

**MINUTES  
CITY OF ELGIN PLANNING AND ZONING COMMISSION  
REGULAR MEETING  
MONDAY, JANUARY 27, 2020**

**CALL TO ORDER:** Vice-Chair Brian Lundgren called the meeting to order at 6:30 P.M. with the following members present: Jason Tatum, Ronnie Creppon, Dorothy McCarther, David Lanford, and Gilbert Rangel. Staff present were David Harrell, Development Services Director; Melissa Lipiec, Planning Technician/Secretary; Amy Miller, Director of Community Development; Beau Perry, City Engineer and Donald Heisch of TRC Companies. Chair Antonio Prete was absent.

**PUBLIC COMMENT FOR NON-AGENDA RELATED ITEMS:** No members of the public spoke on this item.

**CONSENT AGENDA**

1. Consider approval of the following Minutes:

A. May 29, 2019 Regular Meeting.

B. June 24, 2019 Regular Meeting.

C. October 28, 2019 Regular Meeting – David Lanford noted that on page 2, item 1. E., the word Chairman was misspelled and wording needed to be added concerning an item since a sentence stopped at “the Chair...”

D. November 18, 2019 Regular Meeting.

E. December 16, 2019 Regular Meeting.

On a motion by Jason Tatum to approve the minutes with the noted corrections, seconded by David Lanford; the minutes were approved with a vote of six (6) for and zero (0) against.

**NEW BUSINESS**

1. Project #201900768: A preliminary plat for “Peppergrass” located on a parcel of land known by the Travis County Appraisal District as Parcel 557529 & Bastrop County Appraisal District as Parcel R15615, located along the eastside of County Line Road and north of Farm to Market (FM) 1100 for a total of 284 lots on 65.64 acres of land.

A. Staff Presentation - David Harrell read his staff report into the record.

B. Applicant Presentation – Applicant was present for the meeting and had no comments.

C. Open Public Hearing – The public hearing was opened at 6:44 P.M., no members of the public spoke at the hearing.

D. Close Public Hearing – The public hearing was closed at 6:44 P.M.

E. Discussion – Lanford, Rangel and Tatum had questions about drainage and traffic. City Engineer Beau Perry addressed their questions.

F. Consideration – On a motion by Jason Tatum, seconded by Gilbert Rangel, this item was approved unanimously with a vote of six (6) for and zero (0) against.

2. Project #201900603: A final plat for “Homestead Estates Unit 1” located on a parcel of land known by the Travis County Appraisal District as Parcel 358740, located along the westside of County Line Road and adjacent to the Elgin High School north property line for a total of 252 lots on 62.17 acres of land.

A. Staff Presentation – David Harrell read his staff report into the record citing four (4) corrections to the plat as follows:

1. Sheet 1 of 4 should be Lot 15 instead of Lot 14 for open space.
2. Sheet 2 of 4 should be Prospector Way instead of Prosperity Way for 911 addressing.
3. Sheet 3 of 4, note 9 shall state “Lot 13, Block A, Lots 53-55, Block B, Lot 11 Block E, Lot 30 Block F, Lot 15 Block H, Lot 1 Block I, and Lot 14 Block L shall be owned and maintained by the homeowners association”.
4. Sheet 3 of 4, note 10 shall state “ROW Dedication to the City of Elgin as shown on the plat.”).

He also read three (3) staff conditions for approval as listed in the Staff Analysis section of the Staff Report which are as follows:

1. The performance fiscal for infrastructure improvements must be in place or all infrastructure improvements associated with the subdivision construction plans constructed, all walk-through punch list items completed, and as-builts approved to the satisfaction of the City prior to final plat recording.
2. Payment of invoices for subdivision construction plans prior to final plat recording.
3. Contribute the participation amount as detailed in the County Line Road Development Agreement prior to final plat recording.

He also asked that the the Commission adopted these four (4) corrections and three (3) conditions as part of the approval.

- B. Applicant Presentation – Applicant was present for the meeting and had no comments.
- C. Open Public Hearing – The public hearing was opened at 6:51 P.M., no members of the public spoke at the meeting.
- D. Close Public Hearing – The public hearing was closed at 6:51 P.M.
- E. Discussion – The Commission discussed pedestrian access from this development to the High School as well as increased traffic impact on County Line Road.
- F. Consideration – On a motion by Ronnie Creppon, seconded by David Lanford, this item along with the four (4) corrections and three (3) conditions as denoted in subsection A was approved by a vote of six (6) for and zero (0) against.


