



**CITY OF ROLLINGWOOD  
JOINT CITY COUNCIL AND PLANNING AND ZONING COMMISSION  
MEETING  
MINUTES**

**Wednesday, April 24, 2024**

The City Council and the Planning and Zoning Commission of the City of Rollingwood, Texas held a joint meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on April 24, 2024. Members of the public and the City Council and Planning and Zoning Commission were able to participate in the meeting virtually, as long as a quorum of the City Council and Planning and Zoning Commission and the presiding officers 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 JOINT CITY COUNCIL AND PLANNING AND ZONING COMMISSION MEETING TO ORDER**

1. City Council Roll Call

**Mayor Gavin Massingill called the meeting to order at 6:02 p.m.**

**Present Members:** Mayor Gavin Massingill, Mayor Pro Tem Sara Hutson, Council Member Phil McDuffee, Council Member Alec Robinson, Council Member Brook Brown and Council Member Kevin Glasheen

2. Planning and Zoning Commission Roll Call

**Acting Chair Genie Nyer called for a Roll Call of the Planning and Zoning Commission.**

**Present Members:** Genie Nyer, Michael Hall, Jerry Fleming, Michael Rhodes and Tony Stein

**Also Present:** City Administrator Ashley Wayman, City Attorney Charles Zech, Assistant City Administrator Desiree Adair, Development Services Manager Nikki Stautzenberger, and Assistant to the City Administrator Makayla Rodriguez

**PUBLIC COMMENTS**

The following individuals spoke during public comments:

- Shanthi Jayakumar, 3309 Park Hills Drive, discussed the volume of material generated by the Strike Force Commission. She discussed the history of the commission and their tireless work over two years. Ms. Jayakumar thanked the leaders for serving in the Strike Force and stated that this is a moment for critical thinking.

## **PRESENTATIONS**

3. Presentation, overview and discussion of the proposed code amendments and associated rezoning to implement the Comprehensive Plan

Thom Farrell, 3223 Park Hills Drive, discussed the Comprehensive Plan and existing land use conditions within Rollingwood. The Strike Force Commission received citizen input on future land use for the City of Rollingwood including what was wanted and what was not wanted. He introduced the elements of the Commercial Corridor in the City of Rollingwood.

Ryan Clinton, 4714 Timberline Drive, discussed the community effort of the Strike Force commission and described the lengthy process of codification of the Comprehensive Plan. He stated that they attempted to implement the Comprehensive Plan but thinks attention should be paid to lighting, signage, trees, and a special exception. He discussed the Commercial Corridor recommendations including encouragement of retail use, limiting development height, maintaining frontage setbacks, prohibiting the clearing of native vegetation within the FEMA floodplain, safer pedestrian crossing of Bee Cave Road at Edgegrove Drive, replacement of current setbacks between commercially zoned properties and residentially zoned properties with a 75 foot setback, reducing the number of ingress/egress points on Bee Cave Road, encouragement of building of walking and biking paths on commercially zoned lots along the south side of Dry Creek, enforcement, modify development standards for front setback, impervious cover, and design to lessen impact of commercial development adjacent to residential properties, incentives for commercial properties, safe harbor, update commercial signage regulations, and enforcement and penalties.

Council Member Brook Brown, 307 Nixon and Council Member, discussed the Summary of Comprehensive Plan Code Revisions policies and explained the Commercial Corridor Project Composite Draft Index. Ms. Brown outlined and discussed Comprehensive Plan Policies as outlined in the Plan Code Revisions:

Comprehensive Plan Policy 1: Allow retail and office uses on commercially zoned properties and encourage restaurant development where a restaurant or retail use would not create a nuisance for adjacent residential properties, except where residential properties are adjacent to office properties today and could be negatively impacted by conversion of that office use to retail use.

Comprehensive Plan Policy 2: On the north side of Bee Caves Road, limit development on commercially zoned lots to two stories and 30 feet in height. On the south side of Bee Caves Road, limit development on commercially zoned lots to 3 stories and 45 feet in height.

Comprehensive Plan Policy 3: Maintain current Rollingwood Drive frontage setbacks.

Comprehensive Plan Policy 4: Prohibit the clearing of native vegetation within the FEMA floodplain on commercially zoned properties.

Comprehensive Plan Policy 5: Work with stakeholders to envision and create a safer pedestrian crossing of Bee Caves Road at Edgegrove Drive.

