



PLANNING COMMISSION MEETING CITY OF BAY CITY

Thursday, August 7, 2025 at 5:00 PM
COUNCIL CHAMBERS | 1901 5th Street

COUNCIL MEMBERS

Chairman: Jessica Russell

Commissioners: Eric Frankson, Joshua Fortenberry, Marion Garcia, Bruce Krauksopf, Carolyn Barclay, Zeinab Ghais

Vision Statement

We envision Bay City as a thriving, family-centered community where our citizens can live, work, worship, and play, while welcoming visitors to experience our beautiful environment and diverse culture.

AGENDA

CALL TO ORDER

APPROVAL OF AGENDA

APPROVAL OF MINUTES

1. Minutes of the Meeting of December 5, 2024

REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND/OR APPROVAL

2. Discuss, consider, and/or approve a variance to the Municipal Code of Ordinances, Sec. 46.73.1 at Cottonwood Subdivision, Lot 8 (1831 Camille Drive). Lynn Stuart, Lynn Engineering

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3. Review and discuss ordinance Chapter 22, Article IX - Substandard Buildings; discuss the process for the Public Hearing and orders of abatement; and review the necessary forms. Krystal Mason, Assistant Public Works Director

ITEMS/COMMENTS FROM BOARD MEMBERS

PUBLIC COMMENTS

ADJOURNMENT

AGENDA NOTICES:

Attendance By Other Elected or Appointed Officials: It is anticipated that members of other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items

listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.

CERTIFICATION OF POSTING

This is to certify that the above notice of a Regular Called Planning Commission Meeting was posted on the front window of the City Hall of the City of Bay City, Texas on August 4, 2025 **before 5:00 p.m.** Any questions concerning the above items, please contact the Mayor and City Manager's office at (979) 245-2137.

CITY OF BAY CITY
MINUTES • DECEMBER 5, 2024

**COUNCIL
CHAMBERS | 1901
5th Street**

Planning Commission Meeting

5:00 PM

**1901 5TH STREET
BAY CITY TX,77414**



We envision Bay City as a thriving, family-centered community where our citizens can live, work, worship, and play, while welcoming visitors to experience our beautiful environment and diverse culture.

CALL TO ORDER

The meeting was called to order at 5:00 p.m. A Quorum was not present.

PRESENT

Commissioner Erik Frankson
Commissioner Joshua Fortenberry
Commissioner Marion Garcia

ABSENT

Chairperson Jessica Russell
Commissioner Carolyn Barclay
Commissioner Bruce Krauksopf

APPROVAL OF AGENDA

Motion made by Commissioner Frankson to approve the agenda, Seconded by Commissioner Fortenberry.

Voting Yea: Commissioner Frankson, Commissioner Fortenberry, Commissioner Garcia.
Motion carried.

APPROVAL OF MINUTES

There were no minutes provided to approve.

REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND/OR APPROVAL:

- 1. **Discuss, consider, and review a proposed Creation Ordinance of the City Council of the City of Bay City, Texas, Pursuant to Chapter 311 of the Texas Tax Code, Creating Tax Increment Financing Reinvestment Zone Number Five, City of Bay City, Texas.**

Gabriel Lopez, City Engineering Tech, provided a presentation on the proposed TIRZ #5 and boundaries. Mr. Lopez stated that there is a public hearing on Tuesday, December 10th and Council will vote to approve.

Commissioner Garcia asked if there was a population increase expected and Commissioner Frankson replied that daytime population is around 55,000 and commuters are looking and buying homes in the city.

ITEMS / COMMENTS FROM BOARD MEMBERS

Commissioner Frankson requested large land use maps and ways to access electronically.

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

The meeting adjourned at 5:29 p.m.

PASSED AND APPROVED, this ____ day of _____, 20____.

JESSICA RUSSELL, CHAIRMAN



CITY OF BAY CITY
VARIANCE REQUEST

1901 5th Street
Bay City, TX 77414
(979) 245-5311
(979) 323-1681 fax

All requests for a variance shall be filed with the City Secretary. Each request shall be accompanied by a \$75.00 filing fee, a drawing/illustration depicting the property affected by the request, and any additional supplemental documentation that you want the Variance Committee to consider. Incomplete requests will not be accepted.

