AGENDA

PLANNING & ZONING COMMISSION

REGULAR MEETING

MONDAY, MARCH 23, 2020, 6:30 P.M.

CITY HALL ANNEX, COUNCIL CHAMBERS

310 NORTH MAIN STREET

1. CALL TO ORDER

2. PUBLIC COMMENTS FOR NON-AGENDA RELATED ITEMS

Individuals may request to speak on items not on the agenda. Speaker comments are limited to three (3) minutes and no formal action can be taken. All speakers must limit their comments to the specific subject matter noted on the "PUBLIC COMMENT FORM" and refrain from personal attacks or derogatory comments directed at any Commissioner, Staff, or others.

3. CONSENT AGENDA

All matters listed below are to be considered routine by the Commission and will be enacted in one motion. There will not be separate discussion on the items. If discussion is desired, that items can be removed from the consent agenda and will be considered separately as a new business item.

<!--[if !supportLists]-->1. Consider approval of the following Minutes:

3.I. February 24, 2020 Regular Meeting

Documents:

FEBRUARY 24, 2020 MINUTES.PDF

4. NEW BUSINESS

4.I. Project #201900704: A Concept Plan For “Stone Creek Ranch” Located On A Parcel Of Land Known By The Travis County Appraisal District As Parcel 839520, Located Along The Northside Of Farm To Market (FM) 1100 For A Total Of 293 Lots On 68.99 Acres Of Land.

A. Staff Presentation
B. Applicant Presentation
C. Open Public Hearing
D. Close Public Hearing
E. Discussion
F. Consideration

Documents:

PACKET.PDF

5. ANNOUNCEMENTS

6. ADJOURNMENT

The Commission may adjourn the public meeting at any time during the meeting and convene in Executive Session pursuant to Chapter 551 of the Texas Government Code to discuss any matter as specifically listed on the agenda and/or as permitted by Chapter 551 of the Texas Government Code. The Commission will return to an open session for possible discussion and action as a result of the Executive Session.

Notice of Assistance at Public Meetings, the City of Elgin is committed to compliance with the Americans with Disabilities Act. Elgin City Hall and Council Chambers are wheelchair accessible and special marked parking is available. Persons with disabilities who plan to attend this meeting and who may need assistance are requested to contact the City Secretary’s Office at (512) 281-5724. Please provide a forty-eight (48) hour notice when feasible.

Para informacion en espanol favor de llamar (512) 281-0119. Servicios de traduccion disponible en la reunion.

MINUTES
CITY OF ELGIN PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, FEBRUARY 24, 2020

CALL TO ORDER: Chair Antonio Prete called the meeting to order at 6:30 P.M. with the following members present: Jason Tatum, Ronnie Creppon, Brian Lundgren, Dorothy McCarther, and David Lanford. Staff present were David Harrell, Development Services Director; and Melissa Lipiec, Planning Technician/Secretary. Gilbert Rangel was absent.

PUBLIC COMMENT FOR NON-AGENDA RELATED ITEMS: No members of the public spoke on this item.

CONSENT AGENDA

1. Consider approval of the following Minutes:
    A. January 27, 2020 Regular Meeting.

On a motion by David Lanford, seconded by Ronnie Creppon; the minutes were approved with a vote of six (6) for and zero (0) against.

NEW BUSINESS

1. Project #202000016: A rezoning from R-1 Single Family District to R-2 Single Family & Garage Apartment Dwelling District for a lot located at 1130 N. Main St. (known by Bastrop County Appraisal District as Parcel R12040).
    A. Staff Presentation – David Harrell read his staff report into the record.
    B. Applicant Presentation – Judy Matetzschk Campbell addressed the Commission regarding her request. She stated that she would like to use the accessory dwelling as a rental property.
    C. Open Public Hearing – The public hearing was opened at 6:39 P.M., no members of the public spoke at the hearing.
    D. Close Public Hearing – The public hearing was closed at 6:39 P.M.
    E. Discussion – David Lanford had a question about the side setback for the garage apartment. David Harrell responded that detached accessory buildings are allowed a five (5) foot side setback. There was a brief discussion about why a variance could not be granted instead of a zoning change.
    F. Recommendation – On a motion by David Lanford, seconded by Jason Tatum, this item was recommended for approval by a vote of five (5) for and one (1) against.

ANNOUNCEMENTS: David Harrell announced that there will be a Concept Plan on next month's agenda.

ADJOURNMENT: The Chair adjourned the meeting at 6:53 P.M.

_____
Antonio Prete, Chair

ATTEST: _____
David Harrell, Secretary

On a motion by _____, seconded by _____

the foregoing instrument was passed and approved this _____ day of _____, 2020.

Development Services Department

STAFF REPORT

Concept Plan for Stone Creek Ranch

Date: March 20, 2020

Applicant: Nathan D. Smith P.E.

Representative: C. Michael Bowen Sr. c/o Travis Parker Associates, LTD

Hearing Dates: Planning & Zoning Commission – March 23, 2020.

Location: Travis Co. Appraisal District Parcel 839520, generally located along the northside of FM 1100 to the east of the intersection of FM 1100 and County Line Rd.

