

**MINUTES
CITY OF ELGIN PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, MARCH 22, 2021**

CALL TO ORDER: The 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 U.S.A.

COMMISSION PRESENT: Chair Antonio Prete, Vice-Chair Brian Lundgren, Jason Tatum, Dorothy McCarther, Ronnie Creppon, and David Lanford.

COMMISSION ABSENT: None.

STAFF PRESENT: David Harrell, Development Services Director; Melissa Lipiec, Secretary; Beau Perry, City Engineer.

CONSENT AGENDA

1. February 22, 2021 Minutes.

David Lanford moved that the Commission approve the consent agenda. Ronnie Creppon seconded the motion. The motion passed unanimously with a vote of six (6) for and zero (0) against.

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

NEW BUSINESS

1. Project #: 202100518: A time extension for Caesar's Crossing approved concept plan located on a parcel of land known by the Travis County Appraisal District as Parcel 248209, located northwest of the intersection of Klaus Ln. and Western Sky Blvd.
 - A. Staff Presentation – David Harrell read the staff report into the record.
 - B. Applicant Presentation – Applicant declined to make presentation.
 - C. Open Public Hearing – The public hearing was opened at 6:36 P.M. with no members of the public in attendance to speak on the item.
 - D. Close Public Hearing – The public hearing was closed at 6:36 P.M.
 - E. Discussion – There was discussion regarding why Willow Sage Lane was not connected to Caesar's Crossing, Beau Perry indicated it was a determination between Westwind HOA and the City to draw traffic away from the subdivision.
 - F. Consideration – David Lanford moved that the Commission deny the item, motion died due to a lack of second. Jason Tatum made a motion to approve the item with the condition it only be extended one (1) year, this was seconded by Brian Lundgren. The motion passed on a vote of five (5) for and one (1) against.

NEW BUSINESS (Cont.)

2. An Ordinance amending Chapter 36, Subdivisions, Revised Code of Ordinances, City of Elgin, Texas and deleting in their entirety Sections 36.38 – 36.39. Repealing all other ordinances and parts of ordinances in conflict therewith; and providing a savings clause.

- A. Staff Presentation – David Harrell went through the details of each proposed Code change with the Commission. Discussion occurred throughout the presentation. There was discussion regarding certificate of completion versus letter of concurrence, as-builts versus record drawings, project engineer versus engineer of record, engineer of record versus developer. Also discussed was removal of as-built application requirements, administrative approval for changes to tree preservation plans after four (4) years, signature blocks, approval of City engineer for cost estimates.

David Harrell requested a recess; the Chair called a recess of the meeting at 7:12 P.M.

The Chair reconvened the meeting at 7:19 P.M.

Staff Presentation (cont.) – Continued discussion included the modification process to capital improvement program, development agreements, modification for criteria to TIA, addition of criteria for traffic on road systems, mail kiosks, modification, site development plan versus platting, addition of required modification to allow required minimum connectivity and exceptions, additional access management standards, signage for Municipal Utility Districts and Public Improvement Districts, modification to street light standards, and parkland modifications.

- B. Open Public Hearing – The public hearing was opened at 7:55 P.M. with no members of the public in attendance to speak on the item.
- C. Close Public Hearing – The public hearing was closed at 7:55 P.M.
- D. Discussion – Occurred in subsection A.
- E. Recommendation – Jason Tatum moved that the Commission recommend approval of the item to Council with the condition the changes discussed in the meeting are placed in the proposed code for recommendation to the Council, this was seconded by Ronnie Creppon. The motion passed unanimously by a vote of six (6) to zero (0).

ANNOUNCEMENTS

David Harrell announced that Gilbert Rangel had resigned from the Commission and a vacancy exists. He indicated to the Members that if they knew of anyone wanting to be on the Commission to send an application to the City Secretary. Mr. Prete indicated he knew of a gentleman that might be interested and would ask him to submit his application. Mr. Prete instructed staff to bring back lighting standards per Commission request. Beau Perry updated regarding placement of sidewalks and updating of utilities in City via a grant.

ADJOURNMENT

The meeting was adjourned at 8:03 P.M.

Attest

Antonio Prete, Chairman

ATTEST: Melissa Lipiec
Melissa Lipiec, Secretary

On a motion by Ronnie Creppon, seconded by David Lanford

the foregoing instrument was passed and approved on this 24th day of May, 2021.