



AGENDA

PLANNING & ZONING COMMISSION

REGULAR MEETING

MONDAY, JUNE 28, 2021, 6:30 P.M.

PUBLIC LIBRARY ANNEX, CIVIC CENTER

404 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. May 24, 2021 Minutes.

Documents:

[MAY 24, 2021 MINUTES.PDF](#)

4. NEW BUSINESS

- 4.I. Project #:202101097 A Final Plat For "Peppergrass Phase 2" Located On Parcels Of Land Known By The Bastrop County Appraisal District As Parcel R15615, Located Adjacent To Peppergrass Phase 1C And Near The Intersection Of Bear Grass Dr. And Rush Ln. For A Total Of 102 Lots On 24.40 Acres Of Land.

Documents:

[PEPPERGRASS PHASE 2 FINAL PLAT COMBINED PACKET.PDF](#)

- 4.II. Project #:202101098 A Final Plat For "Peppergrass Phase 3" Located On Parcels Of Land Known By The Bastrop County Appraisal District As Parcel R15615, Located Adjacent To Peppergrass Phase 1C And Near The Intersection Of Bear Grass Dr. And Open Wagon Tr. For A Total Of 58 Lots On 17.97 Acres Of Land.

Documents:

[PEPPERGRASS PHASE 3 FINAL PLAT COMBINED 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, MAY 24, 2021

CALL TO ORDER: The Chair called the meeting to order at 6:33 P.M. at the Library Annex (Civic Center) located at 404 N. Main St., Elgin, TX U.S.A.

COMMISSION PRESENT: Chair Antonio Prete, Vice-Chair Brian Lundgren, Dorothy McCarther, Scott Mackay, Ronnie Creppon, and David Lanford.

COMMISSION ABSENT: Jason Tatum.

STAFF PRESENT: David Harrell, Development Services Director; Melissa Lipiec, Secretary.

PUBLIC COMMENT FOR NON-AGENDA RELATED ITEMS: No members of the public were present to speak on this item.

CONSENT AGENDA

1. March 22, 2021 Minutes.

Ronnie Creppon moved that the Commission approve the consent agenda. David Lanford seconded the motion. The motion passed unanimously with a vote of six (6) for and zero (0) against.

NEW BUSINESS

1. Project #: 202100652: An ordinance amending the official zoning map of the City of Elgin, Texas adopted in Chapter 46, Section 46-3, Revised Code of Ordinances City of Elgin, Texas, 2012 and making this amendment a part of said official zoning map to wit: To rezone land from “C-3” Highway Commercial District to “R-3” Single Family Dwelling District located at 335 W. U.S. Hwy. 290 (A59 STANDIFER, ELIZABETH, ACRES 0.4800), being more described in Exhibit “A”; and providing for a savings clause and repealing conflicting ordinances and resolutions.
 - A. Staff Presentation – David Harrell conducted a power-point presentation of the staff report.
 - B. Applicant Presentation – Lydia Rocha, applicant, addressed the Commission and indicated she wanted to either build a new home or add on to the present home for her children and wants to keep the property in the family.
 - C. Open Public Hearing – The public hearing was opened at 6:41 P.M. with no members of the public in attendance to speak on the item.
 - D. Close Public Hearing – The public hearing was closed at 6:41 P.M.
 - E. Discussion – There was discussion between Commission and City Staff regarding whether manufactured housing is allowed in the R-3 zoning, whether current lot was part of larger neighboring tract, date of present home built, and legal non-conformities and how they cannot be enlarged in the current C-3 zoning. During discussion the applicant’s father, Lupe Mendez of 928 Old McDade Rd. provided additional information concerning the use and family history on the land.

NEW BUSINESS (Cont.)

