



**ELGIN BUILDING STANDARDS COMMISSION AGENDA
ELGIN PUBLIC LIBRARY ANNEX COUNCIL CHAMBERS
404 NORTH MAIN STREET
October 15, 2025
6:30 PM**

I. CALL TO ORDER

II. OATH OF OFFICE

1. Introduction of Michael D. Hinds as Commission Member

III. PRESENTATIONS

1. Parliamentary Procedure Presentation

IV. PUBLIC COMMENT

The "PUBLIC COMMENT" item posted on the agenda is reserved for members of the public who would like to address the Building Standards Commission regarding posted agenda items or non-agenda items. Individuals requesting to speak or address the Building Standards 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 Commission 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 Building Standards 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 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.

V. CONSENT AGENDA

The Consent Agenda includes non-controversial and routine items that are considered to be self-explanatory by the Building Standards 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. Approval of October 12, 2023 Meeting Minutes.

VI. NEW BUSINESS

1. Project #202500076: A variance from 2021 International Building Code, Chapter 29 Plumbing Systems, Section 2902.3.3 Location of toilet facilities in occupancies other than malls increasing the maximum 500-foot distance limit for the new tennis court project located on land known by the Travis County Central Appraisal District as Parcel No. 358741, aka 14000 County Line Road, Elgin, Texas.

- A. Staff Presentation**
- B. Applicant Presentation**
- C. Open Public Hearing**
- D. Close Public Hearing**
- E. Discussion**
- F. Consideration**

VII. ANNOUNCEMENTS

VIII. 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 October 9, 2025, in accordance with Chapter 551 of the Texas Government Code.



Beau Perry, Development Services Director

MINUTES
CITY OF ELGIN BUILDING STANDARDS COMMISSION
SPECIAL MEETING
THURSDAY, OCTOBER 12, 2023

I. CALL TO ORDER The Chair called the meeting to order at 7:03 P.M. at the Elgin Public Library Annex, Civic Center located at 404 N Main St., Elgin, TX U.S.A.

COMMISSION PRESENT: Chair Brian Lundgren, Vice-Chair David Lanford, Brad Bernhard, Regan Dumbeck and Nicolas Morales.

COMMISSION ABSENT: None.

STAFF PRESENT: Melissa Lipiec, Secretary

II. NEW BUSINESS

1. Oath of Office
All members present were sworn into office.

III. CONSENT AGENDA

1. August 7, 2023 Minutes.

Regan Dumbeck moved that the Commission approve the consent agenda, David Lanford seconded the motion. The motion passed unanimously with a vote of five (5) for and zero (0) against.

IV. ANNOUNCEMENTS: Melissa Lipiec announced that Nicholas Morales has been appointed to replace Patrick Dudley's seat on the Commission.

V. ADJOURNMENT: The meeting was adjourned by the Chair at 7:10 P.M.

_____, Chair

ATTEST: _____
Melissa Lipiec, Secretary

On a motion by _____, seconded by _____ the foregoing instrument was passed and approved on this 15th day of October 2025.



Development Services Department

STAFF REPORT

Building Code Variance

Project Number: 202500076

Date: October 8, 2025
Applicant: Huckabee, Inc.
Representative: Crystal Vasquez
Hearing Dates: Building Standards Commission – October 15, 2025
Location: TCAD Parcel 358741, located at 14000 County Line Road.

APPLICATION SUMMARY

Consideration of a variance from Section 6-19 (a) of the City of Elgin Code of Ordinance and the associated Section 2902.3.3 of the International Building Code in order to increase the maximum distance from athletic court bleachers to existing lavatory facilities from 500 feet to 840 feet.