APPLICATION SUMMARY

Consideration of a concept plan for the Stone Creek Ranch subdivision. This development consists of all single-family residential lots. There are nine (9) blocks consisting of 289 single family lots, two (2) pedestrian access lots with an access to each the Elgin High School and the vacant lot to the west, and two (2) lots dedicated to drainage and detention for a total of 293 lots. All lots have been platted to the R-3 zoning standard, excluding the pedestrian access lots where no homes will be built.

DEVELOPMENT SERVICES DEPARTMENT COMMENTS

Initially this concept plan was turned into the City in late October 2019 and pre-dates the new subdivision ordinance that was passed in early December 2019. This property was eventually annexed into the City in January 2020 and was rezoned from R-1 to R-3 in February 2020. The City will provide wastewater and Aqua will supply water to the site (see attachment 3). Parkland fees are to be paid in lieu of parkland at the time of final plat recording. All infrastructure must be active at the time of As-built approval by the City.

TRC has an open comment concerning submittal of a traffic impact analysis for the development (see attachment 4). Our new subdivision code requires a traffic impact analysis (TIA) if there will be public improvements and there will be fifty (50) or more vehicle trips generated with the development at the time of concept plan. However, the applicant has asked for a vesting to this Code requirement under Chapter 245, Texas Local Government Code (TLGC) since the project was submitted before the new subdivision ordinance went into effect. The City Attorney has determined this project is vested from the TIA requirement and the applicant will not be providing this to the City (see attachment 5) for this application.

STAFF ANALYSIS

Staff has reviewed the plan in accordance with the Comprehensive Plan, subdivision ordinance (where applicable), and the zoning ordinance. Based on the information within the packet, staff believes there are no issues or concerns approving the request if so desired by the Commission.

ATTACHMENTS

Additional information is provided through attached exhibits.

1. Application Checklist.
2. Proposed Concept Plan.
3. Applicant Parkland & Water/Wastewater Letter.
4. TRC Submittal Letter.
5. City Attorney Vesting Letter.

Attachment 1
Applicant Letter

CITY OF ELGIN

CONCEPT PLAN CHECKLIST

Subdivision Name: STONE CREEK RANCH

NOTE: THE CONCEPT PLAN WILL NOT BE CONSIDERED "FILED" UNLESS THE FOLLOWING APPLICATION REQUIREMENTS ARE MET. **IF AN ITEM IS MISSING FROM THE APPLICATION, THE PLAN WILL NOT BE FILED**. THIS CHECKLIST MUST BE PRESENTED AT SUBMISSION AND ALL ITEMS MUST BE INCLUDED IN THE SUBMISSION.

8-2-2019 Date of pre-development conference (minimum of 2 weeks prior to submittal).

10-28-2019 Submittal date (per submittal calendar).

1. APPLICATION REQUIREMENTS

✓ Ten (10) full-size black and white copies folded with title of plat appearing on outside, to a size which will fit inside a legal size folder.

✓ One electronic version (CD) each to Planning Department and City Engineer (2 CDs).

✓ Schematic plans and outline specifications for water, wastewater, paving and drainage, including how utilities and drainage interface with adjacent tracts and any easements required across adjacent tracts to service the proposed subdivision.

✓ A letter from the developer explaining how the tract will be served by water and wastewater, and how the utilities will interface with adjacent tracts. The letter must include oversize construction and/or offsite requirements if applicable.

✓ A letter from the developer concerning parkland dedication agreement.

✓ A letter from the developer committing to voluntarily annex sections of the property as they are platted.

✓ An environmental assessment statement listing any and all environmental hazards and remedial action proposed to allow subdivision to proceed.

✓ List of all property owners within 200 feet of property proposed to be subdivided with addresses as recorded by Bastrop / Travis County Tax Appraisal District.

✓ Address labels/stickers and envelopes addressed (typed) to each property owner within 200 feet **DO NOT SEAL THE ENVELOPES.**
"Certified Mail" receipts and cards for "Return Receipt Requested" mail (information filled

ELGIN CONCEPT PLAN CHECK LIST

√ in). The front of the card should be (addressed to be returned to) City of Elgin, Department of Planning and Development, P.O. Box 591, Elgin, Texas 78621.

You will be billed for the exact amount of postage after the notices are mailed to the property owners located within 200 feet of the proposed Concept Plan. Notices are sent via Certified Mail Return Receipt Requested and via First Class Mail.

2. INFORMATION SHOWN ON CONCEPT PLAN:

Title of subdivision: title must include the word "Revised" if Concept Plan is changed after Planning Commission acceptance.

North arrow

Scale: 1"= l00'

The following information appearing in one place on the first sheet.

OWNERS: (if corporation, name of responsible individual)

ACREAGE:

NUMBER OF BLOCKS:

NUMBER OF LOTS:

LINEAR FEET OF NEW STREETS:

DATE: (date of preparation, dates of revision if any)

SURVEYOR:

ENGINEER:

Location sketch

Ownership boundaries in heavy lines

Boundary survey with bearings and distance

Block lines indicating land uses

Dashed lines showing the names and locations of adjacent:

land / subdivisions

property lines and names of adjoining property owners

streets

easements

ELGIN CONCEPT PLAN CHECK LIST

_____

_____ pipelines

_____ watercourses

_____ Street layout and right-of-way; must conform to the City of Elgin Comprehensive Plan.

_____ Designation of land use for each tract must be labeled and the area shown in acres.

_____ Designation of any sites for special use (i.e. parks, detention, etc.) must be labeled and the area shown in acres.

