



Date: May 2, 2024

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RE: 3012 Bee Cave – Commercial Zoning and Drainage Review 2

The above-referenced report and plans were reviewed by the City for compliance with City Zoning and Drainage Ordinances. The plans are not in compliance with the City of Rollingwood Zoning and Drainage Code of Ordinances and are not approved. The plans are required to be revised per the following comments and resubmitted. We are providing the following comments based on a cursory review of the submittal; additional comments may be generated upon the re-submittal:

**Please provide a comment response letter with subsequent submittals**

## **ZONING**

### **General Requirements (Zoning)**

#### ***Professional & Business Office District (C-1 & C-2)***

1. Per Rollingwood City Ordinance Section 107-103(a), for a building within 300 feet of a residential district no portion of any building shall exceed 30 feet in height or two stories and no portion of any other building or structure shall exceed 35 in height or two stories (except as allowed in subsections 107-103(b)-(c)).  
**Ordinance 67-O(4)- Height Regulations- No Commercial building shall exceed thirty five (35) feet in height, and no building shall exceed two stories in height. (July 1985)**  
**C1. Submit architectural renderings**
2. Per Rollingwood City Ordinance Section 107-103(a), all buildings or structures must be of pitched-type construction (hip or gable type roofs with a minimum pitch of 3:12).  
**C1. Submit architectural renderings**
3. Per Rollingwood City Ordinance Section 107-103(b), a building or structure may be three stories if it satisfies all of the following conditions.  
**Ordinance 67-O(4)- Height Regulations- No Commercial building shall exceed thirty five (35) feet in height, and no building shall exceed two stories in height. (July 1985)**  
**C1. Submit architectural renderings**
4. Per Rollingwood City Ordinance Section 107-106(a)(10), the size and location of all existing and proposed public and private utilities.
5. ~~Per Rollingwood City Ordinance Section 107-109, any lot in a commercial district which abuts a lot in a residential district shall be developed in accordance with the following:~~

~~(a) A 100-foot greenbelt shall be provided between the boundary of a residential district and the impervious cover.~~

6. Per Rollingwood City Ordinance Section 107-113, the following are specifically prohibited:
  - ~~(a) Accessory or temporary buildings;~~
  - (b) The manufacture of any product for sale;
  - (c) Activities involving the conduct of major automobile repairs, body repair or painting, welding, storage of dismantled or nonoperational vehicles, sale of used automobile parts, or the sale of new or used motor vehicles;
  - (d) The use of parking lots or front yards for the display, sale or storage of merchandise, motor vehicles, equipment, containers or water materials;
  - (e) The wholesale processing of food;
  - (f) Activities which create odors, excessive light, electronic interference, smoke, dust, dirt, noise, fumes, glare, vibration, the presence of vermin or rodents, or other undesirable or hazardous conditions;
  - (g) The provision of personal services, or the display, sale or advertisement or any product that adversely affects the health, safety, or general welfare of the city; or
  - (h) Retail establishments, other than restaurants, may not be open to the public between the hours of 10pm and 7am the following day
  
7. Per Rollingwood City Ordinance Section 107-115, impervious cover shall not exceed 50% of the total area of any lot in a commercial district.  
**Ordinance 67-O(7.3)- Impervious Cover shall not exceed 50% (July 1985)**
  
8. Per Rollingwood City Ordinance Section 107-116(a), trash disposal, storage and mechanical equipment must be screened from view of any residential district and any public street.  
**C1. Submit architectural renderings of dumpster enclosure**

### **Signs and Advertising**

13. Per Rollingwood City Ordinance Section 24-57, a person desiring to erect a sign requiring a permit under this article must file a written application for the permit. The permit application must be filed with the building official and must be accompanied by the fee prescribed by the city, together with the following information:
  - (a) A site plan depicting the exact location of the proposed sign on the premises, if applicable; and
  - (b) An elevation and specification drawing, to scale, of the proposed sign showing the message to be depicted on the sign, the dimensions of the sign, the materials that will be used in the construction of the sign, lighting devices (if any) that will be used to illuminate the sign, and the method by which the sign will be constructed, attached to the building or placed in the ground, and any associated landscaping.
  - (c) The specification drawing for a monument sign must bear the signature and seal of a registered professional engineer.
  
14. Per Rollingwood City Ordinance Section 24-23, the general requirements for signage are as follows:
  - (a) No person shall construct, alter or move any sign or any portion thereof, or cause the same to be done, without first obtaining a sign permit as required under the city construction code from the building official. All sign permits shall expire after a period of six months except for temporary sign permits as described in section 24-93.

