



# City of Pflugerville

## Minutes - Final Planning and Zoning Commission

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Monday, March 5, 2012

7:00 PM

100 East Main Street, Suite 500

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### Regular Meeting

#### 1 Call to Order

Chairman Thomas Anker called the meeting to order at 7:00 PM.

Staff present were Trey Fletcher, Assistant City Manager; Jeremy Frazzell, Senior Planner; Erin Sellers, Planner II; Jim Bowlin, Parks and Recreation Director, and Hazel Sherrod, Planning Admin. Tech.

**Present** 7 - Commissioner Sam Storms, Commissioner Lisa Ely, Commissioner Kirk Lowe, Chairman Thomas Anker, Vice Chairman Rodney Blackburn, Commissioner Drew Botkin and Commissioner Joseph Marse O'Bell

#### 2 Citizens Communication

There were none.

#### 3 Presentation

**A 2012-1073** Discussion of the land development process.

Erin Sellers presented on the Development Process for the City of Pflugerville, including the development review process from Zoning to the issuance of a Certificate of Occupancy.

The following development processes were addressed:

- Zoning
- Preliminary Plat
- Subdivision Construction Plan
- Final Plat
- Site Development
- Building Permit

After a lot is a legally platted lot the developer may build upon it and disturb soil by then going through the Site Development Process.

Site Development Process goes through the administrative review process. The purpose is to review for compliance with all the Engineering design guidelines, as well as the zoning regulations pertaining to parking, landscaping, site design, and etc. Once the Site Development Plan has been approved by the Planning Department, it then proceeds to vertical construction review with the Building Permit Process. The Building Official reviews for compliance with that of the health and safety codes; mechanical, electrical,

plumbing, and fire codes.

The zoning process is a minimum of about 70 - 90 day process, which is overseen by the Planning Department. The Zoning goes through a public hearing process before the Planning and Zoning Commission and the City Council. The purpose of zoning is to promote that of the public health, safety, morals and general welfare. For example, zoning regulates: height, number of stories, population density, maximum impervious cover, location and use of buildings to name a few. Through the rezoning process, staff typically deals with land use. All zoning regulations should be in compliance with that of the Comprehensive Plan.

The subdivision process is typically a 120-day process at minimum. The process starts with the preliminary plat which outlines where the public infrastructure will be located and should be in accordance with the Comprehensive Plan, the Water and Wastewater Master Plans.

The Site Development process looks at the private infrastructure to make sure the applicant is meeting the intent of the zoning regulation and Engineering Design Guidelines as it relates to landscaping, driveway curb cuts, parking and architectural design. This process takes 60+ days for review.

The building permit process is where you see the vertical construction; mechanical, electrical, plumbing and fire codes are reviewed. The building Department is the sole reviewer of the application. The review process is 30+ day.

Chairman Anker asked why the Site Development Plans do not go through the Planning and Zoning Commission.

Ms. Sellers answered that the Site Plans originally did come before the Planning and Zoning Commission for review, but was later determined that the administrators in the Planning Department will oversee that process.

Mr. Fletcher answered that the reason is because the Site Plan has been through the platting process, it already has a lot and block assigned. A Site Development permit cannot be approved unless the property has already been platted. Single family does not go through the Site Development process it goes straight to the Building Permitting, site development is for non-residential and multifamily construction.

Chairman Anker asked if streets within the Site Development typically dedicated to the City or is it privately maintained?

Ms. Sellers answered that any dedication of roadway to the city is done through the platting process.

Chairman Anker asked Ms. Sellers to explain the advantage of posting fiscal and what does that mean?

Ms. Sellers explained that it speeds up the process. Posting fiscal is essentially an agreement indication that if the developer was to fall short in providing the infrastructure the City would have the means to construct the infrastructure and have a legal lot that is up to public standard for development. If a developer has posted fiscal and the developer has built the public infrastructure, the fiscal posting will be released.

**4 Consent Agenda**

- A 2012-1071** Approving a Final Plat for Spring Trails Phase 5; a 6.287-acre tract of land out of the John Van Winkle Survey No. 70, Abstract 787; located southeast of the Springbrook Rd and New Meister Lane intersection in Pflugerville, Texas. (FP1202-02)
- B 2012-1049** Approve the Planning and Zoning Commission minutes for the February 6th, 2012 meeting.
- C 2012-1050** Approving a one time, 180-day extension for the Avalon Preliminary Plat.
- D 2012-1072** Approving a Final Plat for Spring Trails Phase 4; a 7.566-acre tract of land out of the John Van Winkle Survey No. 70, Abstract 787; located southeast of the Springbrook Rd and New Meister Lane intersection in Pflugerville, Texas. (FP1202-01)
- E 2012-1074** Approving a Subdivision Variance to allow posting partial fiscal security for Falcon Pointe Section Nine-South (Phase 1) final plat.
- Vice Chairman Blackburn made a motion to approve the Consent Agenda as read. Commissioner Lowe seconded that motion. All in favor. Motion carried.**

**5 Council Action Update**

- A 2012-1077** Council Action Update
- Pfix-Up program
  - Public Hearing on Donation Containers and MS4 text amendments postponed
  - City Council Retreat
- Trey Fletcher introduced the Parks and Recreation Director James Bowlin. Mr. Bowlin presented to the City Council in February the launch of the Pflugerville Pfix-Up program.**
- The text amendments for the Donation Containers and the MS4 text amendment that was to go before the City Council on February 28th meeting was postponed for a March 27th meeting and those items will be posted in the newspaper for public hearing.**
- City Council will have a retreat on March 24th to take place at the Development Services Center.**

**6 Future Agenda Items**

- A 2012-1078** Future Agenda Items

- Comprehensive Plan - April 2nd
- Staff is wrapping up the Water Master Plan and Water Model
- Impact Fees
- Rezoning - public hearing April 2nd

**7 Adjourn**

**Thomas Anker, Chairman, Planning and Zoning Commission**

Commissioner Ely made a motion to adjourn the meeting at 7:34 p.m. Vice Chairman Blackburn seconded that motion. All in favor. Meeting adjourned.

Thomas Anker, Chairman  
Planning and Zoning Commission

Respectfully submitted by \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_, 2012.