from sign administrator on specific sign standards, but not a re-write of the sign code.
Development Process and Development Review Committee

- Create an Administration Chapter
- Move most the Technical Manual into the $B^3$ Code (remainder to Dev. Manual)
- Add clarity to the approval and appeal authorities
- Revise notification requirements
Chapter 1 Administration
## Example

<table>
<thead>
<tr>
<th>Approval Process</th>
<th>Review and Approval Authority</th>
<th>Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Source</td>
<td>ZBA</td>
</tr>
<tr>
<td>Site Plan</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Minor or Amending Plat</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Public Improvement Plans</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Drainage Plan</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Building Permits</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Floodplain Permit</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Neighborhood Regulating Plan</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Warrant</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Administrative Adjustment</td>
<td></td>
<td>A</td>
</tr>
</tbody>
</table>

### Legend

<table>
<thead>
<tr>
<th>Action</th>
<th>Meeting Type</th>
<th>Committees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>PM</td>
<td>BOA Board of Adjustments</td>
<td>Y Required</td>
</tr>
<tr>
<td>D</td>
<td>PM*</td>
<td>P&amp;Z Planning &amp; Zoning Commission</td>
<td>N Not Required</td>
</tr>
<tr>
<td>A</td>
<td>PH</td>
<td>CC City Council</td>
<td></td>
</tr>
</tbody>
</table>
Clarify the role of the DRC & responsibilities of review departments

- Composition of DRC (functional reviewers)
  - Public Works Department
  - Planning Department
  - Fire Department
  - Engineering Department
  - Building inspections
  - BP&L

- Outside Agency reviews
  - Bluebonnet electric
  - Aqua WSC or BCWCID # 2
  - Bastrop County
Development Process/Development Review Committee

DRC Meetings are open to all departments & our development partners

- Bastrop EDC
- Bluebonnet electric
- Aqua WSC or BCWCID # 2
- Bastrop County
Development Process and Development Review Committee

- Streamline/clarify Warrant Process
- When appropriate?
- what criteria?
- who approves?

- Deviations to the required standard (Not remove it completely)
- Warrants must meet the big three.
- Director approves not the DRC.
Development Process and Development Review Committee

Doing different

Neighborhood Regulating Plan

Infill smaller than 3.4 acres

- What is this process?
- Hold a pre-application meeting
- Discuss property and existing conditions
- Request necessary warrants
- Reviewed by DRC and approved by Director
- Submit plans to be reviewed by DRC and approved by Director
Development Process and Development Review Committee

Doing different

- What happen if the council route is chosen?
  - Hold a pre-application meeting
  - Discuss property and existing conditions
  - Request necessary warrants
  - It doesn’t meet the Code and cannot meet Warrant requirements
  - *Needs a fee associated with it
  - *Process may vary by scenario, especially when less than 3.4 acres

Submittal that Staff reviews, then goes to Council with a recommendation to approve or deny.
Development Process and Development Review Committee

*Enhanced Permit Review Process

- Officially codify or remove from B³ Code
- Stormwater Manual covers larger projects/disturbances (10,000 sqft/5,000 sqft)
- Revise minimum requirements for individual residential (infill) or small projects
Development process and Development Review Committee

