

**MINUTES**  
**CITY OF ELGIN PLANNING AND ZONING COMMISSION**  
**REGULAR MEETING**  
**MONDAY, SEPTEMBER 22, 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, Danica Morgan, Berney Williams, Dorothy McCarther, Taylor Christian, Scott Mackay.  
**COMMISSION ABSENT:** Vice-Chair Ronnie Creppon  
**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. August 25, 2025 Minutes.  
Scott Mackay moved that the Commission approve the consent agenda. Danica Morgan seconded the motion. The motion passed unanimously with a vote of six (6) for and zero (0) against.
- IV. NEW BUSINESS**
1. Project #202500075: 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 "I" General Industrial District to "R-2" Single-Family and Duplex Dwelling District located on parcels of land known by the Bastrop County Appraisal District as Parcel 8701906 and Parcel 8701923 (ELGIN CITY, BLOCK 21, (ALLEYWAYS THRU LOTS 4-9)) on the southeast corner of E 1st St and MLK Blvd.
    - A. Staff Presentation – Director Beau Perry presented the property, calling attention to the vacated alleyway between the divided parcel which can provide access to the area to be rezoned.
    - B. Applicant Presentation – Ignacio Gonzales stood to speak on behalf of the applicant Rogelio Rangel. He remarked on the surrounding residential areas and described the plans to convert the property into duplexes, requiring R-2 zoning.
    - C. Open Public Hearing – The public hearing was opened at 6:36 P.M. No members of the public present stood to speak.
    - D. Close Public Hearing – The public hearing was closed at 6:36 P.M.
    - E. Discussion – The Commission discussed what could be constructed in an R-2 district, and the potential of combined residential/commercial use due to the Downtown Overlay. As the Overlay allows residential use regardless of zoning district, it is specifically the plan for duplexes that necessitates the change to R-2 zoning. Director Perry also pointed out the access points for the lots through the vacated alley, and that neighboring lots without the same access would need to build out the roads before developing.

There was some discussion of area and parking requirements for duplexes, but Director Perry reminded the Commission that the item presented is solely for the rezoning and that the details of any proposed development would be reviewed when that development is eventually initiated.

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

- F. Recommendation – Taylor Christian moved that the Commission recommend approval of the request to rezone the property from "I" General Industrial District to "R-2" Single-Family and Duplex Dwelling District. Berney Williams seconded the motion. The motion passed unanimously with a vote of six (6) for and zero (0) against.
2. An Ordinance Amending Ch. 20 Floods, Sec. 20-19, Sec. 20-20, Sec. 20-21, Sec. 20-22, Sec. 20-23, Sec. 20-24, Sec. 20-25, Sec. 20-26, Sec. 20-27, Sec. 20-28, Sec. 20-29, Sec. 20-49, Sec. 20-50, Sec. 20-51, Sec. 20-52, Sec. 20-53, Sec. 20-80, Sec. 20-81, Sec. 20-82; Revised Code of Ordinances, City of Elgin, Texas; repealing all other ordinances and parts of ordinances in conflict therewith; and providing for a savings clause.
  - A. Staff Presentation – Director Beau Perry readdressed the workshop from the August 25 meeting at which the Commission reviewed Chapter 20: Flood Ordinance and supported revising the base flood elevation to be one foot above the 100-year floodplain as opposed to at the 100-year floodplain. The chapter was polished and had proposed edits made, and is now being presented for recommendation for approval to City Council on October 14<sup>th</sup>.
  - B. Open Public Hearing – The public hearing was opened at 6:47 P.M. No members of the public present stood to speak.
  - C. Close Public Hearing – The public hearing was closed at 6:47 P.M.
  - D. Discussion – The Commission agreed that the proposed changes to the Ordinance were in line with the discussion at the previous month's workshop.
  - E. Recommendation – Taylor Christian moved that the Commission recommend approval of the amendment as presented. Dorothy McCarther seconded the motion. The motion passed unanimously with a vote of six (6) for and zero (0) against.
3. Consideration of adding an Appendix to the Final Plat Checklist modifying Plat Notes required by the City.
  - A. Staff Presentation – Director Beau Perry readdressed the other part of the last meeting's workshop in which the Commission had agreed that it would be preferable to standardize some common required plat notes rather than work around similar sentiments expressed in different ways. He also explained that unlike the previous item this modification would be administratively executed following approval from the Commission.
  - B. Discussion – The Commission agreed that the proposed changes to the required Final Plat notes were in line with the discussion at the previous month's workshop.
  - C. Consideration – Scott Mackay moved that the Commission approve direction of City Staff to modify the Final Plat application with the notes as presented. Berney Williams seconded the motion. The motion passed unanimously with a vote of six (6) for and zero (0) against.

