



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

Wednesday, October 12, 2022

The Planning and Zoning Commission of the City of Rollingwood, Texas held a joint meeting with the Rollingwood City Council, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on October 12, 2022 at 5:00 PM. Members of the public, the Planning and Zoning Commission, and the City Council were able to participate in the meeting virtually, as long as a quorum of the Planning and Zoning Commission and the City Council and the respective 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 ROLLINGWOOD PLANNING AND ZONING COMMISSION AND CITY COUNCIL MEETING TO ORDER

1. Roll Call

Mayor Gavin Massingill called the City Council meeting to order at 5:07 p.m.

Chair Amie Rodnick called the Planning & Zoning meeting to order at 5:07 p.m.

Present Members of City Council: Mayor Gavin Massingill, Mayor Pro Tem Sara Hutson, Council Member Phil McDuffee, Council Member Roxanne McKee, Council Member Alec Robinson, and Council Member Brook Brown.

Present Members of Planning and Zoning Commission: Chair Amie Rodnick, Michael Hall, Dave Bench, Brian Nash, and Tony Stein.

Also Present: City Administrator Ashley Wayman, City Attorney Charles Zech, City Secretary Desiree Adair, RCDC President Emily Doran, and Assistant to the City Administrator Makayla Rodriguez.

PUBLIC COMMENTS

There were no public comments.

REGULAR AGENDA

2. Discussion and possible action in regard to residential zoning ordinances defining the minimum required depth and width of yards

Mayor Gavin Massingill called up agenda items 2, 3, and 4 simultaneously.

Council Member Brook Brown discussed how City Council has received funding from RCDC in order to proceed on the commercial zoning changes from the Comprehensive Plan. She discussed bringing in development along the commercial corridor and issues discovered with our existing Code.

The Planning and Zoning Commission asked why these issues were brought to the Planning and Zoning Commission at this time. Council Member Brook Brown explained the difference between the items, the timing for public hearings, and understanding the process of passing an ordinance.

The Planning and Zoning Commission and City Council discussed current yard requirements, possible code changes, the Comprehensive Plan, and the process of moving forward resident concerns.

The Planning and Zoning Commission discussed the idea of soliciting input from the community in regards to residential building concerns and requested examples. Council Member Brook Brown offered to put together a list of examples of the projections issue.

The Planning and Zoning Commission and the City Council discussed spec homes, investment funds, and multiple owners of one property.

Members of the Planning and Zoning Commission expressed concern with fixing issues one at a time that cause unintended consequences. They discussed development in Rollingwood with the mixture of newer and older homes, and providing time for the community to decide their options.

The Planning and Zoning Commission discussed overhangs and the purpose that they provide from an energy efficiency standpoint. Dave Bench had previously emailed his concerns to City Council. They discussed how overhangs being restricted to the setback requirements have other considerations. City Council discussed trees as shade and water runoff from the roof onto neighboring properties. The Planning and Zoning Commission discussed the creation of non-conforming structures with making these changes. Council Member Brook Brown discussed defining overhangs, eaves, cornices, and projections.

Members of the Planning and Zoning Commission discussed the purpose of the meeting and what is desired to be accomplished. Mayor Gavin Massingill defined which Rollingwood municipal codes are being discussed and reviewed. Chapter 107 is the Zoning Code, and section 107-3 includes the residential building height definition. Section 107-71 describes the maximum permissible height. Chapter 101 is the building and construction code which has definitions in section 101-2. Yard and setback line definitions are found in Chapter 107 of the Zoning Code in the definition section 107-3. Section 107-75 Yards generally and section 107-76 Minimum required depth and width of yards are also relevant to this discussion.

Abe Salinas, of K. Friese + Associates, discussed definitions, application, and recommendations. Their focus has been on building yard depths with respect to projections and maximum height regulations for residential buildings. They apply the code as written to reviews for approval or disapproval. Yard depths with projections need definitions, and limitations, such as 18-36 inches as other cities have done, and review for conformance with Code and the requirements for approval. K. Friese + Associates reviews the plans for general conformance with maximum height. He discussed the terrain and sloping lots with grading changes that occur during the building process. Mayor Gavin Massingill discussed an administrative requirement of an upfront promulgated form with clear indications of what the reference datum points are.

The Planning and Zoning Commission and City council discussed the measurement of the building height. Mayor Gavin Massingill discussed how to find the highest point and the lowest point. He explained the Code and how to determine the highest and lowest points without fluctuation. Council Member Brook Brown discussed a legal provision in our building code in section 107-71 that does not allow any part of a building to be greater than 35 feet, and the definition in 107-3 of residential building height. With the adoption of the International Building Code, the definitions were used, and in her opinion, caused a problem with enforcement. The Planning and Zoning Commission asked Mr. Salinas how this is currently applied. Mr. Salinas explained that they use the definition in section 107-3.

Mayor Gavin Massingill left the meeting at 6:36 p.m.

The Planning and Zoning Commission, City Council, and Mr. Salinas discussed projections and cantilevers and application of the code.

The Commission and Council Members discussed next steps in this process including costs and consultants. Council Member Brook Brown discussed how the Comprehensive Task Force acted with a survey, public hearings, workshops, and the development of a new plan.

Kendra Roloson, building on 304 Vale and living at 301 Wallis, discussed the need for community input. She would like her voice to be heard as well as other members of the community. She would like alternative times for meeting for community input, and she feels a code rewrite should be considered with the input of all citizens. She is a real estate attorney and discussed nonconforming use issues with piecemeal code changes and would like careful consideration by the community as a whole.

Emily Doran, 601 Ridgewood, discussed the complexity of building a house in Rollingwood. She would like a consideration of a welcoming committee for builders.

City Council and the Planning and Zoning Commission discussed the timing for a public hearing. City Administrator Ashley Wayman explained the noticing requirements for a public hearing at both the Planning and Zoning Commission and City Council meetings. City Staff will request availability tomorrow.

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

This item was called up simultaneously with item 2 and item 4.

4. Discussion and possible action to begin an assessment of the city's residential zoning ordinances

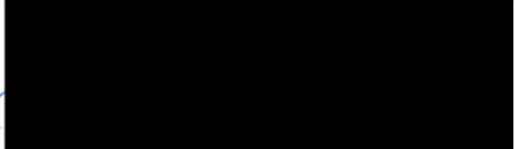
This item was called up simultaneously with item 2 and item 3.

ADJOURNMENT OF MEETING

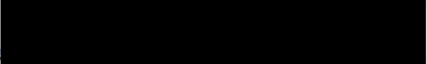
The Planning and Zoning Commission meeting was adjourned at 6:59 p.m.

The City Council meeting was adjourned at 7:01 p.m.

Minutes Adopted on the 7th day of December, 2022 by the Planning and Zoning Commission.


Amie Rodnick, Chair

ATTEST:


Desiree Adair, City Secretary

Minutes Adopted on the 16th day of November, 2022 by City Council.


Gavin Massingill, Mayor

ATTEST:


Desiree Adair, City Secretary