- Adopt Zoning to Place Type conversion table – which will apply to PDDs that list old zoning districts
- Create a process for amending existing PDDs to come more into compliance with B³ Codes
- Lot occupation standards etc...
<table>
<thead>
<tr>
<th>Existing Classification</th>
<th>New Place Type</th>
<th>Description of New Place Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>OS</td>
<td>P1 - Nature</td>
<td>Lands in a natural state or reverting to a wilderness condition, including lands unsuitable for</td>
</tr>
<tr>
<td></td>
<td></td>
<td>settlement due to topography, hydrology or vegetation. P1 is intended to preserve areas that</td>
</tr>
<tr>
<td></td>
<td></td>
<td>contain sensitive habitats, active or passive open spaces, parks and limited agriculture uses.</td>
</tr>
<tr>
<td>A/OS, SF-20</td>
<td>P2 - Rural</td>
<td>Rural living, food production, and to be located in a manner which does not cause a nuisance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to more intensely inhabited areas. P2 consists of sparsely settled lands in open or cultivated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>states.</td>
</tr>
<tr>
<td>SF-7, SF-9, N, NT</td>
<td>P3 - Neighborhood</td>
<td>Low-density residential areas. P3 is adjacent to higher Place Types, which have some mixed-use</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Buildings. Planting is naturalistic and setbacks vary from relatively deep to shallow. The</td>
</tr>
<tr>
<td></td>
<td></td>
<td>roads and blocks may be irregular to accommodate natural conditions.</td>
</tr>
<tr>
<td>MF-1, MF-2, MH, NPO,</td>
<td>P4 - Mlx</td>
<td>More Intense Building Types which provide more lifestyle choices. It provides for a mix of</td>
</tr>
<tr>
<td>O, NS, NT</td>
<td></td>
<td>Residential Building Types. Commercial and Office uses are allowed in this District only in</td>
</tr>
<tr>
<td></td>
<td></td>
<td>house form structures. Street Types consists of multimodal streets but are primarily residential</td>
</tr>
<tr>
<td></td>
<td></td>
<td>urban fabric.</td>
</tr>
<tr>
<td>C-1, C-2, GR, O, C/CA,</td>
<td>P5 - Core</td>
<td>Higher density mixture of Building Types that accommodate retail, offices, row houses and</td>
</tr>
<tr>
<td>CMU, DMU, HMS, LW</td>
<td></td>
<td>apartments. It has a tight network of streets, with wide sidewalks, steady street tree plantings</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and buildings set close to the sidewalks. P5 is a highly walkable area. A continuous line of</td>
</tr>
<tr>
<td></td>
<td></td>
<td>buildings is critical to define the Public Frontage and allow for visible activity along the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>street edge.</td>
</tr>
<tr>
<td>IP, LI</td>
<td>P-EC - Employment</td>
<td>Areas designated to attract new “large-employer” businesses or industry.</td>
</tr>
<tr>
<td></td>
<td>Center</td>
<td></td>
</tr>
<tr>
<td>Parks, government</td>
<td>P-CS - Civic Space</td>
<td>Civic Buildings and/or Civic Spaces must be appropriate to their Place Types. Schools,</td>
</tr>
<tr>
<td>facilities, churches,</td>
<td></td>
<td>educational facilities, churches, governmental buildings, and medical are considered civic</td>
</tr>
<tr>
<td>and other civic buildings</td>
<td></td>
<td>buildings.</td>
</tr>
</tbody>
</table>
## SEC. 6.5.003 BUILDING STANDARDS PER PLACE TYPE

<table>
<thead>
<tr>
<th>Place Types</th>
<th>P1</th>
<th>P2</th>
<th>P3</th>
<th>P4</th>
<th>P5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. LOT OCCUPATION</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lot Coverage</td>
<td>40% max</td>
<td>60% max</td>
<td>70% max</td>
<td>80% max</td>
<td></td>
</tr>
<tr>
<td>Facade Buildout at Build-to-Line</td>
<td>40% min</td>
<td>40% min</td>
<td>60% min</td>
<td>80% min</td>
<td></td>
</tr>
<tr>
<td>Build-to-Line</td>
<td>10 ft - no max</td>
<td>10 ft - 25 ft*</td>
<td>5 ft - 15 ft</td>
<td>2 ft - 15 ft</td>
<td></td>
</tr>
</tbody>
</table>

* Lots exceeding 1/2 acre may extend the 1 Layer of the Lot up to 60 ft from the Frontage Line.

### B. BUILDING HEIGHT (STORIES)

<table>
<thead>
<tr>
<th></th>
<th>P1</th>
<th>P2</th>
<th>P3</th>
<th>P4</th>
<th>P5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Building</td>
<td>2 max</td>
<td>2 max</td>
<td>3 max**</td>
<td>5 max / 3 max*</td>
<td></td>
</tr>
<tr>
<td>Accessory Dwelling Unit</td>
<td>2 max</td>
<td>2 max</td>
<td>2 max</td>
<td>2 max</td>
<td></td>
</tr>
</tbody>
</table>