#### **V. WORKSHOP**

The Commission discussed the City's current standards for short-term rentals, including the process of applicants requesting a Specific Use Permit, and whether they wanted to propose a change to the existing Ordinance. Melissa Lipiec had compiled a collection of Ordinances employed by nearby cities for comparison and review, including conflicting court rulings. Director Beau Perry outlined the process by which City staff could prepare an Ordinance for presentation and recommendation, or receive a different directive.

**V. WORKSHOP (Cont.)**

The Commission discussed the idea of having a finite limit on allowed permits for short-term rentals. The subject of how to alert neighboring homeowners of the short-term rental status of a property beyond the SUP-mandated 200' notices was also discussed.

Taylor Christian asked about the status of the Notices of Violation proposed to be sent to homeowners currently illegally operating short-term rentals, and Melissa Lipiec explained that they are poised to be sent but have not yet gone out. The Commission discussed wanting to hear the reactions to those letters to gauge what restrictions or requirements might be necessary to officially implement, and how cooperative homeowners may be.

Jason Milliken of 125 Bunny Run who had applied for the Specific Use Permit for 907 N Ave C at the August 25<sup>th</sup> meeting requested an opportunity to speak, which Chair Antonio Prete entertained at 7:15 P.M. Jason Milliken shared his experiences at the City Council meeting following the recommendation of his Specific Use Permit, as well as his sentiments about the City's growth. He supported a more straightforward permitting process so that more people like himself can host short-term rentals and contribute to the City via Hotel Occupancy Taxes.

The workshop concluded at 7:21 P.M.

**VI. ANNOUNCEMENTS**

1. Melissa Lipiec called attention to the meeting regarding the 290 Extension Project being hosted at ACC on Thursday, September 25<sup>th</sup> and encouraged attendance to be aware of developments on Highway 290. Scott Mackay inquired about a public meeting held by TCEQ regarding the Darling rendering plant.
2. Melissa Lipiec announced that Vice-Chair Ronnie Creppon is stepping down from the Planning and Zoning Commission at the end of the term, and introduced Jennifer Wissmann who had been appointed by City Council as a new Commission member. She will be sworn in at the October 27<sup>th</sup> meeting.
3. Melissa Lipiec announced that Ronnie Creppon would receive recognition at the October 14<sup>th</sup> City Council meeting and encouraged attendance to wish him well.
4. Director Beau Perry announced that the City Council meeting on Tuesday, September 23<sup>rd</sup> would focus on priorities for the newly appointed interim City Manager.
5. Director Beau Perry announced that on Tuesday, September 23<sup>rd</sup> there would be a Bastrop County Economic Growth Summit at the convention center, where the City and the EDC would be represented.
6. Melissa Lipiec noted that at the October 27<sup>th</sup> meeting the Planning and Zoning Commission would be electing the Chair and Vice-Chair.

**IV. ADJOURNMENT:** The meeting was adjourned at 7:30 P.M.

At AR  
Antonio Prete, Chairman

ATTEST: Melissa Lipiec  
Melissa Lipiec, Secretary

On a motion by Scott Mackay, seconded by Bernie Williams the foregoing instrument was passed and approved on this 27<sup>th</sup> day of October, 2025.