

**MINUTES
CITY OF ELGIN PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, AUGUST 23, 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, Dorothy McCarther, David Lanford, and Scott Mackay.
COMMISSION ABSENT: None
STAFF PRESENT: Beau Perry, City Engineer and Development Services Director; Melissa Lipiec, Secretary; 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. July 22, 2024, Minutes.
Scott Mackay 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. **OLD 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 - A. This item was withdrawn by the applicant on August 9, 2024.
- V. **NEW BUSINESS**
 1. Project #202400058: An ordinance granting a specific use permit for operation of a childcare facility by the Elgin Independent School District at 205 W. 2nd St on property located on a parcel of land known by Bastrop County Appraisal District as parcel 61102, Elgin City, Block 37, lot 3,4,5,6,7 & 8, Acres 0.79, City of Elgin, Texas, Bastrop County, Texas, and providing for a savings clause and repealing conflicting ordinances and resolutions.
 - A. Staff Presentation – Beau Perry reminded the commission that the code does not allow for childcare facilities without P&Z and Council approval and a Specific Use Permit. He noted that city staff had provided comments that had not been addressed, but this was not a requirement for the presentation.
 - B. Applicant Presentation – Executive Director of Operations of Elgin ISD Mike Brooks spoke on the intention of the project to retain teachers by providing childcare for the children of teachers at the schools; this is not a public childcare facility. The maximum occupancy would be 80 children and 30 staff, per their license. Because the facility caters to teachers whose working hours eclipse school hours, the pickup and drop-off times should not interfere with existing school traffic. Mike Boyle of Huckabee, Inc. confirmed that there is sufficient parking behind the facility per code requirements. Mike Boyle also remarked that they had some responses to staff comments prepared but were waiting for the results of this meeting before replying.
 - C. Open Public Hearing – 6:40 P.M., Ronnie Moore from 202 N Ave C expressed a concern about the increase of traffic, but also that he had been concerned about traffic from the school in the past and the school had taken steps to mitigate the issue. Hearing about the offset hours of operation, Ronnie Moore is in favor of this project.

V. NEW BUSINESS (Cont.)

- D. Close Public Hearing – The public hearing was closed at 6:42 P.M.
 - E. Discussion – Scott Mackay wanted to clarify what parking the facility was counting as available, and Mike Boyle confirmed that on-street parking was not being included and all calculations were for the parking lot on the property. Scott Mackay also wanted to confirm that not just teachers, but all Elgin ISD staff had access to this facility, which Mike Brooks confirmed. David Lanford asked about the number of staff, which was confirmed to be a maximum of thirty employees at any one time throughout the day. Ronnie Creppon asked if there would be armed guards on site, which there will not be. Mike Brooks also confirmed that this could not be used for non-school staff because taxpayer dollars are funding it. Chair Antonio Prete clarified that it could be people apart from the teachers themselves dropping off children and so the traffic could still be an issue and asked for some of Mike Boyle's responses to Beau Perry's comments. Mike Brooks pointed out the loading area and explained that their plan is to have a right turn only, into and out of the parking lot on North Avenue C. He confirmed that while a TIA had not been performed the district has been examining precedent to isolate peak load hours. The site has also been divided to give access to the parking lot without obstructing the students. The hours of operation are 6:30 A.M. to 5:30 P.M. The applicant was asked about potential growth of the facility and Mike Brooks confirmed that this is intended to be permanent, and future growth might be in a different building that would return to the commission, since as Mike Boyle elaborated children of this age cannot be put onto a second floor per fire marshal requirements. Beau Perry recommended that the Commission strictly limit the Specific Use Permit to a student size of 80 as designed by the current license, to ensure that the established traffic plan is maintained even if the license permission increases.
 - F. Recommendation – Jason Tatum moved that the Commission recommend approval of the Specific Use Permit with a five-year duration and the maximum of 80 students, contingent upon receipt of an Engineer's letter regarding traffic impact. David Lanford seconded the motion. The motion passed unanimously with a vote of seven (7) for and zero (0) against.
2. Project #202400034: A preliminary plat titled "Park Place Preliminary Plat" located on a parcel of land known by the Travis County Central Appraisal District as Parcel 237082, located on the south side of Highway 290, south of the Westwind Subdivision and east of the Elm Creek Subdivision for a total of eight lots on 75.608 acres of land.
- A. Staff Presentation – Beau Perry explained that Park Place was brought into the Briarwood in-city MUD development agreement via amendment in February 2024. Much of the project is commercial and multifamily. City is the wastewater provider.
 - B. Applicant Presentation – Ashton Grey Development Land Vice President Mark Janik described the plan for upscale strip centers and townhomes, as well as a multifamily tract and a 30-acre park.
 - C. Open Public Hearing – 7:09 P.M. There were no members of the public present to offer comments.
 - D. Close Public Hearing – The public hearing was closed at 7:10 P.M.
 - E. Discussion – Beau Perry remarked that the plans are largely similar to the concept plans apart from some points of entry, and that the proposed entry incorporates the existing traffic lights. There was some discussion about minimizing clusters of entries that would crowd the passage. The applicant added that TXDOT was not going to give them additional driveways on US 290. Chair Antonio Prete asked about the secondary access required for housing loops of more than 30 lots, and Beau Perry explained that there were individual