* CD Downtown/ Old Town
** 2 1/2 Max in Overlay

### C. ENCROACHMENTS

#### First Layer Encroachments

<table>
<thead>
<tr>
<th></th>
<th>P1</th>
<th>P2</th>
<th>P3</th>
<th>P4</th>
<th>P5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Porch</td>
<td>50% max</td>
<td>50% max</td>
<td>80% max</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Balcony and/or Bay Window</td>
<td>25% max</td>
<td>25% max</td>
<td>50% max</td>
<td>100% max</td>
<td></td>
</tr>
<tr>
<td>Stoop, Lightwell, Terrace or Dooryard</td>
<td>NP</td>
<td>NP</td>
<td>100% max</td>
<td>100% max</td>
<td></td>
</tr>
</tbody>
</table>

R.O.W. Encroachments ***
Subdivision Standards & the ETJ

• **Within the City Limits**
  • 720-foot base block grid established on Transportation Master Plan
  • Block sizes, street types and development patterns linked to Character and Place Type Districts

• **Within the Statutory ETJ**
  • 720-foot base block grid on Transportation Plan
Subdivision Standards & the ETJ

- Voluntary ETJ Area A
  - No subdivision standards other than lots require street frontage and plat is required for parcels 5 acres or less

- Stormwater Drainage Manual Applies to all areas
Subdivision Standards & the ETJ
Why is it important in ETJ

• Orderly Development
• Wastewater CCN extends into Statutory and Voluntary Areas
• Within the City’s Watershed
  • Affects water quality and flooding
• Includes major gateways from Austin (State Highway 71, FM 1209, FM 969)
  • Poor connectivity affects traffic congestion and future accidents
Subdivision Standards & the ETJ
Disorderly Development Examples
Subdivision Standards & the ETJ
Disorderly Development Examples
Subdivision Standards & the ETJ
Disorderly Development Examples
Subdivision Standards & the ETJ Recommendations

- Remove grid requirement in Statutory
- Require 720-foot max block length (or 2,880-foot perimeter) in Statutory and Voluntary Area A
- Require a two connections out of development over 30 units (Fire Code), one additional connection per 50 units over 30
- Extend Stormwater Drainage Permits for development outside of subdivision
  - All non-agricultural impervious cover over 5,000 sf, and land disturbance over 10,000 sf
Subdivision Standards & the ETJ Recommendations (cont.)

- Minimum lot width requirements
  - Include maximum width to depth ratio

- Minimum Driveway spacing
  - Spacing based on classification level of roadway
Subdivision Standards & the ETJ
Private Roads

• Not allowed
• All lots must have public street frontage
  • Even for lots created with access easements before April 20, 1981 (or some other date)

• Access Easements are privately owned and maintained across multiple properties
Subdivision Standards & the ETJ
Private Roads - Considerations

- Allow platting exemptions for access easements created before April 20, 1981 (or some other date)
- Require a maintenance agreement signed by all property owners
  - Will need to establish standard agreement format and fee for review
Subdivision Standards & the ETJ
Platting Exemptions

- Establishes when permits can be issued without a plat
- Exemptions and Lot of Record requirements in different sections
- Existing Platting Exemptions
  - Lot of Record
    - Existed prior to April 20, 1981
    - Has public road frontage
    - No utility or easement extension
Subdivision Standards & the ETJ
Platting Exemptions - Recommendations

- Keep Lot of Record Exemption
- New Platting Exemptions
  - Public/Private Utility Infrastructure (plants, substations, etc.)
    do not have to have public frontage
  - Right-of-way acquisition would not affect legal lot status
  - Emergency county permits for already connected structures
    (well failure/septic permits)
  - Allow increase of existing structure up to 50% of footprint
Subdivision Standards & the ETJ
Final Plat Process

- Allowance to submit fiscal surety for bonding improvements to record plat prior to construction only in adopted PIPA form
- Bond amounts listed in Development Manual
  - Establishes performance bond amount at 125% and maintenance bond amount at 25%
- Public Improvement Plan Agreement contains some conflicting language
Subdivision Standards & the ETJ Final Plat Process - Recommendations

