



**ELGIN PLANNING & ZONING COMMISSION AGENDA
ELGIN PUBLIC LIBRARY ANNEX COUNCIL CHAMBERS
404 NORTH MAIN STREET
February 24, 2025
6:30 PM**

I. CALL TO ORDER

II. PUBLIC COMMENT

The "PUBLIC COMMENT" item posted on the agenda is reserved for members of the public who would like to address the Planning and Zoning Commission regarding posted agenda items or non-agenda items. Individuals requesting to speak or address the Planning and Zoning Commission during the meeting shall do so under the "PUBLIC COMMENT" agenda item. Speakers shall be required to fill out a "PUBLIC COMMENT FORM" and present it, along with any material, handouts, or information for the Commission, to the Secretary prior to commencement of the Commission meeting. **As of May 1, 2022, all such public comments will be done IN PERSON. You may email public comments and they will be distributed to each of the Commission Members but not read out loud.**

Speaker comments are limited to three (3) minutes. No formal action can be taken by the Planning and Zoning Commission on items not posted on the agenda. Items requiring a PUBLIC HEARING will allow a member of the public an opportunity to speak during the Public Hearing and does not require a "PUBLIC COMMENT FORM".

Speakers must address their comments to the Chairperson or Presiding Officer rather than to an individual Commission Member or Staff Member. All speakers must limit their comments to the specific subject matter noted on the "PUBLIC COMMENT FORM" and refrain from any personal attacks or derogatory comments directed at any Commission Member, Staff Member, other individual, or group.

III. CONSENT AGENDA

The Consent Agenda includes non-controversial and routine items that are considered to be self-explanatory by the Planning and Zoning Commission and will be enacted with one motion, one second, and one vote. Any member of the Commission may pull any item from the Consent Agenda in order that the Commission discuss and act upon it individually as a part of the Regular Agenda.

1. January 27, 2025 Minutes

IV. OATH OF OFFICE

Newly appointed Commission members will be sworn into service.

V. ANNOUNCEMENTS

VI. ADJOURNMENT

Attendance By Other Elected or Appointed Officials: It is anticipated that members of other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance.

The members of the boards, commissions and/or committees may participate in discussions on the same items listed the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.

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) 229-3222. Please provide forty-eight hours' notice when feasible.

I, Beau Perry, City Engineer for the City of Elgin, hereby certify this notice was posted at the City Hall Annex of the City of Elgin, Texas on or before February 21, 2025, in accordance with Chapter 551 of the Texas Government Code.



Beau Perry, Development Services Director

MINUTES
CITY OF ELGIN PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, JANUARY 27, 2025

- 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, Berney Williams, Dorothy McCarther, and Scott Mackay.
COMMISSION ABSENT: None
STAFF PRESENT: Beau Perry, Director of Development Services; 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. December 16, 2024 Minutes.
Vice-Chair Ronnie Creppon moved that the Commission approve the consent agenda. Berney Williams seconded the motion. The motion passed unanimously with a vote of five (5) for and zero (0) against.
- IV. NEW BUSINESS**
1. Project #202400016: A replat for “Re-Plat of Brown McDade Subdivision Short Form Plat LOT 1, ACRES 10.953” located on a parcel of land known by the Bastrop County Central Appraisal District as Parcel Number 12975 and being 10.95 acres of land in order to create two (2) new lots out of one (1) existing lot located at 1110 Old McDade Road at the intersection of Old McDade Road and Roy Davis Road, City of Elgin, Bastrop County, Texas.
 - A. Staff Presentation – Director Beau Perry presented the project, explaining that this property had been brought to the Commission once before to subdivide two small lots out of the larger space, and now those lots are being subsumed back into the larger lot which is being split into two. He also communicated that the proposed replat meets all code requirements.
 - B. Applicant Presentation – The Applicant Dorothy Brown was present to speak on the request. She inquired if members of the Commission had been out to see if the flags on the property matched the plat, and Chair Antonio Prete informed her that the Commission had not gone to review the property themselves.
 - C. Open Public Hearing – The public hearing was opened at 6:36 P.M. No member of the public stepped forward to offer comments.
 - D. Close Public Hearing – The public hearing was closed at 6:36 P.M.
 - E. Discussion – Vice-Chair Ronnie Creppon asked for clarification as to the old and new plats in the packet. Chair Antonio Prete pointed out the differences in the plats and added a correction that the original project had been a Short Form Plat handled administratively and had not come before the Commission. Scott Mackay asked about the zoning and Director Perry communicated that being outside the City limits the area requirements default to R-2, which the proposed plat meets. Dorothy McCarther asked if there had been responses from the public notices mailed out, which there had not been. Chair Antonio Prete remarked on the lack of Block labeling on the subdivision plat, and additionally that the plat was depicting pins having just been placed but which should have been marked as found from the previous platting of the land. He also remarked on the redundancy of a note

