



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

**Wednesday, March 06, 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 March 06, 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
2. Welcome new member Jerry Fleming to the Planning and Zoning Commission

### **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.

- 3. Discussion and possible action on the minutes from the February 7, 2024 Planning and Zoning Commission meeting

**REGULAR AGENDA**

- 4. Discussion and possible action to elect a Chair of the Planning and Zoning Commission
- 5. Discussion regarding rental of residential amenities
- 6. Discussion on a schedule for review and recommendation regarding the proposed commercial code amendments in accordance with the Comprehensive Plan
- 7. Discussion and possible action on CRCRC connecting driveway recommendation
- 8. Discussion and possible action regarding CRCRC residential building height and residential building height measurement recommendations
- 9. Discussion regarding future meeting topics

**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 **March 1, 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, February 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 February 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 6:11 p.m.**

**Members Present:** Brian Nash, Michael Rhodes, Tony Stein, and Dave Bench

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

**PUBLIC COMMENTS**

There were no public comments.

**CONSENT AGENDA**

2. Discussion and possible action on the minutes from the November 1, 2023 Planning and Zoning Commission meeting

**Brian Nash moved to approve the minutes. Tony Stein seconded the motion. The motion carried with 4 in favor and 0 against.**

**REGULAR AGENDA**

3. Discussion regarding a preliminary recommendations report from the Comprehensive Residential Code Review Committee

Chair Dave Bench discussed the preliminary Comprehensive Residential Code Review Committee (CRCRC) recommendations that were presented at the January 17<sup>th</sup> City Council meeting.

Mr. Bench mentioned the number of responses to the CRCRC survey and the number of write-in responses.

The Planning and Zoning Commission discussed the response rate, data analysis and feedback from the survey.

Chair Dave Bench stated that the CRCRC recommendations were unanimous. The CRCRC has now created subcommittees to provide more detail with these recommendations. Mr. Bench proceeded to read through and discuss with the Commission the CRCRC guiding principle and recommendations.

The Planning and Zoning Commission discussed considerations and recommendations including topography, lot size, grade, building height, method for measuring building height, building envelope, exposed foundations within public view, side, front, and rear setbacks, nonconformance, fire insurance rates, corner driveways, maximum fence height, materials for fences, heritage trees, and light trespass.

4. Thank Greg Demas for his service on the Planning and Zoning Commission

Chair Dave Bench and the members of the Planning and Zoning Commission thanked Greg Demas for his service on the Commission.

5. Discussion regarding open position on Planning and Zoning Commission

Chair Dave Bench stated that we have an open position and asked the Planning and Zoning Commission members to encourage people to apply.

Assistant City Administrator Desiree Adair stated that everyone that was up for reappointment on the Planning and Zoning Commission was reappointed at the last City Council meeting. She explained that City Council will need to accept the resignation submitted, and then Council will have the opportunity to appoint a new member from the list of applicants.

*Brian Nash left the meeting at 7:54 p.m.*

**ADJOURNMENT OF MEETING**

**The meeting was adjourned at 7:54 p.m.**

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

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

**ATTEST:**

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

**AGENDA ITEM SUMMARY SHEET**  
**City of Rollingwood Planning and Zoning Commission**  
**Meeting Date: March 6, 2024**

**Submitted By:**

Staff

**Agenda Item:**

Discussion regarding rental of residential amenities

**Description:**

At the February 21, 2024 City Council meeting, the City Council discussed a draft ordinance related to short term rental of amenities in the residential zoning district.

After discussion, the City Council opted to send the item regarding rental of residential amenities to the Planning and Zoning Commission for consideration. The motion that was made was to **request Planning and Zoning to take a look at the issue of whether to prohibit or address the rental of residential amenities.**

**Attachments:**

- Draft Ordinance considered at the 02-21-2024 City Council meeting



**\*\*\* FOR DISCUSSION PURPOSES ONLY – DRAFT ORDINANCE NOT BEING CONSIDERED \*\*\***

36 (c) *Penalty.* A violation of this article is a misdemeanor punishable by a criminal penalty  
37 of up to \$2,000.00 per day.

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39 **SECTION 3.** All provisions of the ordinances of the City of Rollingwood in conflict with  
40 the provisions of this ordinance are hereby repealed to the extent of such conflict, and all  
41 other provisions of the ordinances of the City of Rollingwood not in conflict with the  
42 provisions of this ordinance shall remain in full force and effect.

43 **SECTION 4.** Should any sentence, paragraph, sub-Article, clause, phrase or section of this  
44 ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not  
45 affect the validity of this ordinance as a whole, or any part or provision thereof other than  
46 the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity  
47 of the Code of Ordinances as a whole.

