



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

**Wednesday, February 07, 2024**

Notice is hereby given that the Planning and Zoning Commission of the City of Rollingwood, Texas will hold a meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on February 07, 2024 at 6:00 PM. Members of the public and the Planning and Zoning Commission may participate in the meeting virtually, as long as a quorum of the Planning and Zoning Commission and the presiding officer are physically present at the Municipal Building, in accordance with the Texas Open Meetings Act. The public may watch this meeting live and have the opportunity to comment via audio devices at the link below. The public may also participate in this meeting by dialing one of the toll-free numbers below and entering the meeting ID and Passcode.

**Link:** <https://us02web.zoom.us/j/5307372193?pwd=QmNUbmZBQ1lwUjNjNmM5RnJreIRFUT09>

**Toll-Free Numbers:** (833) 548-0276 or (833) 548-0282

**Meeting ID:** 530 737 2193

**Password:** 9fryms

The public will be permitted to offer public comments via their audio devices when logged in to the meeting or telephonically by calling in as provided by the agenda and as permitted by the presiding officer during the meeting. If a member of the public is having difficulties accessing the public meeting, they can contact the city at [dadair@rollingwoodtx.gov](mailto:dadair@rollingwoodtx.gov). Written questions or comments may be submitted up to two hours before the meeting. A video recording of the meeting will be 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

### **PUBLIC COMMENTS**

Citizens wishing to address the Planning and Zoning Commission for items not on the agenda will be received at this time. Please limit comments to 3 minutes. In accordance with the Open Meetings Act, the Planning and Zoning Commission is restricted from discussing or taking action on items not listed on the agenda.

Citizens who wish to address the Planning and Zoning Commission with regard to matters on the agenda will be received at the time the item is considered.

### **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 November 1, 2023 Planning and Zoning Commission meeting

### **REGULAR AGENDA**

3. Discussion regarding a preliminary recommendations report from the Comprehensive Residential Code Review Committee
4. Thank Greg Demas for his service on the Planning and Zoning Commission
5. Discussion regarding open position on Planning and Zoning Commission

### **ADJOURNMENT OF MEETING**

#### **CERTIFICATION OF POSTING**

I hereby certify that the above Notice of Meeting was posted on the bulletin board at the Rollingwood Municipal Building, in Rollingwood, Texas and to the City website at [www.rollingwoodtx.gov](http://www.rollingwoodtx.gov) at **5:00 PM** on **February 2, 2024**.

*Desiree Adair*

Desiree Adair, City Secretary

#### NOTICE -

The City of Rollingwood is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please contact the City Secretary, at (512) 327-1838 for information. Hearing-impaired or speech-disabled persons equipped with telecommunication devices for the deaf may call (512) 272-9116 or may utilize the stateside Relay Texas Program at 1-800-735-2988.

The Planning and Zoning Commission will announce that it will go into executive session, if necessary, to deliberate any matter listed on this agenda for which an exception to open meetings requirements permits such closed deliberation, including but not limited to consultation with the city's attorney(s) pursuant to Texas Local Government Code section 551.071, as announced at the time of the closed session.

Consultation with legal counsel pursuant to section 551.071 of the Texas Local Government Code;  
discussion of personnel matters pursuant to section 551.074 of the Texas Local Government Code;  
real estate acquisition pursuant to section 551.072 of the Texas Local Government Code;  
prospective gifts pursuant to section 551.073 of the Texas Local Government Code;  
security personnel and device pursuant to section 551.076 of the Texas Local Government Code;  
and/or economic development pursuant to section 551.087 of the Texas Local Government Code.  
Action, if any, will be taken in open session.



# CITY OF ROLLINGWOOD PLANNING AND ZONING COMMISSION MEETING MINUTES

Wednesday, November 01, 2023

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 1, 2023. 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, Greg Demas and Chair Dave Bench

*Tony Stein joined the meeting during item 4 at 6:15 p.m.*

**Also Present:** City Administrator Ashley Wayman, City Attorney Lee Simmons, City Secretary Desiree Adair, and Development Services Manager Nikki Stautzenberger

2. Welcome new member Genie Nyer to the Planning and Zoning Commission

Chair Dave Bench introduced Genie Nyer to the Commission and provided a short history of her service with the City of Rollingwood.

## PUBLIC COMMENTS

There were no public comments.

