

**PLANNING AND ZONING COMMISSION  
WEDNESDAY, JANUARY 9, 2019 AT 6:00 PM**

**DRAFT - MEETING MINUTES**

**A. CALL TO ORDER**

The Round Rock Planning and Zoning Commission met in a regular session on January 9, 2019, in the Round Rock City Council Chambers located at 221 East Main Street. With a quorum present, Chairman David Pavliska called the meeting to order at 6:01 p.m.

**B. ROLL CALL**

Present were Chairman David Pavliska, Vice Chair Rob Wendt, Commissioner Stacie Bryan, Commissioner Jennifer Henderson, Commissioner Michelle Ly, Commissioner Greg Rabaey, Commissioner Selicia Sanchez, and Commissioner Jennifer Sellers. Commissioner Casey Clawson was absent.

Planning and Development Services Department staff included Brad Wiseman, Bradley Dushkin, Clyde von Rosenberg, Jeff Dunsworth, Juan Enriquez, Laton Carr, Susan Brennan, and Veronica Chandler. Also present were Gerald Pohlmeier and Ed Polasek from the Transportation Department, Katie Baker from PARD, and Charlie Crossfield from the City attorney's office.

**C. PLEDGES OF ALLEGIANCE**

**D. APPROVAL OF MINUTES:**

**D1. Consider approval of the minutes for the December 19, 2018 Planning and Zoning Commission meeting.**

With there being no questions or comments, a motion was offered.

**Motion:** Motion by Commissioner Bryan, second by Commissioner Sanchez to approve Agenda Item D1 as presented.

**Vote: AYES:** Chairman Pavliska, Vice Chair Wendt, Commissioner Bryan, Commissioner Henderson, Commissioner Ly, Commissioner Rabaey, Commissioner Sanchez, and Commissioner Sellers. Vote to approve: 8 - 0. The motion carried unanimously.

**E. POSTPONED:**

**E1. Consider public testimony and action concerning the request filed by B-Squared Engineering, on behalf of the property owner, True Life Fellowship, to Replat The Settlement Subdivision Sec. 4-A, Lot 1, Block C, generally located at the northeast corner of Settlement Dr. and E. Old Settlers Blvd. Case No. FP1812-001**

Mr. Enriquez informed the commission that the applicant requested that the public hearing be postponed to the February 6, 2019, Planning and Zoning meeting. He stated that a postponement letter was mailed out to abutting property owners.

Chairman Pavliska opened the public hearing and asked for anyone wishing to speak for or against this item to come forward. No speakers came forward. The public hearing was continued until the February 6<sup>th</sup> meeting.

**Motion:** Motion by Commissioner Bryan, second by Commissioner Sanchez to postpone Agenda Item E1 and to continue the public hearing until the February 6, 2019, Planning and Zoning meeting.

**Vote: AYES:** Chairman Pavliska, Vice Chair Wendt, Commissioner Bryan, Commissioner Henderson, Commissioner Ly, Commissioner Rabaey, Commissioner Sanchez, and Commissioner Sellers. Vote to approve: 8 - 0. The motion carried unanimously.

**F. PLATTING AND ZONING:**

**F1. Consider public testimony and action concerning the request filed by Civil & Environmental Consultants, Inc., on behalf of the property owner, EDK Trust, for approval of a Concept Plan to be known as Townhomes at Gattis Concept Plan, generally located at the northeast corner of Joyce Ln. and Gattis School Rd. Case No. CP1812-002**

Mr. Enriquez briefly reviewed the application noting that the purpose of the application was for the approval of a concept plan. He noted that the concept plan was required due to flood plain on the tract and explained that an approved flood study would be needed prior to the submittal of the preliminary plat.

Mr. Enriquez noted that preliminary and final plats would be required once the concept plan is approved. He also stated that the applicant intends to construct townhomes, however, the property would need to be rezoned; the rezoning application will be presented to the Commission in the near future. Staff recommended approval of the application as conditioned.

The property owner's representative, Mr. Mathias Hanssen, with Civil & Environmental Consultants, Inc., was available to answer questions.

Chairman Pavliska opened the public hearing and asked anyone wishing to speak for or against this item to come forward. Seeing no speakers, Chairman Pavliska closed the public hearing.

