

MINUTES
CITY OF ELGIN PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, APRIL 28, 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, Danica Morgan, Berney Williams, Dorothy McCarther, Taylor Christian, 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; Peyton Standifer, City Secretary
STAFF ABSENT: None

At the start of the meeting Chair Antonio Prete announced that the order of agenda items would be adjusted such that item IV: Consent Agenda and item V: New Business would be moved to become items III and IV respectively, with item III: Parliamentary Procedure Presentation moving to become item V.

- II. PUBLIC COMMENT FOR NON-AGENDA RELATED ITEMS:** No members of the public were present to speak on this item.
- III. CONSENT AGENDA**
1. March 24, 2025 Minutes.
Scott Mackay moved that the Commission approve the consent agenda. Berney Williams seconded the motion. The motion passed unanimously with a vote of seven (7) for and zero (0) against.
- IV. NEW BUSINESS**
1. Project #202500008: A final plat titled "Final Plat Trinity Ranch EMS Lot" located out of a parcel of land known by the Bastrop County Appraisal District as parcel number 8722871, located east of Upper Elgin River Road and south of Grist Mill Lane, south from the proposed school in the Trinity Ranch subdivision, on a 2.673 acre tract of land.
 - A. Staff Presentation – Director Beau Perry explained that this emergency services site was a required donation to the City from the Trinity Ranch MUD per the terms of their revised Development Agreement. The platted land is to be deeded to the City and then given by the City to an emergency service institution to develop within a span of two years, or else be returned to ownership of the MUD.
 - B. Applicant Presentation – There was no applicant present to speak on the matter. Director Beau Perry noted that the City was the effective applicant in this situation.
 - C. Open Public Hearing – The public hearing was opened at 6:38 P.M. No member of the public stepped forward to offer comments.
 - D. Close Public Hearing – The public hearing was closed at 6:38 P.M.
 - E. Discussion – Berney Williams asked if the potential future developers of the EMS site would have to pay for the land from the City, and Director Beau Perry confirmed that they would not and the property would simply be deeded over as long as the stipulations to build within the specified time frame was adhered to. Berney Williams asked who would get priority in the case of multiple interested parties and Director Beau Perry noted that the City has the right to choose who to deed the land to, but also that despite inquiries being made by the City there are no parties interested in developing the land for the purpose of emergency services at this time. Taylor Morgan asked if the City Council had been anticipating the development of such a site and if the two-year time frame was too short to encourage the appropriate development without losing the land back to the MUD and denying the emergency services the opportunity to develop the land. Director Beau Perry explained that the City’s perspective is that it would be a loss of property value for the county, and that the Council has taken initiative to

IV. NEW BUSINESS (Cont.)

develop similarly unclaimed sites in other MUDs outside the City. He also relayed that this kind of dedication of land is standard for Development Agreements, and the time frame is because the developers of the MUD do not want potentially usable land in the middle of their plan to go unused for long. Any attempt to lengthen the window for an interested service facility to claim the land would be met unfavorably by the developers at the time of signing the Development Agreement. Scott Mackay asked if the City has received any feedback as to why no party is interested in the free land, and Director Beau Perry explained that the committees involved are tied up in deciding optimal resource investment. Dorothy McCarther asked if the City might be able to purpose the unclaimed site for police department use and Director Beau Perry confirmed that they could in addition to the five or six sites that the City already has across Travis and Bastrop counties, but noted that as the neighboring Trinity Ranch is not within City limits and is not serviced by the Elgin PD they would not benefit from that use of the site.

Chair Antonio Prete drew attention back to the plat to be discussed. He noted that the phrasing of the second note about what portion of the site lies within the floodplain seems to be written backwards to imply that none of the site lies outside the floodplain, when in fact none of it lies *within* the floodplain. Director Beau Perry commented on the ambiguity in the county's phrasing requirements but promised to have it adjusted. Chair Antonio Prete also clarified that the access road is to be from Grist Mill Lane and not the main Upper Elgin River Road, and questioned if an emergency services site would be better serviced by Upper Elgin River Road. Director Beau Perry explained that if the developers of the EMS site want to make that change they can request it from the county, but the county wants to ensure that if the land reverts to the MUD's use then whatever the MUD builds is not by default allowed to be accessed from the major roadway.