DEPARTMENT COMMENTS

Huckabee, Inc. has submitted a building permit application on behalf of the Elgin Independent School District for improvements to the tennis courts, including two new courts and new bleachers. The application has been reviewed by the City's contracted third-party building plan review professionals, ATS Engineers. ATS pointed out that the installation of new tennis courts and bleachers triggers the requirement to have restroom facilities within 500' per the City's adopted 2021 International Building Code ([IBC 2902.3.3](#)). Per [Sec. 2-189-1 Powers and duties](#) of the Elgin Code of Ordinances, the Building Standards Commission has the power (among others) to consider variances from Chapter 6 – Buildings and Building Regulations. The building permit for the new tennis courts cannot be approved without approval of the variance to the building code from the Building Standards Commission. Huckabee has provided a map showing the path of travel from the farthest bleacher seat to the existing restrooms at the football field to be 840 feet. See the building code cited from the International Code Council website: codes.iccsafe.org.

[P] [2902.3.3 Location of toilet facilities in occupancies other than malls.](#) INSIGHTS



In occupancies other than covered and *open mall buildings*, the required public and employee toilet facilities shall be located not more than one story above or below the space required to be provided with toilet facilities, and the path of travel to such facilities shall not exceed a distance of 500 feet (152 m).

ATTACHMENTS

1. Application
2. Owner's Authorization
3. Overall Site Plan
4. Site Plan with Restroom Distance Marked

BUILDING CODE VARIANCE APPLICATION

Date: 09/19/2025

SITE INFORMATION

Project Address: 14000 County Line Road, Elgin, TX 78621

Parcel Identification Number (if no address): 358741

APPLICANT

Name: Crystal Vasquez

Postal Address: 11501 Alterra Pkwy, Building 7, Ste. 120, Austin, TX 78758

E-Mail Address: crystal.vasquez@huckabee-inc.com; Phone Number: 817.946.0047

The information given on this application is accurate to the best of my knowledge. All provisions of laws and ordinances governing this work will be complied with, whether specified on this application or not.

Crystal Vasquez 09/19/2025

Signature

Printed Name

Date

Project Description:

Elgin High School Athletic Project

We are requesting a variance to allow the new tennis court bleachers to exceed the maximum travel distance to the restroom facilities of 500ft per IBC 2902.3.3/IPC.



OWNER'S AUTHORIZATION LETTER

Project Site Address: 14000 County Line Road, Elgin, TX 78621

I/we hereby certify that I/we am/are the owner(s) of the above-described property. I/we am/are respectfully requesting processing and approval of permit(s) and/or project(s) reviews. I/we hereby authorize the Applicant listed on this letter to act on my/our behalf during the processing, review, presentation of this request and any inspections associated with this request. They shall be the principal contact with the City during the processing, review, presentation of this request and any inspections associated with this request

Crystal Vasquez w/Huckabee 05.13.2025
Name of Permit Applicant or Company (Print) Date