Date: 7/14/25

Name of Requestor (please print): Stuart A. Lynn

Address of Requestor: 2200 Ave A Phone Number: 979 480 3470

Bay City 77414 Email Address: stuartlynn@lynngrp.com

Address of subject property: 1831 Camille Drive

Legal description of subject property: Lot 8 Cottonwood

Section(s) of the City's Code of Ordinances from which the variance is being sought:

- Sec. 46.23.1 of the Code of Ordinances
Sec. of the Code of Ordinances
Sec. of the Code of Ordinances

In detail, please state the reason for the request: section calls for 24" above BFE. Lot 8 is only lot in flood plain 1-7 are not. These lots will have FF around elevation 51.0. Lot 5 was just built and it was 51.28. Current BFE is 50.4. Variance is for 12" instead of 24" would still be higher than adjacent PF. with 12", it would have PF of 51.4.'

The Variance Committee will consider variance requests from the following:

- (a) Ch. 22 (Buildings and Building Regulations)
(b) Ch. 46 (Flood Damage Prevention)
(c) Ch. 54 (Mobile Homes, etc.)
(d) Ch. 78 (Off Street Parking (Angle Parking))
(e) Ch. 94 (Streets, Sidewalks and Other Public Places)
(f) Ch. 98, Sec. 98-122 - Subdivision Streets
(g) Ch. 110, Sec. 110-178 (Traffic and Vehicles (Angle Parking)).

Otherwise, the Planning Commission will consider the variance request.

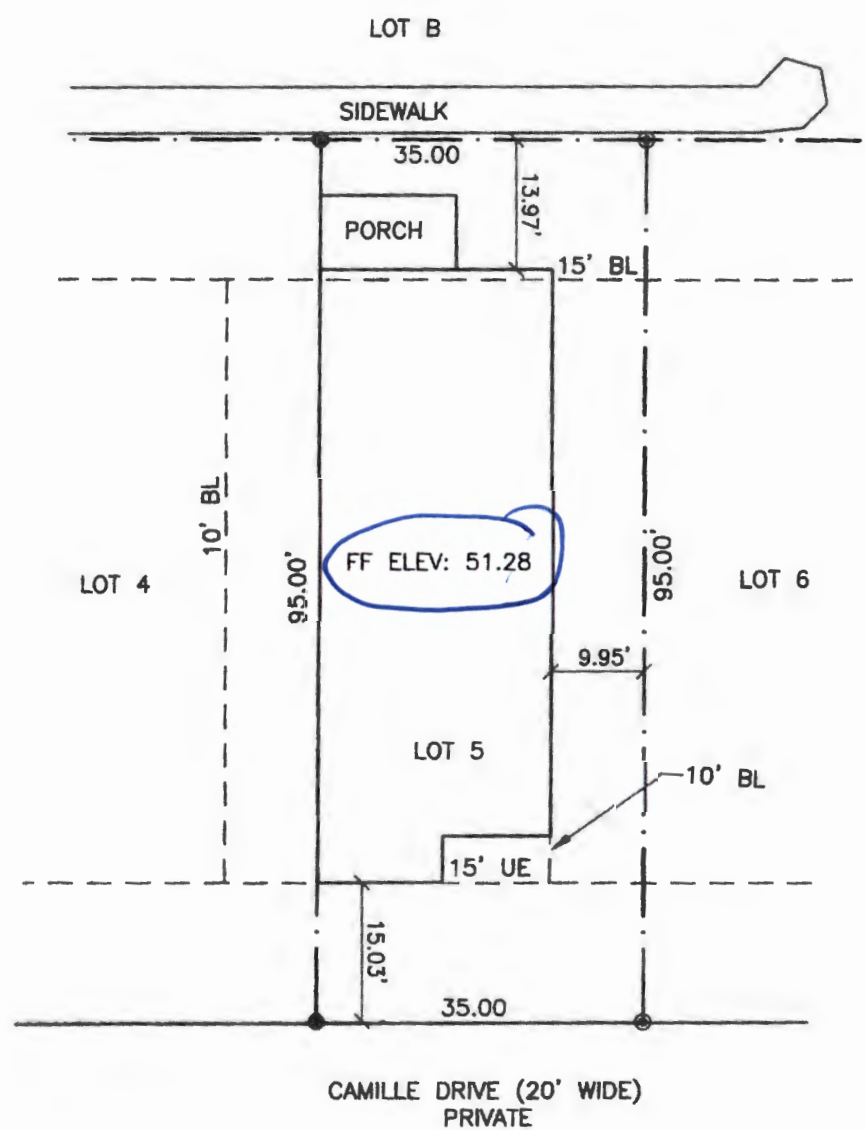
Decisions of the Variance and Planning Committees shall be filed with the City Secretary's Office and promptly reported to the requestor. All decisions may be appealed to the City Council.

