

**MINUTES
CITY OF ELGIN PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, NOVEMBER 21, 2022**

I. CALL TO ORDER – ROLL CALL: The Chair called the meeting to order at 6:30 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 Ronnie Creppon, Scott Mackay, Dorothy McCarther, Jason Tatum, Berney Williams, and David Lanford.

COMMISSION ABSENT: None.

STAFF PRESENT: David Harrell, Development Services Director; Melissa Lipiec, Secretary; Derek Klenke, TRC Engineers (3rd Party City Engineers).

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

III. CONSENT AGENDA

1. October 24, 2022, Minutes.

The Chair noticed some errors with the Minute and moved the Minutes to New Business new number 0.1.

IV. NEW BUSINESS

- 0.1 October 24, 2022, Minutes.

Scott Mackey made a motion to move the approve the items with the following conditions: 1) Change the vote of New Business Items #4 and #5 to subtract one (1) voting member as the Chair was not on the Dias for the vote; 2) check into the addresses of the speakers and correct as needed, seconded by Ronnie Creppon. The motion passed unanimously seven (7) to zero (0).

1. Project #: 202101730: A final plat for “Elm Creek NW Phase 1” located on a parcel of land known by the Travis County Appraisal District as Parcel 248253, located adjacent to west of the Elm Creek North Development, and for a total of 223 lots on 37.253 acres of land.
 - A. Staff Presentation – David Harrell conducted a power-point presentation of the staff report.
 - B. Applicant Presentation – The applicant was not present.
 - C. Open Public Hearing – The public hearing was opened at 6:35 P.M. with no members of the public speaking on the item.
 - D. Close Public Hearing – The public hearing was closed at 6:35 P.M.
 - E. Discussion – There was discussion between the Commission and the City Staff concerning number of lots, right-of-way sizes, benchmarks, plat notes, vehicular access in relation to certain lots, driveway distancing, easements, floodplain, plat notes, & items in legend.

IV. NEW BUSINESS (Cont.)

- F. Consideration – David Lanford, made a motion to approve the item with the following conditions: 1) On sheet 2, provide plat note restricting building permits to 30 until secondary access is provided; 2) On sheet 2, provide note for lot 89, block G that access is only to be via Glowing Embers Drive; 3) On sheet 2, Street Name Schedule - break out lengths of 50' and 60' ROW for Misted Grass Drive; 4) On sheet 2, provide a local benchmark; 5) On sheet 2, label S.L.E. on blocks D and G; 6) On sheet 2, Lot 14, Block F needs to be 10' wider than adjacent lot 13; 7) On sheet 2, label lot 86 "Detention/ Water Quality Lot"; 8) On sheet 3, change label for Open Space/Drainage easement to O.S./D.E. instead of O.S.D. to match legend and callout on sheet 2; 9) On sheet 4, label easements in details A, B, & C; 10) Sheet 6, remove Note 21 as it contradicts Note 29 which is correct, seconded by Ronnie Creppon. The motion passed unanimously by a vote of seven (7) to zero (0).
- 2. Project #: 202200097: A replat of "Lot 1 CMC Elgin Southside 290 Replat", which involve the merging of Lot 4, Block B, Elgin Business Park II & Lot 1, Block A, Elgin Business Park III into a new combined larger lot and subdivision on land also known by the Bastrop Co. Appraisal District as Parcels 11943 & 111936.
 - A. Staff Presentation – David Harrell conducted a power-point presentation of the staff report.
 - B. Applicant Presentation – Owen Rock, Economic Development Director conducted a presentation, and he indicated the City has originally owned the land and it was sold to the developer in which Gloria Kinz, applicant, was seeking a replat of this land. He indicated that the Elgin Business Park standards wouldn't apply for this property. The applicant reiterated the request and indicated she was here for any questions.
 - C. Open Public Hearing – The public hearing was opened at 7:02 P.M. with no members of the public desiring to speak on the item.
 - D. Close Public Hearing – The public hearing was closed at 7:02 P.M.
 - E. Discussion – There was discussion between the Commission and City Staff concerning deed restrictions, vicinity map, benchmarks, name of plat, & purpose of contours.
 - F. Consideration – Scott Mackay made a motion to approve the item with the following conditions: 1) Correct location map at top left of sheet; 2) Relocate title to be more prominent; 3) Remove contours; 4) Add "Block A" to lot label; 5) Add benchmark, seconded by Dorothy McCarther. The motion passed unanimously by a vote of seven (7) to zero (0).
 - 3. Project #: 202200164: A replat of "Replat for Elgin Business Park II, Lot I, Block A", which involves the splitting of a lot into two lots on land also known by the Bastrop Co. Appraisal District as Parcel 8705606.
 - A. Staff Presentation – David Harrell conducted a power-point presentation of the staff report.
 - B. Applicant Presentation – Derek Klenke, applicant, indicated he had no presentation but was here for any questions.

