



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

**Wednesday, August 07, 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 August 7, 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 6:02 p.m.**

**Present Members:** Chair Dave Bench, Jerry Fleming, Michael Hall, Genie Nyer, and Tony Stein

Mike Rhodes joined the meeting at 6:08 p.m.

**Also Present:** City Administrator Ashley Wayman, City Attorney Lloyd Newton, Assistant to the City Administrator Makayla Rodriguez, Development Services Manager Nikki Stautzenberger, and Council Member Brook Brown

### **PUBLIC COMMENTS**

There were no public comments.

### **CONSENT AGENDA**

2. Discussion and possible action on the minutes from the April 24, 2024 Joint City Council and Planning and Zoning Commission meeting
3. Discussion and possible action on the minutes from the May 1, 2024 Planning and Zoning Commission meeting
4. Discussion and possible action on the minutes from the May 8, 2024 Special Planning and Zoning Commission meeting

5. Discussion and possible action on the minutes from the July 10, 2024 Joint Planning and Zoning Commission, Board of Adjustment and CRCRC Training

**Chair Dave Bench moved to approve the consent agenda as written. Jerry Fleming seconded the motion. The motion carried with 5 in favor and 0 against.**

## **PUBLIC HEARING**

6. Public hearing, discussion and possible action on a city-initiated rezoning of 5100 Rollingwood Drive (Parcel ID 107772) from the Commercial District (C) to the Residential (R)

City Administrator Ashley Wayman shared that the approval of the commercial code initiated the rezoning of 5100 Rollingwood Drive. She stated that after the public hearing, the Planning and Zoning Commission will make a recommendation to City Council to approve or reject the rezoning of the address from commercial to residential.

**Chair Dave Bench opened the public hearing 6:07 p.m.**

No individuals spoke during the public hearing.

**Chair Dave Bench closed the public hearing at 6:08 p.m.**

*Mike Rhodes joined the meeting at 6:08 p.m.*

**Tony Stein moved to approve the rezoning of 5100 Rollingwood Drive from Commercial to Residential. Genie Nyer seconded the motion. The motion carried with 6 in favor and 0 against.**

7. Public hearing, discussion and possible action on an ordinance amending the zoning ordinance to prohibit the rental of amenities in the residential zoning district

City Administrator Ashley Wayman discussed that this item is back with additional clarity after being reviewed by City Council and that the ordinance will disallow the rental of amenities in the residential district.

The Planning and Zoning Commission asked questions of City Administrator Ashley Wayman in regards to the ordinance and permitted uses.

**Chair Dave Bench opened the public hearing at 6:12 p.m.**

The following individuals spoke during the public hearing:

- Glenn Harris, 3012 Hatley Drive, stated that he is in favor of the amendment to the ordinance. He discussed platforms that offer short term rentals and how they negatively impact neighbors.

**Chair Dave Bench closed the public hearing at 6:15 p.m.**

**Tony Stein moved to recommend the approval of the ordinance as drafted by counsel and approved by City Council. Jerry Fleming seconded the motion. The motion passed with 6 in favor and 0 against.**

## **REGULAR AGENDA**

8. Discussion and possible action regarding a draft ordinance providing that the front yard of a lot shall be the yard which abuts the addressed street

City Administrator Ashley Wayman shared information about the draft ordinance that provided clarity and a definition for front yards to ensure homes are built to face the front of the street. She also explained that the ordinance will remove the building official from determining a street address in the building process.

The Planning and Zoning Commission and City Administrator Ashley Wayman discussed address changes and front yards. Chair Dave Bench requested to add front doors to the ordinance for emergency service protocols. The Commission members continued discussion on front doors and a recent address change.

Council Member Brook Brown, 307 Nixon, explained that attention was brought to this issue because there have been instances where homes have front doors facing a side street and that emergency services as well as other delivery services cannot locate the front of the home.

Council Member Brook Brown and the Commission discussed the ordinance and address changes.

City Administrator Ashley Wayman and the Planning and Zoning Commission discussed front doors, setbacks, and address changes. Council Member Brook Brown provided clarity about the ordinance.

Chair Dave Bench stated that he would like the Planning and Zoning members to continue thinking about this item.

