



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

**Wednesday, April 07, 2021**

On Wednesday, April 7, 2021 at 6:00 p.m., the Planning and Zoning Commission of the City of Rollingwood, Texas held a regular meeting, open to the public, via video conference and telephone in accordance with an order of the Office of the Governor issued March 16, 2020. The public was able to watch this meeting live and had the opportunity to comment via audio devices with the following meeting login information:

**Link:** <https://us02web.zoom.us/j/87342399731?pwd=VTFaWkRMRk5kZ3pYOVkwWGU5eXFkQT09>

**Toll-Free Numbers:** (833) 548-0276 or (833) 548-0282

**Meeting ID:** 873 4239 9731

**Passcode:** 2021

The public was permitted to offer public comments via their audio devices when logged in to the meeting or telephonically by calling in as provided by the agenda and as permitted by the presiding officer during the meeting. A video recording of the meeting was made and posted to the City's website and available to the public in accordance with the Texas Public Information Act upon written request. The following items were discussed:

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

1. Roll Call

**Chair Jordan Scott called the meeting to order at 6:04 p.m.**

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

**Also Present:** City Administrator Amber Lewis, Council Member Sara Hutson, City Attorney Megan Santee, Development Services Director Carrie Caylor and Assistant City Administrator Ashley Wayman.

### **PUBLIC COMMENTS**

2. Public Comments

There were no public comments.

### **EXECUTIVE SESSION**

3. Executive Session pursuant to Texas Local Government Code section 551.071 Consultation with Legal Counsel to review the legal issue of statutory obligations of the Planning and Zoning Commission

*The Planning and Zoning Commission adjourned into Executive Session at 6:07 p.m.*

*The Planning and Zoning Commission reconvened into Open Session at 6:17 p.m.*

### **PUBLIC HEARING**

4. Public hearing, discussion and possible action on a plat for the property located at 205 Ashworth Drive

**Chair Jordan Scott opened the public hearing at 6:18 p.m.**

No individuals spoke during the public hearing.

**Chair Jordan Scott closed the public hearing at 6:19 p.m.**

The Commission and Development Services Director Carrie Caylor discussed this plat.

**Michael Rhodes motioned to approve a plat for the property located at 205 Ashworth Drive. Tony Stein seconded the motion.**

- **Chair Jordan Scott – Yes**
- **Amie Rodnick – Yes**
- **Michael Hall – Yes**
- **Tony Stein – Yes**
- **Michael Rhodes – Yes**

**The motion passed 5-0.**

5. Public hearing, discussion and possible action on a replat for the property located at 104 Riley Road

**Chair Jordan Scott opened the public hearing at 6:21 p.m.**

The following individuals spoke during the public hearing.

- Steve Sylliaasen, civil engineer on the project, asked that Development Services Director Carrie Caylor explain the project before he answers any questions on the project.
- Chris Watters, owner, discussed this property and this request for a replat.

**Chair Jordan Scott closed the public hearing at 6:26 p.m.**

Development Services Director Carrie Caylor discussed the documents in the packet for this request, the details of this replat, and her recommendation for conditional approval of this replat.

The Commission, Development Services Director Carrie Caylor, and the applicant discussed this replat.

*Brian Nash joined the meeting during this meeting.*

**Chair Jordan Scott motioned to give conditional approval of a replat for the property located at 104 Riley Road requiring the review of chain of title, review and approval by the City Engineer of the drainage criteria manual and the plat and easements required to meet that requirement sufficiently, and the addition of all required public utility easements. Amie Rodnick seconded the motion.**

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

**The motion passed 6-0.**

6. Public hearing, discussion and possible action on a replat for the property located at 3012 Bee Caves Road

**Chair Jordan Scott opened the public hearing at 7:15 p.m.**

The following individuals spoke during the public hearing.

- Ryan LaMarre with Jones and Carter, civil engineer on the project, stated that he was here to answer any questions.
- Mike Mogavero, representative of owners of 5014 Timberline Drive, stated that he would like to understand what is being proposed here and respond accordingly. He stated that they oppose the replatting of the lot.
- Ryan LaMarre discussed the zoning of this lot.

**Chair Jordan Scott closed the public hearing at 7:19 p.m.**

Development Services Director Carrie Caylor discussed this replat and the documents in the packet regarding this replat.

The Commission discussed this replat.

Development Services Director Carrie Caylor discussed city Ordinance 176, how it relates to this replat, and her recommendation for conditional approval of this replat.

The Commission further discussed this replat.

*The Planning and Zoning Commission adjourned into Executive Session at 7:44 p.m. pursuant to Texas Local Government Code section 551.071 Consultation with Legal Counsel.*

*The Planning and Zoning Commission reconvened into open session at 8:03 p.m.*

Mike Mogavero discussed this property as it relates to the property that he represents on Timberline Drive.

**Jordan Scott motioned to conditionally approve a replat for the property located at 3012 Bee Caves Road with the condition that the correct PUEs be added and further review be conducted by city staff of the 20 feet setback. Amie Rodnick seconded the motion.**

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

**The motion passed 6-0.**

7. Public hearing, discussion and possible action on a replat for the property located at 2514 Rollingwood Drive

**Chair Jordan Scott opened the public hearing at 8:10 p.m.**

No individuals spoke during the public hearing.

