

MINUTES
CITY OF ELGIN PLANNING AND ZONING COMMISSION
SPECIAL MEETING
MONDAY, MAY 19, 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, Scott Mackay.
COMMISSION ABSENT: Taylor Christian.
STAFF PRESENT: Melissa Lipiec, Planning Technician; William McIlvain, Administrative Assistant; Alyssa Loveday of WGA, Assistant Project Manager
STAFF ABSENT: Beau Perry, Director of Development Services

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

III. CONSENT AGENDA

1. April 28, 2025 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 six (6) for and zero (0) against.

IV. NEW BUSINESS

1. Project #202500038: 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 "R-1" Single Family Dwelling District to "R-2" Single-Family and Duplex Dwelling District located at 14021 Klaus Lane on a parcel of land known by the Travis County Appraisal District as Parcel 248221 (ABS 345 SUR 53 HINES W ACR 10.0) on the east side of Klaus Ln and south of FM 1100.
- A. Staff Presentation – Melissa Lipiec presented the property as having been voluntarily annexed into the City in 2022 under "R-1" zoning, and which had a final plat for the Cano subdivision approved but never recorded or built out. In October of 2024 the applicant requested a change to "R-4" zoning with an intention to build multi-family apartments, which was opposed by neighbors and eventually withdrawn before going to Council. The applicant is now request a change to "R-2" zoning with the intention to develop duplexes.
- B. Applicant Presentation – The Applicant Mario Cano was present at the meeting but represented by his engineer Javier Barajas, who spoke on his behalf and present to field questions and comments.
- C. Open Public Hearing – The public hearing was opened at 6:37 P.M.

 Melissa Lipiec shared that a neighbor who wished to remain anonymous had emailed their sentiment opposed to the proposed rezoning, and passed around a redacted printout of the email to the Commission.

 Diane Dunigan from the nearby 17615 FM 1100 stood to speak in opposition of the proposition, having been notified by letter but not having seen a notice outside the property to be rezoned. She expressed concern about the quality of the proposed development based on the applicant deeming the original arrangement too expensive, as well as concern about the impact of the increased population density on the roads and utility infrastructure. She also expressed a desire for more transparency about the developers, companies, and financial backing involved in the proposed process. Chair Antonio Prete encouraged her to address those questions to Javier Barajas following the meeting, but informed that the Planning and Zoning Commission was not suited to field those questions.

- D. Close Public Hearing – The public hearing was closed at 6:48 P.M.

IV. NEW BUSINESS (Cont.)

- E. Discussion – Chair Antonio Prete began the discussion by confirming with Melissa Lipiec that a sign noticing this meeting had been posted outside the property, which she confirmed had been placed. Chair Antonio Prete also reminded the Commission that their role in discussing this proposed rezoning is not to make any assumptions about the development, and to recognize only the permissions and limitations of that development based on the proposed “R-2” zoning.

Scott Mackay asked about the status of the development adjacent to the Cano subdivision, which Melissa Lipiec explained was Northside Meadows and developed under a PDD. Scott Mackay checked that Northside Meadows hadn’t yet submitted a final plat, which Melissa Lipiec confirmed. The Commission discussed the Northside Meadows lot size and that it was less than what would be required by the R-2 rezoning.

Dorothy McCarther asked about the status of the letters sent out to neighbors within 200 feet, and how many had received a response. William McIlvain replied that the City had received notice from about 80% of the sent notices, but then corrected himself to say that it was the notice of receipt that the City had received and that the only actual response to the rezoning notice was the anonymous email.

Chair Antonio Prete reminded the Commission that although a concept plan had been submitted with the application there was no guarantee that it would be adhered to following the rezoning, and the only terms of development would be what is required by the new zoning district. Vice-Chair Ronnie Creppon asked for clarification on the plan to extend the arterial roadway to connect with existing infrastructure, which Javier Barajas confirmed. Diane Dunigan had further questions for Javier Barajas which Chair Antonio Prete requested she hold until after the meeting. Scott Mackay voiced a concern about the potential of the development not matching the concept plan, and Javier Barajas reiterated to the Commission the intention to develop the lots by the standards of R-2 zoning and in accordance with City Ordinance which would be fixed even if the development were to deviate from the concept plan.