With there being no questions or comments, a motion was offered.

**Motion:** Motion by Commissioner Sanchez, second by Commissioner Bryan to approve as conditioned.

**Vote: AYES:** Chairman Pavliska, Vice Chair Wendt, Commissioner Bryan, Commissioner Henderson, Commissioner Ly, Commissioner Rabaey, Commissioner Sanchez, and Commissioner Sellers. Vote to approve: 8 - 0. The motion carried unanimously.

**F2. Consider public testimony and action concerning the request filed by David Meyer, on behalf of the property owner, QuikTrip Corporation, to approve the Replat of Camco Phase 2, generally located at the southeast corner of N. A.W. Grimes Blvd. and E. Old Settlers Blvd. Case No. FP1810-004**

Mr. Enriquez reviewed the application noting that the purpose of the application was to subdivide an existing lot into two lots. He explained that the tract of land is located in the ETJ (Extraterritorial Jurisdiction) within the Meadows of Chandler Creek Utility District (MUD). He noted that the MUD's land use plan states that any commercial development within the property must comply with the C-1 (General Commercial) requirements; therefore, a site plan must be submitted to the City for review. Mr. Enriquez also stated that water and wastewater services will be provided by the MUD. Staff recommended approval of the application as conditioned.

The property owner's representative, Mr. David Meyer, with QuikTrip Corporation, was available to answer questions.

Chairman Pavliska opened the public hearing and asked anyone wishing to speak for or against this item to come forward. Seeing no speakers, Chairman Pavliska closed the public hearing.

With there being no questions or comments, a motion was offered.

**Motion:** Motion by Commissioner Henderson, second by Commissioner Rabaey to approve as conditioned.

**Vote: AYES:** Chairman Pavliska, Vice Chair Wendt, Commissioner Bryan, Commissioner Henderson, Commissioner Ly, Commissioner Rabaey, Commissioner Sanchez, and Commissioner Sellers. Vote to approve: 8 - 0. The motion carried unanimously.

**F3. Consider public testimony and a recommendation concerning the request filed by Norris Design, on behalf of the property owner Cressman Enterprises, LP, for the original zoning of 218.10 acres; 179.71 ac. to SF-3 (Single-family – Mixed lot), 30.36 ac. to MF-1 (Multifamily – Low Density), and 8.03 ac. to C-2 (Local Commercial) zoning districts to**

**allow for residential and commercial uses, generally located south of E. Old Settlers Blvd., and east of N. A.W. Grimes Blvd. Case No. ZON1812-001**

Mr. von Rosenberg briefly reviewed the application noting that the purpose of the application was for an original zoning request. He stated that the property was not within City limits and explained that a petition for annexation had been received from the property owner. He continued to explain the proposed zoning districts and their uses, noting that two zoning districts MF-1 (Multifamily – Low Density) and C-2 (Local Commercial) were proposed for the two parcels located on the frontage of E. Old Settlers Blvd. and SF-3 (Single-family – Mixed lot) zoning district was proposed for the land to the south of the tract. He stated that the extension of Kenny Fort Blvd. will be included in the in the SF-3 zoning district.

Mr. von Rosenberg explained the required lot size percentages in the SF-3 district, however, he noted that if the roadway connectivity index measured greater or equal than 1.4 and special designed features were included, exceptions will be allowed for varying the required lot size percentages. He also stated that on-site signs were posted, a letter from the developer and a public notice to abutting property owners were mailed, and an e-mail was sent to the Legends Village HOA representatives. Staff recommended approval of the application as conditioned.

The property owner's representatives, Mr. Joe Daly, with Norris Design, and Mr. Matthew Scrivener, with Meritage Homes, were available to answer questions.

Chairman Pavliska opened the public hearing and asked anyone wishing to speak for or against this item to come forward. The following citizens spoke during the public hearing. 1) Ms. Judy Anderson, 1169 Renaissance Trail; 2) Barbara Penso, 14 Brenda Lane; 3) Ms. Rachael Erfurt, 2 Kim Cove; 4) Ms. Lorena Knisley, 610 Pheasant Ridge; 5) Ms. Erin Basalay, 1319 Sheffield Way; and 6) Ryan Perk, 2 Brenda Lane. Seeing no additional speakers, Chairman Pavliska closed the public hearing.

