



City of Round Rock

Planning and Zoning Commission

Meeting Agenda - Final

Chairman Rob Wendt

Vice Chair J. Hollis Bone

Alternate Vice Chair Casey Clawson

Commissioner Aaron Dominguez

Commissioner Paul Emerson

Commissioner Scott Huckabay

Commissioner Amir Memic

Commissioner Wallis Meshier

Commissioner Richard Pumphrey

Wednesday, November 20, 2024

6:00 PM

City Council Chambers, 221 East Main St.

A. CALL MEETING TO ORDER

B. ROLL CALL

C. PLEDGES OF ALLEGIANCE

D. CITIZEN COMMUNICATION

[Pursuant to Texas Government Code, Section 551.007 which allows the public to speak for a total of three (3) minutes on any of the agenda items listed below - excluding any executive sessions.]

E. ELECTION OF OFFICERS:

E.1 Consider the nomination and election of a Chairperson.

E.2 Consider the nomination and election of a Vice Chairperson.

E.3 Consider the nomination and election of an Alternate Vice Chairperson.

F. APPROVAL OF MINUTES:

F.1 Consider approval of the minutes for the October 16, 2024, Planning and Zoning Commission meeting.

G. ZONING:

- G.1 Consider public testimony regarding, and a recommendation concerning the request filed by Trine Engineering, PLLC, on behalf of property owner, Red Doris LLC, for the amendment of the Round Rock 2030 Comprehensive Plan to designate approximately 1.02 acres of land for Mixed-Use, generally located on the west side of Red Bud Ln and south of Fischer Cv. Case No. CPF24-00002
- G.2 Consider public testimony regarding, and a recommendation concerning the request filed by Trine Engineering, PLLC, on behalf of property owner, Red Doris LLC, to rezone approximately 1.02 acres of land from the MF-1 (Multifamily - Low Density) zoning district to the MU-R (Mixed-Use Redevelopment and Small Lot) zoning district, generally located on the west side of Red Bud Ln and south of Fischer Cv. Case No. ZON24-00007

H. OTHER ACTION ITEMS:

- H.1 Consider approval of the 2025 Planning and Zoning Commission meeting schedule.
- H.2 Consider annual review and approval of the Rules of Procedure.

I. STAFF REPORT:

- I.1 Consider an update regarding Council actions related to Planning and Zoning items.

J. ADJOURNMENT

In addition to any executive session already listed above, the Planning and Zoning Commission for the City of Round Rock reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed below, as authorized by Texas Government Code:

§551.071 Consultation with Attorney

§551.072 Deliberations regarding Real Property

§551.073 Deliberations regarding Gifts and Donations

§551.074 Personnel Matters

§551.076 Deliberations regarding Security Devices

§551.087 Deliberations regarding Economic Development Negotiations

POSTING CERTIFICATION

I certify that this notice of the Planning and Zoning Meeting was posted on the 14th day of November 2024, at 5:00 p.m. as required by law in accordance with Section 551.043 of the Texas Government Code.

/ORIGINAL SIGNED/

Ann Franklin, City Clerk



City of Round Rock

Meeting Minutes - Draft

Planning and Zoning Commission

Wednesday, October 16, 2024

A. CALL MEETING TO ORDER

The Planning & Zoning Commission for the City of Round Rock met on Wednesday, October 16, 2024, in the City Council Chambers, located at 221 E. Main Street, Round Rock. Chairman Wendt called the meeting to order at 6:00 PM.

B. ROLL CALL

Present 6 - Chairman Rob Wendt
Vice Chair J. Hollis Bone
Alternate Vice Chair Casey Clawson
Commissioner Aaron Dominguez
Commissioner Paul Emerson
Commissioner Richard Pumphrey
Absent 3 - Commissioner Scott Huckabay
Commissioner Wallis Meshier
Commissioner Amir Memic

C. PLEDGES OF ALLEGIANCE

*Chairman Wendt led the following Pledges of Allegiance:
United States
Texas*

D. CITIZEN COMMUNICATION

There were no citizens wishing to speak at this meeting.

