



## **CITY OF ROLLINGWOOD PLANNING AND ZONING COMMISSION MEETING MINUTES**

**Wednesday, October 06, 2021**

Notice is hereby given that the Planning and Zoning Commission of the City of Rollingwood, Texas held a regular meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on October 06, 2021 at 6:00 PM, where the following items were discussed:

### **CALL ROLLINGWOOD PLANNING AND ZONING COMMISSION MEETING TO ORDER**

#### **1. Roll Call**

**Acting Chair Amie Rodnick called the meeting to order at 6:10 p.m.**

**Present Members:** Amie Rodnick, Jordan Scott, Mike Rhodes, Brian Nash, Tony Stein, and Michael Hall.

**Also Present:** Development Services Director Carrie Caylor, City Attorney Megan Santee, and Planner Bryce Cox with Denton, Navarro, Rocha, Bernal and Zech.

### **PUBLIC COMMENTS**

There were no public comments:

### **CONSENT AGENDA**

All Consent Agenda items listed are considered to be routine by the Planning and Zoning Commission and may be enacted by one (1) motion. There will be no separate discussion of Consent Agenda items unless a Board Member has requested that the item be discussed, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Regular Agenda.

#### **2. Discussion and possible action on the minutes from the August 31, 2021 Planning and Zoning Commission meeting**

**Jordan Scott motioned to table the minutes. Tony Stein seconded the motion.**

- **Amie Rodnick – Yes**
- **Jordan Scott – Yes**
- **Mike Rhodes – Yes**
- **Brian Nash – Yes**
- **Tony Stein – Yes**
- **Michael Hall – Yes**

**The motion passed 6-0.**

### **PUBLIC HEARING**

3. Public hearing, discussion and possible action on a plat amendment for 403 Farley Trail.

**Acting Chair Amie Rodnick opened the public hearing at 6:14 p.m.**

The following individuals spoke during the public hearing:

- Carrie Caylor discussed why this amended plat was going before the Planning and Zoning commission, rather than being approved administratively.
- Katie Kam, engineer for the owners of 403 Farley Trail, explained why the applicants were requesting an amended plat, and the reasons that the plat did not meet the city checklist.
- Shanthi Jayakumar, 3309 Park Hills Drive, asked a question about the setback and rear utility lines.

**Acting Chair Amie Rodnick closed the public hearing at 6:51 p.m.**

**Michael Rhodes motioned to conditionally approve the plat provided the applicant includes the five foot wide public utility easement on each side property line, the applicant does not need to include the two-foot contours on the plat, the applicant must include the statement the property is located in the city of Rollingwood included in the body of the plat rather than the notes, must also include the removal of note four correcting that power is provided by Austin Energy, must include the addresses of the adjoining property owners, and waiving the requirement to include building setback lines. Amie Rodnick seconded the motion.**

Jordan Scott stated that he wanted front and rear setbacks included. Mike Rhodes stated that he wanted to see all setbacks, but that it wasn't required by the code. The Commission discussed a friendly amendment to the motion to accept the minimum setbacks. Michael Hall thought it might add confusion if the minimum side setbacks were included but it ended up being greater.

**Michael Rhodes amended his motion to include front and rear setbacks. Amie Rodnick seconded the amendment.**

Brian Nash stated that under 105-63 that side easements shall be no less than 10' on each side of the side lot line.

**Amie Rodnick called a vote on the amended motion.**

- **Amie Rodnick – Yes**
- **Jordan Scott – No**
- **Mike Rhodes – Yes**
- **Brian Nash – No**
- **Tony Stein – No**
- **Michael Hall – No**

**The motion failed 4-2.**

**Jordan Scott motioned to conditionally approve the plat given a minimum of 10' public utility easement on each side property line, no contours required, statement that the property is in the city of Rollingwood, removal of note four, and the addresses of adjoining property owners will be shown on the plat, and that there will be front and rear setbacks shown on the plat, and side setbacks will not be required.**

**Michael Hall seconded the motion.**

- **Amie Rodnick – Yes**
- **Jordan Scott – Yes**
- **Mike Rhodes – Yes**
- **Brian Nash – Yes**
- **Tony Stein – Yes**
- **Michael Hall – Yes**

**The motion passed 6-0.**

4. Public hearing, discussion and possible action to approve an ordinance to require silt fencing for any residential landscaping work that could result in silt discharge, including but not limited to sod installation and turf installation.

**Amie Rodnick opened the public hearing at 7:08 p.m.**

The following individuals spoke during the public hearing:

- Carrie Caylor addressed the commission and spoke to the ordinance included in the packet.
- Brian Nash requested to include the word “unreasonable”, so that the ordinance would state, “All work, including landscaping, which may result in unreasonable silt discharge...”