- F. Recommendation – Vice-Chair Ronnie Creppon moved that the Commission recommend to City Council approval of the rezoning request as presented. Dorothy McCarther seconded the motion. The motion passed unanimously with a vote of six (6) for and zero (0) against. Chair Antonio Prete reminded the audience that this is only a recommendation to City Council, and that there is still opportunity to discuss all questions and concerns before that happens.

- 2. Project 202500002: A preliminary plat titled "Elgin Gateway Preliminary Plat", located on parcels of land known by the Travis County Central Appraisal District as Parcels 237109 and 237049, located on the south side of west Highway 290 directly opposite the Poth Tract for a total of 800 lots on a total of 241.634 acres of land.

- A. Staff Presentation – Melissa Lipiec presented the property and its Development Agreement approved in November, showing which portions had been annexed into the City and which were part of the ETJ MUD. She confirmed that the preliminary plat met the City’s standards of design per WGA review.
- B. Applicant Presentation – Seth Mearig of Gray Engineering was present to field questions. He communicated that the preliminary plat was largely in line with the previously discussed workshop.
- C. Open Public Hearing – The public hearing was opened at 7:05 P.M. No member of the public was present to speak on the subject.
- D. Close Public Hearing – The public hearing was closed at 7:05 P.M.
- E. Discussion – Vice-Chair Ronnie Creppon asked for clarification on the reduction of the arterial Dusk Dancer Drive, comparing the portions that would be maintained by the City with those maintained by the MUD. Seth Mearig explained that the denser traffic is expected in the commercial areas off of Hwy 290, so the road size was prioritized there and that a collector is safer for the residential region, minimizing the use of the collector as a bypass.

IV. NEW BUSINESS (Cont.)

Chair Antonio Prete remarked on the decreased lot count compared to the concept plan and asked whether the ratio of lot sizes was kept roughly equal or if the larger lots had been removed and the smaller lot sizes were preserved. Seth Mearig explained that builders preferred a more consistent lot size rather than a mix of different lot sizes throughout the development but the new lot sizes were in line with the development agreement, which Alyssa Loveday confirmed.

Chair Antonio Prete confirmed with Seth Mearig the wholesale wastewater arrangement with the City of Elgin for the residential MUD and the pass-through for Aqua water service, which he approved of. Chair Antonio Prete also asked about the status of the public safety site which is within the floodplain, and Seth Mearig communicated that the conditions of the site were variable based on what was actually required by whoever would develop that site. Alyssa Loveday added that Parkland Dedication is required not to be in the floodplain but the emergency services site has no similar designation. Berney Williams wanted to confirm whose responsibility it would be to move the site out of the floodplain, and Seth Mearig described that the CLOMR/LOMR survey would showcase the regions that required modification but it would be the developers of the site who would be responsible for applying those surveyed modifications. Seth Mearig also assured that the location was only just off the highway and not in the middle of a creek, so the modifications would not be extreme.

Chair Antonio Prete called to attention Note #19 that required minimum 35 foot building line lot width, expressing an expectation that it was meant to be 40 foot, and noted that he had seen some lots that did not meet that minimum. Seth Mearig believed that all lots on the plat did meet that minimum but he would review to confirm.

- F. Consideration – Berney Williams moved that the Commission approve the preliminary plat contingent on the review of compliance with Note #19. Vice-Chair Ronnie Creppon seconded the motion. The motion passed unanimously with a vote of six (6) for and zero (0) against.

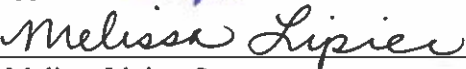
V. ANNOUNCEMENTS

- 1. Melissa Lipiec announced that the next planned meeting for June 23, 2025 does not currently have any items planned, so she will keep the Commission informed as to whether it will be held. Danica Morgan communicated that she will not be able to attend.

VI. ADJOURNMENT: The meeting was adjourned at 7:23 P.M.



Ronnie Creppon, Vice Chairman

ATTEST: 

Melissa Lipiec, Secretary

On a motion by SCOTT MACKAY, seconded by TAYLOR CHRISTIAN the foregoing instrument was passed and approved on this 23 day of JUNE, 2025.