48 **SECTION 5.** This ordinance shall take effect immediately from and after its passage and  
49 the publication of the caption, as the law and charter in such cases provide.

50 **APPROVED, PASSED AND ADOPTED** by the City Council of the City of  
51 Rollingwood, Texas, on the \_\_\_\_\_ day of \_\_\_\_\_, 2024

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Gavin Massingill, Mayor

58 ATTEST:

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Desiree Adair, City Secretary

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**Schedule for Review and Adoption of Proposed Commercial Code Amendments in Accordance with the Comprehensive Plan**

<b>Responsible Party/ Meeting</b>	<b>Date</b>	<b>Action</b>
Regular Council Meeting	Wednesday, March 20, 2024	City Council must make a motion to establish the date and time of the joint public hearing.
Staff	Monday, April 1, 2024	Notice of Joint Public Hearing Mailed to P&Z Members, City Council Members and all property owners within the city.  (Notices must be sent not less than 20 days prior to hearing)
Staff	Friday, April 5, 2024	Notice of Joint Public Hearing Published in Newspaper  (Notice must be published not less than 16 days prior to hearing)
City Council/Planning & Zoning Commission	Wednesday, April 24, 2024	Joint P&Z and City Council Hearing on the Composite Draft. In Attendance: Charles Zech, Bryce Cox, Thom Farrell, Ryan Clinton, Brook Brown
Regular Planning & Zoning Commission Meeting	Wednesday, May 1, 2024	P&Z Meeting 1: Review of Proposed Ordinance Language
Special Planning & Zoning Commission Meeting	Wednesday, May 8, 2024	P&Z Meeting 2: Review of Proposed Ordinance Language and P&Z Make Recommendation to City Council
Special City Council Meeting 1*	Wednesday, May 22, 2024	City Council to Receive Recommendation from P&Z and Take Action on Proposed Code Amendments
Special City Council Meeting 2*	Wednesday, May 29, 2024	City Council to Receive Recommendation from P&Z and Take Action on Proposed Code Amendments

\*Council may have one or both special meetings. To be determined at 3/20 City Council Meeting.

Note for schedule changes: The June Regular City Council Meeting falls on a City Holiday (Juneteenth). Staff recommends moving the regular meeting in June to Wednesday, June 12 as staff will be out at the TCMA conference June 19-21 and the City Administrator at a Board Meeting June 26-27. This may affect any schedule changes that require extending into June.

**AGENDA ITEM SUMMARY SHEET**  
**City of Rollingwood Planning and Zoning Commission**  
**Meeting Date: March 6, 2024**

**Submitted By:**

Staff

**Agenda Item:**

Discussion and possible action on CRCRC connecting driveway recommendation

**Description:**

At the February 27, 2024 CRCRC meeting, the CRCRC discussed a “recommendation regarding driveway ordinance.” There was general agreement from the CRCRC members present to strike this ordinance from the current code.

The section discussed to be removed was Chapter 28, ARTICLE II, DIVISION 2. Sec. 28-70. Driveways with more than one curb cut subsection (4) which states:

*(4) Circular driveways or continuous driveways with more than one curb cut shall be allowed on only one street on corner lots. This includes driveways that cut across corner lots from one street to the intersection street.*

**Attachments:**

- Rollingwood Code of Ordinances Section 28-70 Driveways with more than one curb cut

**Sec. 28-70. Driveways with more than one curb cut.**

Circular driveways or continuous driveways with more than one curb cut are allowed, provided that all other aspects of the building permit are in order and full compliance is made with all applicable city ordinances, and the following:

- (1) The centerlines of the driveways are no closer to each other than 35 feet.
- (2) The edge of any resulting driveway is not closer to the side property line than five feet.
- (3) The grade of the driveway is such that it provides positive drainage to the street, or, if that is not possible due to topography, drainage structures or grading/landscaping is provided to ensure that drainage from the driveway does not cause flow onto another property in such a manner as to cause damage to that property.
- (4) Circular driveways or continuous driveways with more than one curb cut shall be allowed on only one street on corner lots. This includes driveways that cut across corner lots from one street to the intersection street.
- (5) Each residential lot shall maintain not more than three total curb cuts for driveways, with no more than two curb cuts on a single street frontage.
- (6) The total combined widths of all aprons on a residential lot shall not exceed a combined width of 45 feet.