_____ Depiction of 25-year flood plain and 100-year flood plain, if the tract is not within the 25-year and/or 100 year flood plain, a plat note stating such must be shown.

_____ The location of all proposed drainage courses and necessary off-site extensions.

3. **FEES:**

✓ Concept Plans, three hundred dollars (~~$300.00~~ $1,000.00).

_____ Review fees: In addition to the filing fee, you will be billed for subdivision review fees performed by TRC Solutions, Inc.
Preliminary Plats and Revised Preliminary Plats, fifty dollars ($50) per lot, not less than three hundred dollars ($300.00).

_____ Final Plats, Revised Final plats, and Amended Final Plats, five dollars ($5.00) per lot, not less than three hundred dollars ($300.00).

_____ Enclosure copy and list of recommended corrections will be returned by the City following the Planning and Zoning Commission meeting at which the plan was reviewed. All corrections should be reflected on the preliminary plat when it is submitted for review.

✓ The Concept Plan shall be accompanied by an abstractor's certificate, which shall state the names and addresses of any and all current owners and current lien holders of the property described in the Concept Plan. The abstractor's certificate shall be dated no sooner than ten (10) days prior to submission of the Concept Plan. The Concept Plan shall not be reviewed or approved until the receipt of the abstractor's certificate. When the requirement for a Concept Plan is waived in accordance with the subdivision ordinance, the applicant shall provide an abstractor's certificate, which shall state the names and addresses of all current owners and current lien holders of the property. The abstractor's certificate shall be dated no sooner than ten (10) days prior to the waiver of the Concept Plan. The Concept Plan will not be waived until the receipt of the abstractor's certificate.

_____

_____

DISCLAIMER

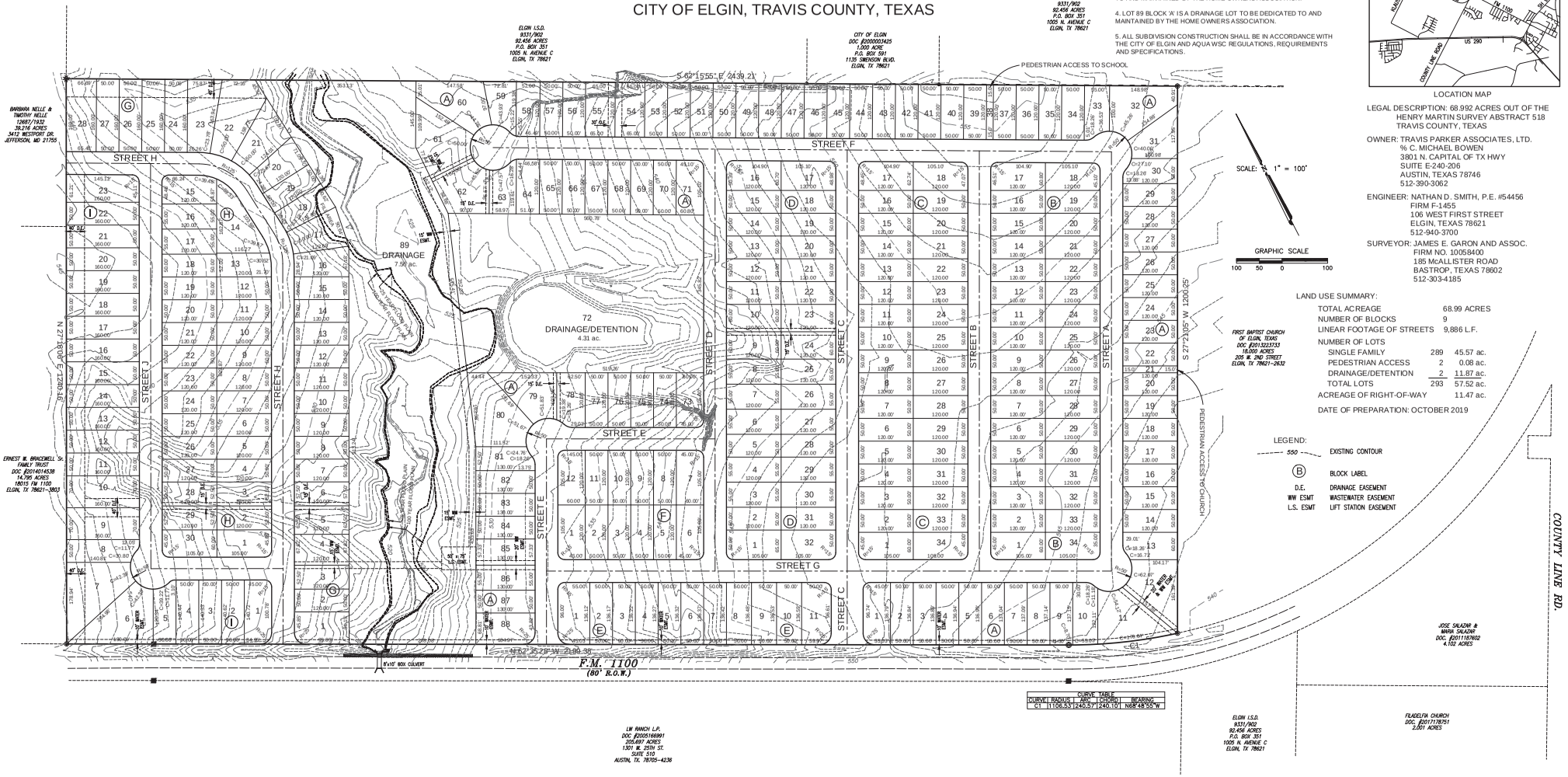
THIS CHECKLIST IS USED BY THE ELGIN CITY ENGINEER (TRC) AS A GUIDANCE TOOL FOR THE REVIEW OF PROPOSED DEVELOPMENTS IN THE CITY OF ELGIN. THIS DOCUMENT DOES NOT GOVERN OVER OR SUPERCEDE ANY REQUIREMENTS OF THE CITY'S SUBDIVISION ORDINANCE OR CONSTRUCTION STANDARDS. ALL REQUIREMENTS IN THE ORDINANCE AND STANDARDS MUST BE MET BY THE DEVELOPER AND THE DEVELOPER'S ENGINEER.