**Chair Jordan Scott closed the public hearing at 8:11 p.m.**

Development Services Director Carrie Caylor discussed this replat and stated that this plat meets all administrative requirements.

The Commission and City Council Member Sara Hutson discussed setbacks and required noticing.

**Michael Rhodes motioned to approve a replat for the property located at 2514 Rollingwood Drive. Michael Hall seconded the motion.**

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

**The motion passed 6-0.**

8. Public hearing, discussion and possible action on a replat for the property located at 2605 Rollingwood Drive

**Chair Jordan Scott opened the public hearing at 8:19 p.m.**

No individuals spoke during the public hearing.

**Chair Jordan Scott closed the public hearing at 8:19 p.m.**

Development Services Director Carrie Caylor discussed this replat and stated that this plat meets all administrative requirements.

**Michael Hall motioned to approve a replat for the property located at 2605 Rollingwood Drive. Tony Stein seconded the motion.**

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

**The motion passed 6-0.**

*Chair Jordan Scott stated that the Commission would be taking a short break.*

### **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.

9. Discussion and possible action on the minutes from the January 6, 2021 Planning and Zoning Commission meeting

**Tony Stein motioned to approve the consent agenda. Amie Rodnick seconded the motion.**

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

**The motion passed 6-0.**

### **REGULAR AGENDA**

10. Statement from Chair Jordan Scott thanking Alex Robinette for her service and contributions to the Rollingwood Planning and Zoning Commission

Chair Jordan Scott thanked Alex Robinette for her service and contributions to the Rollingwood Planning and Zoning Commission.

11. Welcome new member Michael Hall to the Planning and Zoning Commission

Chair Jordan Scott welcomed new member Michael Hall to the Planning and Zoning Commission.

12. Discussion and possible action to elect a Chair of the Planning and Zoning Commission.

Chair Jordan Scott officially resigned as Chair of the Planning and Zoning Commission. A new Chair was not elected.

13. Discussion and possible action on a recommendation to City Council regarding amendments to the City's Code of Ordinances regarding the platting process.

City Attorney Megan Santee discussed the three documents relating to this item, discussing proposed amendments to the platting process.

**Amie Rodnick motioned to table this item.**

City Administrator Amber Lewis stated that some of these changes are time sensitive.

**Amie Rodnick withdrew her motion.**

City Attorney Megan Santee discussed the rest of the attachments and the intent of these proposed amendments.

Development Services Director Carrie Caylor discussed the current platting process and requirements in the city as well as how the proposed amendments would change the process.

**Jordan Scott motioned that under item 13, Administrative Approval of Plats and Vacating Plat Process, that the Planning and Zoning Commission does not recommend approval. Michael Rhodes seconded the motion.**

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

**The motion passed 6-0.**

The Commission discussed notice requirements.

**Michael Hall motioned to recommend disapproval of changes to notice requirements at this time. Tony Stein seconded the motion.**

- **Chair Jordan Scott – Yes**
- **Amie Rodnick – Yes**
- **Michael Hall – Yes**

- **Tony Stein – Yes**
- **Michael Rhodes – Yes**
- **Brian Nash – Yes**

**The motion passed 6-0.**

The Commission and City Administrator Amber Lewis discussed the proposed updates to the platting application process.

**Michael Rhodes motioned to approve the platting application process updates. Michael Hall seconded the motion.**

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

**The motion passed 6-0.**

14. Discussion and possible action on a variance from section 28-70 (4) of the city's Code of Ordinances to request a corner lot driveway with more than one curb cut on different streets at 4900 Rollingwood Drive

Development Services Director Carrie Caylor discussed this request for a variance.

The Commission and applicant discussed this request.

**Michael Rhodes motioned to approve a variance from section 28-70 (4) of the City's Code of Ordinances to request a corner lot driveway with more than one curb cut on different streets at 4900 Rollingwood Drive. Tony Stein seconded the motion.**

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

**The motion failed 3-2 with one abstention.**

15. Review and discussion regarding section 28-70 of the City's code of Ordinances and to direct staff and legal counsel to draft appropriate amendments.

City Administrator Amber Lewis discussed this item and stated that no action is necessary this evening and that it would be placed on a future agenda.

The Commission discussed this code section.

Mike Rhodes and Tony Stein volunteered to work as a sub-committee to come up with some bullet points of items that they want to bring back to the commission for their consideration. Brian Nash volunteered as an alternate.

The Commission further discussed this item.

16. Update from City Council regarding Council direction to evaluate and make recommendations on a residential landscaping ordinance in consultation with the Development Services Director

Council Member Sara Hutson discussed this item.

Development Services Director Carrie Caylor stated that she would bring back some suggestions at the next meeting.

17. Discussion on scheduling and planning for future meeting dates and agenda items

Chair Jordan Scott discussed scheduling for the next meeting.

### **ADJOURNMENT OF MEETING**

The meeting was adjourned at 10:17 p.m.

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

\_\_\_\_\_  
**Jordan Scott, Chair**

**ATTEST:**

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