**Amie Rodnick opened the public hearing at 7:11 p.m.**

**Brian Nash moved to approve the ordinance as proposed in the packet with the modification that the second sentence on the top of page two be modified to include “may in the building official’s discretion,” and after the words, “result in”, add the word, “unreasonable.”**

Tony Stein recommended a friendly amendment to state, “off the subject property”, instead of, “off streets and drainage ways.”

**Brian Nash accepted the friendly amendment. Tony Stein seconded the motion.**

- **Amie Rodnick – Yes**
- **Jordan Scott – Yes**
- **Mike Rhodes – Yes**
- **Brian Nash – Yes**
- **Tony Stein – Yes**
- **Michael Hall – Yes**

**The motion passed 6-0.**

5. Public hearing, discussion and possible action to approve and ordinance to add a definition for retaining walls to specify any fence or wall built or designed to retain or restrain lateral forces of soil or other materials, said materials being similar in height to the height of the wall.

**Amie Rodnick opened the public hearing at 7:23 p.m.**

No individuals spoke during the public hearing.

**Amie Rodnick closed the public hearing at 7:24 p.m.**

**Michael Rhodes motioned to approve the ordinance. Amie Rodnick seconded the motion.**

- **Amie Rodnick – Yes**
- **Jordan Scott – Yes**
- **Mike Rhodes – Yes**
- **Brian Nash – Yes**
- **Tony Stein – Yes**
- **Michael Hall – Yes**

**The motion passed 6-0.**

6. Public hearing, discussion and possible action to approve an ordinance for driveways that limits residential lots to not more than 3 total curb cuts, and not more than 2 on a single street frontage, and limits the total combined width of aprons to not exceed a total of 45 feet

**Amie Rodnick opened the public hearing at 7:26 p.m.**

The following individuals spoke during the public hearing:

- Shanthi Jayakumar requested a copy of the ordinance. She asked what the current limit of curb cuts was in the zoning code.
- Carrie Caylor described the existing zoning code restrictions on driveways.

**Amie Rodnick closed the public hearing at 7:33 p.m.**

**Jordan Scott motioned to approve the ordinance. Tony Stein seconded the motion.**

- **Amie Rodnick – Yes**
- **Jordan Scott – Yes**
- **Mike Rhodes – Yes**
- **Brian Nash – Yes**
- **Tony Stein – Yes**
- **Michael Hall – Yes**

**The motion passed 6-0.**

7. Public hearing, discussion and possible action to approve an ordinance to update Chapter 107, Article 5, Division 3, Board of Adjustment of the City of Rollingwood Code of Ordinances to meet State requirements.

**Amie Rodnick opened the public hearing at 7:39 p.m.**

The following individuals spoke during the public hearing:

- Shanthi Jayakumar, 3309 Park Hills Drive, addressed the commission. She wanted to know why this item was appearing before the Planning and Zoning commission, and proposed more noticing and requested that the city's attorney address the commission regarding what was proposed.
- Bryce Cox addressed the commission detailing the Board of Adjustment's role and the ordinance before the Planning and Zoning Commission.

Carrie Caylor spoke to more recent meeting noticing and noticing requirements.

Alec Robinson, 4818 Rollingwood Drive, addressed the commission requesting at 30-day notice rather than a 10-day notice, and requesting that anything related to the park go to the entire city.

Bryce Cox discussed state law noticing requirements.

**Amie Rodnick closed the public hearing at 7:57 p.m.**

**Brian Nash motioned to approve the ordinance to send it to City Council for consideration. The motion failed for lack of a second.**

**Jordan Scott motioned to deny, wanting more time for discussion and consideration. Motion failed for lack of a second.**

The board discussed why the noticing requirements for the Board of Adjustment were the responsibility of the City rather than of the applicant requesting a variance.

Michael Rhodes suggested requiring yard signs for noticing variances.

City Attorney Megan Santee suggested tabling the item rather than motioning to deny.

**Jordan Scott motioned to table item 7. Michael Rhodes seconded the motion.**

- **Amie Rodnick – Yes**
- **Jordan Scott – Yes**
- **Mike Rhodes – Yes**
- **Brian Nash – Yes**
- **Tony Stein – Yes**
- **Michael Hall – Yes**

**The motion passed 6-0.**

**REGULAR AGENDA**

8. Workshop regarding required elements for preliminary and final plats

**Brian Nash motioned to table item 8. Amie Rodnick seconded the motion.**

- Amie Rodnick – Yes
- Jordan Scott – Yes
- Mike Rhodes – Yes
- Brian Nash – Yes
- Tony Stein – Yes
- Michael Hall – Yes

The motion passed 6-0.

**ADJOURNMENT OF MEETING**

The meeting was adjourned at 7:57 p.m.

Minutes Adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Amie Rodnick, Acting Chair

ATTEST:

\_\_\_\_\_  
Ashley Wayman, City Secretary