Attachment 2
Proposed Concept Plan

STONE CREEK RANCH

CONCEPT PLAN

CITY OF ELGIN, TRAVIS COUNTY, TEXAS



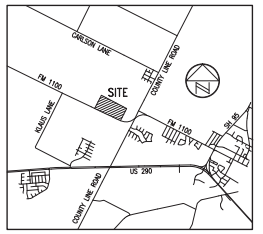
NOTES:
1. NO PORTION OF THIS SITE LIES WITHIN THE 100 YEAR FLOOD PLAIN ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP PANEL NO. 48453C0510H DATED SEPTEMBER 26, 2008.

2. LOTS 21 AND 38 BLOCK 'A' ARE PEDESTRIAN ACCESS LOTS TO BE DEDICATED TO AND MAINTAINED BY THE HOME OWNERS ASSOCIATION.

3. LOT 72 BLOCK 'A' IS A DRAINAGE/DETENTION LOT TO BE DEDICATED TO AND MAINTAINED BY THE HOME OWNERS ASSOCIATION.

4. LOT 89 BLOCK 'A' IS A DRAINAGE LOT TO BE DEDICATED TO AND MAINTAINED BY THE HOME OWNERS ASSOCIATION.

5. ALL SUBDIVISION CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF ELGIN AND AQUA WSC REGULATIONS, REQUIREMENTS AND SPECIFICATIONS.



LOCATION MAP

LEGAL DESCRIPTION: 68.992 ACRES OUT OF THE HENRY MARTIN SURVEY ABSTRACT 518 TRAVIS COUNTY, TEXAS

OWNER: TRAVIS PARKER ASSOCIATES, LTD.
% C. MICHAEL BOWEN
3801 N. CAPITAL OF TX HWY
SUITE E-240-206
AUSTIN, TEXAS 78746
512-390-3062

ENGINEER: NATHAN D. SMITH, P.E. #54456
FIRM F-1455
106 WEST FIRST STREET
ELGIN, TEXAS 78621
512-940-3700

SURVEYOR: JAMES E. GARON AND ASSOC.
FIRM NO. 10058400
185 McALLISTER ROAD
BASTROP, TEXAS 78602
512-303-4185

LAND USE SUMMARY:

TOTAL ACREAGE		68.99 ACRES
NUMBER OF BLOCKS		9
LINEAR FOOTAGE OF STREETS		9,886 L.F.
NUMBER OF LOTS		
SINGLE FAMILY	289	45.57 ac.
PEDESTRIAN ACCESS	2	0.08 ac.
DRAINAGE/DETENTION	2	11.87 ac.
TOTAL LOTS	293	57.52 ac.
ACREAGE OF RIGHT-OF-WAY		11.47 ac.

DATE OF PREPARATION: OCTOBER 2019

LEGEND:

550	EXISTING CONTOUR
(B)	BLOCK LABEL
D.E.	DRAINAGE EASEMENT
WW ESMT	WASTEWATER EASEMENT
L.S. ESMT	LIFT STATION EASEMENT

CURVE TABLE

CURVE	RADIUS	ARC	CHORD	BEARING
C1	1106.53	240.57	240.10	N68°48'55"W

REVISIONS

NO.	DESCRIPTION	APPROVED BY:	DATE

NDS NATHAN D. SMITH, P.E.
CONSULTING ENGINEER
FIRM F-1455
106 WEST FIRST STREET ELGIN, TEXAS 78621
512-940-3700 ndsmith@flash.net