E. APPROVAL OF MINUTES:

- E.1** Consider approval of the minutes for the September 18, 2024, Planning and Zoning Commission meeting.

A motion was made by Commissioner Emerson, seconded by Alternate Vice Chair Clawson, to approve the Minutes as amended. The motion passed by the following vote:

Aye: 6 - Chairman Wendt
Vice Chair Bone
Alternate Vice Chair Clawson
Commissioner Dominguez
Commissioner Emerson
Commissioner Pumphrey
Nay: 0
Absent: 3 - Commissioner Huckabay
Commissioner Meshier
Commissioner Memic

F. ZONING:

- F.1** Consider public testimony regarding, and a recommendation concerning the request filed by The Drenner Group, on behalf of the property Owner, Chisholm Trail Developers Venture Ltd., for the rezoning of 57.15 acres of land from C-1 (General Commercial) zoning district to a Planned Unit Development (PUD) to be known as Chisholm Round Rock PUD, generally located on the east side of Chisholm Trail Rd and south of Old Settlers Blvd. Case No. PUD24-00007

Lindsay Darden, Principal Planner, made the staff presentation. The applicant was available to answer questions.

Chairman Wendt opened the hearing for public testimony. There being none, the public hearing was closed.

A motion was made by Alternate Vice Chair Clawson, seconded by Commissioner Dominguez, to recommend for City Council approval. The motion passed by the following vote:

Aye: 6 - Chairman Wendt
Vice Chair Bone
Alternate Vice Chair Clawson
Commissioner Dominguez
Commissioner Emerson
Commissioner Pumphrey
Nay: 0
Absent: 3 - Commissioner Huckabay
Commissioner Meshier
Commissioner Memic

G. STAFF REPORT:

- G.1** Consider an update regarding Council actions related to Planning and Zoning items.

Bradley Dushkin, Planning & Development Services Director, made the staff presentation.

H. ADJOURNMENT

*There being no further business, Chairman Wendt adjourned the meeting at 6:25 PM.
Respectfully Submitted,*

Cecilia Chapa, Planning & Zoning Commission Liaison

**3751 Fischer Cove FLUM Amendment
Comprehensive Plan Amendment CPF24-00002**

HISTORY: The subject tract is a vacant lot that was zoned MF-1 (Multifamily – Low Density) by City Council on February 9, 2023. It was previously zoned OF-1 (General Office) by City Council on July 11, 2013.

DATE OF REVIEW: November 20, 2024

LOCATION: Generally located west of Red Bud Ln and south of Fischer Cv.

STAFF REVIEW AND ANALYSIS:

Request: The applicant requests to amend approximately 1.02 acres on the Future Land Use map from the Residential to Mixed Use land use designation.

Round Rock 2030 Comprehensive Plan: The 2030 Future Land Use Map designates the subject tract as Residential.

Amendment Policies: The Round Rock 2030 Comprehensive Plan encourages mixed-use development in locations that are compatible with the surrounding area and supported by employment and transportation infrastructure. The zoning district is designed for general use rather than being location specific. The district provides relief to allow the development of infill lots that are constrained by suburban commercial development standards. A rezoning request from MF-1 (Multifamily – Low Density) to MU-R (Mixed – Use Redevelopment and Small lot) is under consideration as a separate agenda item (G.2).

The Comprehensive Plan designation of Mixed Use allows for mixed-use developments with the following location criteria:

Generally, the land must be located so that the mixed-use is compatible with the surrounding area and is supported by employment and transportation infrastructure. The designation of this specific area for mixed-use development meets the following guidelines:

- For smaller parcels, mixed-use land use designations should be located along commercial collector or arterial roadways where the desired development or redevelopment cannot be accommodated with existing commercial district standards.

Since this tract does not qualify for the commercial land use designation that accommodates the proposed use of indoor entertainment, the mixed-use district provides options for indoor entertainment, while limiting a variety of commercial uses that would not be appropriate at this location.

The subject tract meets the location criteria above.

RECOMMENDED MOTION:

Staff recommends approval of the FLUM (Future Land Use Map) amendment from Residential to Mixed Use.