3. AN ORDINANCE AMENDING CHAPTER 46, ARTICLE IV, DIVISION 4, CODE OF ORDINANCES, CITY OF ELGIN, TEXAS WHICH MODIFIES TERMINOLOGY & REMOVES A MANUFACTURED HOME PARK AND INDUSTRIALIZED HOUSING AS A USE BY RIGHT IN THE R-3 SINGLE FAMILY, TWO FAMILY, & INDUSTRIALIZED DISTRICT. ALSO AMENDING CHAPTER 46, ARTICLE II, DIVISION 5, CODE OF ORDINANCES, CITY OF ELGIN, TEXAS WHICH MODIFIES TERMINOLOGY AND REMOVES BY SPECIFIC USE A HUD CODE MANUFACTURED HOME PARK IN THE R-1 SINGLE FAMILY DISTRICT & R-2 SINGLE FAMILY (TWO FAMILY) AND GARAGE APARTMENT DISTRICT; AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS.
  - A. Staff Presentation – David Harrell read his staff report into the record.
  - B. Open Public Hearing – The public hearing was opened at 7:06 P.M., no members of the public spoke on the item.
  - C. Close Public Hearing – The public hearing was closed at 7:07 P.M.
  - D. Discussion – The Commission had a brief discussion regarding the definition of the terms Industrialized Housing and Manufactured Homes. It was noted that Industrialized housing would be allowed under Specific Use Permits in all residential zoning.
  - E. Recommendation – On a motion by David Lanford, seconded by Jason Tatum, this item was recommended approval by a vote of six (6) for and zero (0) against.
  
4. AN ORDINANCE AMENDING CHAPTER 46, ARTICLE V, DIVISION 4, SECTION 46-635 CODE OF ORDINANCES, CITY OF ELGIN, TEXAS WHICH AMENDS THE OFFSITE MINIMUM PARKING AND LOADING REQUIREMENTS IN THE DOWNTOWN HISTORIC DISTRICT TO NO MINIMUM AND SETS MAXIMUM PARKING STANDARDS TO SIX (6) PARKING SPACES AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS.
  - A. Staff Presentation – David Harrell read his staff report into the record.
  - B. Open Public Hearing – The public hearing was opened at 7:21 P.M., no members of the public spoke on the item.
  - C. Close Public Hearing – The public hearing was closed at 7:21 P.M.
  - D. Discussion – Amy Miller, Director of Community Development address the Commission on behalf of her department and the Main Street Board and spoke in support of the proposed change. She noted that there are two shared public parking lots to be utilized on nights and weekends in the downtown area.
  - E. Recommendation – On a motion by Jason Tatum, seconded by Dorothy McCarther, this item was recommended approval by a vote of six (6) for and zero (0) against.

5. AN ORDINANCE AMENDING CHAPTER 32, ARTICLE I, SECTION 32-3; AMENDING CHAPTER 32, ARTICLE III, SECTIONS 32-103, 32-196, AND 32-226; AMENDING CHAPTER 46, ARTICLE I, SECTION 46-1; CHAPTER 46, ARTICLE II, DIVISION 5, SECTION 46-138(a); AMENDING CHAPTER 46, ARTICLE V, DIVISION 8, SECTIONS 46-718 – 46-747; ADDING CHAPTER 46, ARTICLE III, SECTION 46-183 – 46-184; ADDING CHAPTER 46, ARTICLE V, DIVISION 9 WIRELESS COMMUNICATION FACILITIES (WCF); AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES OR RESOLUTIONS.

- A. Staff Presentation – David Harrell read his staff report into the record.
- B. Open Public Hearing – The public hearing was opened at 7:36 P.M., no members of the public spoke on the item.
- C. Close Public Hearing – The public hearing was closed at 7:36 P.M.
- D. Discussion – Creppon asked if there had been rules in place for these types of structures before and would this ordinance apply in the Extra Territorial Jurisdiction.
- E. Recommendation – On a motion by Jason Tatum, seconded by Dorothy McCarther this item was recommended approval by a vote of six (6) for and zero (0) against.

**ANNOUNCEMENTS:** David Harrell announced that there will be a re-zoning item and the Peppergrass Final Plat on the February meeting at this time.

**ADJOURNMENT:** The Vice-Chair adjourned the meeting at 7:49 P.M.

  
Antonio Prete, Chair

ATTEST:   
Melissa Lipiec, Secretary

On a motion by David Lanford, seconded by Ronnie Creppon  
the foregoing instrument was passed and approved this 24<sup>th</sup> day of FEBRUARY, 2020.