1st Property Owners Signature
Date
Rainey Lann 5/14/2025

1st Property Owners Printed Name Date

2nd Property Owners Signature Date

2nd Property Owners Printed Name Date

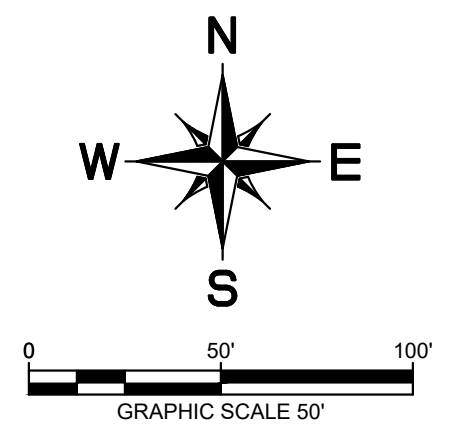
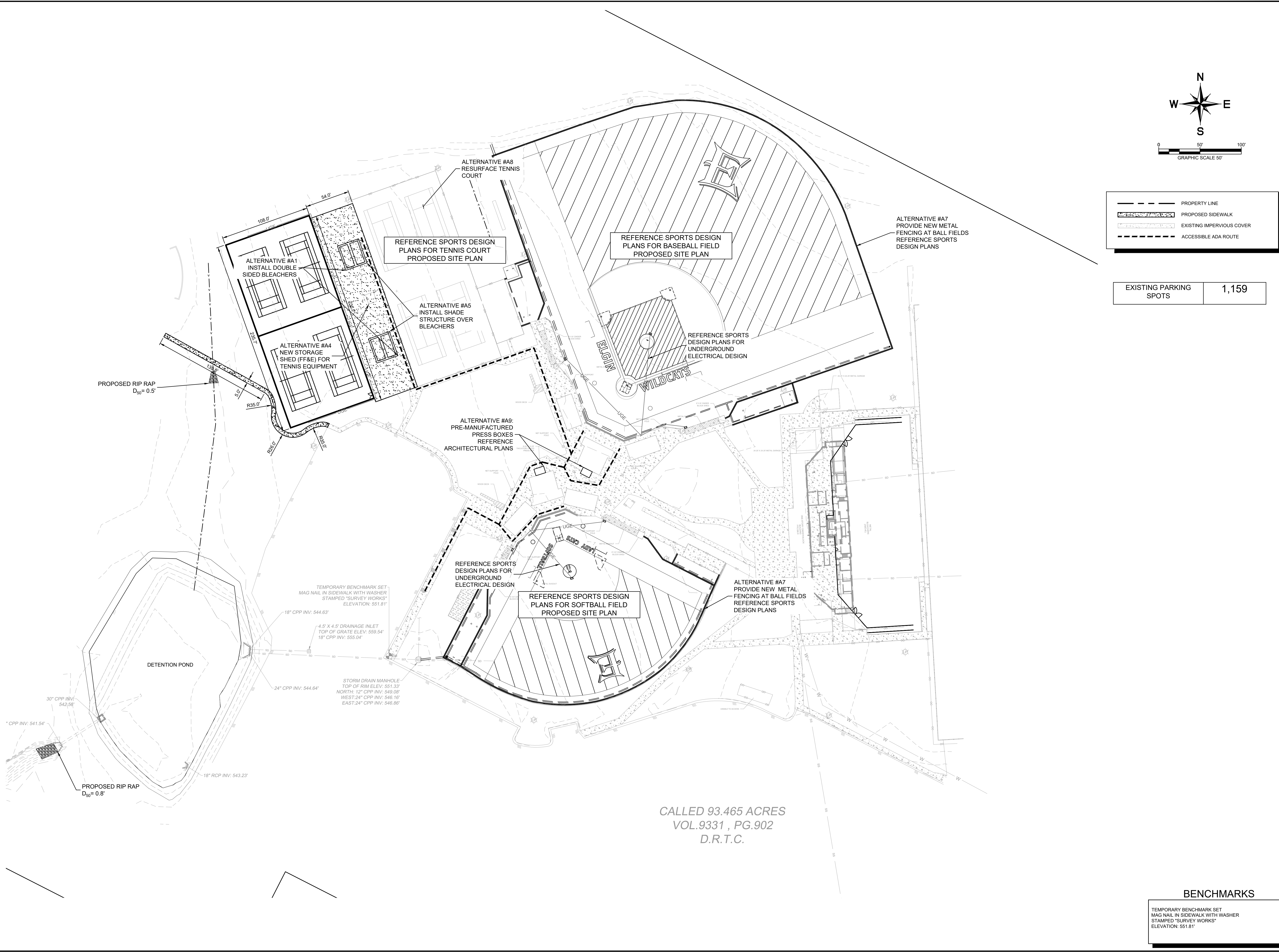
3rd Property Owners Signature Date

3rd Property Owners Printed Name Date

Additional owners please provide their signatures, date, printed name, and date on separate letter. Failure to provide additional property owner(s) and/or produce incorrectly may result in delay.

Be aware the person(s) who represent a corporation, limited liability company (LLC), or similar type of corporation regarding property ownership must provide documentation along with this letter indicating they have authority to sign for said corporation. Failure to provide may result in delay.