In summary, speakers expressed concerns about the proposed access points, traffic, safety, privacy, fencing, drainage and flooding, proposed price range and how the development will affect property values. Two speakers requested the item be postponed; this would allow additional time to meet and obtain more information from the developer.

Following a discussion regarding the concerns expressed by the spekaers, a motion was offered.

**Motion:** Motion by Commissioner Bryan, second by Commissioner Henderson to approve as conditioned.

**Vote: AYES:** Chairman Pavliska, Vice Chair Wendt, Commissioner Bryan, Commissioner Henderson, Commissioner Ly, Commissioner Rabaey, Commissioner Sanchez, and Commissioner Sellers. Vote to approve: 8 - 0. The motion carried unanimously.

**F4. Consider public testimony and action concerning the request filed by Norris Design, on behalf of the property owner Cressman Enterprises, LP, for approval of a Concept Plan to be known as Cressman Ranch Concept Plan, generally located south of E. Old Settlers Blvd., and east of N. A.W. Grimes Blvd. Case No. CP1812-001**

Mr. von Rosenberg said that the concept plan was for the same tract of land as the previous agenda item, noting that the concept plan contained 212.59 acres, 5.51 acres less than the original zoning, because the City already owns right-of-way for the Kenney Fort Blvd. extension. He explained that the concept plan did not include the 5.51 acres of City ROW, and the 4.68 acres of City land that will connect Kenney Fort Blvd. on the southern edge of the property. Mr. von Rosenberg stated that the portion of the concept plan located to the south of the Kenney Fort Blvd. extension is proposed to be dedicated as parkland; he noted that a flood study will be required.

The property owner's representatives, Mr. Joe Daly, with Norris Design, and Mr. Matthew Scrivener, with Meritage Homes, were available to answer questions.

Chairman Pavliska opened the public hearing and asked anyone wishing to speak for or against this item to come forward. The following citizens spoke during the public hearing. 1) Mr. Curtis Shoemaker, 1 Brenda Lane; 2) Barbara Penso, 14 Brenda Lane; 3) Ryan Perk, 2 Brenda Lane; and 4) Mr. Mike Knisley, 610 Pheasant Ridge. Seeing no additional speakers, Chairman Pavliska closed the public hearing.

In summary, speakers expressed concerns about the proposed fencing noting that proper foundation would be necessary to make sure the wall is supported correctly, location of the proposed estate homes, drainage, and traffic.

Mr. Pohlmeier with the Transportation Department briefly discussed the Kalahari development noting that improvements will be done on HWY 79 and to the entrance to Kalahari. He noted that until SH 45 is improved, the majority of the Kalahari traffic will use HWY 79.

Following a brief discussion regarding the concerns expressed by the speakers, a motion was offered.

**Motion:** Motion by Commissioner Sanchez, second by Commissioner Sellers to approve as conditioned.

**Vote: AYES:** Chairman Pavliska, Vice Chair Wendt, Commissioner Bryan, Commissioner Henderson, Commissioner Ly, Commissioner Rabaey, Commissioner Sanchez, and Commissioner Sellers. Vote to approve: 8 - 0. The motion carried unanimously.

**F5. Consider approval of the Vizcaya, Phase 6E, 6F, and 7C Final Plat, generally located south of Westinghouse Rd. and north of Savio Dr. Case No. FP1812-002**

Mr. Enriquez briefly explained that the proposed application included three (3) phases in the Vizcaya development. He stated that 98 development lots and 7 special purpose lots were being proposed. Staff recommended approval of the application as conditioned.

The property owner's representative, Mr. Michael Fisher, with Pape-Dawson Engineers, Inc., was available to answer questions.

Following a brief discussion, a motion was offered.

**Motion:** Motion by Commissioner Rabaey, second by Commissioner Wendt to approve as conditioned.

**Vote: AYES:** Chairman Pavliska, Vice Chair Wendt, Commissioner Bryan, Commissioner Henderson, Commissioner Ly, Commissioner Rabaey, Commissioner Sanchez, and Commissioner Sellers. Vote to approve: 8 - 0. The motion carried unanimously.

