

**MINUTES
CITY OF ELGIN PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, AUGUST 25, 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, Dorothy McCarther, Taylor Christian, Scott Mackay.

COMMISSION ABSENT: Berney Williams (at this time.)

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 present stood to speak on this item.

III. CONSENT AGENDA

1. July 28, 2025 Minutes.

Vice-Chair Ronnie Creppon moved that the Commission approve the consent agenda. Taylor Christian seconded the motion. The motion passed unanimously with a vote of six (6) for and zero (0) against.

IV. NEW BUSINESS

1. Project #202500069: An ordinance granting a Specific Use Permit for the operation of a short-term rental on property located on a parcel of land known by the Bastrop County Central Appraisal District as Parcel 13622, located at 907 N. Ave C, (W & O, BLOCK 6, LOT 3 (E 1/2)) City of Elgin, Texas, Bastrop County, said tract being more described in Exhibit “A”; and providing for a savings clause and repealing conflicting ordinances and resolutions.

A. Staff Presentation – Director Beau Perry explained that the City does not have an Ordinance specific to “short-term rental” properties, but does require a Specific Use Permit for short-term rentals such as bed & breakfasts, boardinghouses, or tourist homes. The applicant is requesting such a Specific Use Permit for general use of a short-term rental. Director Perry reminded the Commission that they can impose conditions on the recommendation they give to City Council.

B. Applicant Presentation – The applicants Jason and Lisa Milliken spoke on their life in Elgin and their purchase of the property as an investment property with the intention to renovate it and use its rental for supplemental income.

Berney Williams arrived at this time and took his seat with the Commission.

C. Open Public Hearing – The public hearing was opened at 6:38 P.M.

Kate Queen from 811 N Ave C stood to speak in support of the project and advocating for tourist accommodations in Elgin, but expressed concerns about noise, fire safety, traffic, number of residents, and minimum age of prospective residents.

Anna Marie Simmons from 906 N Main St stood to speak about her history in her neighboring property, and expressed concern about noise levels, blockage of the alleyway between streets, fencing to delineate the properties, and the future construction on the property.

D. Close Public Hearing – The public hearing was closed at 6:43 P.M.

IV. NEW BUSINESS (Cont.)

- E. Discussion – Chair Antonio Prete clarified that matters such as noise and fire safety would be governed by the appropriate City Ordinances, and while the neighborhood is welcome to discuss on their own about requested conditions of operation of the short-term rental the Commission’s role is to recommend whether it be approved to operate at all. Director Perry called attention to all required emergency protocols the short-term rental would have to abide by.

Vice-Chair Ronnie Creppon discussed which of the listed categories of short-term rental this business would be classified as, but Scott Mackay and Taylor Christian noted that what is being proposed does not match any of those listed and that the Commission can recommend a custom configuration. Taylor Christian remarked that per Ordinance an accessory dwelling unit could never be used alone as a short-term rental, and asked how one would function if accessory to a residence being used for a short-term rental. Director Perry confirmed that the entire property would be the short-term rental, including but not exclusively the accessory dwelling unit.

Chair Antonio Prete proposed applying a time frame to the permit to confirm the proof of concept, suggesting a year. Scott Mackay suggested two years to reduce the burden of reapplying for the applicant, and Taylor Christian suggested 18 months in consideration of the applicant’s remodeling before they begin their business. Chair Antonio Prete asked the applicant how many people they expect to host, and in light of parking requirements the applicant estimated roughly 6-10 at most. The Commission discussed the pros and cons of a longer time frame.

- F. Recommendation – Scott Mackay moved that the Commission recommend approval of the Specific Use Permit for the operation of a Short-Term Rental for a period of two years and with the stipulation that it could host no more than ten guests overnight. Taylor Christian seconded the motion. The motion passed unanimously with a vote of seven (7) for and zero (0) against.

2. Direction to staff regarding administrative changes to plat checklists and plat review guidance to become effective upon approval of City Engineer and/or City Attorney.

The Commission broke for recess at 7:06, returning to this item upon the conclusion of the Workshop.

The Commission resumed at 7:09 to begin the Workshop.

V. WORKSHOP

The Commission gathered to discuss proposed recommendations for amendments to the Flood chapter of the City Ordinance and amendments to standardized plat notes for City Staff.

On the subject of plat notes Chair Tony Prete recommended:

- Note 32 standardizing assertion that the tract is not within the floodplain.
- Note 34 standardizing labeling of all drainage easements and prohibiting obstructions therein.
- Note 36 reinforcing depiction of building setbacks.
- Note 37 asserting sidewalk compliance with City code.
- Note 40 communicating public utility easement conveyance for both commercial and single-family.
- Note 41 asserting conformance with the approved Preliminary Plat.

On the subject of the Flood chapter Chair Tony Prete shared the 2008 Quick Guide to Floodplain Management in Texas and presented relevant terminology. The Commission discussed the recency of floodplain maps in use. Chair Tony Prete proposed recommending that “to or above one foot” be amended to “above one foot” in Sec. 20-81, and to add “or designee” following “A record of such certification...shall be maintained by the floodplain administrator.”

IV. NEW BUSINESS (Resumed)

2. The Commission broke from Workshop at 7:46 to make a motion on Item 2.

Scott Mackay motioned to request an updated plat note section from City Staff to be approved at the next Planning and Zoning Commission meeting, and a draft of proposed recommended adjustment to floodplain ordinance. Danica Morgan seconded the motion. The motion passed unanimously with a vote of seven (7) for and zero (0) against.

VI. ANNOUNCEMENTS

1. Melissa Lipiec remarked on the end of term for several Commission members and that Chair Tony Prete and Dorothy McCarther have both reapplied, and inquired if Vice-Chair Ronnie Creppon is interested in reapplying. Vice-Chair Ronnie Creppon relayed that he would not be reapplying to the Commission following the end of his term. Chair Tony Prete thanked Vice-Chair Ronnie Creppon for his many years of service and experience on the Commission.
2. Melissa Lipiec remarked that at this time there are no agenda items beyond the return to the items discussed at this Workshop scheduled for the next meeting on September 22nd, but advised that there may be future discussion about the presently illegal operation of Short-Term Rentals across the City. Director Beau Perry proposed setting up a Workshop to discuss proposed recommendations for a Short-Term Rental Ordinance. Scott Mackay asked if next month's meeting might be skipped, but Chair Tony Prete confirmed that it would be held for consistency regardless.

V. ADJOURNMENT: The meeting was adjourned at 7:53 P.M.

At A.R.
Antonio Prete, Chairman

ATTEST: Melissa Lipiec
Melissa Lipiec, Secretary

On a motion by SCOTT MACKAY, seconded by DANICA MORGAN the foregoing instrument was passed and approved on this 22 day of SEPTEMBER, 2025.