(Code 1987, ch. 11, subch. B, § 11; Code 1995, § 3.08.081; Ord. No. 2021-10-20-07 , § 2, 10-20-2021)

**CRCRC RECOMMENDATION ON DRIVEWAYS CONNECTING 2 STREETS 3-6-2024**

Survey Results Analysis on 274 Respondents

**Should we reconsider code limitations placed on circular driveways for a corner lot that connects two streets?**

156 (57%) Yes

112 (40%) No

6 (3%) No response

71 Comments: 48 for; 6 against for safety reasons; 16 against for misc (impervious, curb cuts, etc)

Recommendation approved by CRCRC unanimously:

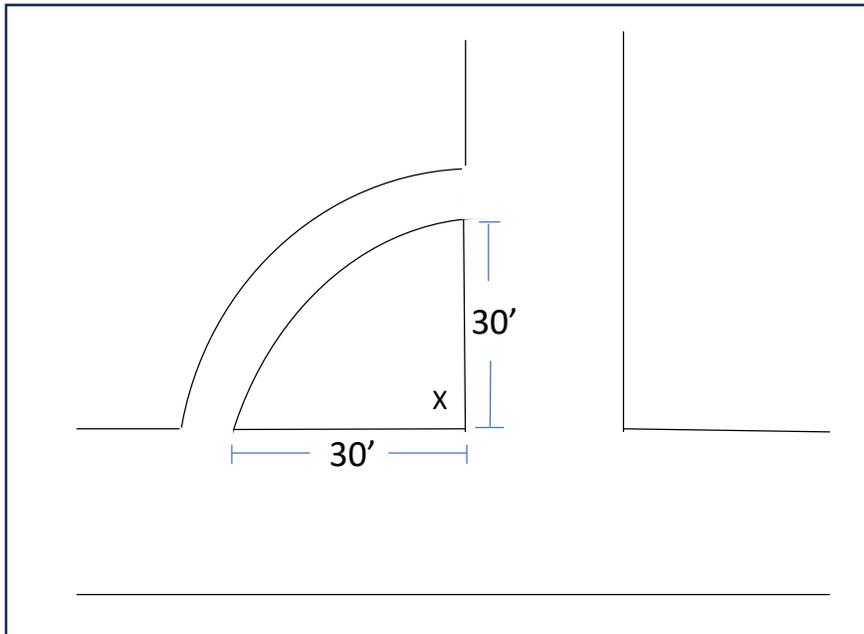
Remove the portion of the driveway ordinance restricting corner lots from having a driveway that connects 2 intersecting streets.

Meeting with Chief Krystal Munoz 3/4/24:

Chief endorses code change allowing connecting driveways provided 30' distance from corner

Recommendation change endorsed by 5 CRCRC members:

*Circular driveways connecting two streets on a corner lot shall be allowed provided that the edge of the driveway closest to intersecting street corner may be no closer than 30 feet to the intersecting corner.*



## CRCRC RECOMMENDATIONS ON BUILDING HEIGHT AND BUILDING HEIGHT MEASUREMENT

### Survey Results Analysis on 274 Respondents

#### Q2/ Do you think RW should consider changes to its building codes?

**175 (64%) Yes**

80 (29%) No - 15 ambiguous comments, more like “sorta yes”

19 (7%) No Response

*Recommend: thorough analysis of responses and comments to various options for code modifications in survey.*

#### **Of the 175 that answered “Yes” to Code Changes:**

135 (77%) - want to change reference datum

101 (58%) - side side setback distance was ok

122 (70%) - want building limits along setback

117 (67%) - want tenting

43 (24%) - don't want tenting

#### **Of the 80 that answered “No” to Code Changes, 33% still want some form of change:**

5 (6%) - said Max. Ht. was too high

24 (30%) - want a diff. reference datum measurement

12 (15%) - want to consider FAR

6 (7%) - said setbacks are too small

21 (26%) - want limits along the setback

15 (19%) - want some form of tenting

#### Q3/ Is Rollingwood’s maximum residential building height of 35 feet

**175 (63%) - About Right**

70 (25%) - Too High

21 (7%) - Too Low

8 (3%) - No Response

*Recommend: MAX HT. - No change, leave at 35ft.*

#### Q4/ Should we look at alternate ways to measure building height, and if so, which options are preferred?

**172 (62%) - Yes**

89 (32%) - No - 11 ambiguous comments

13 (4.7%) - No Response

*Recommend: examining alternative ways to measure height in other cities, particularly those of similar size, topography, and economics.*

22 (8%) - Option 1 - average of slope

26 (9%) - Option 2 - average elevation of building footprint, measured from major corners

**75 (27%) - Option 3 - parallel plane**

151 (55%) - No Response

*Recommend: Option 3 - The maximum allowable height shall be measured as the vertical distance from the existing grade of the site to an imaginary plane located at the allowed height above and parallel to the grade. Height measurements shall be based on existing topography of the site, before grading for proposed on-site improvements, or finished grade, whichever is lower.*