ETJ
City Limit

Fischer Cv

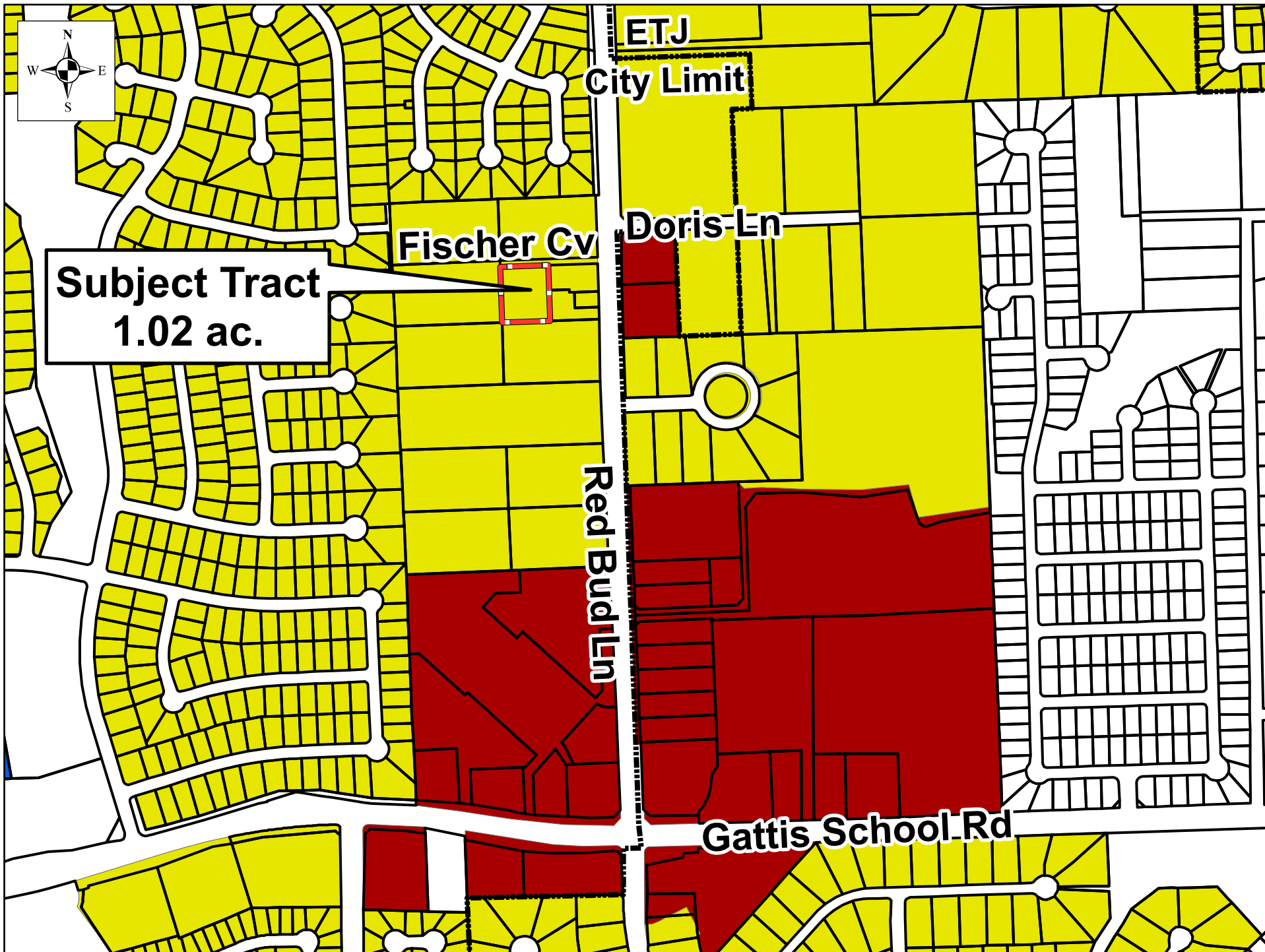
Doris Ln

Subject Tract
1.02 ac.