STATE OF TEXAS · NATHAN D. SMITH · 54456 · REGISTERED PROFESSIONAL ENGINEER
11 FEBRUARY 2020

STONE CREEK RANCH
ELGIN, TEXAS

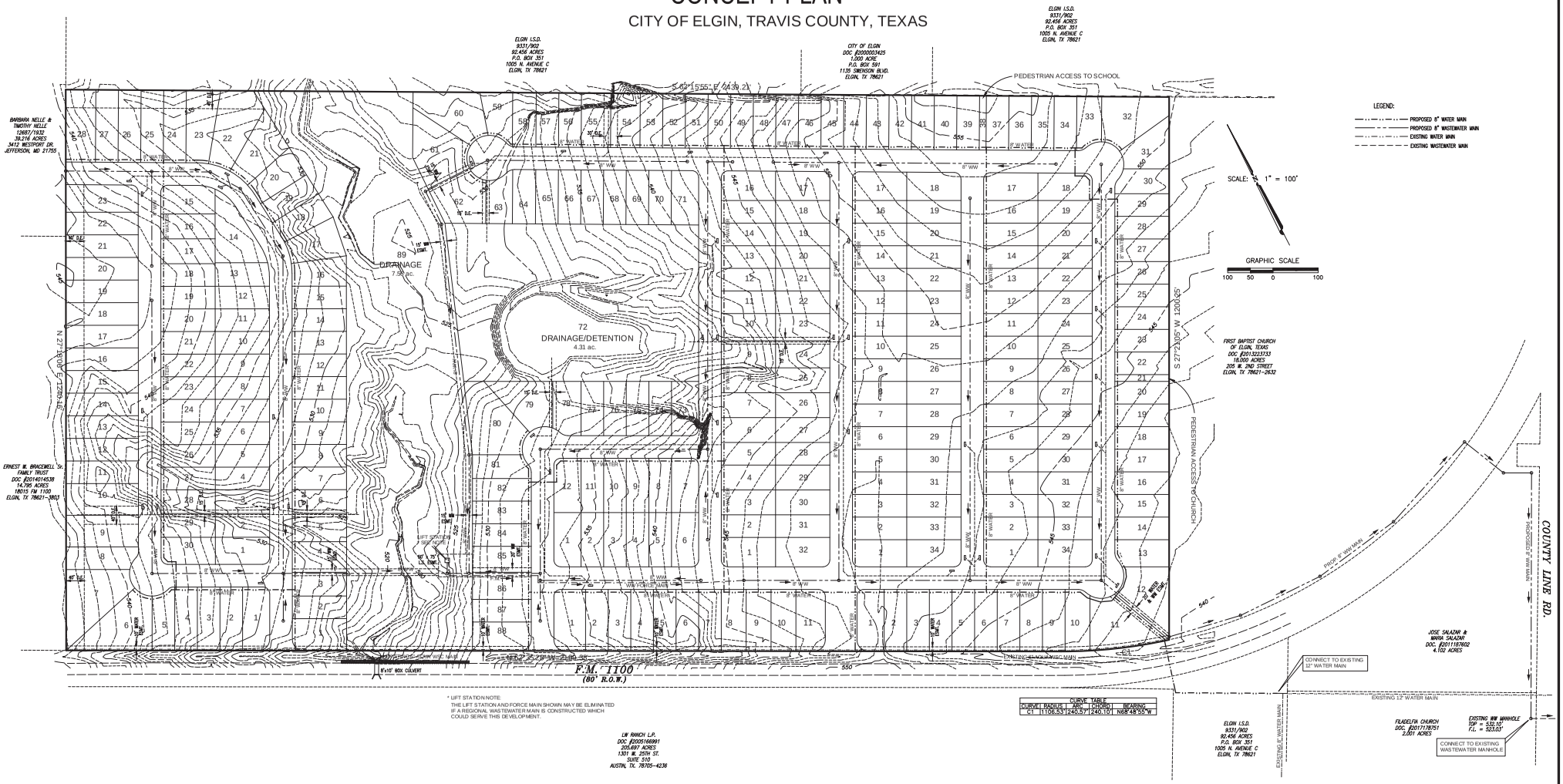
CONCEPT PLAN

SHEET NO.
1

STONE CREEK RANCH

CONCEPT PLAN

CITY OF ELGIN, TRAVIS COUNTY, TEXAS



* LIFT STATION NOTE:
THE LIFT STATION AND FORCE MAIN SHOWN MAY BE ELIMINATED IF A REGIONAL WASTEWATER MAIN IS CONSTRUCTED WHICH COULD SERVE THIS DEVELOPMENT.