9. Discussion regarding the CRCRC Residential Building Height recommendations that have been set for public hearing on September 4, 2024

City Administrator Ashley Wayman explained that there will be a joint City Council and Planning and Zoning public hearing on September 4, 2024, to review drafted code language from the building height recommendations that were created by the CRCRC and approved by City Council. She stated that the recommendations have been provided for discussion.

Ryan Clinton, 4714 Timberline Drive, discussed parallel plane and how it impacts sloped lots, and previous discussions by the CRCRC.

Jeff Ezell, 4709 Timberline Drive, explained that he has been trying to understand where the CRCRC is getting their data from to create the building height recommendations. He stated that he encourages the Planning and Zoning Commission to understand the impact of the parallel plane method before moving forward.

Chair Dave Bench stated that the CRCRC has been collecting public input and has made minor changes based on the feedback received.

Tony Stein raised some concern about the pace of the process and explained that it is not appropriate to have a public hearing so quickly. Chair Dave Bench explained that City Council requested the CRCRC to speed up the process.

Genie Nyer asked if the public hearing could be rescheduled and City Administrator Ashley Wayman explained that the City Council would need to vote to reschedule to public hearing.

The Planning and Zoning Commission members discussed building height, the survey, and the speed of the recommendation process.

Ryan Clinton, 4714 Timberline, discussed the survey results with the Commission. Genie Nyer asked Mr. Clinton questions in regards to his opposition of the parallel plane method. Mr. Clinton expressed his thoughts and shared alternative solutions.

Chair Dave Bench recalled the CRCRC's recommendation process and participation from the public.

The Planning and Zoning Commission discussed building height and their experiences with building height. They continued to discuss the potential impacts the recommendations may have on homes within the community. Genie Nyer discussed her experience with building height and the Planning and Zoning Commission agreed that they want to create a solution for neighbors who are negatively impacted by building height. The Planning and Zoning members continued discussion on building height.

Council Member Brook Brown stated that her understanding was to get the CRCRC recommendations in an ordinance form to have a base document then to make progress. Ms. Brown and the Planning and Zoning Commission discussed the September joint public hearing.

City Administrator Ashley Wayman and the Commission discussed the public hearing notice process.

The Planning and Zoning Commission discussed the history of how the recommendations came to be, the focus of the parallel plane method to determine building height, and public feedback received during the CRCRC recommendation process.

Ryan Clinton, 4717 Timberline Drive, shared his experience with public feedback during the CRCRC recommendation process and with boards and commissions.

The Planning and Zoning Commission discussed and asked questions regarding the parallel plane concept.

City Administrator Ashley Wayman clarified what was presented at the City Council meeting wasn't the exact language as what was approved at the CRCRC meeting. She discussed the draft language with the Planning and Zoning Commission.

*Chair Dave Bench moved to item 11 at this time.*

10. Discussion regarding the CRCRC Residential Tree and Landscape Recommendations that have been set for public hearing on September 4, 2024

City Administrator Ashley Wayman stated that legal is drafting an ordinance and a public notice will go out for the public hearing on September 4<sup>th</sup>. She continued to say that the Planning and Zoning Commission members will be able to view the code amendment language ahead of the meeting.

The Planning and Zoning Commission asked questions regarding approved recommendations.

Jerry Fleming stated that the tree ordinance does not mention any provisions that protect tree roots during the construction process. He said that he is looking into this issue.

11. Update on CRCRC workshop regarding building height

City Administrator Ashley Wayman recapped a motion made at the June 25<sup>th</sup> CRCRC meeting to recommend that the City Council and the Planning and Zoning Commission hold a workshop and explained the purpose of the workshop. She continued to say that the workshop will need City Council approval.

The Planning and Zoning Commission discussed the drafted language, how the language will be interpreted, and parallel plane. They continued to discuss how height is measured in other cities.

Shanthi Jayakumar, 3309 Park Hills Drive, thanked the Planning and Zoning Commission members for their discussion and acknowledges their efforts. She discussed a zoning document from 1988 that explained how building height was measured. She asked the members to consider neighbor privacy during this process.

*Chair Dave Benched moved to item 10 at this time.*

### **ADJOURNMENT OF MEETING**

**The meeting was adjourned at 8:55 p.m.**

Minutes adopted on the 21 day of October, 2024.

  
Dave Bench, Chair

**ATTEST:**



**Ashley Wayman, City Administrator**