[Handwritten Signature]

Requestor Signature



SCALE: 1"=20'



CAMILLE DRIVE (20' WIDE)
PRIVATE

LOT A

COTTONWOOD SUBDIVISION LOT 5

FORM SURVEY OF
1819 CAMILLE DRIVE
PALACIOS, TX 77465



John D. Mercer
11/7/2024
JOHN D. MERCER, RPLS NO 1924

- 5/8" IRON ROD W/CAP MARKED G&W
- 5/8" IRON ROD W/CAP MARKED LYNN 10116600

LYNNENGINEERING
TEXAS REGISTERED ENGINEERING FIRM F-324
TEXAS REGISTERED SURVEYING FIRM 10116600



2200 AVENUE A
BAY CITY, TEXAS 77414
PH. (361)782-7121

1 OF 1

JOB NO.
20.104517

ELEVATION CERTIFICATE

Important: Follow the instructions on pages 1-9.

Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner.

SECTION A – PROPERTY INFORMATION					FOR INSURANCE COMPANY USE	
A1. Building Owner's Name SAL Holdings, LLC					Policy Number:	
A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 1831 Camille Drive					Company NAIC Number:	
City Bay City		State Texas		ZIP Code 77414		
A3. Property Description (Lot and Block Numbers, Tax Parcel Number, Legal Description, etc.) Lot 8, Cottonwood Park, Re-Plat of Block 104, Original Townsite of Bay City, Texas						
A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.)					Residential	
A5. Latitude/Longitude: Lat. N 28° 59' 03.979" Long. W 95° 58' 04.409"					Horizontal Datum: <input type="checkbox"/> NAD 1927 <input checked="" type="checkbox"/> NAD 1983	
A6. Attach at least 2 photographs of the building if the Certificate is being used to obtain flood insurance.						
A7. Building Diagram Number _____						
A8. For a building with a crawlspace or enclosure(s):						
a) Square footage of crawlspace or enclosure(s)					N/A sq ft	
b) Number of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot above adjacent grade					N/A	
c) Total net area of flood openings in A8.b					N/A sq in	
d) Engineered flood openings? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
A9. For a building with an attached garage:						
a) Square footage of attached garage					N/A sq ft	
b) Number of permanent flood openings in the attached garage within 1.0 foot above adjacent grade					N/A	
c) Total net area of flood openings in A9.b					N/A sq in	
d) Engineered flood openings? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
SECTION B – FLOOD INSURANCE RATE MAP (FIRM) INFORMATION						
B1. NFIP Community Name & Community Number Bay City, City of - 485455				B2. County Name Matagorda		B3. State Texas
B4. Map/Panel Number 48321C0252	B5. Suffix F	B6. FIRM Index Date 01-15-2021	B7. FIRM Panel Effective/ Revised Date 01-15-2021	B8. Flood Zone(s) AE	B9. Base Flood Elevation(s) (Zone AO, use Base Flood Depth) 50.4'	
B10. Indicate the source of the Base Flood Elevation (BFE) data or base flood depth entered in Item B9: <input type="checkbox"/> FIS Profile <input checked="" type="checkbox"/> FIRM <input type="checkbox"/> Community Determined <input type="checkbox"/> Other/Source: _____						
B11. Indicate elevation datum used for BFE in Item B9: <input type="checkbox"/> NGVD 1929 <input checked="" type="checkbox"/> NAVD 1988 <input type="checkbox"/> Other/Source: _____						
B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Designation Date: _____ <input type="checkbox"/> CBRS <input type="checkbox"/> OPA						

ELEVATION CERTIFICATE

OMB No. 1660-0008
Expiration Date: November 30, 2022

IMPORTANT: In these spaces, copy the corresponding information from Section A.			FOR INSURANCE COMPANY USE	
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 1831 Camille Drive			Policy Number:	
City Bay City	State Texas	ZIP Code 77414	Company NAIC Number	

SECTION C – BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)

C1. Building elevations are based on: Construction Drawings* Building Under Construction* Finished Construction
 *A new Elevation Certificate will be required when construction of the building is complete.

