



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

**Wednesday, June 02, 2021**

In accordance with an order of the Office of the Governor issued March 16, 2020, the Planning and Zoning Commission of the City of Rollingwood will conduct a video conference and telephonic meeting in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) to slow the spread of the Coronavirus (COVID-19). The meeting will be held on Wednesday, June 2, 2021 at 6:00 p.m. 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/81281288937?pwd=RDdNRWRtVFo2Wm83VWtHSmFYSG9nQT09>

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

**Meeting ID:** 812 8128 8937

**Passcode:** 2021

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. Written questions or comments may be submitted up 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 Utility 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.

2. Public Comments

**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 April 7, 2021 Planning and Zoning Commission meeting

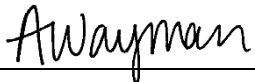
**REGULAR AGENDA**

- 4. Discussion and possible action to elect a Chair of the Planning and Zoning Commission
- 5. Discussion and possible action on amendments to the city's code of ordinances, Section 28-70 - Driveways with more than one curb cut, to limit the number of curb cuts, and Section 107-36 - Driveways, to expand the types of materials permitted for driveways.
- 6. Update and discussion on the residential landscaping ordinance.
- 7. Discussion on scheduling and planning for future meeting dates and agenda items

**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) on Thursday, May 27, 2021 at 4:00 p.m.



Ashley Wayman, 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, April 07, 2021

On Wednesday, April 7, 2021 at 6:00 p.m., the Planning and Zoning Commission of the City of Rollingwood, Texas held a regular meeting, open to the public, via video conference and telephone in accordance with an order of the Office of the Governor issued March 16, 2020. The public was able to watch this meeting live and had the opportunity to comment via audio devices with the following meeting login information:

**Link:** <https://us02web.zoom.us/j/87342399731?pwd=VTFaWkRMRk5kZ3pYOVkwWGU5eXFkQT09>

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

**Meeting ID:** 873 4239 9731

**Passcode:** 2021

The public was 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. A video recording of the meeting was made and posted to the City's website and available to the public in accordance with the Texas Public Information Act upon written request. The following items were discussed:

### **CALL ROLLINGWOOD PLANNING AND ZONING COMMISSION MEETING TO ORDER**

1. Roll Call

**Chair Jordan Scott called the meeting to order at 6:04 p.m.**

**Present Members:** Michael Hall, Michael Rhodes, Chair Jordan Scott, Amie Rodnick, Tony Stein and Brian Nash.

**Also Present:** City Administrator Amber Lewis, Council Member Sara Hutson, City Attorney Megan Santee, Development Services Director Carrie Caylor and Assistant City Administrator Ashley Wayman.

### **PUBLIC COMMENTS**

2. Public Comments

There were no public comments.

**EXECUTIVE SESSION**

- 3. Executive Session pursuant to Texas Local Government Code section 551.071 Consultation with Legal Counsel to review the legal issue of statutory obligations of the Planning and Zoning Commission

*The Planning and Zoning Commission adjourned into Executive Session at 6:07 p.m.*

*The Planning and Zoning Commission reconvened into Open Session at 6:17 p.m.*

**PUBLIC HEARING**

- 4. Public hearing, discussion and possible action on a plat for the property located at 205 Ashworth Drive

**Chair Jordan Scott opened the public hearing at 6:18 p.m.**

No individuals spoke during the public hearing.

**Chair Jordan Scott closed the public hearing at 6:19 p.m.**

The Commission and Development Services Director Carrie Caylor discussed this plat.

**Michael Rhodes motioned to approve a plat for the property located at 205 Ashworth Drive. Tony Stein seconded the motion.**

- **Chair Jordan Scott – Yes**
- **Amie Rodnick – Yes**
- **Michael Hall – Yes**
- **Tony Stein – Yes**
- **Michael Rhodes – Yes**

**The motion passed 5-0.**

- 5. Public hearing, discussion and possible action on a replat for the property located at 104 Riley Road

**Chair Jordan Scott opened the public hearing at 6:21 p.m.**

The following individuals spoke during the public hearing.