V. NEW BUSINESS (Cont.)

- accesses that could be used to meet fire code. There was some discussion about floodplains, but they will be ironed out in final plats.
- F. Consideration – Jason Tatum moved that the Commission approve the Preliminary Plat as presented. Ronnie Creppon seconded the motion. The motion passed unanimously with a vote of seven (7) for and zero (0) against.
3. Project #202400049: A preliminary plat for "Northside Meadows" Subdivision, located on parcels of land known by the Travis County Central Appraisal District as Parcels 947820, 248220, and 248234, located on the south side of FM 1100 west of the Briarwood Subdivision and north of the Creeks Crossing Subdivision for a total of 329 lots on 59.945 acres of land.
- A. Staff Presentation – Beau Perry reminded the Commission that they had seen this plan previously as Railhead and this was a repurchase and addition to the original plans. He described how proposed roadways would connect to existing subdivisions.
- B. Applicant Presentation – Owner and developer Hariharan Kuppuraj spoke on the lot layout, the proposed lift station, and connections to collector roads.
- C. Open Public Hearing – 7:27 P.M. There were no members of the public present to offer comments.
- D. Close Public Hearing – The public hearing was closed at 7:27 P.M.
- E. Discussion – Chair Antonio Prete asked for clarification on the street connections, and Beau Perry reiterated which streets connected to the collectors, arterials, and other subdivisions. Beau Perry also elaborated on how this division has gone through the PDD and Amended PDD processes following P&Z recommendations. Chair Antonio Prete expressed a desire for emergency access roads to the portions of the subdivision with more than 30 lots. Beau Perry also explained why there were fewer dead-end streets that could connect to future development, due to drainage issues.
- F. Consideration – Scott Mackay moved that the Commission approve the Preliminary Plat as presented. Ronnie Creppon seconded the motion. The motion passed unanimously with a vote of seven (7) for and zero (0) against.
4. Project # 202400046: A preliminary plat titled "Triada Preliminary Plat", located on parcels of land known by the Travis County Central Appraisal District as Parcels 467330, 259299, 377721, 377722, 248238, 248239, 477403, 426246 and 248236, located north of FM 1100 and south of Carlson Lane, west of the Eagles Landing and Homestead Subdivisions for a total of 919 lots on a total of 271.8 acres of land.
- A. Staff Presentation – Beau Perry explained that this ETJ MUD was taking over Eagles Landing Phase 5 and outlined the roadways that would be connecting to other subdivisions.
- B. Applicant Presentation – Kevin Fleming with Qualico Communities announced that he had no presentation but was present to answer questions.
- C. Open Public Hearing – 7:44 P.M. There were no members of the public present to offer comments.
- D. Close Public Hearing – The public hearing was closed at 7:45 P.M.
- E. Discussion – Beau Perry elaborated that there are specific amenities contributed along with the parkland including restrooms and concession stands. Chair Antonio Prete asked why there were so few stubs to prepare for future development, and Beau Perry communicated that it was due to Aqua constructing that infrastructure and relating to an increased fee of CCN releases, as well as TCEQ requiring stagnant water to be flushed from those stubs. Dorothy McCarther wanted clarification on how the throughfare would intersect with

V. NEW BUSINESS (Cont.)

Briarwood Subdivision to the south and Beau Perry explained that it would be up to TXDOT but likely a lighted four-way intersection.