Plotted By: Sterling, Abby (Baudnick), Date: July 22, 2025 03:31:34pm File Path: \\K:\AUS_Civil\066017111-Elgin ISD_CTE_Improvement\Cad\PlanSheets\C-Prop A - Overall Site Plan.dwg
 This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



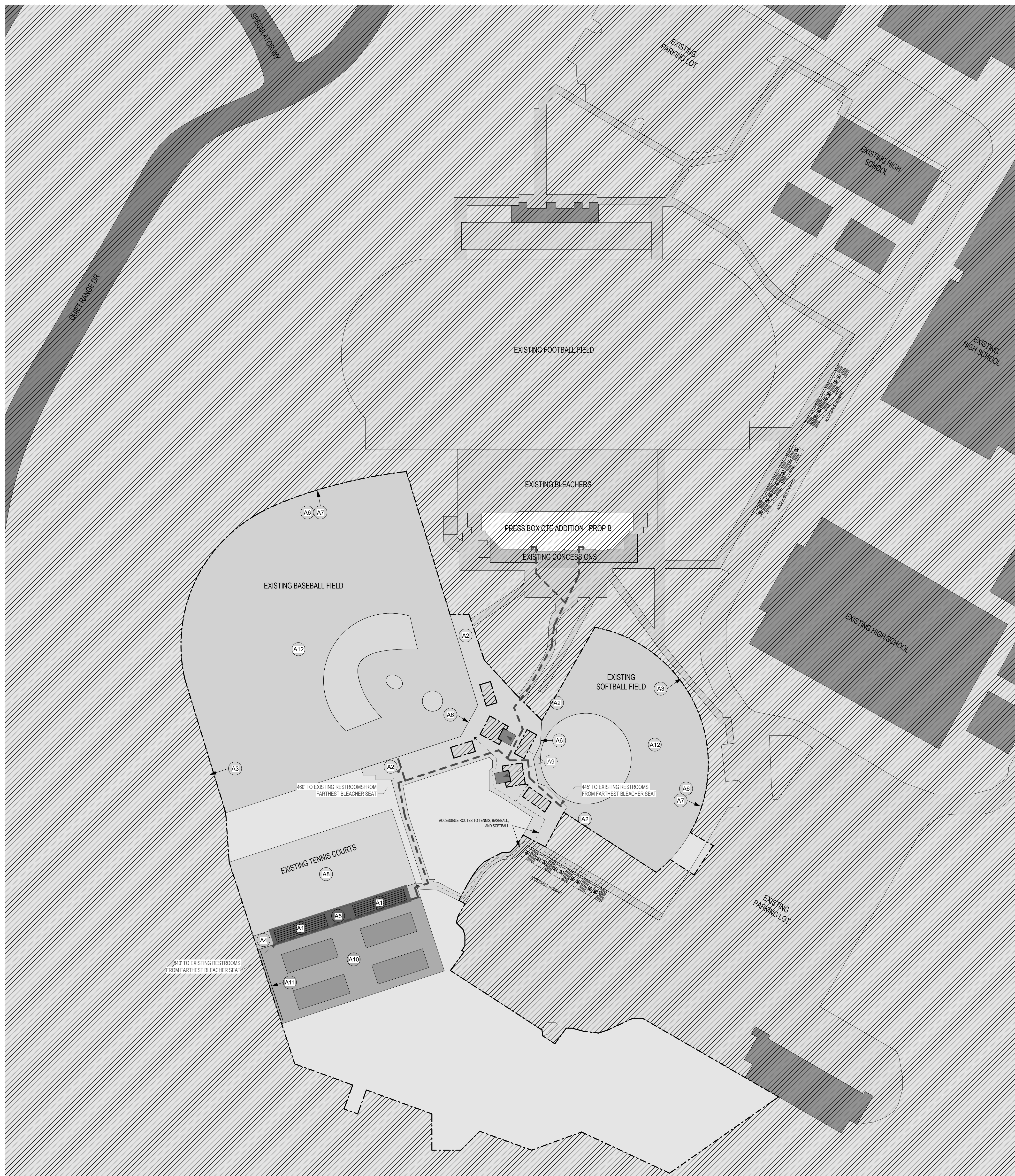
	PROPERTY LINE
	PROPOSED SIDEWALK
	EXISTING IMPERVIOUS COVER
	ACCESSIBLE ADA ROUTE

EXISTING PARKING SPOTS 1,159

CALLED 93.465 ACRES
 VOL.9331 , PG.902
 D.R.T.C.