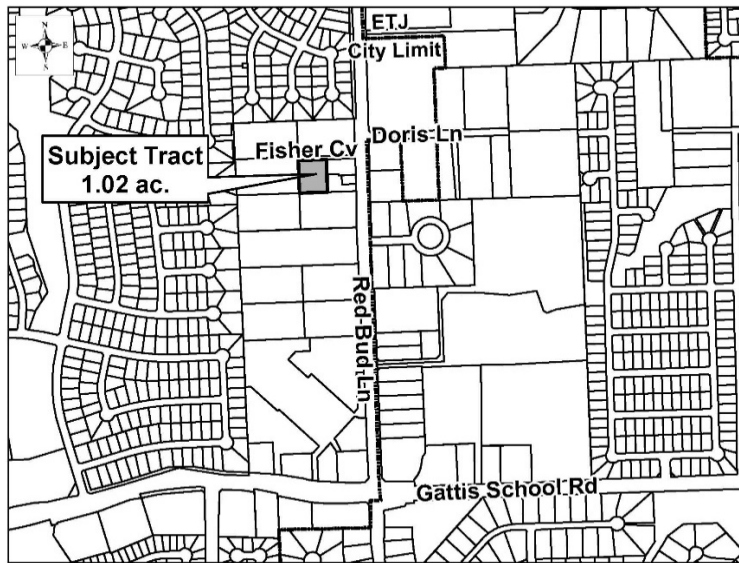
Red Bud Ln

Gattis School Rd





**3751 Fischer Cove
Rezoning ZON24-00007**



CASE PLANNER: Alice Guajardo

REQUEST: Approval of rezoning of 1.02 acres from MF-1 (Multifamily – Low Density) to MU-R (Mixed Use - Redevelopment) district

ZONING AT TIME OF APPLICATION: MF-1 (Multifamily – Low Density)

DESCRIPTION: 1.02 acres out of the Joseph Marshall Survey, Abstract No. 409

CURRENT USE OF PROPERTY: Vacant lot

COMPREHENSIVE PLAN LAND USE DESIGNATION: Residential – A Comprehensive Plan amendment request to amend the FLUM from Residential to Mixed Use is under consideration as a separate agenda item (G.1).

ADJACENT LAND USE:

North: PF2 – Round Rock Fire Department Station 8

South: PUD 69 – single family residential

East: OF-1 – new office building

West: PUD 69 – vacant lot

PROPOSED LAND USE: Indoor Pickleball Courts

TOTAL ACREAGE: 1.02 acres

Owner:
Red Doris LLC
3119 Millstream Dr
Cedar Park, TX 78613

Applicant:
Trine Engineering, PLLC
Javier Barajas, PE.
2620 Choctaw Tr.
Austin, TX 78745

Developer:
Robert Fischer
3119 Millstream Dr.
Cedar Park, TX 78613

**3751 Fischer Cove
Rezoning ZON24-00007**

HISTORY: The subject tract is a vacant lot that was zoned MF-1 (Multifamily – Low Density) by City Council on February 9, 2023. It was previously zoned OF-1 (General Office) by City Council on July 11, 2013.

DATE OF REVIEW: November 20, 2024

LOCATION: Generally located west of Red Bud Ln and south of Fischer Cove

STAFF REVIEW AND ANALYSIS:

Round Rock 2030 Comprehensive Plan and Zoning: The subject tract is located within the city limits and zoned MF-1 (Multifamily – Low Density).

The 2030 Future Land Use Map designates the subject tract as residential. MU-R is not supported by the Residential designation. A Comprehensive Plan amendment request to amend the FLUM from Residential to Mixed Use is under consideration as a separate agenda item (G.1). The Round Rock 2030 Comprehensive Plan encourages mixed use development in locations that are compatible with the surrounding area and supported by employment and transportation infrastructure.

Specifically, redevelopment mixed-use (MU-R) should be located on small lots along commercial collector or arterial roadways where the desired development or redevelopment cannot be accommodated with existing commercial district standards. This tract meets these criteria.