CURVE TABLE				
CURVE	RADIUS	ARC	CHORD	BEARING
C1	1106.53	240.57	240.10	N68°48'55"W

REVISIONS

NO.	DESCRIPTION	APPROVED BY:	DATE

NDS NATHAN D. SMITH, P.E.
CONSULTING ENGINEER
FIRM F-1455
106 WEST FIRST STREET ELGIN, TEXAS 78621
512-940-3700 ndsmith@flash.net

STATE OF TEXAS · NATHAN D. SMITH · 54456 · LICENSED PROFESSIONAL ENGINEER
11 FEBRUARY 2020

STONE CREEK RANCH
ELGIN, TEXAS

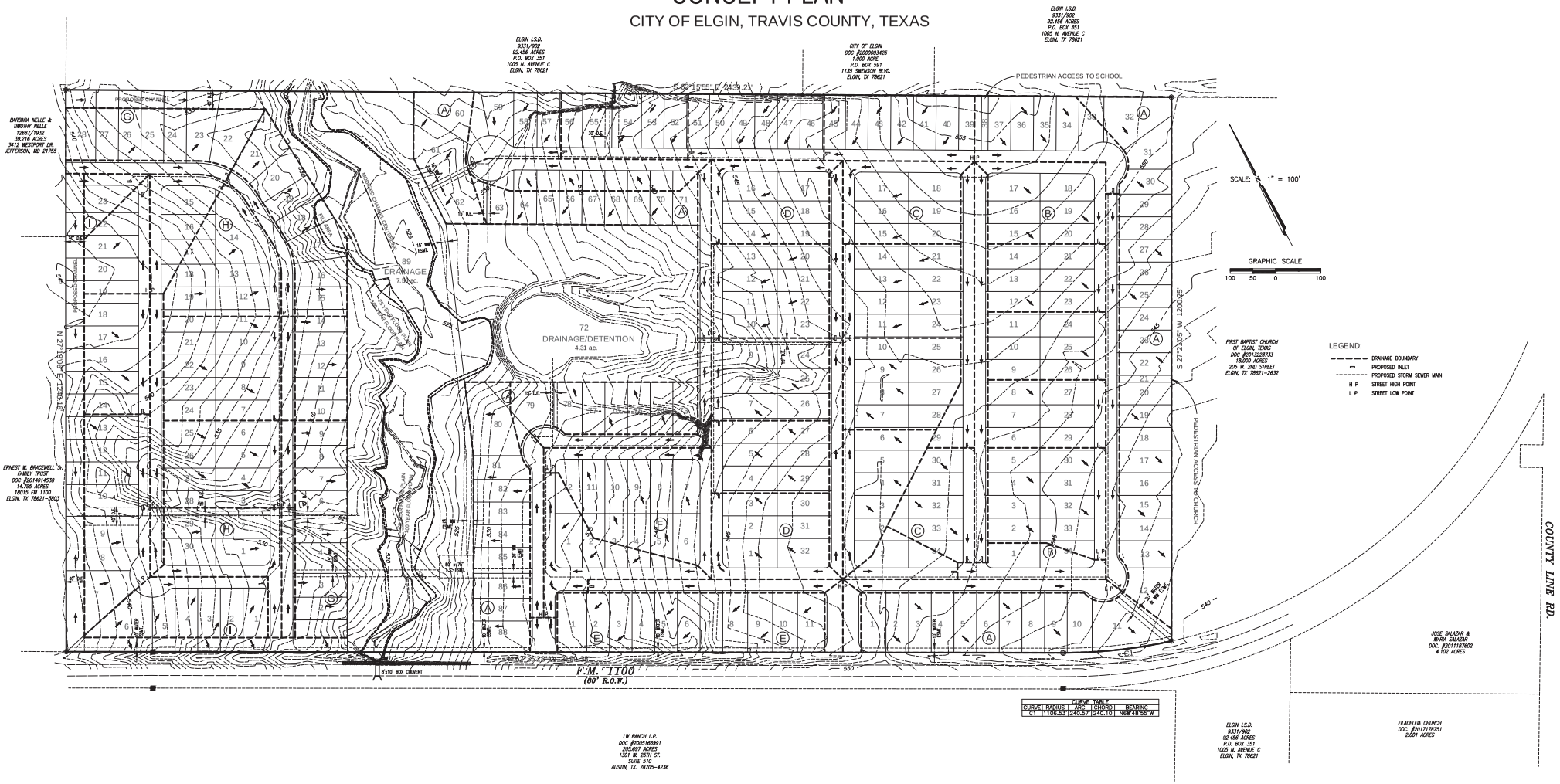
CONCEPTUAL UTILITY PLAN

SHEET NO.
2

STONE CREEK RANCH

CONCEPT PLAN

CITY OF ELGIN, TRAVIS COUNTY, TEXAS



REVISIONS

NO.	DESCRIPTION	APPROVED BY:	DATE

NDS NATHAN D. SMITH, P.E.
CONSULTING ENGINEER
FIRM F-1455
106 WEST FIRST STREET ELGIN, TEXAS 78621
512-940-3700 ndsmith@flash.net

NATHAN D. SMITH 54456 LICENSED PROFESSIONAL ENGINEER STATE OF TEXAS
11 FEBRUARY 2020

STONE CREEK RANCH
ELGIN, TEXAS

CONCEPTUAL DRAINAGE PLAN

SHEET NO.
3

Attachment 3
Applicant Parkland & Water/Wastewater Letter

TRAVIS PARKER ASSOCIATES, LTD.