BENCHMARKS
 TEMPORARY BENCHMARK SET
 MAG NAIL IN SIDEWALK WITH WASHER
 STAMPED "SURVEY WORKS"
 ELEVATION: 551.81'

 © 2025 KIMLEY-HORN AND ASSOCIATES, INC. 10814 JOLLYVILLE ROAD, CAMPUS IV, SUITE 200, AUSTIN, TX 78759 PHONE: 512-418-1771 FAX: 512-418-1791 WWW.KIMLEY-HORN.COM TEXAS REGISTERED ENGINEERING FIRM F-928	REVISIONS No. DATE BY
	KHA PROJECT: 066017111 DATE: JULY 2025 SCALE: AS SHOWN DESIGNED BY: ALS DRAWN BY: ALS CHECKED BY: NCB
ELGIN I.S.D. CTE IMPROVEMENT CITY OF ELGIN TRAVIS COUNTY, TEXAS	SHEET NUMBER C-A03



- ALL SITE INFORMATION INCLUDING, BUT NOT LIMITED TO, PROPERTY LINES, METES & BOUNDS, CONTOURS, EXISTING BUILDINGS, EASEMENTS, TREES, WALKS, DRIVES, FENCES, ETC., TAKEN FROM SURVEY BY:
SURVEY WORKS
1207 UPLAND DR
AUSTIN, TX 78741
PHONE (512) 599-0067
- HUCKABEE AND ASSOCIATES, INC. ALONG WITH THEIR CONSULTANTS HAVE LOCATED, SHOWN, AND NOTED EXISTING SITE FEATURES INCLUDING BUT NOT LIMITED TO PROPERTY LINES, METES AND BOUNDS, GRADE CONTOURS, EXISTING STRUCTURES, EASEMENTS, TREES, FENCES, ROADWAYS, OVERHEAD AND UNDERGROUND UTILITIES, AND OTHER EXISTING FEATURES TO THE BEST OF OUR ABILITY BASED UPON OWNER PROVIDED SURVEYS, EXISTING CONSTRUCTION DOCUMENTS AND OTHER EXISTING DATA COLLECTION IN REGARD TO THE SPECIFIED SITE. HUCKABEE AND ASSOCIATES, INC. NOR THEIR CONSULTANTS SHALL ASSUME ANY RESPONSIBILITY OR LIABILITY IN REGARD TO THE ACCURACY OF THE ABOVE MENTIONED OWNER PROVIDED DATA.
- IF THE CONTRACTOR FINDS ANY DISCREPANCY BETWEEN EXISTING CONDITIONS AND THOSE WHICH ARE SHOWN ON THE PLANS, HE SHALL IMMEDIATELY CONTACT THE ARCHITECT.
- THE CONTRACTOR SHALL MAKE ARRANGEMENTS WITH ALL UTILITY ENTITIES TO LOCATE AND MARK ALL UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION.
- THE CONTRACTOR SHALL VISIT THE SITE AND BECOME FAMILIAR WITH ALL EXISTING CONDITIONS.
- FINISH GRADE AT PERIMETER OF THE WORK AREA SHALL BE AS SHOWN ON SITE GRADING PLAN. REF. CIVIL AND SPORTS DRAWINGS. SITE GRADES SHALL SLOPE UNIFORMLY AWAY FROM THE BUILDING AND INTERSECT WITH ELEVATIONS SHOWN.
- REF. CIVIL DRAWINGS FOR ALL SITE DIMENSIONS
- MAKE ALL SLOPES OF WALKS AND DRIVES COMPLY WITH FINISH ELEVATION SHOWN ON CIVIL DRAWINGS. THE LINE OF SLOPE SHALL FORM STRAIGHT LINES BETWEEN FINISH ELEVATIONS WHEN POSSIBLE AND GRADING CONTOURS WHEN STRAIGHT LINES ARE NOT POSSIBLE. VERIFY ALL ELEVATIONS AND DIMENSIONS WITH ARCHITECT ON JOB. REF. CIVIL.
- ALL WALKS AND PLAZAS SHALL BE REINFORCED CONCRETE - REF. CIVIL FOR DETAILS. PROVIDE 1/2" EXPANSION JOINT AS SHOWN BY CIVIL OR AT 25' 0" O.C. MAX. AND AT ALL INSIDE CORNERS. PROVIDE TOOLED CONTROL JOINTS AT 5'-0" O.C. B.W. MAX OR AS SHOWN. SEE CIVIL FOR TYPICAL WALK AND JOINT DETAILS.
- CONTRACTOR SHALL REMOVE ALL EXISTING OBSTRUCTIONS TO NEW CONSTRUCTION, PAVING, WALKS, AND ALL OTHER SITE IMPROVEMENTS INCLUDING BUT NOT LIMITED TO EXISTING TREES, FENCES, CONCRETE, ROCKS, DEBRIS, POSTS, VEGETATION, UTILITIES (AS NOTED), AND OTHER ITEMS AS NOTED FOR CONSTRUCTION.
- REF. CIVIL AND SPORTS DRAWINGS FOR SITE GRADING PLAN, SITE UTILITY PLAN (INCLUDING FIRE HYDRANT LOCATIONS), EROSION CONTROL, PLANS, AND CURB AND PAVING REQUIREMENTS AND DETAILS.
- REF. CIVIL AND SPORTS SHEETS FOR SITE GRADING CONTOURS. CONTRACTOR SHALL MAKE ALL CUTS AND FILLS REQUIRED TO ACCOMPLISH ALL WORK SHOWN. GRADE SITE TO TOLERANCES SPECIFIED.
- REF. CIVIL DRAWINGS FOR THICKNESS AND LOCATIONS OF ALL TYPES OF PAVING.

