



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

Wednesday, May 01, 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 May 1, 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.

Members Present: Genie Nyer, Michael Hall, Jerry Fleming, Michael Rhodes and Dave Bench

Brian Nash joined the meeting during items 2 and 4, discussed concurrently.

Also Present: City Administrator Ashley Wayman, City Attorney Charles Zech, Assistant City Administrator Desiree Adair, Development Services Manager Nikki Stautzenberger, Council Member Brook Brown, and Council Member Sara Hutson

PUBLIC COMMENTS

No individuals spoke during public comments.

Chair Dave Bench moved to the Consent Agenda at this time.

PRESENTATIONS

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

Council Member Brook Brown, 307 Nixon Drive, spoke regarding the Comprehensive Plan, zoning changes, and the process of adopting the proposed code amendments. She discussed changes in setbacks and height for commercial properties, combining office, retail, and commercial uses, reductions in setbacks by meeting specific requirements, updates to the current

lighting standards, standards with respect to tree protection in the commercial corridor, trees along sidewalks adjacent to public rights of way, and landscaping requirements.

Chair Dave Bench called up agenda item 4 to be discussed concurrently with item 2.

Mike Rhodes asked questions regarding the process of adoption of the proposed code amendments.

Brian Nash joined the meeting at 6:15 p.m.

City Administrator Ashley Wayman explained the process and how changes could be made.

Council Member Brook Brown spoke regarding the schedule, Mr. Fleming's proposed changes to the lighting section, and the time allowed to consider these changes.

Chair Dave Bench asked Council Member Brook Brown if she would do something like this the same way again and she replied she would not. She suggested considering smaller chunks at a time and involving a planner earlier in the process.

Brian Nash thanked Council Member Brook Brown for her work.

Mike Rhodes asked if any current properties have exceeded the maximum allowable impervious cover restrictions. Council Member Brook Brown responded that there may be one property that exceeds these restrictions and there are PUDs, that are not included in this zoning change, that have various impervious cover differences.

Mike Rhodes asked if there is drainage infrastructure for these commercial properties. Council Member Brook Brown discussed commercial properties that still have septic fields and are not connected to the sewer system.

Council Member Brook Brown and the Commission discussed the Comprehensive Plan and how it could be changed in the future. Council Member Brook Brown stated that any zoning change that is made would need to be consistent with the Comprehensive Plan and revisions could occur in the future at City Council's direction.

City Attorney Charlie Zech explained that the Planning and Zoning Commission is a recommending body that makes recommendations to the City Council.

The Commission discussed impervious cover, how changing the impervious cover regulations relates to stimulating development, and what properties are subject to redevelopment.

Bryce Cox, planning consultant with DNRBSZ, discussed the framework of development and that there is always the opportunity to make changes and tweaks to the code. He thanked Council Member Brook Brown, Thom Farrell, and Ryan Clinton for their time and hard work in this project. He discussed the proposed parking recommendations and other recommendations that make this a more enticing code than the current code for commercial development.

Sara Hutson, 2805 Rock Way, discussed the Recharge Zone and restrictions regarding drainage and impervious cover. She explained how commercial development affects the storm water that the city has to handle.

The Commission discussed other possible limits based on drainage or TCEQ requirements. Council Member Brook Brown offered to review the drainage criteria and TCEQ requirements and explained that she believed that commercial properties were also subject to TCEQ requirements.

The Planning and Zoning Commission discussed the revisions that Jerry Fleming submitted regarding lighting.

The Planning and Zoning Commission discussed the next steps regarding the proposed language and whether they should vote today or take another week to review.

Brian Nash discussed the work that went into this document and his idea for increasing pedestrian interaction and enjoyability and encouraging retail development to increase future revenues. He also discussed his concern regarding the section about dedicating land to the bike path in exchange for parking reduction and the vision of a walkable commercial area.

Mr. Cox stated that these discussions should be had in this meeting. He explained that the code is the minimum rules, and that they tried to keep in mind existing businesses but also encourage walkability by allowing buildings to be brought closer to the road to create a pedestrian friendly area, reducing parking requirements and providing for a pedestrian trail.

The Planning and Zoning Commission and Mr. Cox discussed the impervious cover, buffering, flood plain concerns, and the recommendations regarding vegetation. Mr. Cox explained that it is very common to see buffering between uses, including walls and landscaping and explained the intent of the landscaping and buffering sections. He also discussed how non-conforming properties are handled.

Council Member Brook Brown discussed the FEMA flood plain between the residential and commercial areas, and that it was important to maintain the privacy between the commercial area and Timberline Drive. She showed and discussed pictures of what Wimberley has done in their commercial district, including heritage trees, mulched yards near a creek, kids play areas near the creek, natural landscaping along the creek, commercial properties with outdoor covered areas, and picnic tables along the creek for outdoor eating without a lot of landscaping.