Ste E-240 – 206 3801 N. Capital of Texas Hwy Austin, Texas 78746-1482
Voice # 970.390.3062 e-mail " mountainshine1@gmail.com "

March 16, 2020

City of Elgin
Planning and Development Department
Attn: David Harrell, Planning and Development Director
1135 Swenson Boulevard
Elgin, TX 78621

RE: LETTER FROM LAND OWNER CONCERNING PARKLAND DEDICATION AGREEMENT PER CONCEPT PLAN CHECKLIST REQUIREMENTS FOR STONE CREEK RANCH.

Dear Mr. Harrell:

Travis Parker Associates LTD, owner of the 68.992 acres of land identified by the Travis Central Appraisal District as property ID 839520, hereby agrees to cause the developer of each phase of the Stone Creek Ranch Subdivision to pay a cash fee in lieu of park land for each phase of lots constructed on property. This fee will be five hundred dollars per lot to be paid to the City of Elgin prior to the recording of the final plat of each phase of development as defined by Section 36-370 of the Revised Code of Ordinance City of Elgin, Texas 2013.

Thank you for the time and review of this concept plan submittal.

Respectfully,
Travis Parker Associates, LTD.

C. Michael Bowen
Managing Partner

TRAVIS PARKER ASSOCIATES, LTD.

Ste E-240 – 206 3801 N. Capital of Texas Hwy Austin, Texas 78746-1482
Voice # 970.390.3062 e-mail " mountainshine1@gmail.com "

March 16, 2020

City of Elgin
Dept of Planning & Development
Attn: David Harrell, Planning and Development Director
1135 Swenson Boulevard
Elgin, TX 78621

RE: LETTER FROM LAND OWNER EXPLAINING HOW THE TRACT WILL BE SERVED BY WATER AND WASTEWATER, AND HOW UTILITIES WILL INTERFACE WITH ADJACENT TRACTS PER CONCEPT PLAN CHECKLIST REQUIREMENTS FOR STONE CREEK RANCH.

Dear Mr. Harrell:

Travis Parker Associates LTD ("TPA"), owner of the 68.992 acres of land identified by the Travis Central Appraisal District as property ID 839520, hereby explains how this property would be served by water and wastewater, and how utilities would interface with adjacent tracts.

Property is in the Aqua Water Supply Corporation ("AWS") CCN and will purchase retail water from AWS. TPA is currently in the process of doing a water feasibility and fire flow study through AWS to determine the subdivision's requirements and how AWS will provide Stone Creek Ranch residents water for use and for fire flow purposes. Pending the results of these studies, it is anticipated that connection(s) will be made to Aqua's system.

To provide wastewater service to the eastern portion of the development (approximately 133 lots), an 8" off-site wastewater line will be constructed from the property's southeast corner to a proposed wastewater manhole on the adjacent First Baptist Church of Elgin ("FBC") property. Land owner has entered into a verbal agreement with FBC through Jeff Carter, the church representative, that will allow land owner to be granted a utility easement for wastewater that will be conveyed to the City of Elgin after the construction and city acceptance of that wastewater line. This utility easement will run across a portion of the FBC property along FM 1100 to a proposed wastewater manhole on the northwest side of FM 1100 that FBC will construct as part of their off-site wastewater line during the construction of their church. FBC's proposed off-site wastewater line will connect their property on the northwest side of FM 1100 to the existing City of Elgin wastewater manhole and 8" wastewater line at 13704 County Line Road. **SEE EXHIBIT "A"**