IV. NEW BUSINESS (Cont.)

referencing a driveway culvert table when there is no driveway culvert on the property and no table on the plat, and Director Perry replied that Bastrop County requires the note regardless of the presence of the table. Chair Antonio Prete also mentioned that he caught several misspellings in the metes and bounds, which he would share with Director Perry after the meeting.

- F. Consideration – Berney Williams moved that the Commission approve the re-plat contingent on the changes noted during discussion. Vice-Chair Ronnie Creppon seconded the motion. The motion passed unanimously with a vote of five (5) for and zero (0) against.
- 2. Project #202400089: A subdivision variance from Section 36-175 in order to allow a flag lot in the “R-1” – Single-Family Dwelling District at 14808 County Line Rd (Parcel number 932689, ABS 518 SUR 65 MARTIN H ACR 5.012, as located in Travis Co.).
 - A. Staff Presentation – Director Beau Perry presented the project, explaining that the Rolling Meadows subdivision had previously been divided by a developer who used the discrepancies between the City of Elgin’s maximum and Bastrop County’s minimum areas requiring review to subdivide the land without bringing the subdivision to the Commission, resulting in numerous flag lots in violation of the code which now require variances prior to platting. Chair Antonio Prete clarified whether it would be the Board of Adjustments or Planning and Zoning Commission to grant this variance, and Melissa Lipiec confirmed that as this is a variance to the subdivision ordinance it would be the Planning and Zoning Commission. Vice-Chair Ronnie Creppon expressed an enthusiastic willingness to approve the variance right away.
 - B. Applicant Presentation – The Applicant Efrain Sanchez was present to speak but noted that the Commission seemed to have all the information on the property, and so he was available to answer any questions.
 - C. Open Public Hearing – The public hearing was opened at 6:45 P.M. No member of the public stepped forward to offer comments.
 - D. Close Public Hearing – The public hearing was closed at 6:45 P.M.
 - E. Discussion – Chair Antonio Prete asked if the issue of the flag lot would have been a problem if the property had been in the ETJ, and Director Perry confirmed that it would not have been. Scott Mackay discussed the issue of traffic flow and asked if the Applicant and his neighbor could feasibly pave and share a driveway into the properties. Director Perry confirmed that they could negotiate that, but that it wouldn’t be something to mandate at this meeting.
 - F. Consideration – Vice-Chair Ronnie Creppon moved that the Commission approve the subdivision variance request as presented. Dorothy McCarther seconded the motion. The motion passed unanimously with a vote of five (5) for and zero (0) against.
 - 3. Project #202400092: 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, 2013 and making this amendment a part of said zoning map to wit: To rezone land from "I" General Industrial District to "C-2" General Commercial District located on a parcel of land known by the Bastrop County Appraisal District as Parcel 84627, located at the corner of Dildy Drive and Swenson Boulevard (Elgin Business Park, Lot 2, Acres 0.9960), being more described in Exhibit "A", and providing for a savings clause and repealing conflicting ordinances and resolutions.
 - A. Staff Presentation – Director Beau Perry presented the project, showing its location in the Elgin Business Park which is blanket-zoned Industrial but which already contains non-Industrial uses such as the general store and some City buildings, and expressed the