- (b) No sign may be erected or maintained in such manner as to obstruct the view of operators of motor vehicles, or at any location where, by reason of position, shape, size, color or illumination, it may interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal or device.
- (c) No person may place, erect or maintain or cause the placement, erection or maintenance of any sign on any tree, utility pole, fence, retaining wall, easement or right-of-way.
- (d) No person may place, erect or maintain or cause the placement, erection or maintenance of any sign upon any city property without the prior approval of the city council.
- (e) Unless expressly authorized or allowed under this article, no signs are permitted within the city.
- (f) All single establishments or multiple-establishment complexes must display building street address numbers on signage in compliance with the provisions of this article and the uniform fire code.

15. Standards for specific types of specific types of signs shall be in compliance with Section 24-59 through 24-89.

#### Notes

16. Please note the following: (sign notes)
- a. Per Rollingwood City Ordinance Section 24-56, if the work authorized by a permit issued under this article is not commenced within sixty (60) days after the date of issuance, the permit becomes null and void. (temporary sign only)
  - b. Per Rollingwood City Ordinance Section 24-23(a), all sign permits shall expire after a period of six (6) months except for temporary signs permits. (all signs other than temporary signs)
  - c. Per Rollingwood City Ordinance Section 24-25 (b), the provisions of this article will not be construed as relieving or limiting in any way the responsibility or liability of any person erecting or owning any sign from personal injury or property damage resulting from the placing of the sign, or resulting from the negligence or willful acts of such person, or such person's agents, employees or workers, in the design, construction, maintenance, repair or removal of any sign erected in accordance with a permit issued under the provisions of this article. Nor should this article be construed as imposing upon the city or its officers, employees or representatives any responsibility or liability by reason of the approval of any signs, materials, or devices, or taking any other action under the provisions of this article.
  - d. Per Rollingwood City Ordinance Section 24-58(c), no sign requiring a permit may be erected until such permit is issued by the building official.
  - e. Per Rollingwood City Ordinance Section 3.06.052(b), the application will not be deemed to have been filed until all required information, documentation and fees have been received by the building official.
  - f. Per Rollingwood City Ordinance Section 24-25(a), all signs must be properly maintained in good repair and appearance. The sign and all braces, bolts, supports, frame and fastenings must be free from deterioration, termite infestation, rot, or loosening. The building official is authorized and directed to order the painting, repair, or removal of a sign, or make other improvements as necessary to alleviate a hazard to public health, safety or welfare.
  - g. Per Rollingwood City Ordinance Section 24-93(b), a commercial real estate sign may not be displayed for longer than six months. (commercial real estate only)

## DRAINAGE

### General Requirements (Drainage)

17. Per Rollingwood City Ordinance Section 103-230(b), all easements, 100-year flood boundaries, and buffer zones shall be clearly shown on the drainage and site plans.

**C1: Please include the 100-year floodplain boundaries in appropriate plan sheets.**

#### **Drainage Plan**

18. Per Rollingwood City Ordinance Section 103-236(2)(a), provide time of concentration (TC) lines demonstrating flow pattern transition points for sheet flow, shallow concentrated, and channel/ditch/pipe.

19. Per Rollingwood City Ordinance Section 103-236(2)(a), provide time of concentration calculation tables demonstrating equations, variables, and values used for pre-development and post-development condition.

**C1: Please refine the time of concentration tables by breaking up the Tsheet, Tsc, Tchannel with their appropriate separate inputs, include Tchannel as there is reference to channel flow in plans but now shown in table, please show total time of concentration as well and lag times.**

20. Please verify manning coefficient, manning's "n" value are in accordance with City of Austin Drainage Criteria Manual Table 2-4.

**C1: clarify if manning n values are being weighted or justify the use of the high n values of 0.8, please use the COA n values.**

21. Per Rollingwood City Ordinance Section 103-236(2)(a), provide discharge points identified for each watershed boundary.

22. Per Rollingwood City Ordinance Section 103-236(2)(a), provide table demonstrating peak flows for 2-, 10-, 25-, and 100-year storm events for pre-development and post-development conditions.

**C1: Please provide Q for each storm and each of the drainage areas, missing a couple drainage area flows on tables.**

23. Per Rollingwood City Ordinance Section 103-236(2)(a), if hydrologic modeling is performed, use HEC-HMS software and provide software generated report showing tabulated peak flows for pre-development and post-development conditions for a 100-year storm event including peak elevation in a detention pond. Submit a copy of final hydrologic file with submittal.

**C1: Please also provide any supporting hydrologic/hydraulic files and inlet calculations.**

24. Per Rollingwood City Ordinance Section 103-236(2)(a), provide a table of impervious cover with detailed categories for the impervious cover type demonstrating pre- and post-development impervious cover (in sqft) as a percent of the total area of the lot and the net increase of impervious cover with post-development conditions.

