

MINUTES
CITY OF ELGIN PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, JULY 22, 2024

- 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.
COMMISSION PRESENT: Chair Antonio Prete, Vice-Chair Ronnie Creppon, Jason Tatum, Berney Williams (arrived at 6:32), Dorothy McCarther, David Lanford, and Scott Mackay.
COMMISSION ABSENT: None
STAFF PRESENT: Melissa Lipiec, Planning Technician; William McIlvain, Administrative Assistant; Alyssa Loveday of WGA, Assistant Project Manager
- II. **PUBLIC COMMENT FOR NON-AGENDA RELATED ITEMS:** No members of the public were present to speak on this item.
- III. **CONSENT AGENDA**
 1. May 20, 2024 Minutes.
David Lanford moved that the Commission approve the consent agenda. Ronnie Creppon seconded the motion. The motion passed unanimously with a vote of seven (7) for and zero (0) against.
- IV. **NEW BUSINESS**
 1. Project #: 202400054: A Specific Use Permit for the operation of a non-profit Christian microschool known as “Christian Steward Academy” located on a parcel of land known by the Bastrop County Central Appraisal District as Parcel 133003, at 1126 Swenson Blvd, Suite E.
 - A. Staff Presentation – Melissa Lipiec reminded the Commission that the applicant is seeking to operate a private school and thus needs a Specific Use Permit in any zoning district. Melissa Lipiec informed the Commission that six (6) notification letters went out to surrounding property owners; there were no responses. Melissa Lipiec conducted a slide presentation of the staff report and submitted application documents, stating that there were unanswered questions posed to the applicant about the occupancy of the school, the hours of operation and about the traffic plan. Melissa Lipiec stated that queuing on Swenson Blvd. would be prohibited.
 - B. Applicant Presentation – Carl Crittendon was present to explain the intended occupancy was twenty (20) students, the hours of operation were 7:30 AM to 2:00 PM with drop off occurring between 7:30 and 8:30 AM and pick up occurring between 2:00 and 3:00PM. He explained the traffic flow plan and stated that parents would be provided specific drop off and pick up times for each student, limiting the number of cars present at one time. He provided a letter of recommendation from the property manager to the Commission that had not been prepared with the application. Marites Crittendon also spoke on the planned enforcement of the traffic plan and pickup/drop-off process, as well as emphasizing the parallel parking adjacent to the building.
 - C. Open Public Hearing – The public hearing was opened at 6:46 P.M. There were no members of the public present to offer comments.
 - D. Close Public Hearing – The public hearing was closed at 6:46 P.M.
 - E. Discussion – Jason Tatum asked what safeguards the applicant has in place to avoid queuing on Swenson Blvd. if the parents of students do not follow the ideal pattern of the stated traffic flow plan, and what steps have been taken to coordinate with existing tenants

IV. NEW BUSINESS (Cont.)

to ensure that other use of the parking lot does not interfere with the proposed traffic plan. The applicant explained that they have been communicating through the property manager and not with other tenants directly. The applicant described plans of how to route latecomers in the queue to the open parking space to prevent backup onto Swenson Blvd. Ronnie Creppon stated that he had visited the site on the afternoon of Friday the 19th and the morning of Monday the 22nd and expressed that there was very little traffic. Antonio Prete remarks on the lack of a TIA or trip generation analysis and that the applicant did not provide everything that Staff had requested. Dorothy McCarthur asks about what plans cover the case of the intended drop-off point being occupied by another tenant. The applicant reiterated that their ideal plan is to operate drop-off and pick-ups outside of other tenants' hours of operation. Ronnie Creppon asked for elaboration on the three-year duration of the requested Specific Use Permit, and the applicant explained that they are leaving room for expansion. Antonio Prete asked if the applicant had been in contact with the fire marshal to ensure that the space was appropriate for the occupancy anticipated. The applicant claimed he intended to do this. Commission discusses whether the site has sufficient parking for all its intended uses, not just this Specific Use. Staff elaborates on the Industrial zoning of the space and the lower required parking spaces as a result. Chair Antonio Prete made an informal recommendation to the applicant that he table the application to iron out those intended conversations and return to present at the next meeting. The applicant agreed with the suggestion and made an official request to table the application.