- Steve Sylliaasen, civil engineer on the project, asked that Development Services Director Carrie Caylor explain the project before he answers any questions on the project.
- Chris Watters, owner, discussed this property and this request for a replat.

**Chair Jordan Scott closed the public hearing at 6:26 p.m.**

Development Services Director Carrie Caylor discussed the documents in the packet for this request, the details of this replat, and her recommendation for conditional approval of this replat.

The Commission, Development Services Director Carrie Caylor, and the applicant discussed this replat.

*Brian Nash joined the meeting during this meeting.*

**Chair Jordan Scott motioned to give conditional approval of a replat for the property located at 104 Riley Road requiring the review of chain of title, review and approval by the City Engineer of the drainage criteria manual and the plat and easements required to meet that requirement sufficiently, and the addition of all required public utility easements. Amie Rodnick seconded the motion.**

- **Chair Jordan Scott – Yes**
- **Amie Rodnick – Yes**
- **Michael Hall – Yes**
- **Tony Stein – Yes**
- **Michael Rhodes – Yes**
- **Brian Nash – Yes**

**The motion passed 6-0.**

6. Public hearing, discussion and possible action on a replat for the property located at 3012 Bee Caves Road

**Chair Jordan Scott opened the public hearing at 7:15 p.m.**

The following individuals spoke during the public hearing.

- Ryan LaMarre with Jones and Carter, civil engineer on the project, stated that he was here to answer any questions.
- Mike Mogavero, representative of owners of 5014 Timberline Drive, stated that he would like to understand what is being proposed here and respond accordingly. He stated that they oppose the replatting of the lot.
- Ryan LaMarre discussed the zoning of this lot.

**Chair Jordan Scott closed the public hearing at 7:19 p.m.**

Development Services Director Carrie Caylor discussed this replat and the documents in the packet regarding this replat.

The Commission discussed this replat.

Development Services Director Carrie Caylor discussed city Ordinance 176, how it relates to this replat, and her recommendation for conditional approval of this replat.

The Commission further discussed this replat.

*The Planning and Zoning Commission adjourned into Executive Session at 7:44 p.m. pursuant to Texas Local Government Code section 551.071 Consultation with Legal Counsel.*

*The Planning and Zoning Commission reconvened into open session at 8:03 p.m.*

Mike Mogavero discussed this property as it relates to the property that he represents on Timberline Drive.

**Jordan Scott motioned to conditionally approve a replat for the property located at 3012 Bee Caves Road with the condition that the correct PUEs be added and further review be conducted by city staff of the 20 feet setback. Amie Rodnick seconded the motion.**

- **Chair Jordan Scott – Yes**
- **Amie Rodnick – Yes**
- **Michael Hall – Yes**
- **Tony Stein – Yes**
- **Michael Rhodes – Yes**
- **Brian Nash - Yes**

**The motion passed 6-0.**

7. Public hearing, discussion and possible action on a replat for the property located at 2514 Rollingwood Drive

**Chair Jordan Scott opened the public hearing at 8:10 p.m.**

No individuals spoke during the public hearing.

**Chair Jordan Scott closed the public hearing at 8:11 p.m.**

Development Services Director Carrie Caylor discussed this replat and stated that this plat meets all administrative requirements.

The Commission and City Council Member Sara Hutson discussed setbacks and required noticing.

**Michael Rhodes motioned to approve a replat for the property located at 2514 Rollingwood Drive. Michael Hall seconded the motion.**

- **Chair Jordan Scott – Yes**
- **Amie Rodnick – Yes**
- **Michael Hall – Yes**
- **Tony Stein – Yes**
- **Michael Rhodes – Yes**
- **Brian Nash – Yes**

**The motion passed 6-0.**

8. Public hearing, discussion and possible action on a replat for the property located at 2605 Rollingwood Drive

**Chair Jordan Scott opened the public hearing at 8:19 p.m.**

No individuals spoke during the public hearing.

