



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

**Wednesday, November 02, 2022**

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 November 2, 2022. 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 Amie Rodnick called the meeting to order at 6:07 p.m.**

**Present members:** Chair Amie Rodnick, Dave Bench, Michael Hall, Greg Demas, and Tony Stein.

**Also present:** City Administrator Ashley Wayman, City Secretary Desiree Adair, Development Services Manager Nikki Dykes, Council Member Sara Hutson, and City Attorney Megan Santee.

**PUBLIC COMMENTS**

There were no public comments.

**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.

2. Discussion and possible action on the minutes from the May 4, 2022 Planning and Zoning Commission meeting
3. Discussion and possible action on the minutes from the October 12, 2022 Joint Planning and Zoning Commission and City Council Meeting

**Dave Bench motioned to approve the minutes from the May 4, 2022 Planning and Zoning Commission meeting. Michael Hall seconded the motion. The motion carried with 5 in favor and 0 against.**

**Dave Bench motioned to approve the minutes from the October 12, 2022 joint Planning and Zoning Commission and City Council meeting minutes. Tony Stein seconded the motion.**

The Planning and Zoning Commission, City Attorney Megan Santee, and City Administrator Ashley Wayman discussed minutes, items in the record, and how the City accepts and distributes written comments. Dave Bench brought up an email in the packet from the October 12, 2022 joint meeting of the Commission and City Council.

**The motion failed with 0 in favor and 5 against.**

**Dave Bench moved to amend the minutes as written for the October 12th joint Planning and Zoning Commission and City Council meeting to reflect that there was additional input provided via email that did not get into the record otherwise.**

**Dave Bench withdrew the motion.**

Consensus of the Commission is to direct staff to redact the minutes and mainly to reflect actions taken to be brought back next month.

## **REGULAR AGENDA**

### 4. Discussion of intent to continue to serve on the Planning and Zoning Commission

Greg Demas and Dave Bench stated that they intend to continue to serve. Mike Rhodes was not present. City Administrator Ashley Wayman explained the annual item of intent to continue to serve including terms and term limits.

### 5. Discussion and possible action regarding residential zoning ordinances defining the minimum required depth and width of yards

City Administrator Ashley Wayman discussed that there needs to be a public hearing held by both Planning and Zoning and City Council for items 5 and 6, and there needs to be adequate time for public notice. She provided direction on what action could occur in this meeting.

Chair Amie Rodnick asked what the members of commission consider to be the biggest problems with these items. City Administrator Ashley Wayman explained that the residential code uses the term “yards” not “setbacks”. Staff recommends making this term consistent. There have been questions with cantilevering properties.

The Commission discussed what can be built in a setback and what the primary concerns are with overhangs.

Kendra Roloson, 301 Wallis and 304 Vale, discussed her reading of the rewrite and the process of carefully crafting rewrites without unintended consequences. She discussed discrepancies found in the revision in the packet, and asked that the City proceed with caution with rewrites.

The Commission discussed input from citizens regarding issues with this code.

Sara Hutson, City Council Member, discussed seeing instances of cantilevers and attempting to put reasonable limitations in place with clarified interpretations for building officials.

The Commission discussed front yard fencing and how to deal with urgent issues. Members of the Commission asked for examples of overhangs within the City.

City Administrator Ashley Wayman spoke regarding finding out what we want to avoid and what we don't want to have in the City.

Kendra Roloson asked for full citizen input before rewriting the Code.

Sara Hutson, City Council Member, explained that they are looking for input from the Planning and Zoning Commission and they should wait for citizen input at the public hearing.

The Commission discussed overhang distance and overhang type.

Sara Hutson explained the difference with the height of the house, how the overhang can affect neighbors, and consideration of equipment.

Discussion ensued about public input and the sizes of homes being built currently in Rollingwood.

City Administrator Ashley Wayman explained the public hearing with citizen input, and the ability to bring options for how items could go to City Council. The discussion seemed to head toward a temporary solution to limit projections.

6. Discussion and possible action regarding building height and related provisions in the residential zoning code

City Administrator Ashley Wayman and the Commission discussed height limitations, how to measure that height, additional inspection requirements, original and finish grade, reference datum options, and how these are determined.

The Commission discussed builder manipulation of grade to obtain a taller home. They also discussed the established interpretation of height and unanticipated intent of the use of this interpretation.

Discussion ensued about causing current homes to become non-conforming structures and changing topography to make buildings taller than 35 feet.

Kendra Roloson suggested speaking with an architect or an expert who is knowledgeable in interpretation of and application of the code and could provide advice.

The Commission discussed the history of 35 feet as a limitation and the allowance of flat roofs.

City Administrator Ashley Wayman asked for clarity on this item in regards to staff noticing for the public hearing.

The Commission discussed the complexity of building height and the desire to have meetings or work sessions covering height with expert presentations. They discussed their concern with causing current homes to become non-conforming.

7. Discussion and possible action regarding a plan for commercial zoning code updates as identified in the city's Comprehensive Plan

Sara Hutson reminded the Commission that Brook Brown was on the Task Force for the Comprehensive Plan and would be able to provide insight on this item.

The Commission decided to table this item for a later meeting.

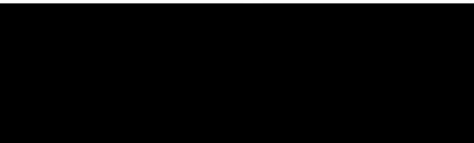
City Administrator Ashley Wayman asked how the Planning and Zoning Commission would like to proceed with the public hearing and explained the noticing deadlines.

City Attorney Megan Santee explained the difference between a state law required public hearing and public comments which can be made at any meeting.

### ADJOURNMENT OF MEETING

The meeting was adjourned at 8:15 p.m. by Chair Amie Rodnick.

Minutes Adopted on the 7<sup>th</sup> day of December, 2022.



Amie Rodnick, Chair

ATTEST:



Desiree Adair, City Secretary