Comprehensive Plan Policy 6: Replace current setbacks between commercially zoned properties and residentially zoned properties with a 75-foot setback measured from the edge of any residentially zoned lot to the edge of any building on any commercially zoned lot. The clearing of native vegetation shall be prohibited in this 75-foot setback. In addition, the City should require replanting of previously cleared spaces within the 75-foot setback between the edge of any residentially zoned lot and the edge of any building on any commercially zoned lot.

Comprehensive Plan Policy 7: To reduce the number of ingress/egress points on Bee Caves Road, eliminate any existing code provisions that require a driveway on every commercially zoned lot.

Council Member Brook Brown recommended that City Council and the Planning and Zoning Commission consider the elimination of parking space minimums.

Comprehensive Plan Policy 8: Encourage the building of walking and biking paths on commercially zoned lots along the south side of Dry Creek on the north side of Bee Caves Road.

Comprehensive Plan Policy 9: The City should require an as-built survey as part of its final permitting and Certificate of Occupancy for all new commercial development. In addition, the City should exercise its full discretion and employ all means to enforce all development rules regulating commercially zoned lots.

Comprehensive Plan Policy 10: Modify development standards as necessary based on following recommendations: the front setback for commercial properties along the north side of Bee Caves Road be reduced from the current 25-foot setback to a 5-foot setback, where the developer has agreed to 1) contribute any required right-of-way to TX Dot, and 2) implement a landscape plan, including appropriate irrigation and maintenance, that provides native species shade trees along sidewalks and rear lot pedestrian paths.

Comprehensive Plan Policy 11: The City should establish commercial impervious cover requirements such that impervious cover shall not exceed 55% provided that no new project development will create any increases to storm water runoff.

Comprehensive Plan Policy 12: The development code should incentivize permanent low impact development practices such as rainwater harvesting, bio-retention, rain gardens, green roofs, infiltration/filter strips, conservation landscaping using native plants and trees that promote the area's natural habitat including bird, bee, butterfly friendly plants, and natural area preservation over and above required greenbelt setbacks, by development of a schedule of impervious cover limit increases up to an additional 10% for use of such practices: 1) there are no increases to storm water runoff, 2) the site plan meets all TCEQ best management practices for water quality, and meets the design elements described below.

Comprehensive Plan Policy 13: All requirements associated with impervious cover incentives, storm water management and water quality be mandatory, not subject to variance, and enforced by requirements for engineering certification that the design meets all requirements as initially submitted in the permitting process and for engineering certification that the design as built meets all impervious cover, storm water management, and water quality requirements before the issuance of any occupancy permit.

Comprehensive Plan Policy 14: Design requirements to lessen impact of commercial development to adjacent residential properties: Where roofs are visible from adjacent residential lots, the City should adopt appropriate design requirements that mask and/or eliminate the impact of (i) building mechanical elements (AC units, vents, wireless facilities, etc.) by requiring such elements be located at ground level and not on roofs, or if located on roofs, masked by the roof; (ii) require all solar panels be masked; and (iii) require the site plan to provide a vegetative buffer and safety features between a residential lot and a commercial lot where there is no greenbelt, topographical, or line of sight buffer between the commercial lot and any residential lot.

Comprehensive Plan Policy 15: The City should adopt lighting design criteria to eliminate impact to adjacent residential properties, down-shield night-time lights, and adopt standards consistent with the “Dark Skies” lighting policies of similarly sized Central Texas Hill Country communities, the International Dark Skies communities or other state-certified "Dark Skies" organization.

Comprehensive Plan Policy 16: Review and revise necessary ordinances regarding interior and exterior lighting.

Comprehensive Plan Policy 17: Landscaping/shade/setback incentives - The City should require that landscaping within the setback along Bee Caves Road, where possible, and along any pedestrian walkways, include sufficient trees to shade sidewalks and pedestrian paths.

Comprehensive Plan Policy 18: Employ a tree ordinance similar to that in residential areas that will preserve heritage trees, that requires replacement of heritage trees with a tree or trees of the same species and having the same total caliper inches, and require replacement of other protected trees so as to maintain current tree canopies.

Council Member Brown discussed incentives for protecting and maintaining heritage trees, credits toward additional landscaping requirements, protection of critical root zones, and planting of new trees of the same species.

