Setting Up a Pre-Development Meeting: A Step-by-Step Guide

Currently, the Bastrop County Department of Development Services does not have an application for pre-development meetings. Developers interested in scheduling a pre-development meeting should follow this procedure:

1. Ensure that the proposed development is within the unincorporated area of Bastrop County by verifying that it is not within the full purpose city limits of any of the County's municipalities: Bastrop, Elgin, or Smithville.

2. Verify which Emergency Services District (ESD) the proposed development is within (i.e. Bastrop County ESD #1, Bastrop County ESD#2, or the Bastrop-Travis County ESD #1). A static map with ESD boundaries can be found attached to this document (Page 4).

3. Send an email requesting a pre-development meeting to the:

    a. County Planner – Aimee Robertson: aimee.robertson@co.bastrop.tx.us

    b. County Engineer – Carolyn Dill, P.E.: carolyn.dill@co.bastrop.tx.us

    c. Environmental Services Director – Eduardo Guerrero: eduardo.guerrero@co.bastrop.tx.us

    d. Floodplain Administrator – Marlene Flores: marlene.flores@co.bastrop.tx.us

    e. Subdivision Review personnel:

        i. Patricia Trevino: patricia.trevino@co.bastrop.tx.us

        ii. Briel Lemelle: briel.lemelle@co.bastrop.tx.us

        iii. William Fischer: william.fischer@co.bastrop.tx.us

    f. Development Plan Reviewer – Odalis Garcia: odalis.garcia@co.bastrop.tx.us

    g. 9-1-1 Addressing personnel: addressing@co.bastrop.tx.us

h. If the proposed development is within the known and potential habitat of the Houston Toad, include the Lost Pines Habitat Conservation Plan (LPHCP) Administrator – Cari Croft: cari.croft@co.bastrop.tx.us

i. If the proposed development is within the service area of Bastrop County ESD #1, include info@bastropesd1.com in your meeting request email.

