



CITY OF ROLLINGWOOD PLANNING AND ZONING COMMISSION MEETING MINUTES

Wednesday, October 02, 2024

The Planning and Zoning Commission of the City of Rollingwood, Texas held a meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on October 2, 2024. Members of the public and the Planning and Zoning Commission were able to participate in the meeting virtually, as long as a quorum of the Planning and Zoning Commission and the presiding officer were physically present at the Municipal Building, in accordance with the Texas Open Meetings Act. A video recording of the meeting was made and will be posted to the City's website and available to the public in accordance with the Texas Public Information Act upon written request.

CALL ROLLINGWOOD PLANNING AND ZONING COMMISSION MEETING TO ORDER

1. Roll Call

Chair Dave Bench called the meeting to order at 6:04 p.m.

Present Members: Chair Dave Bench, Jerry Fleming, Michael Hall, and Genie Nyer

Also Present: City Administrator Ashley Wayman, Interim City Secretary Makayla Rodriguez, Development Services Manager Nikki Stautzenberger, City Attorney Charles Zech, and Council Member Brook Brown

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2. Discussion and possible action on the minutes from the August 7, 2024 Planning and Zoning Commission meeting
3. Discussion and possible actions on the minutes from the September 4, 2024 Joint City Council, Planning and Zoning Commission, and CRCRC meeting

Genie Nyer moved to approve the meeting minutes. Jerry Fleming seconded the motion. The motion carried with 4 in favor and 0 against.

REGULAR AGENDA

4. Discussion and possible action on an amendment to the Code of Ordinances regarding residential lighting and related provisions

Michael Rhodes joined the meeting at 6:05 p.m.

Chair Dave Bench discussed documents in the packet. The Planning and Zoning Commission discussed lighting and the recommended changes to the ordinance.

Tony Stein joined the meeting at 6:14 p.m.

The Planning and Zoning Commission discussed the draft ordinance language and possible amendments.

Alex Robinette expressed her thoughts on the proposed language for lighting.

The Planning and Zoning Commission discussed dark sky, the draft ordinance language, lighting, and asked questions regarding the proposed amendments.

City Administrator Ashley Wayman clarified that the draft ordinance language will need to go through the public hearing process if passed.

The Planning and Zoning Commission and City Administrator Ashley Wayman discussed the recommendations and enforcement. The Planning and Zoning members also discussed the building height survey responses and the building permit process.

Alex Robinette discussed the survey data related to dark sky.

Planning and Zoning members asked questions regarding dark sky.

Genie Nyer moved to approve the amendment with the suggestion that City Council consider provisions for string lights and consider some Planning and Zoning Commissions members objections on uplighting on trees. Jerry Fleming seconded the motion.

Michael Rhodes amended the motion to have City Council consider not requiring replacement fixtures if one fixture does not match the rest, verify 3,000 kelvins, have timers in lieu of photocells, clean up the language for setback lighting, and consider a more reasonable fine. Genier Nyer accepted the amended motion.

Tony Stein amended the motion to add review of friendlier regulations for side lighting. Genier Nyer accepted the amended motion.

Alex Robinette discussed best practices for lighting.

The amended motion carried with 6 in favor and 0 against.

5. Discussion and possible action on an amendment to the Code of Ordinances regarding connecting driveways

Chair Dave Bench gave a brief recap of the discussion on the item and explained that the item is back with special exceptions. City Administrator Ashley Wayman clarified that the amendment would need to be reviewed by legal if approved.

Tony Stein moved to send the item forward to see if Council would like to consider and have legal flush it out. Jerry Flemming seconded the motion. The motion carried with 6 in favor and 0 against.

6. Discussion and possible action on an amendment to the Code of Ordinances regarding residential fence height and related provisions

Chair Dave Bench presented the proposed recommendations. The Planning and Zoning Commission discussed and asked questions regarding current fence ordinance, City of Austin's regulations, and materials.

Brian Nash joined the meeting at 7:03 p.m.

City Attorney Charles Zech of DRNRSZ provided clarity regarding enforcement of materials.

The Planning and Zoning Commission discussed fence materials, height, and provisions to the recommendations.

Tony Stein moved to send the item forward to City Council with a conceptual amendment to allow for stair stepping a fence in the context of sloping along the fence line, something possibly in concept with what the City of Austin does whereby the average height of the fence does not exceed 6ft with some allowance for up to 7ft in certain spots with same concept applying to the 8ft limitation on a sloped fence line. Michael Rhodes seconded the motion.

City Administrator Ashley Wayman asked for clarification regarding the motion.

Tony Stein withdrew his motion.

Tony Stein moved to approve sending the item forward to City Council and then hopefully legal will review objectivity around special exceptions that are ultimately generated. Michael Rhodes seconded the motion. The motion carried with 5 in favor and 2 against (Nash and Nyer).

7. Discussion and possible action on an ordinance designating that the front yard of a lot shall be the yard which abuts the addressed street

City Administrator Ashley Wayman stated that the item was requested by City Council for review before going through the public hearing process.

The Planning and Zoning Commission and City Administrator Ashley Wayman discussed proposed ordinance, address changes, and service delivery issues.