**Chair Jordan Scott closed the public hearing at 8:19 p.m.**

Development Services Director Carrie Caylor discussed this replat and stated that this plat meets all administrative requirements.

**Michael Hall motioned to approve a replat for the property located at 2605 Rollingwood Drive. Tony Stein seconded the motion.**

- **Chair Jordan Scott – Yes**
- **Amie Rodnick – Yes**
- **Michael Hall – Yes**
- **Tony Stein – Yes**
- **Michael Rhodes – Yes**
- **Brian Nash – Yes**

**The motion passed 6-0.**

*Chair Jordan Scott stated that the Commission would be taking a short break.*

**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.

9. Discussion and possible action on the minutes from the January 6, 2021 Planning and Zoning Commission meeting

**Tony Stein motioned to approve the consent agenda. Amie Rodnick seconded the motion.**

- **Chair Jordan Scott – Yes**
- **Amie Rodnick – Yes**
- **Michael Hall – Yes**
- **Tony Stein – Yes**
- **Michael Rhodes – Yes**
- **Brian Nash – Yes**

**The motion passed 6-0.**

**REGULAR AGENDA**

10. Statement from Chair Jordan Scott thanking Alex Robinette for her service and contributions to the Rollingwood Planning and Zoning Commission

Chair Jordan Scott thanked Alex Robinette for her service and contributions to the Rollingwood Planning and Zoning Commission.

11. Welcome new member Michael Hall to the Planning and Zoning Commission

Chair Jordan Scott welcomed new member Michael Hall to the Planning and Zoning Commission.

12. Discussion and possible action to elect a Chair of the Planning and Zoning Commission.

Chair Jordan Scott officially resigned as Chair of the Planning and Zoning Commission. A new Chair was not elected.

13. Discussion and possible action on a recommendation to City Council regarding amendments to the City’s Code of Ordinances regarding the platting process.

City Attorney Megan Santee discussed the three documents relating to this item, discussing proposed amendments to the platting process.

**Amie Rodnick motioned to table this item.**

City Administrator Amber Lewis stated that some of these changes are time sensitive.

**Amie Rodnick withdrew her motion.**

City Attorney Megan Santee discussed the rest of the attachments and the intent of these proposed amendments.

Development Services Director Carrie Caylor discussed the current platting process and requirements in the city as well as how the proposed amendments would change the process.

**Jordan Scott motioned that under item 13, Administrative Approval of Plats and Vacating Plat Process, that the Planning and Zoning Commission does not recommend approval. Michael Rhodes seconded the motion.**

- **Chair Jordan Scott – Yes**
- **Amie Rodnick – Yes**
- **Michael Hall – Yes**
- **Tony Stein – Yes**
- **Michael Rhodes – Yes**
- **Brian Nash – Yes**

**The motion passed 6-0.**

The Commission discussed notice requirements.

**Michael Hall motioned to recommend disapproval of changes to notice requirements at this time. Tony Stein seconded the motion.**

- **Chair Jordan Scott – Yes**
- **Amie Rodnick – Yes**
- **Michael Hall – Yes**

- **Tony Stein – Yes**
- **Michael Rhodes – Yes**
- **Brian Nash – Yes**

**The motion passed 6-0.**

The Commission and City Administrator Amber Lewis discussed the proposed updates to the platting application process.

**Michael Rhodes motioned to approve the platting application process updates. Michael Hall seconded the motion.**

- **Chair Jordan Scott – Yes**
- **Amie Rodnick – Yes**
- **Michael Hall – Yes**
- **Tony Stein – Yes**
- **Michael Rhodes – Yes**
- **Brian Nash – Yes**

**The motion passed 6-0.**

14. Discussion and possible action on a variance from section 28-70 (4) of the city's Code of Ordinances to request a corner lot driveway with more than one curb cut on different streets at 4900 Rollingwood Drive

Development Services Director Carrie Caylor discussed this request for a variance.

The Commission and applicant discussed this request.