- F. Recommendation – Dorothy McCarther made a motion to recommend approve the item to Council, seconded by Brian Lundgren. The motion passed on a unanimous vote of six (6) to zero (0).
- 2. Project #202000119: An ordinance granting a specific use for the continuation and enlargement of a childcare center at property located at 1512 and 1520 N. Ave. C (ELGIN WEST COUNTRYSIDE, LOT 10, ACRES 1.105 & LOT 11, ACRES 1.076), City of Elgin, Texas, being more described in Exhibit “A”, and providing for a savings clause and repealing conflicting ordinances and resolutions.
 - A. Staff Presentation – David Harrell conducted a power-point presentation of the staff report.
 - B. Applicant Presentation – Jackie Mabry, applicant, addressed the Commission and indicated the town needs more childcare due to growth, has license has 68 kids and is presently at 55 kids, indicated hours of operation are 6:00 A.M. to 6:00 P.M., their high traffic time is mornings, and needs to repair current day care.
 - C. Open Public Hearing – The public hearing was opened at 7:16 P.M. with no members of the public in attendance to speak on the item.
 - D. Close Public Hearing – The public hearing was closed at 7:16 P.M.
 - E. Discussion – There was discussion between Commission and City Staff regarding expansion of FM 1100 (Ave. C), City requirements regarding reserved ROW, traffic impact analysis, and exactions for widening of roadways, surrounding uses/zoning to the site in accordance with City zoning map in packet, improvements to intersection of FM 1100 (Ave. C) and County Line Rd., and improvements to County Line Rd. in phases.
 - F. Recommendation – Scott Mackay moved that the Commission recommend approval of the item to Council with the following conditions: 1) That the 1512 N. Ave. C. Lot be restricted to a maximum 3,005 sq. ft. of building space and the 1520 N. Avenue C. Lot be restricted to a maximum 1,832 sq. ft. of building space; 2) The life of the specific use will be five (5) years from the date of approval (by City Council), motion seconded by Ronnie Creppon. The motion passed by a vote of five (5) yeas and one (1) nay.

ANNOUNCEMENTS

David Harrell announced the Scott Mackay is the newest member of the Commission. He also announced that potentially six (6) new plats may be on the next agenda. This includes plats in the development of Trinity Ranch and Harvest Ridge.

ADJOURNMENT

The meeting was adjourned by the Chair at 7:37 P.M.

Antonio Prete, Chairman

ATTEST: _____
Melissa Lipiec, Secretary

On a motion by _____, seconded by _____

the foregoing instrument was passed and approved on this 28th day of June, 2021.



Development Services Department

STAFF REPORT

Peppergrass Phase 2 Final Plat

File Number: 202101097

Date: June 20, 2021

Applicant: Matt Synatschk c/o Carlson, Brigance, & Doering, Inc.

Representative: SAME

Hearing Dates: Planning & Zoning Commission – June 28, 2021

Location: BCAD Parcel R15615; adjacent to Peppergrass Phase 1C and near the intersection of Bear Grass Dr. and Rush Ln.

APPLICATION SUMMARY

Consideration of a final plat for Peppergrass Phase 2 which consists of 103 lots (101 single family lots, 1 drainage lot, and 1 HOA and drainage lots) within 3 blocks.

DEPARTMENT COMMENTS

A preliminary plat for Peppergrass was approved January 27, 2020. Since that time, several final plats were approved by the Commission between August 2020 – October 2020. This is one of two final plats that will finish the development of the subdivision, if approved by the Commission. In review of the final plat layout, it closely matches the approved preliminary plat. The only significant change is the removal of a local sized road to the north which would lead to Harvest Ridge. The road was removed at the request of Staff as Harvest Ridge is a Municipal Utility District (MUD) and will maintain its own road system. City Staff did not want this subdivisions traffic on their systems.

STAFF ANALYSIS

Based on the information provided by the applicant which is included with the packet, including the change between the preliminary and final plat as noted in the report, staff believes there are no issues or concerns with approving the request. The Commission may approve, approve with conditions, or deny the request.

ATTACHMENTS

Additional information is provided through attached exhibits.

1. Application.
2. Approved Preliminary Plat.
3. Proposed Final Plat.

Attachment 1

Application

FINAL PLAT APPLICATION

Date: _____

SITE INFORMATION

Project Address: _____

Parcel Identification Number (if no address): _____

APPLICANT

Name: _____

Postal Address: _____

E-Mail Address: _____; Phone Number: _____

The information given on this application is accurate to the best of my knowledge. All provisions of laws and ordinances governing this work will be complied with, whether specified on this application or not.

