

**MINUTES  
CITY OF ELGIN PLANNING AND ZONING COMMISSION  
REGULAR MEETING  
MONDAY, MARCH 27, 2023**

**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 U.S.A.

**COMMISSION PRESENT:** Chair Antonio Prete, Vice-Chair Ronnie Creppon, Scott Mackay, Dorothy McCarther, Jason Tatum, and David Lanford.

**COMMISSION ABSENT:** Berney Williams.

**STAFF PRESENT:** David Harrell, Development Services Director; Melissa Lipiec, Secretary; Beau Perry, TRC Engineers (3<sup>rd</sup> Party City Engineers).

**II. PUBLIC COMMENT FOR NON-AGENDA RELATED ITEMS:** No members of the public desired to speak on this item.

**III. CONSENT AGENDA**

1. February 27, 2023, Minutes.

Scott Mackay requested that the Commission pull the minutes for discussion and the item was moved to New Business item number 0.1.

**IV. NEW BUSINESS**

- 0.1 February 27, 2023 Minutes.

Discussion: Scott Mackay stated that he believed that there were some fencing ordinances that were not discussed at the last meeting and he would like to request that those items be put on the agenda for review and discussion. The items discussed at the last meeting was taken before Council and the changes have already been approved. It was decided that a new agenda item to discuss fencing would be placed on the next agenda. Scott Mackay then moved that the February 27, 2023 minutes be approved as presented. David Lanford seconded the motion. The motion passed with a vote of four (4) for, zero (0) against with Ronnie Creppon and Antonio Prete abstaining from the vote.

1. Project #: 202200167: A final plat for “Trinity Ranch Phase 2, Section 1” located on parcels of land known by the Bastrop County Appraisal District as Parcels 872871 & 11949, located adjacent to the south and west of Trinity Ranch Phase 1, Section 2, to plat right-of-way (ROW) for Grist Mill Ln., extend Swenson Blvd. ROW, and add a school site on 24.13 acres of land.
  - A. Staff Presentation – David Harrell conducted a power-point presentation of the staff report.
  - B. Applicant Presentation – Applicant was not present for presentation.
  - C. Open Public Hearing –The public hearing was opened at 6:39 P.M., with no members of the public desiring to speak.
  - D. Close Public Hearing – The public hearing was closed at 6:39 P.M.

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

- E. Discussion – There was discussion between the Commission and City Staff regarding Traffic Impact Analysis (TIA) requirement for this project, and whether or not we can require acceleration or deceleration lanes on Upper Elgin River Road. The City Engineer answered questions regarding the TIA and stated that certain improvements such as the light at Swenson Boulevard were required as a result of the TIA. He also stated that Bastrop County had the opportunity to review the proposed project. Ronnie Creppon asked if Elgin ISD had accepted the 13+ acre site. The City Engineer indicated that the School District is ready to build on the site. Antonio Prete pointed out that the School will technically not front on a street. He also pointed out that tract 2 is being left as a remainder lot. He also pointed out that the Parkland Requirement Table is incorrect listing proposed Open Space at 11.75 acres. He stated that the plat as presented does not meet the intent of the Subdivision Ordinance for the school lot.
  - F. Consideration – Scott Mackay, made a motion to deny the item on the basis that there were several errors on the plat and the school lot did not abut on a public street, seconded by Jason Tatum. The motion passed unanimously by a vote of six (6) to zero (0).
2. Project #: 202200129: A preliminary plat for “Ella Estates Preliminary Plat” located on a parcel of land known by the Bastrop County Appraisal District as Parcel 13241, located at the intersection of VFW Road and Ella Ln. for a total of 7 lots on 10.733 acres of land.
- A. Staff Presentation – David Harrell conducted a power-point presentation of the staff report.
  - B. Applicant Presentation –Leticia Ramirez, applicant, indicated she had no presentation but was present for any questions.
  - C. Open Public Hearing –The public hearing was opened at 7:02 P.M., with no members of the public desiring to speak.
  - D. Close Public Hearing – The public hearing was closed at 7:02 P.M.
  - E. Discussion – There was discussion between the Commission and City Staff regarding the fact that the proposed subdivision is in the ETJ and serviced by Aqua WSC for water and will have septic systems. Antonio Prete stated that the plat is not ready for approval. In light of the issues pointed out by the Commission, the applicant, Leticia Ramirez requested that the item be tabled until the next meeting.
  - F. Consideration – Jason Tatum, made a motion to table the item until the April meeting seconded by Ronnie Creppon. The motion passed unanimously by a vote of six (6) to zero (0).
3. Project #: 202200130: A final plat for “Ella Estates Final Plat” located on a parcel of land known by the Bastrop County Appraisal District as Parcel 13241, located at the intersection of VFW Road and Ella Ln. for a total of 7 lots on 10.733 acres of land.
- A. Staff Presentation – David Harrell recommended this item be tabled as it is related to item number 2 but the public hearing should be held.
  - B. Applicant Presentation – Leticia Ramirez, applicant, indicated she had no presentation but was present for any questions.