**F6. Consider approval of the University Crossing Preliminary Plat, generally located southeast of University Blvd. and east of Sunrise Rd. Case No. PP1812-001**

Mr. Enriquez informed the commission that the applicant had requested this item be postponed to a future P&Z meeting agenda.

**Motion:** Motion by Chairman Pavliska second by Commissioner Henderson to postpone to a future Planning and Zoning meeting date.

**Vote: AYES:** Chairman Pavliska, Vice Chair Wendt, Commissioner Bryan, Commissioner Henderson, Commissioner Ly, Commissioner Rabaey, Commissioner Sanchez, and Commissioner Sellers. Vote to approve: 8 - 0. The motion carried unanimously.

**G. CODE AMENDMENTS:**

**G1. Consider public testimony and a recommendation regarding proposed amendments to the City of Round Rock Code of Ordinances, Part III – Zoning and Development Code on the following sections: Section 2-26 – Residential lot and building dimensional standards; Section 2-93 – Accessory uses and home occupations; Section 8-79 – Special purpose freestanding sign standards; Section 10-2 – Review procedures; and Section 10-26 – Concept Plan.**

Mr. von Rosenberg reviewed the proposal noting that the new Zoning and Development Code was published on October 1, 2018. He explained that the purpose of the proposed code amendments was to either correct errors or to make improvements noted after the Development Code was published. He continued to explain the purpose of each proposed revision.

Chairman Pavliska opened the public hearing and asked anyone wishing to speak for or against this item to come forward. The following citizens spoke during the public hearing. Ms. Jena Dubon, 2603 Chowan Way and Mr. David Sour, 4232 Teravista Club Dr. Seeing no additional speakers, Chairman Pavliska closed the public hearing. Ms. Dubon expressed support to continue having a public hearing for concept plans and Mr. Sour stated that it might be more beneficial if anyone interested in learning more about the proposed development met with city staff.

Following a discussion regarding accessory buildings, mobile food establishments location criteria and permits, and the public hearing requirement for concept plans, a motion was offered to consider each code amendment separately.

**Motion:** Motion by Commissioner Rabaey second by Commissioner Sanchez to make a motion for each code amendment separately.

**Vote: AYES:** Chairman Pavliska, Vice Chair Wendt, Commissioner Bryan, Commissioner Henderson, Commissioner Ly, Commissioner Rabaey, Commissioner Sanchez, and Commissioner Sellers. Vote to approve: 8 - 0. The motion carried unanimously.

#### **Section 2-26 – Residential lot and building dimensional standards**

**Motion:** Motion by Commissioner Henderson, second by Commissioner Rabaey to recommend approval of the code amendment to Section 2-26 as presented.

**Vote: AYES:** Chairman Pavliska, Vice Chair Wendt, Commissioner Bryan, Commissioner Henderson, Commissioner Ly, Commissioner Rabaey, Commissioner Sanchez, and Commissioner Sellers. Vote to approve: 8 - 0. The motion carried unanimously.

#### **Section 2-93 – Accessory uses and home occupations**

**Motion:** Motion by Commissioner Bryan, second by Commissioner Henderson to recommend approval of code amendment Section 2-93 provided that Section (3)(b) pertaining to separation distance from single-family units not be deleted and incorporating the updated ordinance provided by staff to include “places of worship” in part (7)(e).

**Vote: AYES:** Chairman Pavliska, Vice Chair Wendt, Commissioner Bryan, Commissioner Henderson, Commissioner Ly, Commissioner Rabaey, Commissioner Sanchez, and Commissioner Sellers. Vote to approve: 8 - 0. The motion carried unanimously.

#### **Section 8-79 – Special purpose freestanding sign standards**

**Motion:** Motion by Commissioner Rabaey, second by Commissioner Henderson to recommend approval of the code amendment to Section 8-79 as presented.

**Vote: AYES:** Chairman Pavliska, Vice Chair Wendt, Commissioner Bryan, Commissioner Henderson, Commissioner Ly, Commissioner Rabaey, Commissioner Sanchez, and Commissioner Sellers. Vote to approve: 8 - 0. The motion carried unanimously.

#### **Section 10-2 – Review procedures**

**Motion:** Motion by Commissioner Rabaey, second by Commissioner Sanchez to recommend approval of the code amendment to Section 10-2 as presented.