- Move fiscal requirements out of Development Manual and into the $B^3$ Code
- Establish standardized Public Improvement Plan Agreement document
  - Move to an administrative review and approval process
Subdivision Standards & the ETJ Utility Connection Requirement

• Code requires connection of **City** water or wastewater within 300 feet of development

• Recommendation
  • Change to **any** available organized wastewater system within ½ mile
  • Would include City of Bastrop, Corix, Bastrop County WCID #2, etc
  • Would not include developments near, but outside of Municipal Utility Districts
Subdivision Standards & the ETJ Traffic Impact Analysis in Lieu

- Developers/property owners want deviations to the grid requirement

Recommendation
- Require a Traffic Impact Analysis for projects requesting deviations from the grid in Zoning Concept Schemes, Neighborhood Regulating Plans, or other processes
General Code Changes

- $B^3$ Code and Pattern Book - reformatting and clean up
- Following items have been identified as Staff for possible amendments
General Code Changes
Cell/Communication Towers

- Code is silent
  - Height restriction in City Limits range from 28-70 feet
  - Most towers will exceed this
  - Not compatible with all Place Types
General Code Changes
Communication Towers - Recommendation

- Recommendation
  - Allow towers of any height in Place Type – Employment Center
  - Will require platting, site plans, and building permits
  - Process for allowing in other Place Types?
    - Previous Code allowed with Planning & Zoning and City Council approval
    - Establish requirements and propose admin or public process
  - Ensure code allowances/requirements meet Federal Communication Commission regulations
General Code Changes
Fences

• Standards for Iredell Historic District in Pattern Book
  o 3-foot limit in first layer and first 10 feet of second layer, 6 feet allowed in remainder of second and third layer.
  o Front fence must be 20% open, no standards for back yard fence
  o No difference in requirements for residential or commercial
  o Deviations from Pattern Book require a Certificate of Appropriateness from the Historic Landmark Commission

• No standards for remainder of town
  o Not allowed in first layer at all for residential or commercial
Iredell Historic District
LOT LAYERS AND FRONTAGE LINES

- Primary Frontage
- Secondary Frontage
- 1st layer
- 2nd & 3rd layer
- 2nd layer
- 3rd layer

20 feet
General Code Changes
Fences - Recommendations

• Standards for Iredell Historic District
  o HLC working on recommendations for 4-foot allowance in front and style standards to be approved administratively
  o Deviations would still go to HLC for approval

• Outside of the Historic Districts
  o Establish standards for remainder of town
  o Deviations would be approved by Warrant
General Code Changes
Manufactured Housing

- Allowed in all P-1, P-2, and P-3 by right
- Does not define difference between Mobile Homes and Manufactured Housing
  - Mobile Homes constructed before 1976.
  - Not built under any codes
  - Manufactured Housing inspected under Department of Housing and Urban Development (HUD)
- Would allow any age of Manufactured Housing to be moved into City Limits
General Code Changes
Manufactured Housing - Recommendations

• Prohibit units made before 1976 which were not built to any code

• Require any structure to meet HUD, IRC, or IBC standards
  • Put date limit of HUD units to restrict moving older manufactured homes into the city?
General Code Changes
Short-Term Rentals

• Short-term Rentals – includes Bed and Breakfasts, AirBnB, VRBO
• Under IRC and IBC, requires Certificates of Occupancy.
• Not previously addressed

• Will start enforcing unless City Council has other direction
General Code Changes
Demolition/Relocations Permits

• Iredell Historic District require a Certificate of Appropriateness from HLC

• District covers a large area, will include houses that have no historic value

• Recommendation –
  • Establish an age of structure that will require HLC Approval
  • All others approved administratively
Main Issues from Applicants

• Band (wall) Sign Limits
  • 18-inch max letter size
  • 36-inch max total sign height
• Only one sign allowed for front façade (two if on a street corner)
• Internal Illumination not allowed on Band, Monument & Pylon signs
• Digital signs not allowed
Signs

Recommendation – Applicant Concerns

• Create standards for State Highway 71 (city limits)
  • Allow Band Signs 3-foot-tall signs with 3-foot-tall letters
  • Increase in Band Sign size – cannot have pylon signs and limits monument sign height
  • Establish maximum sign/monument sign trade off