Chair Antonio Prete also asked about the water and wastewater infrastructure and whether it would be in place in time for the two-year window of the EMS site development, and both Director Beau Perry and Scott Mackay confirmed that the infrastructure is already largely in place with Grist Mill Lane having been built out and the school opposite the site being scheduled to open in the fall. Scott Mackay also reminded the commission that they had approved Phase 3 of the Trinity Ranch development in which houses were planned to be built south of this site. Chair Antonio Prete pointed out a discrepancy in the phrasing between wastewater service versus required on-site sewage facilities, and Director Beau Perry confirmed that that was more county-mandated phrasing based on the facility potentially being serviced by the MUD depending on how the development goes. Berney Williams asked who the water supplier is, and Director Beau Perry clarified that Aqua water company is providing the water wholesale following the MUD's development of their infrastructure.

Chair Antonio Prete asked about the lack of language on the plat about liens on the property, and Director Beau Perry assured that there are none after his full evaluation working with the MUD.

- E. Consideration – Scott Mackay moved that the Commission approve the final plat for the Trinity Ranch EMS Site contingent on the revision and rephrasing of Note 2. Vice-Chair Ronnie Creppon seconded the motion. The motion passed unanimously with a vote of seven (7) for and zero (0) against.

V. PARLIAMENTARY PROCEDURE PRESENTATION

1. City Secretary Peyton Standifer stepped forward to deliver a presentation about Henry Martyn Robert's Rules of Order for parliamentary procedure, designed to facilitate fair discussion and equal opportunity for participation. She outlined the basics of the principles, such as the requirement for a quorum to conduct business and that all decisions go through the process of making a formal motion to be seconded and voted upon. In the case of disagreement about the terms of a motion a member may amend the motion after it is seconded. The amendment is then seconded and voted upon, which may alter the original motion which is now voted upon.

V. PARLIAMENTARY PROCEDURE PRESENTATION (Cont.)

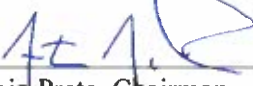
The Commission discussed these Rules of Order and especially the terms of the process of amendment to a motion, comparing the more casual approach they have taken in the past wherein they have had a thorough discussion before any motion is made and in the event of disagreement on the terms of a motion have rescinded it and started with a fresh motion. City Secretary Peyton Standifer remarked that the described process is not typical when using the Rules of Order but also communicated that the Rules of Order are intended as guidelines and any parliamentary body has the right to amend or ignore the Rules of Order as appropriate for their group and procedure. Director Beau Perry explained that adherence to the Rules of Order helps ensure that no determinations made by the Commission are accused of imprecision, ambiguity, or bias in the face of contentious items.

VI. ANNOUNCEMENTS

1. Melissa Lipiec reminded the Commission that due to Memorial Day on Monday, May 26th, the next Planning and Zoning Commission meeting will be a week earlier than usual on May 19th, 2025. She let the Commission know that there is a Rezoning request on the agenda for the next meeting for the Cano subdivision to be rezoned from R-1 to R-2, mirroring a previous request at the October 28, 2024 meeting to rezone from R-1 to R-4 which had been recommended for disapproval by the Commission and subsequently withdrawn by the applicant before going to Council.
2. Melissa Lipiec asked the Commission if they were satisfied with the agenda packet delivery process, noting that Scott Mackay had asked for the packet to be delivered to his mailbox. Dorothy McCarther has the packet delivered to her shop, which is satisfactory to her. The other Commission members were satisfied with the way they were receiving their packets, in most cases left outside their front doors.

VII. ADJOURNMENT

The meeting was adjourned at 7:25 P.M.



Antonio Prete, Chairman

ATTEST: Melissa Lipiec
Melissa Lipiec, Secretary

On a motion by Ronnie Creppon, seconded by Bernie Williams the foregoing instrument was passed and approved on this 19th day of May, 2025.