C2. Elevations – Zones A1–A30, AE, AH, A (with BFE), VE, V1–V30, V (with BFE), AR, AR/A, AR/AE, AR/A1–A30, AR/AH, AR/AO.
 Complete Items C2.a–h below according to the building diagram specified in Item A7. In Puerto Rico only, enter meters.

Benchmark Utilized: _____ Vertical Datum: NAVD 1988

Indicate elevation datum used for the elevations in items a) through h) below.

NGVD 1929 NAVD 1988 Other/Source: _____

Datum used for building elevations must be the same as that used for the BFE.


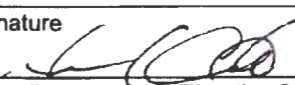
Check the measurement used.

- | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------|-------|------------------------------------------|---------------------------------|
| a) Top of bottom floor (including basement, crawlspace, or enclosure floor) _____ | N/A | <input type="checkbox"/> feet | <input type="checkbox"/> meters |
| b) Top of the next higher floor _____ | N/A | <input type="checkbox"/> feet | <input type="checkbox"/> meters |
| c) Bottom of the lowest horizontal structural member (V Zones only) _____ | N/A | <input type="checkbox"/> feet | <input type="checkbox"/> meters |
| d) Attached garage (top of slab) _____ | N/A | <input type="checkbox"/> feet | <input type="checkbox"/> meters |
| e) Lowest elevation of machinery or equipment servicing the building
(Describe type of equipment and location in Comments) _____ | N/A | <input type="checkbox"/> feet | <input type="checkbox"/> meters |
| f) Lowest adjacent (finished) grade next to building (LAG) _____ | 48.65 | <input checked="" type="checkbox"/> feet | <input type="checkbox"/> meters |
| g) Highest adjacent (finished) grade next to building (HAG) _____ | 49.68 | <input checked="" type="checkbox"/> feet | <input type="checkbox"/> meters |
| h) Lowest adjacent grade at lowest elevation of deck or stairs, including structural support _____ | N/A | <input type="checkbox"/> feet | <input type="checkbox"/> meters |

SECTION D – SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION

This certification is to be signed and sealed by a land surveyor, engineer, or architect authorized by law to certify elevation information. I certify that the information on this Certificate represents my best efforts to interpret the data available. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.

Were latitude and longitude in Section A provided by a licensed land surveyor? Yes No Check here if attachments.

Certifier's Name Nicholas Mitchell Carrillo	License Number 125070		
Title PE			
Company Name Lynn Engineering, LLC			
Address 2200 Avenue A			
City Bay City	State Texas		ZIP Code 77414
Signature 	Date	Telephone (979) 245-8900	Ext. 1227

Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner.

Comments (including type of equipment and location, per C2(e), if applicable)

A Temporary Benchmark (TBM-1) was located off site in the form of a cotton spindle driven in Power Pole. Elevation = 52.4'

TBM-1 is located on the north ROW of 8th Street, Bay City, Texas

A Temporary Benchmark (TBM-2) was located on site in the form of the northeast corner of a Transformer Slab. Elevation = 50.17'

ELEVATION CERTIFICATE

OMB No. 1660-0008
Expiration Date: November 30, 2022

IMPORTANT: In these spaces, copy the corresponding information from Section A.			FOR INSURANCE COMPANY USE
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 1831 Camille Drive			Policy Number:
City Bay City	State Texas	ZIP Code 77414	Company NAIC Number

**SECTION E – BUILDING ELEVATION INFORMATION (SURVEY NOT REQUIRED)
FOR ZONE AO AND ZONE A (WITHOUT BFE)**

For Zones AO and A (without BFE), complete Items E1–E5. If the Certificate is intended to support a LOMA or LOMR-F request, complete Sections A, B, and C. For Items E1–E4, use natural grade, if available. Check the measurement used. In Puerto Rico only, enter meters.

- E1. Provide elevation information for the following and check the appropriate boxes to show whether the elevation is above or below the highest adjacent grade (HAG) and the lowest adjacent grade (LAG).
- a) Top of bottom floor (including basement, crawlspace, or enclosure) is _____ feet meters above or below the HAG.
- b) Top of bottom floor (including basement, crawlspace, or enclosure) is _____ feet meters above or below the LAG.
- E2. For Building Diagrams 6–9 with permanent flood openings provided in Section A Items 8 and/or 9 (see pages 1–2 of Instructions), the next higher floor (elevation C2.b in the diagrams) of the building is _____ feet meters above or below the HAG.
- E3. Attached garage (top of slab) is _____ feet meters above or below the HAG.
- E4. Top of platform of machinery and/or equipment servicing the building is _____ feet meters above or below the HAG.
- E5. Zone AO only: If no flood depth number is available, is the top of the bottom floor elevated in accordance with the community's floodplain management ordinance? Yes No Unknown. The local official must certify this information in Section G.