GENERAL SITE NOTES

PROPERTY DESCRIPTION

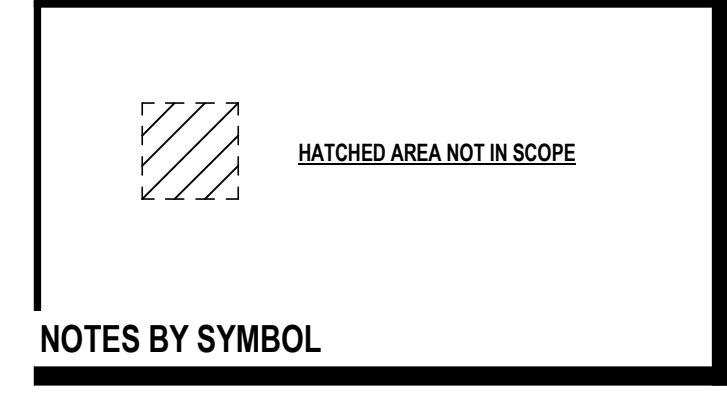
- OWNER INFORMATION**
A. NAME: ELGIN I.S.D.
B. ADDRESS: 1002 N AVENUE C, ELGIN, TX 78621
- PROPERTY INFORMATION**
A. NAME: ELGIN HIGH SCHOOL
B. ADDRESS: 14000 COUNTY LINE RD, ELGIN, TEXAS, 78621
- LEGAL DESCRIPTION**
ABS 510 SUR 65 MARTIN H ACR 91-1561
- ZONING INFORMATION**
A. CATEGORY: N/A
B. TRANSLATED CATEGORY: N/A
C. ORDINANCE NUMBER: N/A