Brian Nash discussed his vision of a landscaped path and his concern about dark sky lighting limitations.

Jerry Fleming discussed foot-candles and international dark sky regulations.

The Commission and Mr. Cox discussed what requirements would affect current PUDs and the comprehensive nature of the commercial code amendments.

Mike Rhodes asked how many commercial property owners reviewed this plan and what their reaction was. Council Member Brook Brown stated that the owner of the Palisades was a member of the Strike Force, as was a director of the Westlake Chamber of Commerce. She also discussed that they had commercial property owners that would come talk to the task force and the various ways they were invited to provide input. She also responded to questions from the Commission about what would happen if a future owner of the Palisades wanted to redevelop the property.

Chair Dave Bench asked the Commission if they would like to act today or take another week to review.

Some members expressed interest in having another week to review and Chair Dave Bench tabled item 4.

Chair Dave Bench moved to item 5 at this time.

CONSENT AGENDA

3. Discussion and possible action on the minutes from the April 3, 2024 Planning and Zoning Commission meeting

Genie Nyer moved to accept the minutes of the P & Z meeting. Jerry Fleming seconded the motion. The motion carried with 5 in favor and 0 against.

Chair Dave Bench moved back to Presentations at this time.

REGULAR AGENDA

4. Discussion and possible action 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

This item was discussed concurrently with item 2.

5. Discussion and possible action regarding 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

City Administrator Ashley Wayman explained that this item would not need to be acted on until the commission acts on item 4 at their next meeting, but explained that this item is the rezoning of C-1 and C-2 districts to the Commercial District (C) associated with the text amendment.

No action was taken and his item was tabled.

6. Discussion and possible action regarding Tree recommendations from the CRCRC

Jay van Bavel, 5012 Timberline and member of the CRCRC, introduced himself to the Commission. He discussed how he has observed a degradation of the urban forest in Rollingwood and the CRCRC survey question responses involving trees. Mr. van Bavel presented and explained the tree recommendations one by one.

City Attorney Charles Zech stated that he would need to verify that none of these recommendations conflict with state law.

Genie Nyer commented that she is supportive of looking at these issues individually, and explained that at the last City Council meeting some members preferred having these issues come to them individually as opposed to taking them all at once.

The Commission discussed the CRCRC and their recommendation process and topics.

Chair Dave Bench discussed that he is aware of one council member who would like the CRCRC to deliver their recommendations as a single package and three council members that would like them brought to them individually.

Michael Hall discussed his concern about handling the issues individually, explaining how tree regulations and tenting could both impact a sloped lot, but if handled separately there may be consequences on certain lots. He explained that he would like to see the recommendations comprehensively.

Brian Nash agreed that he would like to see a comprehensive approach and that he is hearing concerns in the community about the piecemeal approach.

Chair Dave Bench discussed the survey results. He and the Commission discussed the approach of the CRCRC.

Genie Nyer stated that she is only hearing from residents that they should take up these issues individually and quickly.

The Commission further discussed the process of the CRCRC making recommendations.

Chair Dave Bench asked if he could put an item on the next agenda to talk about anything that the Commission wants to talk about related to the process discussion and City Attorney Charles Zech stated that they could talk about process but the agenda item must be specific enough to notify the public of the topic to be discussed.

Chair Dave Bench stated that this item did not need action tonight, but that the next time that the revised revisions come to the Planning and Zoning Commission they would be asking for a recommendation.

Brian Nash made a recommendation that the substance of the tree recommendations be discussed at their next meeting. Dave Bench stated he would put this item on the next agenda.

The Commission thanked Jay van Bavel for the presentation regarding the tree ordinance recommendations.

7. Discussion regarding Special Exceptions

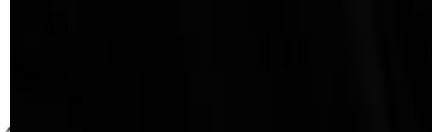
Chair Dave Bench discussed the presentation included in the meeting packet from the city's law firm, which he got from a recent training that he attended. He also discussed how special exceptions are handled through the Board of Adjustment.

Chair Dave Bench requested that the Commission study and learn about Special Exceptions.

ADJOURNMENT OF MEETING

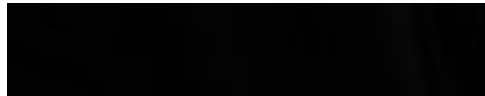
The meeting was adjourned at 8:57 p.m.

Minutes Adopted on the 7th day of August, 2024.



Dave Bench, Chair

ATTEST:



Ashley Wayman, City Administrator