IV. NEW BUSINESS (Cont.)

- C. Open Public Hearing – The public hearing was opened at 7:08 P.M. with no members of the public desiring to speak on the item.
- D. Close Public Hearing – The public hearing was closed at 7:08 P.M.
- E. Discussion – There was discussion between the Commission, City Staff, and the Applicant regarding neighboring utility easements, metes and bounds legal, & access easements.
- F. Consideration – Scott Mackay made a motion to approve the item, with the following conditions: 1) Provide Metes and Bounds for parent parcel; 2) Provide 2 lots instead of a lot and a remainder; 3) Update County Clerk to Krista Bartsch; 4) Show drainage easement for northern parcel where Well Med and Whataburger presently reside, seconded by Ronnie Creppon. The motion passed unanimously by a vote of seven (7) to zero (0).

Scott Mackay indicated a conflict of interest with the next item as he is within the 200' notice area. At 7:12 P.M. he left the Dias and sat in the audience.

- 4. Project #: 202200146: An ordinance granting a specific use for a bed and breakfast on property located at 1212 N. Main St. (LOT 40B ASHBY SUBDIVISION), City of Elgin, Texas, Bastrop County, Texas, 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 – Liyan Bao, applicant, indicated he sought a rezoning on the parcel, and it was denied and he was back before the Commission in order to seek a specific use for a bed and breakfast, and he indicated that he was trying to make a better economic use of the property.
 - C. Open Public Hearing – The public hearing was opened at 7:17 P.M. with no members of the public desiring to speak on the item.
 - D. Close Public Hearing – The public hearing was closed at 7:17 P.M.
 - E. Discussion – There was discussion between the Commission & City Staff regarding number of notices sent out for 200' notice, parking requirements, site development application process, & timeframe for a specific use.
 - F. Recommendation – Ronnie Creppon made a motion to recommend approval the item with the following condition: 1) Specific Use is approved for five (5) years; seconded by Dorothy McCarther. The motion passed unanimously by a vote of six (6) to zero (0).

At 7:23 P.M. Scott Mackay left the audience and rejoined the Dias as Item #4 was complete.

IV. NEW BUSINESS (Cont.)

5. Selection of Chair and Vice Chair for 2023.

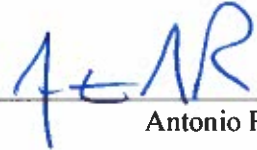
Ronnie Creppon made a motion to elect Antonio Prete as Chair, seconded by Dorothy McCarther. The motion passed unanimously by a vote of seven (7) to zero (0). Mr. Prete excepted the position as Chair. Dorothy McCarther made a motion to elect Ronnie Creppon as Vice-Chair, seconded by David Lanford. The motion passed unanimously by a vote of six (6) to zero (0). Mr. Creppon excepted the position as Vice-Chair.

V. ANNOUNCEMENTS

David Harrell made an announcement that there will be a December meeting and that an Amended Preliminary Plat for Harvest Ridge and a Final Plat for Harvest Ridge, Section 7A will be on the agenda. He also indicated at the December meeting he will be asking for a special workshop meeting in January for zoning code changes. Also, he indicated that due to the attorney changing for the City in January, that the meetings should be moved to January.

VI. ADJOURNMENT

The meeting was adjourned by the Chair at 7:41 P.M.



Antonio Prete, Chair

ATTEST: Melissa Lipiec
Melissa Lipiec, Secretary

On a motion by Scott Mackay, seconded by Jason Tatum
the foregoing instrument was passed and approved on this 23rd day of January 2023.