4. In your email, please provide:

   a. A description of the proposed development

   b. A preliminary site plan

   c. Location map; and

   d. The parcel ID number(s) where the development will take place.
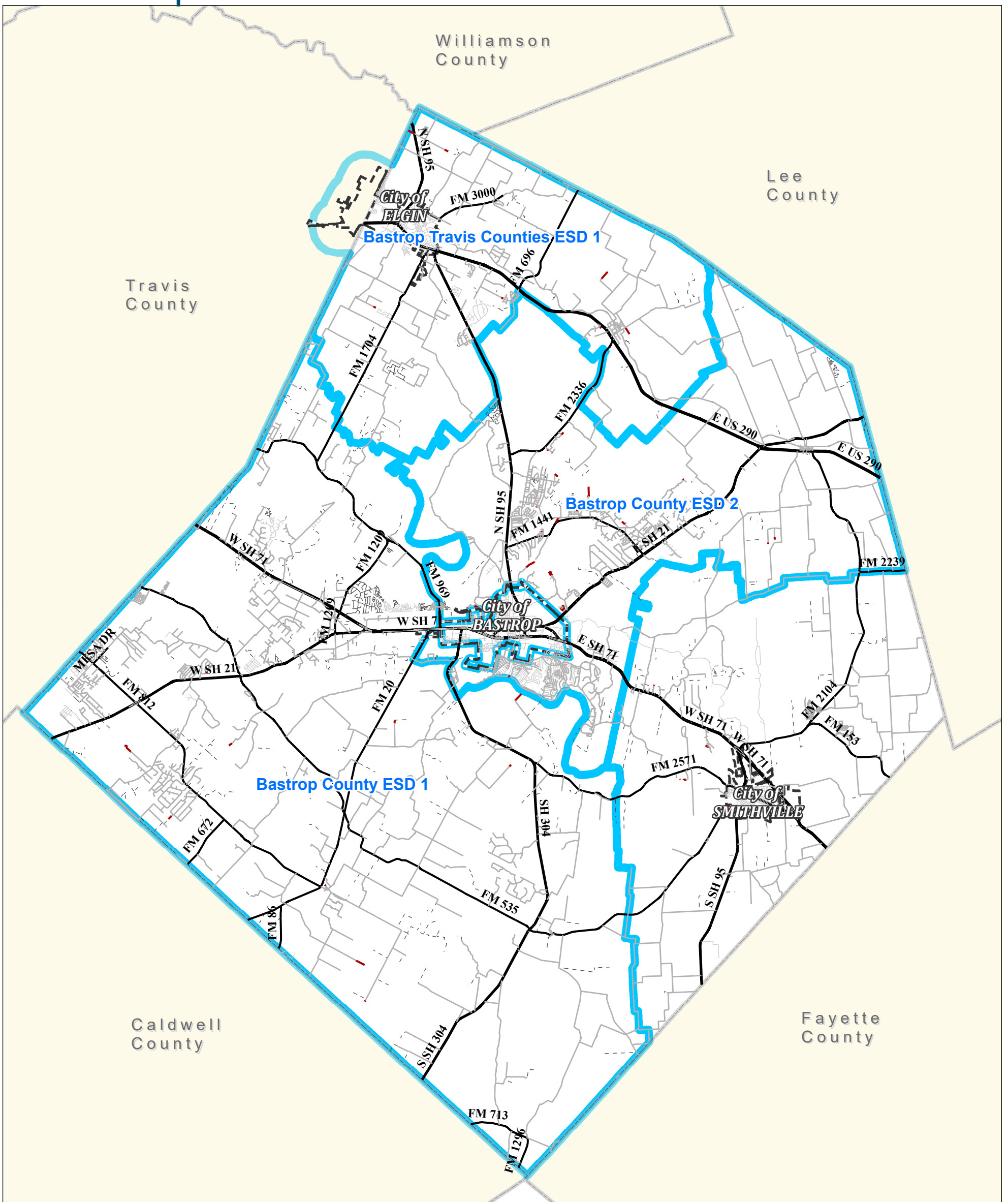
   Pre-development meetings are held for 30-minute blocks on Tuesdays from 9 A.M. to 12 P.M. and Thursdays from 1 P.M. to 4 P.M. Indicate in your email three (3) dates and times within those windows you are available to meet. Staff requests meetings be scheduled one (1) week in advance.

5. If all staff are not available during one of the proposed meeting times, the developer will need to provide new proposed meeting dates and times for a later week.

6. All pre-development meetings are held virtually via Microsoft Teams. Once the materials described in Step 4 (site plan, location map, and parcel IDs) have been provided, the County Planner will schedule and send out the invitation to the Teams meeting. The County Planner will not schedule or send out an invitation to a pre-development meeting without having received the materials described in Step 4. **If the meeting requester's team is more than 15 minutes late to the meeting, the meeting will need to be rescheduled.**

7. Please ensure that all relevant materials (site plans, location maps, conceptual schematics, etc.) are prepared for presentation at the meeting. Development Services staff will provide comments on your proposed development and answer questions you may have regarding the County development process.

Bastrop County
Development Services

Williamson County

Lee County

Travis County

N SH 95

FM 3000

City of ELGIN

Bastrop Travis Counties ESD 1

FM 696

FM 1704

FM 2336

E US 290

E US 290

Bastrop County ESD 2

W SH 71

FM 1209

N SH 95

FM 1441

N SH 21

FM 2239

FM 969

FM 1209

City of BASTROP

W SH 71

E SH 71

MESA DR

W SH 21

FM 812

FM 20

W SH 71

W SH 71

FM 2104

FM 153

Bastrop County ESD 1

FM 2571

City of SMITHVILLE

FM 672

SH 304

S SH 95

FM 86

FM 535

S SH 304

Caldwell County

Fayette County

FM 713

FM 1296