**Michael Rhodes motioned to approve a variance from section 28-70 (4) of the City’s Code of Ordinances to request a corner lot driveway with more than one curb cut on different streets at 4900 Rollingwood Drive. Tony Stein seconded the motion.**

- **Chair Jordan Scott – No**
- **Amie Rodnick – Abstain**
- **Michael Hall – No**
- **Tony Stein – Yes**
- **Michael Rhodes – Yes**
- **Brian Nash - Yes**

**The motion failed 3-2 with one abstention.**

15. Review and discussion regarding section 28-70 of the City’s code of Ordinances and to direct staff and legal counsel to draft appropriate amendments.

City Administrator Amber Lewis discussed this item and stated that no action is necessary this evening and that it would be placed on a future agenda.

The Commission discussed this code section.

Mike Rhodes and Tony Stein volunteered to work as a sub-committee to come up with some bullet points of items that they want to bring back to the commission for their consideration. Brian Nash volunteered as an alternate.

The Commission further discussed this item.

- 16. Update from City Council regarding Council direction to evaluate and make recommendations on a residential landscaping ordinance in consultation with the Development Services Director

Council Member Sara Hutson discussed this item.

Development Services Director Carrie Caylor stated that she would bring back some suggestions at the next meeting.

- 17. Discussion on scheduling and planning for future meeting dates and agenda items

Chair Jordan Scott discussed scheduling for the next meeting.

**ADJOURNMENT OF MEETING**

The meeting was adjourned at 10:17 p.m.

**Minutes Adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.**

\_\_\_\_\_  
**Jordan Scott, Chair**

**ATTEST:**

\_\_\_\_\_  
**Ashley Wayman, City Secretary**

# AGENDA ITEM SUMMARY SHEET

## City of Rollingwood

Meeting Date: June 6, 2021

**Submitted By:**

Director of Development Carrie Caylor

**Agenda Item:**

Discussion and possible action on amendments to the city's code of ordinances, Section 28-70 - Driveways with more than one curb cut, to limit the number of curb cuts, and Section 107-36 - Driveways, to expand the types of materials permitted for driveways.

**Description:**

There are no parameters listed for what constitutes , “permanently hard-topped” and “durable surface.” There are also no limits on total number of curb cuts on a single property.

**Action Requested:**

City Council has requested the commission consider defining what materials do, and do not constitute a durable, hard topped surface, and consider whether or not the commission feels it is in the overall best interest of the community to limit, or not to limit total number of curb cuts on a single residential lot.

**Fiscal Impacts:**

N/A

**Attachments:**

- Ordinance Document

# AGENDA ITEM SUMMARY SHEET

## City of Rollingwood

Meeting Date: June 6, 2021

**Submitted By:**

Director of Development Carrie Caylor

**Agenda Item:**

Update and discussion on the residential landscaping ordinance.

**Description:**

Landscaping within the residential code falls into three sections of the code: vision clearance, retaining walls, and fences. All vision clearance and retaining wall ordinances are limited to corner lots.

Fences have no height requirements. Fences over 6' require engineering plans.

City valves have been covered up by new landscaping in some instances.

**Action Requested:**

City Council has requested that the commission consider 1.) Whether to expand restrictions on vision clearance and retaining walls to properties not on corner lots. 2.) A landscaping ordinance for residential lots. Items that the commission should consider include, 3.) Whether the term "retaining wall" needs to be defined in the code. 4.) Whether retaining walls can be constructed in City rights-of-way. 5.) Whether a maximum height for rear/side yard fences should be implemented, and whether engineering requirements can be removed from basic wood privacy fences.