**Vote: AYES:** Chairman Pavliska, Vice Chair Wendt, Commissioner Bryan, Commissioner Henderson, Commissioner Ly, Commissioner Rabaey, Commissioner Sanchez, and Commissioner Sellers. Vote to approve: 8 - 0. The motion carried unanimously.

**Section 10-26 – Concept plan**

**Motion:** Motion by Commissioner Henderson, second by Commissioner Ly to recommend approval of the code amendment to Section 10-26 provided that Sections (f) and (g), regarding the public notice requirement not be deleted.

**Vote: AYES:** Chairman Pavliska, Vice Chair Wendt, Commissioner Bryan, Commissioner Henderson, Commissioner Ly, Commissioner Rabaey, Commissioner Sanchez, and Commissioner Sellers. Vote to approve: 8 - 0. The motion carried unanimously.

**H. STAFF REPORT:**

**H1. Consider an update regarding Council actions related to Planning and Zoning items.**

Mr. Wiseman stated there were no items to report.

**I. ADJOURNMENT**

There being no further discussion, the meeting adjourned at 8:37 p.m.

Respectfully Submitted

Veronica Chandler, Planning Tech

**PLANNING AND ZONING COMMISSION WORK SESSION  
WEDNESDAY, JANUARY 15, 2019 AT 12:30 PM**

**DRAFT - MEETING MINUTES**

**A. CALL TO ORDER**

The Round Rock Planning and Zoning Commission met in a regular session on January 15, 2019, in the Baca Center – Grand Room located at 301 W. Bagdad Ave., Bldg. 2. With a quorum present, Chairman David Pavliska called the meeting to order at 12:45 p.m.

**B. ROLL CALL**

Present were Chairman David Pavliska, Vice Chair Rob Wendt, Commissioner Stacie Bryan, Commissioner Casey Clawson, Commissioner Jennifer Henderson, Commissioner Michelle Ly, Commissioner Greg Rabaey, Commissioner Jennifer Sellers.

Planning and Development Services Department staff included Brad Wiseman, Bradley Dushkin, Clyde von Rosenberg, Diane Buck, Hunter Maples, Jeff Dunsworth, Juan Enriquez, Laton Carr, Nicole Haggerty, Susan Brennan, and Veronica Chandler. Also present were Gerald Pohlmeier and Ed Polasek from the Transportation Department, Katie Baker from PARC, and Charlie Crossfield from the City attorney's office.

**C. CONSIDER OPENING REMARKS**

Mr. Wiseman thanked the Commission for attending the Planning and Zoning Work Session.

**D. CONSIDER STAFF PRESENTATION REGARDING THE FOLLOWING ITEMS:**

**D1. Consider a presentation regarding an update on major transportation projects in the city.**

Mr. Pohlmeier's presentation included recently completed projects, projects under construction, and projects under development. He also discussed Round Rock's 5-year roadway plan and the estimated total cost for roadway projects during the next five years.

**D2. Consider a presentation regarding an update on the City of Round Rock Comprehensive Plan.**

Ms. Jordan gave a brief overview about the Comprehensive Plan noting that the plan is updated every 10 years and its primary focus is land use and development, however, it also incorporates high level policy objectives related to transportation, utilities, parks and recreation, public facilities and services, economic development, community development, historic preservation, urban design, and implementation.

She stated that the plan will include public input gathered from residents and stakeholders. Public outreach has been extended in various forms including a video invite, social media, events-neighborhoods conference, utility bills, newspaper, community and civic groups. The targeted adoption date is scheduled for 2020.

She continued to give the dates for four (4) upcoming quadrant meetings and did a test polling exercise with the Commissioners.

**D3. Consider a presentation regarding meeting procedures, decorum, ethics, Commission recommendations, and open meeting requirements.**

Mr. Crossfield noted the process and preparation that each Planning and Zoning meeting requires and requested feedback from the Commissioners to improve the meeting process.

The Commissioners continued by reviewing the Rules of Procedure; it was stated that the election of an alternate vice-chair is not a requirement and should be removed from the procedures. Staff should first verify that it is not in the code before removing it from the procedures.

**E. ADJOURNMENT**

There being no further discussion, the work session adjourned at 4:30 p.m.

Respectfully Submitted

Veronica Chandler, Planning Tech