IV. NEW BUSINESS (Cont.)

- Applicant's desire for a commercial enterprise in that space. Melissa Lipiec added that the City received an email from a neighboring property owner in support of the zoning change.
- B. Applicant Presentation – The Applicant Joshua Baran from JAB Engineering was present to field questions. He had prepared a presentation with some of the intended uses of the rezoned property but the presentation had not been received by City staff and was unavailable for viewing.
 - C. Open Public Hearing – The public hearing was opened at 6:51 P.M. No member of the public stepped forward to offer comments.
 - D. Close Public Hearing – The public hearing was closed at 6:51 P.M.
 - E. Discussion – Vice-Chair Ronnie Creppon remarked that if the EDC and neighbors both vouched for the rezoning then it seemed promising. Scott Mackay expressed a concern about increased traffic flow in an already congested area, and asked about a TIA being performed on Highway 290. Director Perry explained that there is a master TIA for that region of Highway 290 related to the expected increase of traffic surrounding the Trinity Ranch subdivision, so a commercial development below a certain scale is factored into that analysis. Scott Mackay agreed that the Industrial zoning could feasibly have had even greater traffic as is. He also asked if this development would pay into the curb cuts for the neighboring PDD, and Director Perry said that such a decision would fall to the EDC.
 - F. Recommendation – Berney Williams moved to issue recommendation that the rezoning request be approved as presented. Vice-Chair Ronnie Creppon seconded the motion. The motion passed unanimously with a vote of five (5) for and zero (0) against.
4. Project #202400093: 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, 2013 and making this amendment a part of said zoning map to wit: To rezone from "C-3" Highway Commercial District to "I" General Industrial District a portion of land located on a parcel known by the Bastrop County Appraisal District as Parcel 15336 (Corlin Subdivision, Lot 3, Acres 2.4620) and a portion of land located on a parcel known by the Bastrop County Appraisal District as Parcel 87879 (Corlin Subdivision, Lot 2, Acres 2.0000) located on the west side of North Highway 95 and north of Mogonye Lane, being more described in Exhibit "A", and providing for a savings clause and repealing conflicting ordinances and resolutions.
- A. Staff Presentation – Director Beau Perry presented the project, explaining the unusual situation of having multiple zoning districts within one lot, pointing out where the lot already had split Industrial and Commercial zoning, and outlined where the Applicant wants to include newly Industrial zoning in anticipation of combining the two lots to cover both the manufacturing and administrative portions of the business.
 - B. Applicant Presentation – The Applicant J. D. Harkins spoke to reiterate Director Perry's presentation and the plans for expanding the Industrial portion of the property.
 - C. Open Public Hearing – The public hearing was opened at 7:02 P.M. No member of the public stepped forward to offer comments
 - D. Close Public Hearing – The public hearing was closed at 7:02 P.M.
 - E. Discussion – Dorothy McCarther asked for clarification as to why the scope of the business does not fall into C-3 Highway Commercial as a whole, and Scott Mackay asked what motivated the specific split when compared to the previous situation in the Elgin Business Park where an Industrial district had significant Commercial use. Director Perry explained that the different zoning districts dictate the maximum amount of land that can have use that would be described as appropriate for a different zoning, and given the setup of the Harkins business either Industrial or Commercial use would raise flags when the contrary use of a building is described during building permit review.