Mark Spitznagel

Signature

Printed Name

Date

Project Description:



310 North Main Street

P.O. Box 591

Elgin, Texas, 78621



(512) 281-5724



www.elgintx.com

Attachment 2
Approved Preliminary Plat

Attachment 3
Proposed Final Plat



505 East Huntland Drive
Suite 250
Austin, Texas 78752

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

June 18, 2021

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

RE: Peppergrass Phase 2 – Final Plat Review

Dear Mr. Harrell:

TRC has reviewed the following documents listed below submitted on June 17, 2021, by Carlson, Brigrance & Doering, Inc. (CBD):

1. Final Plat plans dated June 17, 2021.
2. Other supporting documents submitted with the final plat: Final Plat Application, Approved street name correspondence, Ownership and Lien Cert, and comment response letter.

Our review finds that these documents have been prepared in general conformance with the City of Elgin's Code of Ordinances.

As TRC did not provide the detailed design of the submitted documents, TRC and the City of Elgin must rely on the adequacy of the Registered Professional Land Surveyor and Registered Professional Engineer that prepared the documents and all responsibility for the surveying, engineering design and submitted documents shall remain with the Registered Professional Land Surveyor and Registered Professional Engineer.

Please note the approval of the final plat is contingent upon providing the application fee associated with the final plat, this must be paid before scheduling of Planning & Zoning Commission hearing (Section 36-7, Elgin Code of Ordinances).

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

Sincerely,

A handwritten signature in blue ink, appearing to read "K. Beau Perry".

K. Beau Perry, P.E.
Vice President

cc: Mr. Lee A. Whited, P.E., Carlson, Brigrance & Doering, Inc.



Development Services Department

STAFF REPORT

Peppergrass Phase 3 Final Plat

File Number: 202101098

Date: June 20, 2021

Applicant: Matt Synatschk c/o Carlson, Brigance, & Doering, Inc.

Representative: SAME

Hearing Dates: Planning & Zoning Commission – June 28, 2021

Location: BCAD Parcel R15615; adjacent to Peppergrass Phase 1C and near the intersection of Bear Grass Dr. and Rush Ln.

APPLICATION SUMMARY

Consideration of a final plat for Peppergrass Phase 3 which consists of 58 lots (57 single family lots and 1 drainage lot) within 3 blocks.

DEPARTMENT COMMENTS

A preliminary plat for Peppergrass was approved January 27, 2020. Since that time, several final plats were approved by the Commission between August 2020 – October 2020. If Peppergrass Phase 2 was approved this will be the final plat that will finish the development of the subdivision, if approved by the Commission. In review of the final plat layout, it matches the approved preliminary plat.

STAFF ANALYSIS

Based on the information provided by the applicant, which is included with the packet, Staff believes there are no issues or concerns with approving the request. The Commission may approve, approve with conditions, or deny the request.

ATTACHMENTS

Additional information is provided through attached exhibits.

1. Application.
2. Approved Preliminary Plat.
3. Proposed Final Plat.

Attachment 1

Application

FINAL PLAT APPLICATION

Date: _____

SITE INFORMATION

Project Address: _____

Parcel Identification Number (if no address): _____

APPLICANT

Name: _____

Postal Address: _____

E-Mail Address: _____; Phone Number: _____

The information given on this application is accurate to the best of my knowledge. All provisions of laws and ordinances governing this work will be complied with, whether specified on this application or not.

Mark Spitznagel

Signature

Printed Name

Date

Project Description:



