

**MINUTES**  
**CITY OF ELGIN PLANNING AND ZONING COMMISSION**  
**REGULAR MEETING**  
**MONDAY, JULY 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  
**STAFF ABSENT:** None
- II. PUBLIC COMMENT FOR NON-AGENDA RELATED ITEMS:** No members of the public were present to speak on this item.
- III. CONSENT AGENDA**
1. June 24, 2025 Minutes.  
Berney Williams moved that the Commission approve the consent agenda. Vice-Chair 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 #202400079: A replat titled “Cedar Grove Subdivision Re-Plat” located on a parcel of land known by the Travis County Central Appraisal District as Parcel Number 963538 and being 8.255 acres of land located on the south side of the intersection of County Line Road and FM 1100, City of Elgin, Travis County, Texas.
    - A. Staff Presentation – Director Beau Perry presented the project as having been originally submitted as a short-form plat but then resubmitted recognizing that it was re-platting Lot 1 of the Crescent Village plat. He mentioned that Chair Antonio Prete had discussed before the meeting that the replat should contain the parent tract and that this should be a division of Lot 1A and Lot 1B, not a standalone new Lot 1, which Director Perry agreed with.
    - B. Applicant Presentation – The applicant Kelechi Madubuko was not present at this time.
    - C. Open Public Hearing – The public hearing was opened at 6:34 P.M.
    - D. Close Public Hearing – The public hearing was closed at 6:34 P.M. The applicant Kelechi Madubuko arrived at the meeting at this time but did not speak.
    - E. Discussion – Chair Antonio Prete reiterated that the re-plat of Lot 1 of Crescent Village into Lot 1 of Cedar Grove needs to instead be a subcategory like “Lot 1A” and the parent tract being taken from needs to be included in the replat. He also remarked on seven acres unaccounted for between the original lot and the re-plat, which are dedicated as parkland and should be included as well.
    - F. Recommendation – Berney Williams moved that the Commission approve the plat contingent on a redesign that reflects both the parent and child tracts. Danica Morgan seconded the motion. The motion passed unanimously with a vote of seven (7) for and zero (0) against.
  2. Project #202500031: A final plat titled “Triada Phase 2 Final Plat” located out of a parcel of land known by the Travis County Central Appraisal District as Parcel Number 426246, located north of FM 1100 and west of the Elgin High School, for a total of 110 lots on 47.930 acres of land.
    - A. Staff Presentation – Director Beau Perry presented the project as an ETJ MUD and showed where on the concept plan this portion of the development is located. The current phasing is largely in line with everything approved in the concept plan and preliminary plat.
    - B. Applicant Presentation – The applicants Kevin Fleming and Brandon Reinhart of Qualico were present but had no presentation to add.

#### IV. NEW BUSINESS (Cont.)

- C. Open Public Hearing – The public hearing was opened at 6:47 P.M.
- D. Close Public Hearing – The public hearing was closed at 6:47 P.M.
- E. Discussion – Scott Mackay pointed out that Note 2 names the City of Elgin as the authority over structures and asked if it should be the HOA for an ETJ MUD. Director Perry explained that this futureproofs the plat for compliance should the MUD be incorporated into City limits in the future, as the terms of the plat at this time will still be valid.

Taylor Christian raised a concern about lots built against the boundary of the 100-year floodplain and asked if there were precautions that could be taken to alert potential homebuyers of future flood risk. Director Perry expressed that fundamentally the responsibility is on the homebuyer to review conditions of land before signing for a purchase. Chair Antonio Prete suggested that the lots in question could have noted on the plat a minimum finished floor elevation based on the effective floodplain. The applicant Brandon Reinhart stepped forward to remark that there is a note confirming no lot is within the floodplain.

Berney Williams asked about the status of the parkland and its relation to the City or public use, and Director Perry explained that it is not open to the general public but it is part of the agreement so that residents of the subdivision who do not pay taxes into Elgin have parkland space to use without using Elgin parkland being supported by Elgin taxes.

- F. Recommendation – Scott Mackay moved that the Commission approve the plat with the condition that a note is added requiring a minimum floor elevation at or above the effective flood plain. Taylor Christian seconded the motion. The motion passed unanimously with a vote of seven (7) for and zero (0) against.
3. Project #202500042: A final plat titled “Triada Phase 2-B Final Plat” located out of a parcel of land known by the Travis County Central Appraisal District as Parcel Number 426246, located north of FM 1100 and west of the Elgin High School, for a total of 32 lots on 5.423 acres of land.
- A. Staff Presentation – Director Beau Perry presented the project as part of the same development as the previous item, as a modification to the anticipated phasing plan that conformed with the other development.
  - B. Applicant Presentation – The applicant Kevin Fleming from Qualico stepped forward to explain the reasoning behind the change in phasing, that this had been part of Phase 4 but the lot sizes ended up being a better match to plat alongside Phase 2.
  - C. Open Public Hearing – The public hearing was opened at 7:22 P.M.
  - D. Close Public Hearing – The public hearing was closed at 7:22 P.M.
  - E. Discussion – The Commission discussed the location of this phase on the concept plan, and Director Perry reiterated that nothing about the plans have changed except the phasing of these specific lots.
  - F. Recommendation – Scott Mackay moved that the Commission approve the plat as presented. Danica Morgan seconded the motion. The motion passed unanimously with a vote of seven (7) for and zero (0) against.

#### V. ANNOUNCEMENTS

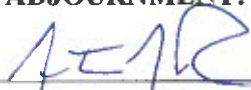
- 1. Director Beau Perry asked the Commission if they would like to begin the discussion of adding floodplain comments as a standardized set of notes to require on future plats. Chair Antonio Prete noted the value of general notes but was concerned about levels of specificity that would confuse future plats and developers if niche notes became standardized. Director Perry proposed that the Commission schedule a workshop to discuss what a new standard set of notes would look like. Chair Antonio Prete asked the Commission if they approved of a workshop discussing the floodplain and the potential standard notes, which the

**V. ANNOUNCEMENTS (Cont.)**

Commission agreed to. Chair Antonio Prete requested an action item for the workshop to allow a vote for City staff to modify the plat procedures if the Commission agrees on what to be included.

2. Melissa Lipiec announced that the next Planning and Zoning Commission Meeting is scheduled for August 25<sup>th</sup>, 2025, and currently has an item to discuss a Specific Use Permit for a short-term rental.
3. Melissa Lipiec announced that September 30<sup>th</sup> marks the end of term for Chair Antonio Prete, Vice-Chair Ronnie Creppon, and Dorothy McCarther. The City Council has instated term limits but is considering waiving them for boards such as the Planning and Zoning Commission requiring specialized education and experience for service. She encouraged the Commission to fill and return re-application forms if they wish to reprise their role on the board, to be addressed at the September meeting.
4. Melissa Lipiec announced that state legislative changes requiring public listing of agendas three business days in advance (as opposed to 72 hours) means that the time between the Planning and Zoning Commission meeting and the next City Council meeting will often result in too short a turnaround to bring items recommended by the Commission to the Council's next meeting. This will create a greater delay between the Commission's recommendations and the Council's action on that recommendation.

**VI. ADJOURNMENT:** The meeting was adjourned at 7:49 P.M.



Antonio Prete, Chairman

ATTEST: Melissa Lipiec  
Melissa Lipiec, Secretary

On a motion by RONNIE CREPPON, seconded by TAYLOR CHRISTIAN the foregoing instrument was passed and approved on this 25 day of AUGUST, 2025.