The intent of mixed-use zoning districts is to permit flexibility in land uses and building densities not accommodated by traditional zoning districts. This allows a variety of uses to locate in the same building, site, or block, and in structures of varying size and design. The MU-R zoning district, in particular, limits uses to a neighborhood scale and provides protections to ensure compatibility with surrounding properties.

Traffic, Access, and Roads: This property is impacted by the Transportation Capital Improvement Projects specifically, the Red Bud South CIP which will not be constructed until the Gattis School Segment 6 CIP is complete, Gattis will be an 18-month project with an approaching construction date to commence. Roadway impact fees will be assessed based on the date of plat recordation and charged at the time of building permit.

**3751 Fischer Cove
Rezoning ZON24-00007**

MU-R District: The Mixed-Use zoning district allows for the development of small lots where the desired development or redevelopment cannot be accommodated with existing commercial district standards.

The rezone to MU-R will permit the use of indoor entertainment with the following supplementary standards:

- a. Video arcades with more than five (5) machines and firing ranges are prohibited.
- b. Outdoor rear or side patio areas shall be screened by a natural stone, simulated stone, or brick fence that is six feet in height.

The zoning administrator may waive the above requirement based on a finding of any of the following:

- 1. The zoning administrator determines that due to the site plan layout and/or existing conditions, potential impacts will be negligible;
- 2. The zoning administrator receives a letter from the adjacent residential property owner(s) requesting that the fence not be installed; or
- 3. The zoning administrator determines that existing and/or proposed vegetation will serve as an adequate screen.

RECOMMENDED MOTION:

Staff recommends approval of the rezoning from MF-1 (Multifamily – Low Density) to MU-R (Mixed Use - Redevelopment) district.