310 North Main Street

P.O. Box 591

Elgin, Texas, 78621

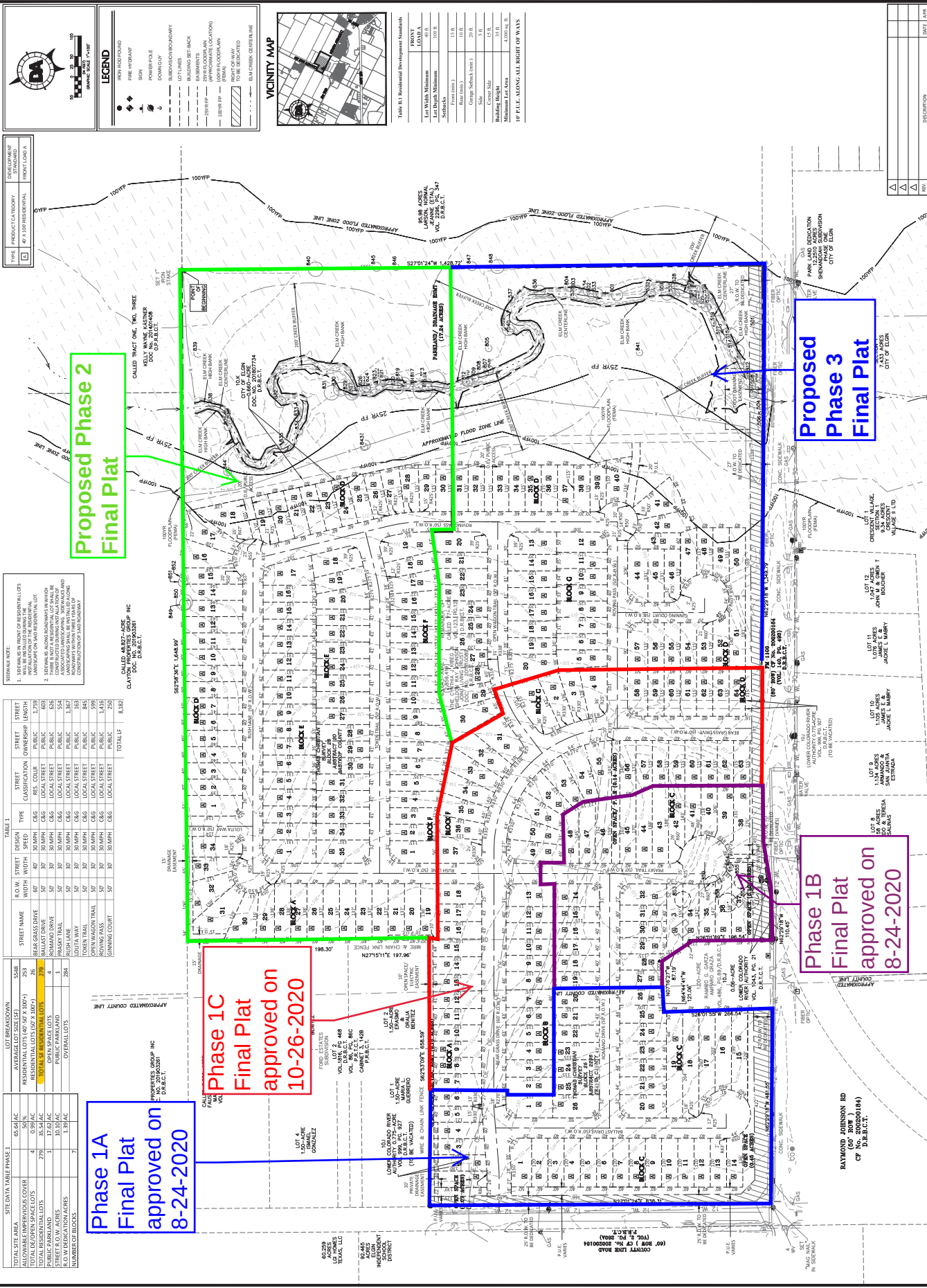


(512) 281-5724



www.elgintx.com

Attachment 2
Approved Preliminary Plat



Attachment 3
Proposed Final Plat



505 East Huntland Drive
Suite 250
Austin, Texas 78752

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

June 21, 2021

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

RE: Peppergrass Phase 3 – Final Plat Review

Dear Mr. Harrell:

TRC has reviewed the following documents listed below submitted on June 17, 2021, by Carlson, Brigrance & Doering, Inc. (CBD):

1. Final Plat plans dated June 17, 2021.
2. Other supporting documents submitted with the final plat: Final Plat Application, Comment response letter, Ownership and Lien Cert, and Approved Street Name correspondence.

The following information is required from CBD before approval of the final plat can be considered.

1. General Comments:

Comment to be resolved before recording.

1.1. Provide \$377,239.50 before recording of the final plat for County Line Roadway Impact (Section 7.1, Ordinance 2020-01-07-03) for Phase 2. **Pending.**

~~1.2. Provide application fee associated with the final plat, this must be paid before scheduling of Planning & Zoning Commission hearing (Section 36.7, Elgin Code of Ordinances). **Pending.**~~

Comment Resolved

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. Lee A. Whited, P.E., Carlson, Brigrance & Doering, Inc.

