



CITY OF ROLLINGWOOD PLANNING AND ZONING COMMISSION MEETING MINUTES

Wednesday, March 06, 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 March 6, 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 6:13 p.m.

Members Present: Michael Hall, Jerry Fleming, Tony Stein, and Dave Bench

Genie Nyer joined the meeting during item 4.

Also Present: Assistant City Administrator Desiree Adair, City Attorney Lee Simmons, Development Services Manager Nikki Stautzenberger, Police Chief Kristal Muñoz, and Council Member Brook Brown

2. Welcome new member Jerry Fleming to the Planning and Zoning Commission

Dave Bench welcomed Jerry Fleming as the newest member of the Planning and Zoning Commission.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

3. Discussion and possible action on the minutes from the February 7, 2024 Planning and Zoning Commission meeting

Tony Stein moved to approve the minutes. Michael Hall seconded the motion. The motion carried with 4 in favor and 0 against.

REGULAR AGENDA

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

Assistant City Administrator Desiree Adair stated that according to the Code of Ordinances, a Chair must be elected annually and by the majority of the Commission.

Tony Stein moved to nominate Dave Bench for Chair of the Planning and Zoning Commission. Michael Hall seconded the motion.

Genie Nyer joined the meeting at 6:15 p.m.

The motion carried with 5 in favor and 0 against.

Chair Dave Bench called up item 8 at this time.

5. Discussion regarding rental of residential amenities

Assistant City Administrator Desiree Adair provided an overview of the City Council discussion regarding the rental of residential amenities. City Council requested that the Planning and Zoning Commission look at the issue of whether to prohibit or address the rental of residential amenities.

Tony Stein asked a question about the enforcement of rentals, and Police Chief Kristal Muñoz responded that typically the act would have to be in the process of occurring in order to be enforced.

Brook Brown, Council liaison to the Planning and Zoning Commission, clarified Council's request that Planning and Zoning Commission determine if this is an issue that residents would like addressed. She stated that there is support in the community to prohibit short term rentals. Ms. Brown discussed next steps for approval of this item.

Chair Dave Bench asked that staff add this to the next Planning and Zoning public hearing agenda.

The Planning and Zoning Commission discussed adding this item to the next public hearing agenda with other public hearing items in order to be more economically efficient.

Assistant City Administrator Desiree Adair asked for staff direction regarding the consideration of only short term rental or longer term rental of residential amenities.

Council Member Brook Brown clarified the concept of renting only short term rental of amenities separate and apart from a long term rental.

The Commission requested staff to bring back an ordinance for the next meeting to be considered for action regarding coverage of all rental of residential amenities.

The Commission clarified that they would like staff to bring back a draft ordinance for discussion and action including both commercial and short term use of residential amenities for the next meeting.

6. Discussion on a schedule for review and recommendation regarding the proposed commercial code amendments in accordance with the Comprehensive Plan

Council Liaison Brook Brown discussed the process and proposed calendar for the commercial code amendments. She explained the dates when Planning and Zoning Commission members would be required to hold meetings. Members of the Commission stated their availabilities for these meetings.

Ms. Brown and the Commission discussed when action would be taken on these commercial code amendments.

7. Discussion and possible action on CRCRC connecting driveway recommendation

Chair Dave Bench discussed the CRCRC recommendation on driveways connecting two streets on a corner lot. After discussion with Chief of Police Muñoz, an addition was made to the recommendation limiting the distance from the intersection to the beginning of the driveway.

Chief Kristal Muñoz discussed the traffic code for keeping line of sight that specifies the 30 foot requirement from the corner of the intersection.

Jerry Fleming discussed his background and concerns regarding drainage with the addition of impervious cover.

The Planning and Zoning Commission discussed safety issues, the number of corner driveways in the City of Rollingwood, and other possible solutions.

Genie Nyer moved to recommend to the City Council that circular driveways connecting two streets on a corner lot shall be allowed provided that the edge of the driveway closest to the intersecting street corner may be no closer than 30 feet to the intersecting corner. Tony Stein seconded the motion. The motion carried with 4 in favor and 1 against (Fleming).

8. Discussion and possible action regarding CRCRC residential building height and residential building height measurement recommendations

Alex Robinette, 2500 Hatley and member of the CRCRC, discussed the CRCRC survey results from questions one through four.

Ms. Robinette discussed recommendations including keeping the maximum height at 35 feet, alternate ways to measure building height, and the measurement of height by way of a parallel plane option.

The Commission discussed existing grade, how the measurement is calculated from existing grade, nearest adjacent grade, average grades and contours.

The Commission discussed roof styles and challenges of the topography.

The Planning and Zoning Commission asked how other cities write ordinances for height. Alex Robinette read another city's height ordinance.

The Commission discussed whether to bring comprehensive recommendations or bring recommendations one by one. They also discussed the timing and process of these recommendations.

The Planning and Zoning Commission, City Attorney Lee Simmons, and Assistant City Administrator Adair discussed the process of making recommendations and codifying ordinances.

The Commission discussed additional options to consider including basements, grade, slopes, foundations and setbacks.

Genie Nyer moved to table until we have more context for this specific discussion. Tony Stein seconded the motion. The motion carried with 5 in favor and 0 against.

Chair Dave Bench returned to item 5 at this time.

9. Discussion regarding future meeting topics

Chair Dave Bench stated that the CRCRC is bringing recommendations as quickly as possible.

Tony Stein voiced his concern with the lack of a comprehensive nature of some of these recommendations from the CRCRC.

The Planning and Zoning Commission discussed meeting recurrences, subcommittees, and the process of putting items on the agenda.

ADJOURNMENT OF MEETING

The meeting was adjourned at 8:38 p.m.

Minutes Adopted on the _____ day of _____, 2024.

Dave Bench, Chair

ATTEST:

Desiree Adair, City Secretary