PROPERTY NOTES

PROPOSITION & SITE PLAN NOTES

- ALT A1 NEW BLEACHERS AT TENNIS COURTS. DOUBLE SIDED SO VIEWING CAN BE OF EXISTING COURTS AND NEW.
- ALT A2 NEW POWER AT BASEBALL AND SOFTBALL DUGOUTS AND TENNIS COURTS.
- ALT A3 NEW SCOREBOARDS AT BASEBALL AND SOFTBALL FIELDS IN SAME LOCATION AS EXISTING. NINE INNING SCOREBOARD AT BASEBALL FIELD AND SEVEN INNING SCOREBOARD AT SOFTBALL FIELD.
- ALT A4 NEW STORAGE SHED (FFRE) FOR TENNIS EQUIPMENT (TO REPLACE EXISTING).
- ALT A5 NEW SHADE STRUCTURE OVER BLEACHERS BETWEEN EXISTING AND NEW TENNIS COURTS.
- ALT A6 REPLACE NETTING AND WIND SCREENS AS SPECIFIED IN SECTIONS 32.2852, 32.2858, AND REPAIR NETTING AT BASEBALL AND SOFTBALL FIELDS AS NEEDED.
- ALT A7 PROVIDE NEW FENCING AROUND BASEBALL AND SOFTBALL FIELDS AND REPLACE FENCING IN EXISTING LOCATIONS OF BASEBALL AND SOFTBALL FIELDS WHERE INDICATED ON THE DRAWINGS.
- ALT A8 RESURFACE EXISTING TENNIS COURTS.
- ALT A9 NEW PRE-MANUFACTURED PRESS BOXES AT BASEBALL AND SOFTBALL FIELDS IN REPLACEMENT OF EXISTING PRESS BOXES IN SAME LOCATIONS, OFCI.
- A10 FOUR (4) NEW TENNIS COURTS, REF SPORTS
- A11 BACKBOARDS FOR PRACTICE WALL AT NEW TENNIS COURT LOCATION, REF SPORTS
- A12 RE TURF EXISTING BASEBALL AND SOFTBALL FIELDS, REF SPORTS & ILE.

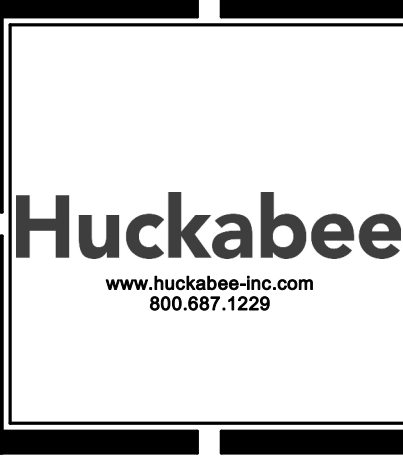
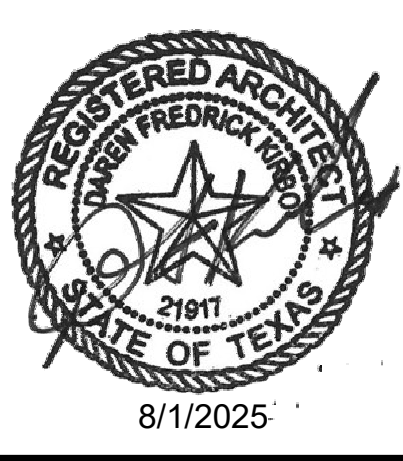
NOTES BY SYMBOL



Date: 7/2/2025
Revision: 1

Project:
CTE PRESS BOX FOR ELGIN I.S.D.
CITY OF ELGIN, TRAVIS COUNTY, TEXAS

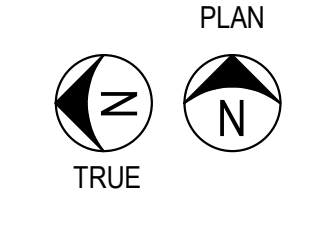
Project:



ARCHITECTURAL SITE PLAN

Job No. 1970-03-01
Sheet No. AS1.01A
Date: 08/11/2025
100% CONSTRUCTION DOCUMENTS

1 SITE PLAN
1/64" = 1'-0"



9/10/2025 3:17:58 PM
Autocad/Docs/ELGIN ISD - HS CTE & PRESS BOX & ATHLET IMPROV/1970-03-01_Elgin Press Box_ARCH_02.rvt