- F. Consideration – Berney William moved that the Commission approve the Preliminary Plat as presented. Dorothy McCarther seconded the motion. The motion passed unanimously with a vote of seven (7) for and zero (0) against.
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- 5. Project # 202400010: A preliminary plat titled "Preliminary Plat for Sueños Subdivision", located on a parcel of land known by the Bastrop County Central Appraisal District as Parcel 56717, located at 1287 FM 1704, on the east side of FM 1704 and south of VFW Road for a total of 19 lots on 5.88 acres of land.
 - A. Staff Presentation – Beau Perry described that the property was recently annexed and stated that the road would be City infrastructure and wastewater would be handled by the City but Aqua is the water provider.
 - B. Applicant Presentation – Civil Engineer Miguel Gonzalez reiterated the lot count and stood to answer any questions.
 - C. Open Public Hearing – 7:53 P.M. There were no members of the public present to offer comments.
 - D. Close Public Hearing – The public hearing was closed at 7:54 P.M.
 - E. Discussion – Beau Perry highlighted the R-1 zoning of the lots and pointed out the 75-foot frontages and deeper lots, which the commission was pleased to see. There was brief discussion of the subdivision location. Dorothy McCarther reiterated her enthusiasm for the larger lot sizes.
 - F. Consideration – Dorothy McCarther moved that the Commission approve the Preliminary Plat with the correction of the water provider. Ronnie Creppon seconded the motion. The motion passed unanimously with a vote of seven (7) for and zero (0) against.

VI. PROJECTS

- 1. No separate projects were on the agenda.

The meeting was adjourned for a small recess at 7:59 P.M.
The meeting was reconvened at 8:03 P.M.

VII. WORKSHOP

- 1. Review, discuss, and provide input regarding Amendment to Southside Meadows Development Agreement (Formerly Graham Tract.)
 - A. Beau Perry provided a background for the Graham Tract project that had fallen through and been purchased by Hariharan Kuppuraj who is also developing Northside Meadows, and that the developer is proposing an amendment to the development agreement to update the lot layout with an increase in residential density. The developer is also proposing to add a new 3-acre city-owned park including play area, parking, restrooms, pickleball courts, basketball courts, and a pavilion instead of the payment-in-lieu parkland fees from the original Graham Tract development agreement. Beau Perry highlighted that the internal roadway system is almost identical to the agreed-upon configuration from the development agreement. There was some discussion on the single access street leading to over 30 lots, and Beau Perry promised to discuss the possibility of designating one lot to be a potential street to facilitate a secondary access. Beau Perry explained that the tradeoff in the amendment was the increase in lot density in exchange for the park development. The development will be Aqua water and city wastewater, and everything is being built to city standards for preparation for annexation despite this not being within city limits. The commission expressed dissatisfaction with the current lot density but appreciated the intent

VII. WORKSHOP (Cont.)

of compromise. Beau Perry made clear that there would be no variances granted to homebuilders for the reduced lot sizes to bend City ordinance.

VIII. ANNOUNCEMENTS

1. Chair Antonio Prete discussed the proposition that smaller subdivisions whose lot number is beneath a yet-undetermined threshold could be handled administratively rather than requiring presentation before the Planning and Zoning Commission. No decisive action was taken at this time.

IX. ADJOURNMENT

The meeting was adjourned at 8:39 P.M.


Antonio Prete, Chairman

ATTEST: 
Melissa Lipiec, Secretary

On a motion by DAVID LANFORD, seconded by JASON TATUM
the foregoing instrument was passed and approved on this 23 day of SEPTEMBER, 2024.