



CITY OF ROLLINGWOOD PLANNING AND ZONING COMMISSION MEETING MINUTES

Wednesday, December 04, 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 December 4, 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, Genie Nyer, and Tony Stein

Also Present: City Administrator Ashley Wayman, Interim City Secretary Makayla Rodriguez, Development Services Manager Nikki Stautzenberger, Mayor Pro Tem Sara Hutson, Council Member Brook Brown, and City Attorney Stanley Springerley

PUBLIC COMMENTS

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

The following individuals spoke during public comments:

Catherine Horne, 5011 Timberline Drive, discussed construction taking place near her home and expressed concern regarding setbacks. She requested the Planning and Zoning Commission to consider looking into the issue.

CONSENT AGENDA

2. Discussion and possible action on the minutes from the November 6, 2024 Planning and Zoning Commission meeting

Genie Nyer moved to approve the meeting minutes. Jerry Fleming seconded the motion. The motion carried with 6 in favor and 0 against.

REGULAR AGENDA

3. Discussion regarding intent to continue to serve on the Planning and Zoning Commission

City Administrator Ashley Wayman explained the members who have reached the end of their term of service on the Planning and Zoning Commission. She explained that their request for reappointment will go to City Council for consideration at their next meeting.

4. Discussion and next steps on consultant review and assessment of segmenting and parallel plane height measurement approaches

Chair Dave Bench discussed the progress made on the consultant review from the previous meeting and explained that he created a proposal that outlines the scope of work. He would like to discuss the expectations for the consultant with the Planning and Zoning Commission.

The Planning and Zoning Commission shared their feedback regarding the proposal. They also discussed tenting, segmenting, parallel plane, consultant expectations, and next steps.

Brian Nash joined the meeting at 6:39 p.m.

The Planning and Zoning Commission continued discussion regarding building height measurement.

Council Member Brook Brown expressed concern regarding the segmenting approach and discussed the unique topography on lots.

The Planning and Zoning Commission discussed the CRCRC recommendation, property lines, and segmenting.

Council Member Brook Brown discussed the differences between segmenting and parallel plane. Ms. Brown and Michael Rhodes discussed measuring height for tenting and segmenting.

The Planning and Zoning Commission continued discussion on measuring height with the different approaches.

City Administrator Ashley Wayman suggested forming a subcommittee to put the proposal together.

Chair Dave Bench gave an overview of next steps for the proposal.

City Attorney Stanley Springerley explained the RFQ process. Members of Planning and Zoning asked questions regarding the process.

5. Discussion and possible action on proposed amendments to the city's Code of Ordinances regarding side yard projections in the Residential zoning district

Chair Dave Bench stated that he plans to get clarification regarding the item from the CRCRC at their next meeting.

City Administrator Ashley Wayman clarified that refining amendments have been made to the draft ordinance to reflect what was discussed at the previous CRCRC meeting.

The Planning and Zoning Commission discussed the amended draft ordinance language with Council Member Brook Brown. They continued discussion on the draft ordinance, chimneys, and defining projections.

City Attorney Stanley Springerley suggested to keep the ordinance language broad.

Brian Nash moved to recommend to City Council to modify section 107-76 as reflected in in agenda item 5 with the following modifications: strike the word “ordinary” on line 41, modify the end of line 45 to say “no projection can be closer to a property line than 10ft”, and propose to delete subsection G of section 107-76. Genie Nyer seconded the motion.

City Administrator Ashley Wayman provided guidance on the motion.

The motion carried with 7 in favor and 0 against.

6. Update, discussion and possible action on a report from the Accessory Building and Structures subcommittee and a recommendation for accessory buildings

Jerry Fleming discussed his meeting with City Administrator Ashley Wayman and Thom Farrell regarding setbacks and gave a history of setbacks and accessory buildings in Rollingwood. He discussed the possibility of adding special exceptions for accessory buildings.

Brian Nash and Michael Hall gave an overview of what was discussed at the Accessory Building and Structures subcommittee meeting. Mr. Nash clarified that they don't want to control what residents put in their yards, rather they want to address large looming structures.

Chair Dave Bench thanked the subcommittee for their work. Brian Nash stated that he would bring back a document with discussion points at the next meeting.

The Planning and Zoning Commission discussed structures that should and should not be allowed in the setback and side yards.

7. Discussion and possible action on a recommendation from CRCRC regarding Drainage, Impervious Cover and Floor Area Ratio (FAR)

Chair Dave Bench explained the CRCRC's recommendation to City Council is to form an additional group with drainage expertise to address drainage issues within the city.

The Planning and Zoning Commission gave their feedback and asked questions regarding the CRCRC building height survey and the recommendation.

Mayor Pro Tem Sara Hutson explained that one of the biggest concerns in the city is drainage and that the CRCRC has not directly addressed the issue.

Members of the Planning and Zoning Commission and Mayor Pro Tem Sara Hutson discussed and asked questions regarding the state water code, drainage, and impervious cover.

Council Member Brook Brown gave a summary of the previous drainage study completed in Rollingwood.

Brian Nash suggested discussing drainage with Planning and Zoning Commission. Chair Dave Bench stated that he would like to form a group to look deeper into the issue.

Genie Nyer stated that the Commission should send it forward though they do not fully agree with the recommendation to allow City Council to review the report.

Genie Nyer moved to submit the report with hesitation on endorsing the creation of another CRCRC like community driven approach without further discussion. Michael Rhodes seconded the motion. The motion carried with 7 in favor and 0 against.

8. Discussion and possible action on a recommendation from CRCRC regarding Code Enforcement

Chair Dave Bench explained the CRCRC's recommendation regarding code enforcement to City Council.

Genie Nyer and Michael Rhodes shared suggestions to add to the recommendation. The Planning and Zoning Commission discussed the CRCRC's recommendation, permit fees, and staff involvement.

Chair Dave Bench agreed to take their feedback back to the CRCRC and will bring the item back with an updated recommendation.

Michael Rhodes requested to involve staff in the code enforcement recommendation.

Chair Dave Bench moved to take the item back to the CRCRC with comments from the Planning and Zoning Commission and bring it back next month. Brian Nash seconded the motion. The motion carried with 7 in favor and 0 against.

Brian Nash left the meeting at 8:50 p.m.

9. Discussion and possible action on recommendations for remaining CRCRC items

Chair Dave Bench discussed the CRCRC's progress and asked if there were any additional items for the CRCRC to review.

Tony Stein thanked Chair Dave Bench for his work on the CRCRC and stated that there were not any additional items to review.

10. Discussion and possible action on a recommendation for fence construction materials

The Planning and Zoning Commission discussed fence construction materials and restricted materials. Chair Dave Bench stated that he will bring this item back in the next meeting.

Chair Dave Bench moved to table the item. Tony Stein seconded the motion. The motion carried with 6 in favor and 0 against.

ADJOURNMENT OF MEETING

The meeting was adjourned at 9:00 p.m.

Minutes adopted on the _____ day of _____, 2024.

Dave Bench, Chair

ATTEST:

Makayla Rodriguez, City Secretary