ETJ
City Limit

Fischer Cv

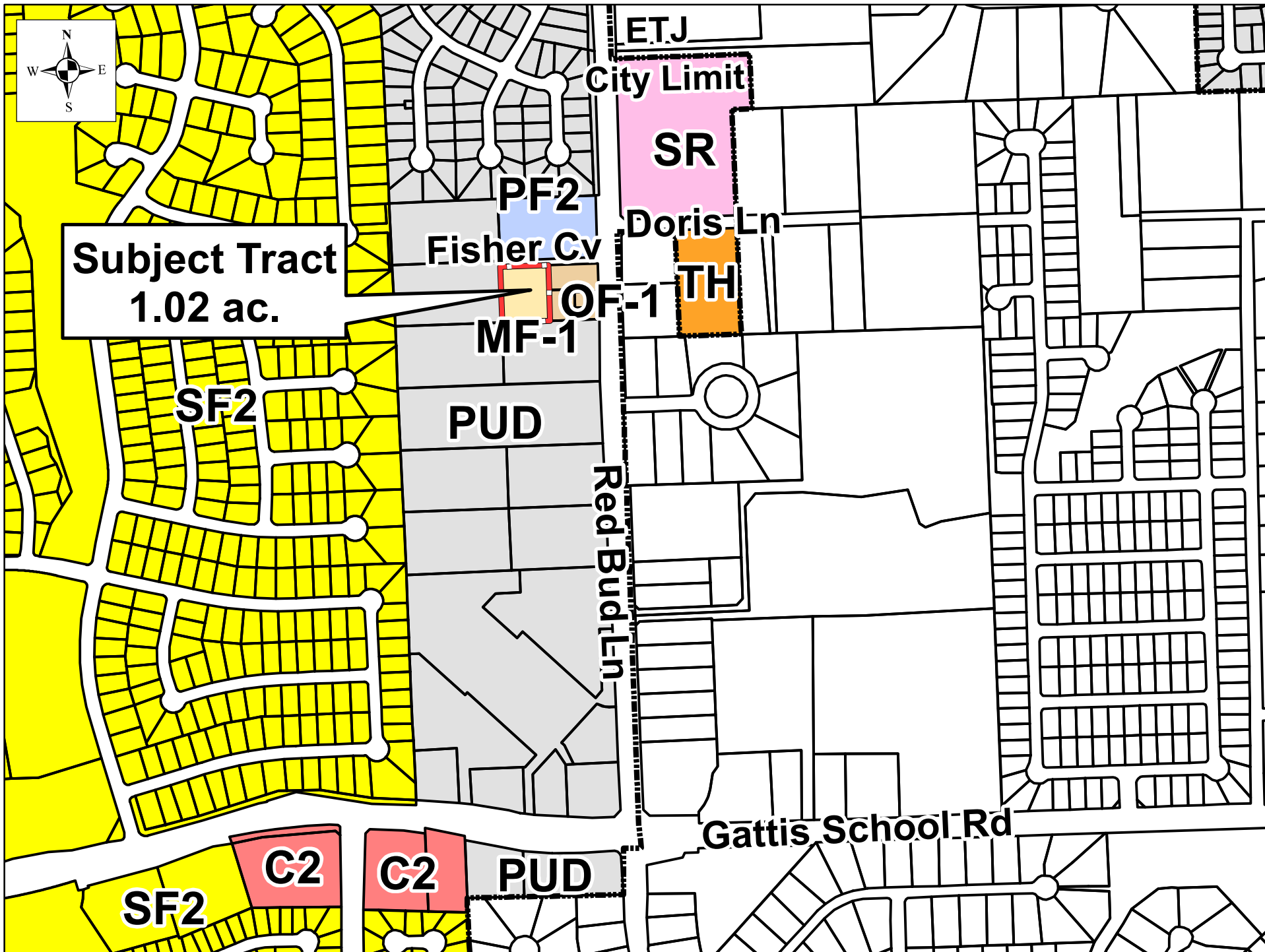
Doris Ln

Subject Tract
1.02 ac.

Red Bud Ln

Gattis School Rd





2025 - Planning and Zoning Commission Schedule

(Gray highlight denotes 2024 and 2026 dates)			
Submittal Day 12 Noon Deadline (Tuesday*)	** Public Notice Posting Deadline (Friday*)	1st Available P&Z Meeting (Wednesday*)	Target City Council Meeting (Thursday*)
Nov 19	Nov 27 (Wednesday)	Dec 18	Jan 23
Only one meeting in January			
Dec 17	Dec 26 (Thursday)	Jan 15	Feb 27
Jan 7	Jan 16 (Thursday)	Feb 5	Mar 13
Jan 21	Jan 31	Feb 19	Mar 27
Feb 4	Feb 13 (Thursday)	Mar 5	Apr 10
Only one meeting in March			
Mar 4	Mar 14	Apr 2	May 8
Mar 18	Mar 28	Apr 16	May 22
Apr 8	Apr 18	May 7	Jun 12
Apr 22	May 2	May 21	Jun 26
May 6	May 16	Jun 4	Jul 10
May 20	May 30	Jun 18	Jul 24
Only one meeting in July			
Jun 17	Jun 26 (Thursday)	Jul 16	Aug 21
Jul 8	Jul 18	Aug 6	Sep 11
Jul 22	Aug 1	Aug 20	Sep 25
Aug 5	Aug 15	Sep 3	Oct 9
Sep 19	Aug 29	Sep 17	Oct 23
Sep 2	Sep 12	Oct 1	Nov 6
Sep 16	Sep 26	Oct 15	Nov 20
Oct 7	Oct 17	Nov 5	Dec 4
Oct 21	Oct 31	Nov 19	Dec 18
Nov 4	Nov 14	Dec 3	Jan 8
Nov 18	Nov 26 (Wednesday)	Dec 17	Jan 22
Dec 16	Dec 26	Jan 14	Feb 26

Applications and all information for platting and zoning cases must be submitted to the PDS Department via the Round Rock Permit Portal by the 12 Noon deadline on the date indicated as Submittal Day. Applications submitted in person or outside the designated submittal days will NOT be accepted.

Target Council meeting dates are approximately 1 month after the P&Z meeting. For additional information, please contact Cecilia Chapa at 512-671-2727 or 512-218-5428.