#### **Detention**

25. Per Rollingwood City Ordinance Section 103-228(b), please provide an operations and maintenance plan and schedule for all drainage and water quality facilities.

**C1: Detention facility maintenance plan missing.**

#### **Sediment and Soil Erosion Control Plan**

26. Please add notes 1-4 in plans.

- (1) Per Rollingwood City Ordinance Section 103-232(b), the permanent stormwater detention pond or an equivalent detention pond, shall be provided for the construction phase and rough cut prior to rough grading of site.

- (2) Per Rollingwood City Ordinance Section 103-234(b), no rough cutting or site clearing shall be permitted without an approved temporary and permanent sediment and soil erosion control plan as part of the building process.
  - (3) Per Rollingwood City Ordinance Section 103-235(2), no rough cutting or site clearing shall be permitted until the construction of temporary erosion and sedimentation controls and tree protection are in place.
  - (4) Per Rollingwood City Ordinance Section 103-235(12), all construction shall require the contractor to take special care when grading in the vicinity of critical root zones.
27. Per Rollingwood City Ordinance Section 103-236(2)(b)(3), If an existing paved driveway is to be used as the construction entrance, please indicate on plans that machinery and construction-related traffic shall be limited to the driveway for ROW access.

#### **Site Disturbance**

28. Per Rollingwood City Ordinance Section 103-235(3), No grade changes are allowed at any point along the property line.  
**C1: please reevaluate contours that are changing elevations along property lines.**
29. Per Rollingwood City Ordinance Section 103-235(2), Grading inside a ten-foot setback shall be a maximum of 4:1 slope unless it is impracticable or such limitation on slope would not improve drainage conditions, and a deviation is approved by city engineer for construction of allowable drainage facility.  
**C1: Please reevaluate steep slopes inside ten-foot setbacks.**
30. Per Rollingwood City Ordinance Section 103-235(5-6), Outside of the designated building envelope and outside of the ten-foot setback, the maximum allowable depth of cut or fill is 8-feet.  
**C1: please provide more contour labels for existing to verify grading comment, currently they are all stacked on one side.**
31. Per Rollingwood City Ordinance Section 103-235(8), outside of the ten-foot setback, maximum slopes for cut and fill shall be 2:1 slopes, provided that adequate slope stabilization is provided as need to prevent movement of loose earth  
**C1: please revisit areas with steep slopes and amend.**
32. Per Rollingwood City Ordinance Section 103-235(9), disturbance of earth in the 100-year floodplain is not allowed.  
**Please provide a clearer 100-yr floodplain boundary or hatch.**
33. Per Rollingwood City Ordinance Section 103-235(11), slope stability shall be required for areas of cut or fill with steep slopes as needed to resist and prevent movement of loose earth.  
**C1: please amend steep slopes and provide slope stability for areas at the 2:1 maximum.**

#### **Water Quality**

34. Per Rollingwood City Ordinance Section 103-228(c), water quality facilities required by TCEQ and drainage facilities required by the City shall be separate facilities unless approved by the City Engineer.  
**C1: Please provide clarification whether drainage and WQ facilities are separate facilities or provide HMS model for verification.**

35. Per Rollingwood City Ordinance Section 103-236(2)(c), indicate if a BMP is planned with the site improvements and provided a description of the method including the stormwater runoff capture area and BMP method.

**C1: Please clarify which drainage areas are coming into the water quality facility and detention system.**

**Plan Notes**

36. Per Rollingwood City Ordinance Section 103-236(2)(b)(5), please include the following construction notes on the construction plans:

- (a) The contractor shall be responsible for maintaining and inspecting, on a regular basis, all erosion and sediment control best management practices including the silt fences, construction entrances, rock filter dams, etc., during construction/demolition and including the removal and proper disposal of any accumulated silt and debris.
- (b) The contractor shall not begin any work until tree protection and the erosion and sediment control best management practices such as silt fence, construction entrances, rock filter dams, etc., have been installed.
- (c) The contractor shall be responsible for keeping the streets free of mud, dirt, debris and material at all times and shall clean/sweep the streets on a regular basis and at the direction of the city.
- (d) Increased stormwater peak flows during construction must be mitigated with temporary best management practices to prevent harm to neighboring properties.

All submittals should be submitted to the City of Rollingwood and should include at a minimum of 1 pdf copy of the plans. A comment response letter shall be provided. Please contact Development Services at [developmentservices@rollingwoodtx.gov](mailto:developmentservices@rollingwoodtx.gov) if you have any further questions.

Regards,

K Friese + Associates, Inc.