IV. NEW BUSINESS (Cont.)

- F. Recommendation – Dorothy McCarther moved to issue recommendation that the rezoning request be approved as presented. Vice-Chair Ronnie Creppon seconded the motion. The motion passed unanimously with a vote of five (5) for and zero (0) against.
- 5. Project #202400039: A final plat titled "Final Plat Lund Subdivision Section 1 Phase 1" located on parcels of land known by the Travis County Appraisal District as parcel numbers 358784, 358785, and 358788 and by the Bastrop County Appraisal District as parcel number 15702, located east of County Line Road, south of Lund Road and west of North State Highway 95 for a total of 222 lots on 48.419 acres of land.
 - A. Staff Presentation – Director Beau Perry presented the project, explaining that Section 1 of Lund Farm spans across the border between Travis and Bastrop counties, and so this is the specifically Travis County side of the final plat which will be recorded by Travis County and that the Bastrop counterpart will be presented to the Commission at a later date from a different engineering company.
 - B. Applicant Presentation – The Applicant Chris Rawls from Gray Engineering did not have a separate presentation but was available to answer questions.
 - C. Open Public Hearing – The public hearing was opened at 7:10 P.M. No member of the public stepped forward to offer comments.
 - D. Close Public Hearing – The public hearing was closed at 7:11 P.M.
 - E. Discussion – Vice-Chair Ronnie Creppon wanted clarification about a newly revised concept plan included in the meeting packet, and Chris Rawls explained that the new concept plan is a part of the workshop later in the meeting and not relevant to this final plat. Chair Antonio Prete directed attention to numerous notes on the last page of the plat which had some conflicting information about which county was responsible for signing the approved plat and whether the City was responsible for maintaining the roadways. Director Perry confirmed that it is the MUD's responsibility to maintain roadways and drainage, and discussed which mentions of Bastrop County in the notes should either be changed to the MUD, changed to Travis County, or omitted outright. This will also inform the corresponding plat for Bastrop County when it is submitted to the Commission.
 - F. Consideration – Vice-Chair Ronnie Creppon moved that the Commission approve the final plat contingent on the changes noted during discussion. Dorothy McCarther seconded the motion. The motion passed unanimously with a vote of five (5) for and zero (0) against.

V. WORKSHOP

The Chair called adjourned the meeting for a five-minute recess at 7:22 P.M.

The Chair called the meeting back to order at 7:27 P.M.

- 1. Review, discuss, and provide input regarding annexation and PDD rezoning of Cardwell Estates.
 - A. Director Beau Perry provided a background for the location of the property on the east side of Swenson Boulevard between Trinity Ranch and the Public Works building, that it plans to annex into the City, and will rezone to a PDD. He pointed out the proposed roadway that would eventually connect through the neighboring commercial development to Highway 290 to the north and Trinity Ranch to the south, and how a portion of the land would be donated to provide access to the wastewater treatment plant. Alan Beaudoin of Norris Design was present to speak on the proposed plans, highlighting the open space areas and the preservation of heritage trees. Vice-Chair Ronnie Creppon remarked on the oddity of multiple property owners signing together on the expected PDD. Scott Mackay voiced concern about the proposed connection to 290 and that people would use the connector as a shortcut from the Elgin Business Park to 290, creating hazardous traffic within and

V. WORKSHOP (Cont.)

surrounding the development, and advocated for mitigation that would disincentivize people cutting through the subdivision. Chair Tony Prete proposed extending the south median connecting into Trinity Ranch north of the subdivision as well. Director Perry insisted that the eventual traffic accommodations would be informed by the TIA, and this development could not issue mandates of the development of the northern commercial district. Without overwhelming protest, Director Perry announced that this proposed PDD rezoning would go to Council on February 18th.

2. Review, discuss, and provide input regarding amendment to the Concept Plan and Development Agreement for Lund Farms.
 - A. Director Beau Perry presented the space and the land, which the Commission was already familiar with from New Business Item 5 earlier in the meeting. He highlighted some of the proposed changes to the existing concept plan, including an increase of approximately 80 lots in conjunction with the establishment of a school. He also described how the new lot count would affect shares in infrastructure improvements like the wastewater treatment plant, as described in the Development Agreement. Chris Rawls of Gray Engineering was present to field questions and clarify details about the reconfiguration. Vice-Chair Ronnie Creppon was concerned about the connection to Highway 95 in the east, which Director Perry remarked would be accounted for by the TIA before those eastern plats are finalized. Chris Rawls added that significant alterations to the roadway are expected from the TIA, as mandated by TxDOT.

VI. ANNOUNCEMENTS

1. Melissa Lipiec announced that there is a new impending member of the Planning and Zoning Commission not present at the meeting this evening but set to be sworn in at the next available City Council meeting, as the last meeting had been cancelled due to inclement weather. She also drew attention to prospective candidate Danica Morgan, who was sitting in on the meeting for the experience.

VII. ADJOURNMENT

The meeting was adjourned at 8:14 P.M.

Antonio Prete, Chairman

ATTEST: _____
Melissa Lipiec, Secretary

On a motion by _____, seconded by _____
the foregoing instrument was passed and approved on this _____ day of _____, 2025.