Notes:

The Planning and Zoning Commission meetings are held at the City Council Chambers, located at 221 East Main Street, Round Rock, Texas 78664. **Meetings begin at 6:00 p.m.**

* Day of week unless otherwise noted.

** Zoning notification deadlines. For Replats requiring a public hearing, please contact staff.

Section 1: Purpose and Intent

These rules of procedure are established pursuant to the Code of Ordinances, Part III – Zoning and Development Code, Chapter 10-68(d)(5). The purpose of these rules and procedures is to assist the Planning and Zoning Commission (the “Commission”) and city staff in preparation of agendas and conduct of Commission meetings. These rules of procedure, shall be reviewed at least annually and approved by majority vote of the Commissioners present at the meeting.

Section 2: Staff

The Planning and Development Services Director (the “Director”) shall be the staff liaison to the Commission. The Director may designate staff member(s) to prepare agendas, produce meeting packets, take and prepare minutes, manage records and perform other duties necessary for the proper function of the Commission.

Section 3: Election of Officers

In addition to the offices designated in Code of Ordinances, Part III – Zoning and Development Code, Chapter 10-68(d) (1), the Commission designates an additional office; Alternate Vice-Chair.

The Commission shall elect a chair, vice-chair and alternate vice-chair annually. The election shall be made at the later of either the first Commission meeting in November, or 2 months after the majority of the Commission positions have been filled by the City Council per the Code of Ordinances, Part III – Zoning and Development Code, Chapter 10-68(c). The Commission officers shall be elected by the majority vote of Commissioners present at the meeting.

If an officer position becomes vacant prior to expiration of its term, the Commission shall elect a new officer at the next regular Commission meeting. In the absence of the chair, vice-chair and alternate vice-chair, the first order of business shall be the election of a temporary chair. The election of a temporary chair does not survive the meeting in which it is made.

Section 4: Agenda

- 4.1. Preparation. The Director shall prepare or cause to be prepared an agenda for each Commission meeting, work session, or retreat.
- 4.2. Order of the agenda. Agenda shall be generally organized as follows:
 - a. Call to order;
 - b. Roll call;
 - c. Pledges of allegiance;
 - d. Consent agenda items;
 - e. Meeting minutes;
 - f. ~~Platting and~~ Zoning – public hearing required;
 - g. Replatting - when a public hearing is required;

City of Round Rock - P&Z Rules of Procedures

~~h. Platting — no public hearing;~~

- i. Presentations and other business;
- j. Staff and Commission updates;
- k. Adjournment.

The Director shall have the authority to reorganize the agenda prior to its publication upon consideration of volume of projects under each category or anticipated public attendance. At the beginning of a Commission meeting, the chair may take items out of sequences if there are no objections from other Commissioners.

- 4.3. Public availability of agenda. In addition to the requirements of the Texas Open Meetings Act, V.T.C.A., Government Code Ch. 551, the Commission agenda and supporting materials, excluding exempt materials, shall be made available to any member of the public who properly requests it. However, any member of the public requesting the Commission packet or staff report(s), excluding exempt materials, shall pay all costs associated with the reproduction of the same. The Commission meeting agendas shall also be made available to the public on the city's internet website.

- 4.4. Consent agenda.

- a. Definition. Any items to be brought before the Commission that do not require a public hearing and which are considered by the Director to be routine and noncontroversial, may be placed on the consent agenda.
- b. Placement on consent agenda.
 - 1. All items placed on the consent agenda shall be noted and treated as one agenda item. Each item included on the consent agenda shall be numbered separately and be reasonably explained.
 - 2. The consent agenda portion of the printed agenda shall be preceded by an explanatory note to the public, in substantially the same wording as follows: "All matters listed hereunder as the consent agenda are considered to be routine by the Commission and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda upon the request of any Commission member and will be considered separately."
- c. Consideration of items on consent agenda.
 - 1. Questions and explanation of consent agenda items will be permitted, but there shall be no general discussion or debate.
 - 2. The Commission shall vote on the consent agenda as one item, so passage of the consent agenda will be passage of each item included thereon. Failure to

City of Round Rock - P&Z Rules of Procedures

pass the consent agenda will not defeat each item included thereon; in such event, each item shall be considered individually.