## CONSENT AGENDA

3. Discussion and possible action on the minutes from the October 11, 2023 Planning and Zoning Commission meeting

**Greg Demas moved to approve the minutes from the last meeting. Michael Hall seconded the motion. The motion carried with 4 in favor and 0 against.**

**PUBLIC HEARING**

- 4. Public Hearing, discussion, and possible action regarding an amendment to Section 107-35 of the City’s Code of Ordinances to add regulations for sport courts

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

Glen Harris, 3012 Hatley Dr., spoke regarding his support for the proposed changes to the ordinance. He discussed that he would like to codify or support existing rules regarding pickleball. He discussed his comments that were in the agenda packet including topics discussed at the September 20, 2023 City Council meeting and his research. He would like updated city regulations for pickle ball including playing times, duration of play, and sensible court restrictions. He would like to encourage the Commission and City Council to tackle these issues to update regulations. He spoke regarding the difference between a residential sport court and regular club usage.

Chair Dave Bench encouraged Glen Harris to fill out the CRCRC survey and provide input regarding this topic.

Genie Nyer appreciated reading the public comments Mr. Harris provided.

Toni Henley, 2904 Hatley Drive, spoke regarding her experience on the Park Commission and the limited hours established for public use tennis courts. She suggested that these courts have regulations similar to other public use tennis courts in the neighborhood.

**Chair Dave Bench closed the public hearing at 6:18 p.m.**

Chair Dave Bench suggested that there should be a definition of sport court in the Code of Ordinances.

City Administrator Ashley Wayman explained that a definition could be part of the recommendation provided to City Council.

The Commission discussed the neighborhood pickleball park issue and the amendment to be considered regarding tennis courts being built in the setback.

**Greg Demas moved to amend Section 107-35 of the City’s Code of Ordinances to add regulations for sport courts as well as expand the definition to be more specific of what a sport court is. Tony Stein seconded the motion. The motion carried with 5 in favor and 0 against.**

The commission considered requesting that City Council discuss the pickleball topic and for Planning and Zoning to have the pickleball topic as a future agenda item.

**REGULAR AGENDA**

- 5. Update regarding the CRCRC community survey

Chair Dave Bench discussed the status of the CRCRC survey including number of responses, distribution of postcards, encouragement for residents to fill out the survey, number of residents in Rollingwood, and analysis of survey responses.

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

City Administrator Ashley Wayman stated that four members have terms ending in December 2023. She asked for a verbal confirmation that members would like to continue to serve. Tony Stein, Michael Hall, and Genie Nyer stated that they intended to continue to serve.

**ADJOURNMENT OF MEETING**

The meeting was adjourned at 6:38 p.m. by Dave Bench.

Minutes Adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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

ATTEST:

\_\_\_\_\_  
Desiree Adair, City Secretary

## City Council Update: Draft CRCRC Recommendations 1/17/2024

**Guiding principle:** Modify the building code to lessen the impact of new residential construction and remodels on established neighborhoods per community input.

### Building Height

- Residential buildings will be no higher than 35 feet at any point (66%)
- The method for measuring allowable building height will be revised by subcommittee to support the 35-foot maximum (66%)
- Subcommittee to develop height specifics that will include:
  - A building envelope, defined by property boundaries and allowable heights, will constrain the permit-able dimensions of a building (56%)
  - The building envelope will include exposed foundation restrictions

### Exposed Foundation (at least 27 unprompted comments)

- Foundation exposure within public view from the right-of-way cannot exceed 6'
- Foundation exposure within public view must be screened such that viewable portion does not exceed 2.5 feet (30")

### Setbacks (nuanced; about right 66%; too small 23%; too large 11%)

- Change both side yard set-backs to 15ft (currently 10ft and 15ft) to ensure a minimum of 25 ft between houses
- Reduce street facing corner-lot side yard 20 feet (currently 30ft)
- Explore trading 5 feet of front yard setback for 5 feet of backyard setback
- Explore allowing pools in rear setback up to 15 feet from rear property line

### Driveways (58% for)

- Remove ordinance restricting corner lot connecting driveways

### Fences (46% for height restriction)

- Maximum height is 8 feet unless the Board of Adjustment grants a special exception

### Trees

(75% give trees a 4 or 5 priority; 51% "tree ordinance doing enough"; 40% "no"; 9% blank; 82% want a tree planting program)

- Tree ordinance to be revised by subcommittee and will add at minimum:
  - Heritage tree definition of 24" diameter at 4' height
  - Heritage tree removal requires City Council approval
  - Recommend that heritage trees be documented by the City
  - No excavation through the critical root zone of protected and heritage trees

**Lighting** (57% for)

- Create an ordinance that will build on commercial corridor lighting ordinance to restrict light trespass

**Recommend Against Current Actioning Pending Review**

- Number of stories
- Overall area of top story (to be handled by building envelope)
- Zoning districts
- FAR
- Impervious cover