Comprehensive Plan Policy 19: The City should permit the renovation and, if necessary, rebuilding of existing structures on commercially zoned lots provided that such renovation or rebuilding 1) was in compliance with all City ordinances at the time it was built; and 2) is limited to the footprint of the existing structure.

Council Member Brook Brown stated that this is a special exception with requirements applying to redevelopment of a commercial lot.

Comprehensive Plan Policy 20: Update commercial signage regulations as needed to bring rules up to date with modern technology and building needs.

Comprehensive Plan Policy 21: Update enforcement and penalties for zoning ordinance violations as necessary to ensure the City has adequate tools for code enforcement.

Ms. Brown stated that there are exceptions to this provision and additional incentives.

Council Member Brook Brown discussed the schedule of meetings for the review and adoption of the proposed Commercial Code amendments in accordance with the Comprehensive Plan.

Bill Fowler, owner of 2714 Bee Cave Road, asked about the rationale of limiting the north side of Bee Cave Road to two stories and the south side to three stories.

Council Member Brook Brown responded that the survey supported the two-story limitation on the north side of Bee Caves Road.

Mr. Fowler asked if these recommendations would require any action on behalf of owners or changes in uses. Ms. Brown stated that it would not require action except for the case of changing out lighting fixtures when they would need to be brought up to Code.

## **PUBLIC HEARING**

4. Public hearing and discussion regarding an amendment to the City's Code of Ordinances Part I, Chapter 24 Signs and Advertising and Part II, Chapters 101 Buildings and Construction, 103 Environmental Protection and Control, and 107 Zoning related to aligning the City's codes with the recommendations in the City's Comprehensive Plan for the commercial corridor and other matters in connection therewith

**Mayor Gavin Massingill opened the public hearing at 7:12 p.m.**

City Administrator Ashley Wayman discussed the procedure for tonight's meeting including public hearings.

No individuals spoke during the public hearing.

**Mayor Gavin Massingill closed the public hearing at 7:13 p.m.**

5. Public hearing and discussion on the rezoning of the following parcels of land from Professional and Business Office District (C-1) and Business District (C-2) to Commercial District (C): 5100 Rollingwood Dr.; 2901 Bee Cave Rd.; 3160 Bee Cave Rd.; 3144 Bee Cave Rd.; 3102 Bee Cave Rd.; 2900 Bee Cave Rd.; 3103 Bee Cave Rd.; 2826 Bee Cave Rd.; 3101 Bee Cave Rd.; 2829 Bee Cave Rd.; 1015 Bee Cave Woods Dr.; 2824 Bee Cave Rd.; 3012 Bee Cave Rd.; 2814 Bee Cave Rd.; 3010 Bee Cave Rd.; 2808 Bee Cave Rd.; 3008 Bee Cave Rd.; 2802 Bee Cave Rd.; 3001 Bee Cave Rd.; 2800 Bee Cave Rd.; 3006 Bee Cave Rd.; 2724 Bee Cave Rd.; 2720 Bee Cave Rd.; 2714 Bee Cave Rd.; 2712 Bee Cave Rd.; 2710 Bee Cave Rd.; 2708 Bee Cave Rd.; 2706 Bee Cave Rd.; 2700 Bee Cave Rd.; Travis County Appraisal District Property ID #'s 721173 and 105621

**Mayor Gavin Massingill opened the public hearing at 7:15 p.m.**

No individuals spoke during the public hearing.

**Mayor Gavin Massingill closed the public hearing at 7:15 p.m.**

Council Member Brook Brown stated that she is keeping a folder of suggestions or changes for consideration.

## **ADJOURNMENT OF MEETING**

**Mayor Gavin Massingill adjourned the City Council meeting at 7:16 p.m.**

**Acting Chair Genie Nyer adjourned the Planning and Zoning meeting at 7:16 p.m.**

**Minutes Adopted by City Council on the \_\_\_\_ day of \_\_\_\_\_, 2024.**

\_\_\_\_\_  
**Gavin Massingill, Mayor**

**ATTEST:**

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**Ashley Wayman, City Administrator**

**Minutes Adopted by the Planning and Zoning Commission on the \_\_\_\_ day of \_\_\_\_\_,  
2024.**

\_\_\_\_\_  
**Dave Bench, Chair**

**ATTEST:**

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**Ashley Wayman, City Administrator**