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

- C. Open Public Hearing –The public hearing was opened at 7:15 P.M., with no members of the public desiring to speak.
  - D. Close Public Hearing – The public hearing was closed at 7:15 P.M.
  - E. Discussion – None
  - F. Consideration – Applicant, Leticia Ramirez requested that this item be tabled until the next meeting. Jason Tatum, made a motion to table the item until the next meeting, seconded by Ronnie Creppon. The motion passed unanimously by a vote of six (6) to zero (0).
4. Project #: 202200177: A preliminary plat for “Eagles Landing Phase 5” located on a parcel of land known by the Travis County Appraisal District as Parcel 467330, located adjacent to Eagles Landing Ph. 4 and south of Carlson Ln. for a total of 161 lots on 26.77 acres of land.
- A. Staff Presentation – David Harrell conducted a power-point presentation of the staff report.
  - B. Applicant Presentation – Chris Reed, applicant, indicated he had no presentation but was present for any questions.
  - C. Open Public Hearing –The public hearing was opened at 7:19 P.M., with no members of the public desiring to speak.
  - D. Close Public Hearing – The public hearing was closed at 7:19 P.M.
  - E. Discussion – There was discussion between the Commission and City Staff regarding general notes, whether Hacienda Estates Drive runs through the neighboring subdivision, drainage, required connectivity to adjacent properties, and detention ponds.
  - F. Consideration – Scott Mackay made a motion to approve the item with the following condition: 1) Streets A-E are to be officially named with approval of City Staff, seconded by Ronnie Creppon. The motion passed unanimously by a vote of six (6) to zero (0).
5. Project #: 202300038: A subdivision variance from Sec. 36-202 to allow for the creation of a 1.942-acre flag lot for a future subdivision plat, out of the Thomas Garretson Survey, Ab. #178, Bastrop Co., TX located at 1011 Old McDade Rd. for a future subdivision plat (BCAD # 128898).
- A. Staff Presentation – David Harrell conducted a power-point presentation of the staff report.
  - B. Applicant Presentation – Lloyd Armbrust, applicant, indicated he had no formal presentation and gave some background on why he was requesting the variance and stated that he was present for any questions.
  - C. Open Public Hearing –The public hearing was opened at 7:46 P.M. Bo and Patricia Carter of 1019 Old McDade Road spoke about their concerns regarding additional development of Mr. Armbrust’s property. They do not want to see another large building constructed on the property blocking their view.
  - D. Close Public Hearing – The public hearing was closed at 7:50 P.M.

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

- E. Discussion – The Chair asked Mr. Armbrust why he was not seeking a variance on both tracts and platting them both. David Harrell answered that the second tract is larger than ten acres and therefore not subject to platting. There was discussion between the Commission and City Staff regarding which Tract was requesting the variance. It was clarified that the subdivision variance was being requested for the 1.942 Acre lot only; the remaining 11.04 Acres would remain as an un-platted tract of land.
- F. Consideration – Scott Mackay made a motion to approve the item as presented, seconded by Ronnie Creppon. The motion passed with a vote of five (5) to one (1), David Lanford voting No.

Due to a conflict of interest, the Chair relinquished control of the next item to the Vice Chair and removed himself from the dais at 7:55 P.M.

- 6. Project #: 202200184: A preliminary plat for “Burlison Creek Estates” located on a parcel of land known by the Bastrop County Appraisal District as Parcel 15693, located on the eastside of Red Town Rd. for a total of 30 lots on 52.814 acres of land.
  - A. Staff Presentation – David Harrell conducted a power-point presentation of the staff report.
  - B. Applicant Presentation – Antonio Prete, applicant, indicated he had no presentation but was present for any questions.
  - C. Open Public Hearing –The public hearing was opened at 7:58 P.M., with no members of the public desiring to speak.
  - D. Close Public Hearing – The public hearing was closed at 7:58 P.M.
  - E. Discussion – There was discussion between the Commission and City Staff regarding permit requirements and building in the floodplain. It was determined that building permits would be issued by the County. Antonio Prete responded by stating all improvements will be outside of the floodplain.
  - F. Consideration – Dorothy McCarther, made a motion to approve the item as presented, seconded by David Lanford. The motion passed unanimously by a vote of five (5) to zero (0).

After Item #6 had been completed the Vice-Chair relinquished control back to the Chair and he took a seat back at the dais at 8:02 P.M. A five-minute recess was called.

The Chair called the meeting back to order at 8:07 P.M. at the workshop tables.

#### **V. WORKSHOP**

- 1. Review, discuss, and provide input regarding Graham Tract Development Agreement.

David Harrell & Beau Perry conducted a presentation of the proposed Development Agreement. Beau Perry presented a large-scale map of the proposed Exhibit associated with the Agreement. Staff and Commission discussed site location, lot sizes, & placement of collector running through the site.

**V. WORKSHOP (Cont.)**

Some of the Commission individual members expressed concerns with the small size of the majority of the lots. There was discussion between allowing one side setback versus two side setbacks and allowing different zoning districts based on the size of the lots as presently laid out. It was noted that the County will dictate the Traffic Impact Analysis. It was also noted that the portion of the proposed development to the West of the collector only had one point of entry. Chris Reid of Doucet & Associates, the applicant’s engineer was present to receive the Commission’s input.

- 2. Review, discuss, and provide input on proposed Ch. 46 Zoning Code changes for Accessory Dwelling Units.

The Chair opened the item. One member of the public had requested to make comments on this item so the Chair called upon Sarah Gudenkauf of 813 Old McDade Road to speak on the item. Ms. Gudenkauf thanked the Commission and Staff for considering an ordinance allowing Accessory Dwelling Units in the City. She expressed concern about the present language in section VII regarding the minimum size of the accessory dwelling unit. The Commission reviewed the proposed ordinance and brought up the change as denoted below: The Commission suggested lowering the minimum size from 600 square feet to 370 square feet. David Harrell indicated these items would come back to the Commission on April 24<sup>th</sup> for a recommendation and go to the City Council on May 16<sup>th</sup> for a consideration.


**VI. ANNOUNCEMENTS**

None.

**VII. ADJOURNMENT**

The meeting was adjourned by the Chair at 9:35 P.M.

  
Antonio Prete, Chair

ATTEST:   
Melissa Lipiec, Secretary

On a motion by RONNIE CREPPON, seconded by BERNEY WILLIAMS  
the foregoing instrument was passed and approved on this 24<sup>th</sup> day of April 2023.