Council Member Brook Brown, 307 Nixon Drive, stated that there have been issues with first responders finding front door entrances. She continued to discuss safety issues, examples, and front doors.

Members of the Planning and Zoning Commission discussed their opinions regarding the ordinance.

Genie Nyer moved to approve the draft ordinance and send it to City Council for final approval. Michael Hall seconded the motion.

City Administrator Ashley Wayman stated that the ordinance will go through the public hearing process because it has already been reviewed by City Council.

Brian Nash shared his concerns regarding the motion.

The motion carried with 6 in favor and 1 against (Nash).

8. Discussion and possible action regarding late CRCRC additions, if any, to its Residential Building Heights proposal

Chair Dave Bench discussed the documents in the agenda packet. Members of the Planning and Zoning Commission expressed their opinions regarding the proposed ordinance as well as made clarifications to the proposed language. They continued to discuss foundation and screening.

Members of the Planning and Zoning Commission shared their perspective on the tenting concept. Alex Robinette discussed the building height methods, sloped lots, and special exceptions with the Planning and Zoning Commission.

The Planning and Zoning Commission discussed their concerns and opinions regarding building height solutions and the recommendation process.

Chair Dave Bench moved to pass the item forward as written. Jerry Fleming seconded the motion.

Brian Nash shared his concerns with the motion.

Alex Robinette explained how the parallel plane method is measured.

The Planning and Zoning Commission discussed and asked questions regarding the parallel plane method and the tenting method.

The motion failed with 3 in favor and 4 against (Hall, Nash, Rhodes, and Stein).

Michael Rhodes moved to table item 8. Michael Hall seconded the motion.

Tony Stein explained his opposition to the previous motion.

Chair Dave Bench clarified that changes made would be made through the Planning and Zoning Commission and not the CRCRC.

The motion carried with 4 in favor and 3 against (Bench, Fleming, and Nyer).

9. Discussion and possible action on next steps for proposed amendments to the city's Code of Ordinances regarding residential landscape and tree canopy management, residential building height, and side yard projections in the Residential Zoning District

Chair Dave Bench explained documents in the agenda packet and stated that no changes have been made since the joint City Council, Planning and Zoning Commission, and CRCRC meeting.

Brian Nash discussed his reservations about the residential landscape and tree canopy management recommendations.

The Planning and Zoning Commission asked questions of Jay van Bavel regarding the proposed recommendations. Mr. van Bavel discussed fees, replacements of trees, protected trees, the critical root zone, and discussed the survey results.

Council Member Brook Brown explained that the recommended changes would protect trees from being clear-cut on lots. Members of Planning and Zoning asked questions of Council Member Brook Brown regarding the current ordinance.

The Planning and Zoning Commission discussed trees, the Board of Adjustment, critical root zones, and arborist involvement.

Chair Dave Bench moved to go forward to City Council with the recommendation as written. Jerry Fleming seconded the motion.

Genie Nyer amended the motion request that City Council find a way to simplify it. Chair Dave Bench accepted the amended motion

Members of the Planning and Zoning Commission discussed amendments and the ordinance.

City Attorney Charlie Zech provided clarity regarding conditions for a special exception.

Michael Rhodes amended the motion to provide provisions such that upon the recommendation of a third-party arborist, so accepted by the city arborist, they can grant removal of a heritage or protected tree outside of the Board of Adjustment process. Chair Dave Bench accepted the amended motion.

Tony Stein requested that an arborist review the recommendations.

The motion carried with 5 in favor and 2 against (Hall and Nash).

Michael Rhodes moved to table side yard projections until next month. Brian Nash seconded the motion. The motion carried with 6 in favor and 1 against (Bench).

10. Discussion and possible action on positioning tree protection during construction guidance within the code of ordinances.

Jay van Bavel provided an overview of the recommendations for tree protection during construction.

The Planning and Zoning Commission discussed the recommendations as well as tree protection in the City of Austin.

Brian Nash moved to send the item to City Council as written with a recommendation to get advice from a certified arborist as to any additional protections that make sense. Jerry Fleming seconded the motion.

City Administrator Ashley Wayman stated that the item would not go through public hearing process and go to City Council.

The motion carried with 7 in favor and 0 against.

11. Discussion and possible action on facility placement in setback areas

Michael Rhodes moved to table item 11. Brian Nash seconded the motion.

Chair Dave Bench expressed concern with the motion.

The motion carried with 7 in favor and 0 against.

12. Discussion and possible action regarding the regulation of accessory buildings and structures

City Administrator Ashley Wayman described the purpose and background of the item.

City Attorney Charles Zech suggested focusing on the definition.

The Planning and Zoning Commission discussed the item and next steps with City Administrator Ashley Wayman.

Chair Dave Bench moved to table the item until the next meeting. Tony Stein seconded the motion. The motion carried with 7 in favor and 0 against.

ADJOURNMENT OF MEETING

The meeting was adjourned at 9:50 p.m.

Minutes adopted on the _____ day of _____, 2024.

Dave Bench, Chair

ATTEST:

Makayla Rodriguez, Interim City Secretary