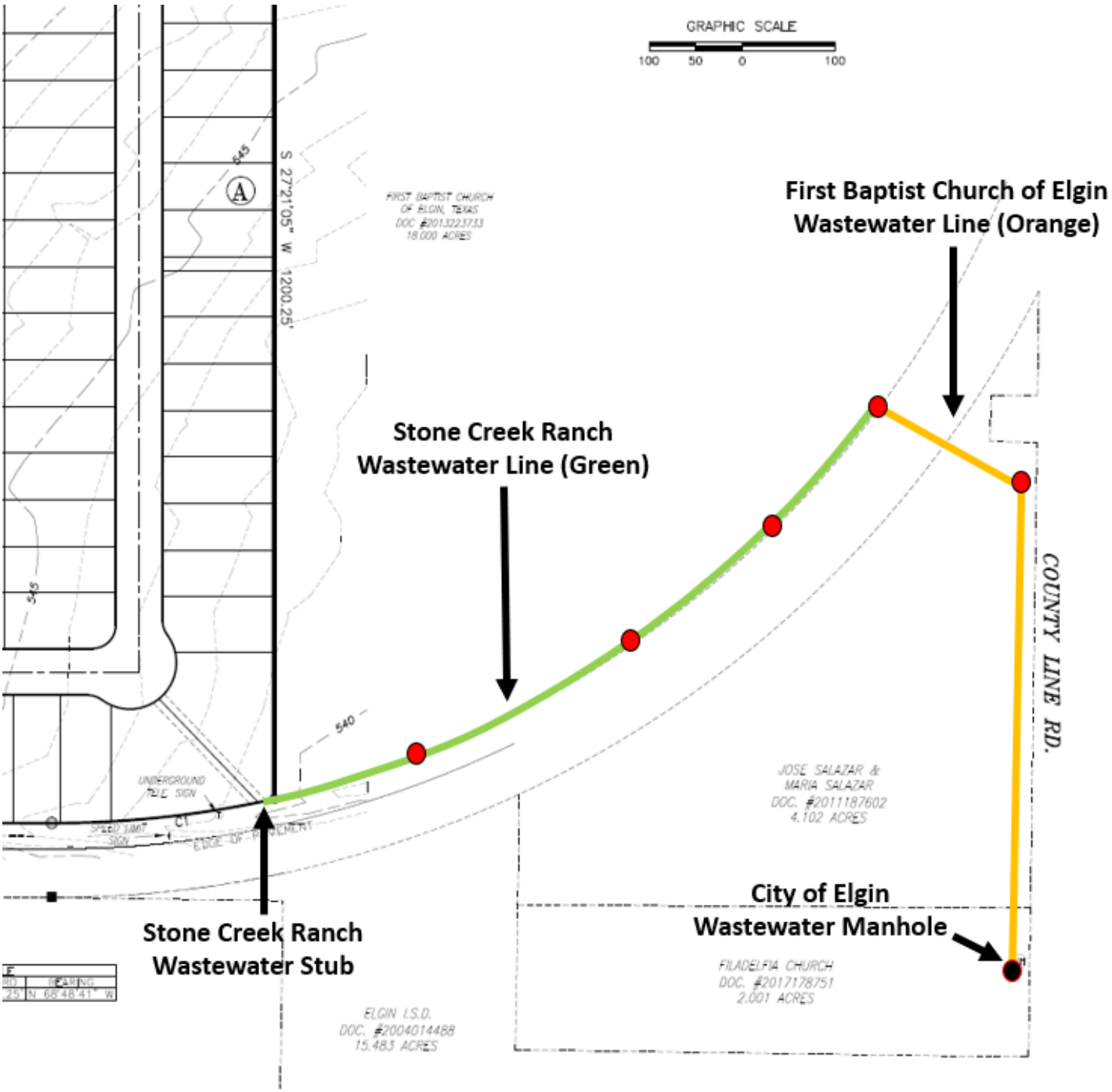
Wastewater service to the western portion of the development (approximately 157 lots) is currently unavailable by gravity flow. These remaining lots will either be served by a future wastewater main to be constructed along the drainage channel through the site or by means of a wastewater lift station.

Thank you for the time and review of this concept plan submittal.

Respectfully,
Travis Parker Associates, LTD

C. Michael Bowen
Managing Partner

EXHIBIT "A"


GRAPHIC SCALE
100 50 0 100
First Baptist Church of Elgin
Wastewater Line (Orange)
Stone Creek Ranch
Wastewater Line (Green)
Stone Creek Ranch
Wastewater Stub
City of Elgin
Wastewater Manhole
COUNTY LINE RD.
S 27°21'05" W 1200.25'
FIRST BAPTIST CHURCH OF ELGIN, TEXAS
DOC. #2013223733
18.000 ACRES
JOSE SALAZAR & MARIA SALAZAR
DOC. #2011187602
4.102 ACRES
FILADELFIA CHURCH
DOC. #2017178751
2.001 ACRES
ELGIN I.S.D.
DOC. #2004014488
15.483 ACRES
UNDERGROUND TELE. SIGN
SPEED LIMIT SIGN
545
540
N 68°48'41" W

Attachment 4
TRC Submittal Letter

505 East Huntland Drive
Suite 250
Austin, Texas 78752

T 512.454.8716
TRCcompanies.com
T.B.P.E. #F-8632

February 24, 2020

Mr. David Harrell, Planning and Development Director
City of Elgin
P.O. Box 591
Elgin, Texas 78621

RE: Stone Creek Ranch – Concept Plan Review

Dear Mr. Harrell:

TRC has reviewed the following documents listed below submitted on February 14, 2020 by Nathan D. Smith (NDS):

1. Concept Plan dated February 11, 2020.
2. Other supporting documents submitted with the Concept Plan: Response to Comments Letter.

The following information is required from NDS before approval of the concept plan can be considered:

1. Provide a Traffic Impact Analysis in accordance with Section 36-53 of Elgin's Code of Ordinances.

If you have any questions regarding this information, please do not hesitate to contact this office.

Sincerely,

K. Beau Perry, P.E.
Vice President

cc: Mr. Nathan D. Smith, P.E.

Attachment 5
City Attorney Vesting Letter

Sheets & Crossfield, PLLC

ATTORNEYS AT LAW

309 East Main Street • Round Rock, TX 78664-5246

Phone 512-255-8877 • Fax 512-255-8986

March 20, 2020

David Harrell
Development Services
City of Elgin, Texas
310 N. Main St.
Elgin, TX 78621

Re: Stone Creek Ranch; Application of Ch. 245, Texas Local Gov't Code

Dear David:

It is my opinion that the above-cited project is vested pursuant to Ch. 245 of the Tx. Local Govt Code as of October 28, 2019. Therefore, the Developer must follow all City rules and regulations in effect at that time, including, but not limited to, any Traffic Impact Analysis submission requirements.

Please let me know if you have any questions.

Sincerely,

Charlie Crossfield

CC/tw