• Allow internal Illumination of pylon signs
  • Establish max. light output – comply with dark sky and bird city requirement
Signs
Issues Identified from Staff

- Strict limitation on number of directional signs
  - One at each driveway
- No standards for “incidental” signage
  - Usually Entrance, Exit, Loading/Unloading Signs
- Sign Administrator not defined
- Not clear when permit is required for temporary signage
  - Banners, construction, developer, real estate signs
- Sign authority extends to entire ETJ
Signs

Issues Identified from Staff

• Continue to allow channel letters with internal illumination approved by a Warrant – approved by the Sign Administrator

• Continue not to allow digital signs
Sign Variances Approved by Zoning Board of Adjustments

Band Sign
- Max letter size - 4 feet
- Individually Mounted Letters
- External Illumination

Monument Sign
- Total Height – 6 feet
- External Illumination
Max letter size
• 42 inches
• No channel rail
Max. Monument Sign
• 6 feet tall
• Externally illuminated
Signs

Recommendations – Staff Concerns

• Review directional and incidental sign standards
  • Establish max. light output – comply with dark sky and bird city requirements
• Define who is the Sign Administrator (Planning Director or assignee)
• Clarify temporary permit requirements
• Limit ETJ to Corridors and create corridor sign plans
  • SH 71, SH 95, FM 969, FM 1209, etc.
Prioritized Recommendations

• High Priority – Bring to P&Z in next 3-4 months

• Medium – Set schedule when high priority brought for adoption

• Low – Set schedule when medium priority brought forward for adoption
Development Process and DRC Recommendations

High

• Define DRC review responsibilities

• Streamline/Clarify the Warrant Process

• Neighborhood Regulating Plan
  • Administratively approved unless “doing different”

• Create Infill Process for site smaller than 3.4 acres
  • Administratively approved unless “doing different”

• Move “Enhanced Permit Review” small project drainage into B³
Development Process and DRC Recommendations (Cont.)

Medium

• Create Planned Development District amendment process
• Adopt Zoning to Place Type conversion table
• Lot occupation standards?
Subdivision & the ETJ Recommendations

High
• Require Traffic Impact Analysis when changing the grid
• Add additional platting exemptions
• Extend water and wastewater connection requirements to ½ mile

Medium
• Replace Grid with 720 max block length in all ETJ
• Add connectivity requirement outside of development
• Require minimum lot width and driveway spacing
Subdivision & the ETJ
Recommendations

Low

- Move Final Plat fiscal requirements and PIPA approval
- Examine access easement/private roads for pre-1981
- Extend Stormwater Drainage requirements outside of subdivision process
High

- Add Communication Tower standards and process
- Short-term Rentals – Start issuing Certificates of Occupancy per IRC/IBC
- Manufactured Housing – amend definition to exclude units before 1976 (ie Mobile Homes)
  - Consider age limits on Manufactured Housing moved into City
<table>
<thead>
<tr>
<th>Medium</th>
<th>Fences</th>
</tr>
</thead>
<tbody>
<tr>
<td>•</td>
<td>In Iredell District – HLC to recommend changes to standards in Pattern Book</td>
</tr>
<tr>
<td></td>
<td>Outside of Iredell – establish standards and allowances</td>
</tr>
<tr>
<td>•</td>
<td>Demolition/Relocation permits in Iredell District – set age limit for HLC approval</td>
</tr>
</tbody>
</table>
Staff Recommendations Summary

Signs

- Create standards for SH 71 in city limits
  - Increase Band Signs to 3-foot tall with 3-foot letters
  - Band Signs exceeding maximum cannot have pylon sign and have reduced monument height
- Allow internal illumination on pylon signs only
- Internal illumination allowed by Warrant approved by Sign Administrator
- Continue to not allow digital signs
- Define Sign Administrator
# Staff Recommendations Summary

## Signs (cont.)

### Medium
- Review directional and incidental sign standards
- Clarify temporary permit requirements

### Low
- Limit ETJ Sign authority to corridors and create corridor sign plans
Thank You

Questions ?
Connectivity

Increases – walkability
Decrease – emergency response times, traffic congestion, utility maintenance costs due to dead ends.