**Fiscal Impacts:**

N/A

**Attachments:**

- Ordinance Document

**Sec. 107-32. Vision clearance.**

- (a) **On a corner lot**, any tree and any vegetation with a height greater than 36 inches above top of curb may not be placed, planted, or maintained within 15 feet of the intersection of the street surfaces of the two streets bordering the lot.
- (b) A tree existing prior to January 1, 2017, is exempt from the requirements of subsection (a) of this section; provided, however, that the foliage of an exempted tree shall be maintained at a height no lower than 96 inches above the top of curb.
- (c) New plantings, including trees, shall not impede vision of approaching traffic through the intersection.
- (d) **On a corner lot**, no structure, fence, retaining wall, or berm with a height greater than 36 inches above the top of the curb may be constructed, placed, planted, maintained or allowed to grow within 15 feet of the intersection of the right-of-way lines of the two streets bordering the lot.

(Code 1987, ch. 11, subch. G, art. IV, § 4; Code 1995, § 14.02.124; Ord. No. 2018-02-21(B) , § 3, 2-21-2018)

**Sec. 107-33. Retaining walls.**

- (a) No retaining wall, or portion of a retaining wall with a height greater than 36 inches above the street curb level may be constructed within 15 feet of a front lot line, or side lot line adjacent to the street of **a corner lot**.
- (b) If a retaining wall is constructed at a distance greater than 15 feet from a front lot line, or a side lot line adjacent to the street of a **corner lot**, the maximum allowable height of the retaining wall above the street curb level may be increased by 12 inches for each additional five feet of distance between the retaining wall and the applicable lot line.
- (c) The height of a retaining wall is defined as the vertical distance measured from a reference datum, which may vary with the elevation of the curb at the street, to the top of the retaining wall at the point where the measurement is taken. The reference datum shall be the point where a line, which is level with the top and perpendicular to the face of the curb at the street, intersects the vertical face of the retaining wall.

(Ord. No. 2018-02-21(B) , § 4, 2-21-2018)

**Sec. 107-34. Fences.**

- (a) Except as otherwise provided in this section, no front-yard fence may be erected or maintained.
- (b) A front-yard fence complying with the criteria provided in this subsection (b) of this section is allowed on property in a residential zoning district. The following criteria shall apply to such a fence:
  - (1) The height shall not exceed three feet measured perpendicular from the adjacent finish grade;
  - (2) Piers or posts may exceed the maximum height and fencing adjacent to the pier or post by four inches;
  - (3) On sloped lots, to accommodate variations in elevation of the ground beneath a fence segment between two piers or posts, a fence may exceed the maximum height by up to six inches, provided that the average height of such fence segment does not exceed the maximum height;
  - (4) The fence shall be constructed of such materials or in a manner to allow for an average of 80 percent visibility through the fence;

- (5) All fence components shall be a minimum of 15 feet from the curb, or edge of the street pavement where there is no curb;
  - (6) The fence shall have columns, posts, or supports that are metal, brick, rock, stone, or wood;
  - (7) If only one side of the fence is stained wood or other finished material, the finished side shall face away from the interior of the property; if support components are provided on only one side of the fence, such support components shall be on the side facing the interior of the property;
  - (8) If a fence crosses a driveway or means of vehicular access to the property, the fence and any gate shall be located so that entering vehicles will be completely off the street when stopped for the gate to open, and such gate shall open parallel to or away from the street;
  - (9) No chain link, barbed wire, or electrified fences shall be installed or maintained;
  - (10) No fence, including decorative or ornamental fence tops, shall be designed to include or be constructed of barbed wire, broken glass or any exposed sharp or pointed materials that may penetrate or impale persons or animals.
- (c) On a corner lot, a fence may be erected and maintained in a side yard and rear yard adjacent to a street, but may be located no closer than 15 feet from:
- (1) The edge of the street curb closest to the property, if the street has a curb; or
  - (2) The edge of the street pavement, if there is no curb.
- (d) If a fence along the side or rear of a lot or property is erected to the property line, adequate access to utility lines and meters shall be provided.
- (e) In no event may a fence be erected or maintained in or upon a city right-of-way or public right-of-way, except when installed by the city or its agents for municipal purposes.
- (f) All fences shall be maintained in good condition.

(Code 1995, § 14.02.125; Ord. No. 2012-10-17(A), § 2, 10-17-2012; Ord. No. 2018-03-18, 3-21-2018)