3. Prior to the consent agenda being voted upon, any item included thereon shall be removed upon the request of any Commission member. A request for removal from the consent agenda may be made either in writing or verbally. Any item removed from the consent agenda shall be considered as a separate action item at the meeting on which such item appears on the consent agenda.
- 4.5. Placement of agenda items by Commission members. Any Commission member may request the placement of any item on the agenda provided that at least one additional Commissioner supports the item to be placed on the agenda, at the next commission meeting. There is no vote on this request. A Commissioner may request the placement of any item on the agenda only during staff and Commission updates, as defined in Section 4.2.

Section 5: Conduct of Commission meetings

- 5.1. Chair. All Commission meetings shall be presided over and conducted by the chair or, in his/her absence, the vice-chair. In the absence of the vice-chair, the meeting shall be presided by the alternate vice-chair.
- 5.2. Rules of Order. All meetings of the Commission shall be conducted generally in accordance with Robert's Rules of Order, in its most current revised edition. The Robert's Rules of Order shall be liberally interpreted and failure to fully comply shall not nullify any action by the Commission.
- 5.3. Parliamentarian. The city attorney, any assistant to the city attorney or in his/her absence the Director, shall be designated as parliamentarian and shall make rulings on parliamentary procedure when requested to do so by a Commission member or when the validity of a Commission action might be affected.
- 5.4. Call of agenda items. The chair may call each agenda item by number or short caption only. It shall not be necessary to call an agenda item by its complete caption.
- 5.5. Presentation by city staff. With the exception of the consent agenda, city staff shall make any presentation necessary for a public hearing or before any item on the agenda.
- 5.6. Presentation by applicant. Upon completion of presentation by staff, the applicant or his/her agent shall have the opportunity to present the item under consideration by the Commission. The presentation shall be limited to no more than 10 minutes. However, the chair may expand the time limit set forth up to 5 additional minutes if the presenter requests an extension and if no Commission member objects. If a Commission member objects to the presenter's request for an extension, then the Commission shall vote to approve or disapprove the request for extension.
- 5.7. Procedure for citizens addressing the Commission during public hearings.

City of Round Rock - P&Z Rules of Procedures

- a. Any person wishing to address the Commission concerning a public hearing may do so provided that he or she limits such presentation to three minutes, and provided that he or she has previously delivered to the Commission chair a registration card identifying the public hearing item on which the person desires to address the Commission.
 - b. The registration card shall include the following information:
 - (i) Full name;
 - (ii) Business and/or residential address;
 - (iii) Business and/or residential telephone number;
 - (iv) Representation;
 - (v) The topic of the public hearing, or agenda number;
 - (vi) Brief statement of position, e.g., for or against an agenda item or summary of communication.
 - c. Persons addressing the Commission concerning a public hearing shall be limited to no more than three minutes. However, the chair may expand the time limit set forth up to one additional three-minute period if the presenter requests an extension and if no Commission member objects. If a Commission member objects to the presenter's request for an extension, then the Commission shall vote to approve or disapprove the request for extension.
 - d. If the number of persons signing up to address the Commission during a public hearing exceeds a total of ten, the chair may limit the time for each person to less than three minutes unless a Commission member objects. If a Commission member objects to the time limitation, then the Commission shall vote to approve or disapprove the time limitation.
 - e. The Director shall serve as timekeeper for any presentation made to the Commission.
 - f. The chair may deny any person the opportunity to address the Commission if the presentation made or offered is substantially repetitive of a presentation previously made or is not relevant to the matter for which the public hearing is held.
- 5.8. Discussion by Commission. Upon hearing presentations and closing the public hearing, the Commission may discuss and deliberate the item before them. The Commission may ask additional questions or seek clarifications from staff, the applicant or a member of the public.
- 5.9. Commission vote. The Commission Chairman shall state who made the motion and who provided a second. The Director shall maintain, and the minutes shall reflect, all votes made by the Commission in open meeting.