

**MINUTES**  
**CITY OF ELGIN PLANNING AND ZONING COMMISSION**  
**SPECIAL MEETING**  
**TUESDAY, NOVEMBER 18, 2025**

- I. CALL TO ORDER – ROLL CALL:** The Vice-Chair called the meeting to order at 6:31 P.M. at the Library Annex (Civic Center) located at 404 N. Main St., Elgin, TX.  
**COMMISSION PRESENT:** Vice-Chair Scott Mackay, Danica Morgan, Berney Williams, Taylor Christian.  
**COMMISSION ABSENT:** Chair Antonio Prete, Dorothy McCarther, Jennifer Wissmann (presently)  
**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. October 27, 2025 Minutes.  
Berney Williams moved that the Commission approve the consent agenda. Danica Morgan seconded the motion. The motion passed unanimously with a vote of four (4) for and zero (0) against.
- IV. NEW BUSINESS**
1. Project #202500086: 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 15727, located at 204 Loesch Drive (Elgin Meadows Lot 31,) City of Elgin, Texas, Bastrop County.
    - A. Staff Presentation – Director Beau Perry introduced the project as similar to the other short-term rental permits applied for in recent months, and that the applicant has been prompt about rectifying their Hotel Occupancy Tax payments and applying for this permit.
    - B. Applicant Presentation – The applicant Victor Grimaldo was not present. Melissa Lipiec speculated there may have been confusion about the meeting date.
    - C. Open Public Hearing – The public hearing was opened at 6:36 P.M. There were no members of the public present to speak on this item.
    - D. Close Public Hearing – The public hearing was closed at 6:37 P.M.
    - E. Discussion – The Commission discussed potential restrictions to apply to the permit and the time frame for which the permit should be valid. Jennifer Wissmann arrived at this time, at 6:41 P.M.  
  
Director Perry confirmed that there had been no responses to the 200’ notice letters mailed, and that per the HOT records the short-term rental had been in operation since April. The Commission supposed that the applicant must not be causing a disturbance if no neighbor issued comment, and the configuration of the property naturally limits occupancy.
    - F. Recommendation – Berney Williams moved to recommend to the City Council approval of the Specific Use Permit as requested, valid for a period of three years. Danica Morgan seconded the motion. The motion passed unanimously with a vote of five (5) for and zero (0) against.
  2. Project #202400039: A REVISED Final Plat for Lund Farm Section 1 Phase 1, located on parcels of land known by the Travis County Appraisal District as parcel numbers 358784, 358785, and 358788 and by the Bastrop County Appraisal District as parcel number 15702, located east of County Line Road, south of Lund Road and west of North State Highway 95 for a total of 216 lots on 46.539 acres of land.
    - A. Staff Presentation – Director Beau Perry presented the project as a plat that had been previously approved by the Planning and Zoning Commission but which had been edited before recordation and was now being presented for re-review of the adjustment of lot lines and removal of alley loading.

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

- B. Applicant Presentation – The applicant Tim Holland was present but did not have a formal presentation. He stood to clarify that the removal of the alley-loaded properties had been reviewed at the June 23<sup>rd</sup> Planning and Zoning Commission meeting, and the primary matter of this item would be confirmation of the lot lines.
- C. Open Public Hearing – The public hearing was opened at 6:55 P.M. There were no members of the public present to speak on this item.
- D. Close Public Hearing – The public hearing was closed at 6:55 P.M.
- E. Discussion – Berney Williams questioned the maximum allowable impervious cover rate of 60%. Director Perry explained that the subdivision is outside of City limits and not zoned so no restriction from zoning ordinances applies to them, and the rate is agreed upon in their development agreement. Taylor Christian asked about the street names and who decides on those. Tim Holland spoke on the process, and Director Perry remarked on cross-referencing with the county.
- F. Consideration – Taylor Christian moved to approve the revised plat as presented. Danica Morgan seconded the motion. The motion passed unanimously with a vote of five (5) for and zero (0) against.

The Commission broke for recess at 7:02 P.M.

The Commission reconvened at 7:05 P.M.

**V. WORKSHOP**

- 1. Review, discuss and provide input on the revised Concept Plan as part of the third amendment to the Harvest Ridge Development Agreement

Adam Berry from Gray Civil Engineering and Angelica Andersson from Brohn Homes presented an updated concept plan with lot revisions for the Harvest Ridge subdivision in accordance with the proposed amendments to the development agreement. They highlighted the lots that had been reduced in area to cottage homes, and the increase in overall LUEs. Director Beau Perry confirmed the City review of the amendments. There was also discussion on the EMS site being deeded to the City. The Commission was satisfied by the presentation and did not have comments to address.

**V. ANNOUNCEMENTS**

- 1. Melissa Lipiec announced that the Planning and Zoning Commission is invited to the City Christmas party on December 12<sup>th</sup>, and directed their attention to the flyer in front of each member for RSVPs.

**VI. ADJOURNMENT:** The meeting was adjourned at 7:40 P.M.

  
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 Antonio Prete, Chairman

ATTEST:   
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 Melissa Lipiec, Secretary

On a motion by BERNIE WILLIAMS, seconded by DOROTHY MCCARTHER the foregoing instrument was passed and approved on this 23 day of FEBRUARY, 2026.