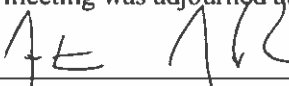
- F. Consideration – No formal motion was required since the applicant requested that the item be tabled and placed on the next agenda.

V. ANNOUNCEMENTS

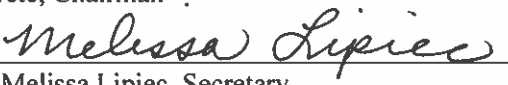
1. Melissa Lipiec presented William McIlvain as Administrative Assistant with the City of Elgin Planning and Development Department and Alyssa Loveday as Assistant Project Manager for WGA under Director Beau Perry.
2. Melissa Lipiec explained that the Harvest Ridge Section 7 Final Plat which was supposed to be on the agenda was removed from this meeting's agenda at the request of the applicant.

VI. ADJOURNMENT

The meeting was adjourned at 7:14 P.M.


Antonio Prete, Chairman

ATTEST:


Melissa Lipiec, Secretary

On a motion by SCOTT MACKAY, seconded by RONNIE CREPPON
the foregoing instrument was passed and approved on this 26 day of AUGUST, 2024.

From the Offices Of
ALLAN TOLBERT

1126 Swenson Blvd, Suite A, Elgin TX 78621 · 512-699-4869

July 22, 2024

To Whom It May Concern:

We are very pleased to recommend approval of the Christian Steward Academy to the City of Elgin Planning and Zoning Committee.

A new resource for Christian education in the City is welcomed and provides a service not currently available to many local families. The micro school, with up to 20 students, will be a great fit in our units.

We look forward to having Christian Steward Academy, Marites and Carl Crittendon on property.

Regards,



Melinda Wilson
Asset/Property Manager
512/619-6658

This letter was presented at the
meeting by Carl Crittendon.

CC: Christian Steward Academy File

This letter was presented
at the meeting by Carl
Crittendon

Christian Steward Academy
PO Box 65
Elgin, TX 78621
512-590-2660

July 21, 2024

City of Elgin
Planning and Development
Development Services Department
802 N Avenue C, Elgin, TX 78621

To Whom it Concern,

The Christian Steward Academy can accommodate a maximum of 20 students. This letter explains the traffic control plan to ensure a smooth flow of vehicles entering and exiting the main parking area. Orange cones will guide vehicles to the parking area and prevent vehicles from blocking the fire lanes.

Since the number of vehicles during drop-off and pick-up times is small, the parking area is more than enough to handle the traffic. Additional parking lots are not required, and we are confident in our ability to effectively manage the flow of vehicles, giving you peace of mind.

Families will receive a specific time slot number for drop-off and pick-up times, scheduled in 5-minute intervals. Drop-off will start at 7:30 A.M. Pick-up will commence at 2:00 P.M. There will be 3 vehicles allowed per interval to ensure an efficient process. The parallel parking area in front of the school building will be designated as the parking area for the vehicles. Written instructions for dropping off and picking up students, as well as entrance and exit directions, will be provided to parents in the welcome packet. Furthermore, 5-minute parking signs will be placed at the three parallel parking spaces, a "Turn Left" sign at the building's turnaround, and a "Turn Right Only" sign near the exit.

The fire lanes will always be kept clear, and a staff member will be available to oversee traffic. Additionally, a staff member will hand out umbrellas for parents, caregivers, and students during rainy weather.

Drop-off and pick-up times will always be during daylight hours, providing a safe, well-lit area for students and drivers. The sidewalk overhang will also provide additional protection from the weather, ensuring a secure environment for all.

The traffic control plan outlined above clearly demonstrates our proposed traffic flow. Vehicles will enter from Swensen Boulevard, proceed to the parallel parking area for a brief stop, then exit around the building and onto Swenson Boulevard to Dildy Drive.

Christian Steward Academy

PO Box 65
Elgin, TX 78621
512-590-2660

Our organization is situated in Suite E. Similar to the other suites in the building, the ratio of parking space to floor space is 24:1000. During peak times, we expect a maximum of 8 vehicles to be parked, including staff and students' family vehicles. With 38 parking spaces available, there will be no need for off-street parking or loading, as the provided parking spaces will be sufficient.

Very respectfully,



Carl Crittendon
Founder of Christian Steward Academy
512-590-2660
carl@christiansteward.education