SECTION F – PROPERTY OWNER (OR OWNER'S REPRESENTATIVE) CERTIFICATION

The property owner or owner's authorized representative who completes Sections A, B, and E for Zone A (without a FEMA-issued or community-issued BFE) or Zone AO must sign here. The statements in Sections A, B, and E are correct to the best of my knowledge.

Property Owner or Owner's Authorized Representative's Name
Stuart Lynn

Address 2200 Avenue A	City Bay City	State Texas	ZIP Code 77414
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Signature	Date	Telephone (979) 245-8900
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Comments

Check here if attachments.

ELEVATION CERTIFICATE

OMB No. 1660-0008
Expiration Date: November 30, 2022

IMPORTANT: In these spaces, copy the corresponding information from Section A.			FOR INSURANCE COMPANY USE
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 1831 Camille Drive			Policy Number:
City Bay City	State Texas	ZIP Code 77414	Company NAIC Number

SECTION G – COMMUNITY INFORMATION (OPTIONAL)

The local official who is authorized by law or ordinance to administer the community's floodplain management ordinance can complete Sections A, B, C (or E), and G of this Elevation Certificate. Complete the applicable item(s) and sign below. Check the measurement used in Items G8–G10. In Puerto Rico only, enter meters.

- G1. The information in Section C was taken from other documentation that has been signed and sealed by a licensed surveyor, engineer, or architect who is authorized by law to certify elevation information. (Indicate the source and date of the elevation data in the Comments area below.)
- G2. A community official completed Section E for a building located in Zone A (without a FEMA-issued or community-issued BFE) or Zone AO.
- G3. The following information (Items G4–G10) is provided for community floodplain management purposes.

G4. Permit Number	G5. Date Permit Issued	G6. Date Certificate of Compliance/Occupancy Issued
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- G7. This permit has been issued for: New Construction Substantial Improvement
- G8. Elevation of as-built lowest floor (including basement) of the building: _____ feet meters Datum _____
- G9. BFE or (in Zone AO) depth of flooding at the building site: _____ feet meters Datum _____
- G10. Community's design flood elevation: _____ feet meters Datum _____

Local Official's Name	Title
Community Name	Telephone
Signature	Date

Comments (including type of equipment and location, per C2(e), if applicable)

Check here if attachments.

BUILDING PHOTOGRAPHS

OMB No. 1660-0008
Expiration Date: November 30, 2022

ELEVATION CERTIFICATE

See Instructions for Item A6.

IMPORTANT: In these spaces, copy the corresponding information from Section A.			FOR INSURANCE COMPANY USE
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 1831 Camille Drive			Policy Number:
City Bay City	State Texas	ZIP Code 77414	Company NAIC Number

If using the Elevation Certificate to obtain NFIP flood insurance, affix at least 2 building photographs below according to the instructions for Item A6. Identify all photographs with date taken; "Front View" and "Rear View"; and, if required, "Right Side View" and "Left Side View." When applicable, photographs must show the foundation with representative examples of the flood openings or vents, as indicated in Section A8. If submitting more photographs than will fit on this page, use the Continuation Page.

Photo One

Photo One

Photo One Caption

Clear Photo One

Photo Two

Photo Two

Photo Two Caption

Clear Photo Two

ELEVATION CERTIFICATE

BUILDING PHOTOGRAPHS

Continuation Page

OMB No. 1660-0008

Expiration Date: November 30, 2022

IMPORTANT: In these spaces, copy the corresponding information from Section A.			FOR INSURANCE COMPANY USE
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 1831 Camille Drive			Policy Number:
City Bay City	State Texas	ZIP Code 77414	Company NAIC Number

If submitting more photographs than will fit on the preceding page, affix the additional photographs below. Identify all photographs with: date taken; "Front View" and "Rear View"; and, if required, "Right Side View" and "Left Side View." When applicable, photographs must show the foundation with representative examples of the flood openings or vents, as indicated in Section A8.

Photo Three

Photo Three

Photo Three Caption

Clear Photo Three

Photo Four

Photo Four

Photo Four Caption

Clear Photo Four