



# City of Round Rock

## Planning and Zoning Commission

### Meeting Agenda - Final

Chairman David Pavliska  
Vice Chair Rob Wendt  
Alternate Vice Chair Jennifer Henderson  
Commissioner Stacie Bryan  
Commissioner Casey Clawson  
Commissioner Michelle Ly  
Commissioner Greg Rabaey  
Commissioner Selicia Sanchez-Adame  
Commissioner Jennifer Sellers

---

Tuesday, January 15, 2019

12:30 PM

Baca Center - Grand Room  
301 W. Bagdad, Building 2, Round Rock

---

### Special Called Work Session

**A. CALL MEETING TO ORDER**

**B. ROLL CALL**

**C. CONSIDER OPENING REMARKS**

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

- D.1 [PZ-2019-014](#) Consider a presentation regarding an update on major transportation projects in the city.
- D.2 [PZ-2019-015](#) Consider a presentation regarding an update on the City of Round Rock Comprehensive Plan.
- D.3 [PZ-2019-016](#) Consider a presentation regarding meeting procedures, decorum, ethics, Commission recommendations, and open meeting requirements.

**E. 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 Commission Meeting was posted on the 10th day of January 2019 at 5:00 p.m. as required by law in accordance with Section 551.043 of the Texas Government Code.*

*/ORIGINAL SIGNED/  
Sara L. White, TRMC, City Clerk*

# Round Rock

# 2030

## DEVELOPING **OUR** FUTURE

### ROUND ROCK IS GROWING. **FAST.**

Approximately **45,000** more people will call Round Rock home by 2030.

We need to plan for this rapid growth. How do we do this? The Comprehensive Plan is a policy guide and framework for land use decisions for the next decade. The plan will highlight how the city has changed over the past decade and create a vision for the next decade.

**We need your input!  
Tell us your vision  
for our community in 2030.**

Join us at an upcoming meeting  
in your area of the city\*

#### **Southeast:**

Tuesday, February 5, 6-8 p.m.  
Allen R. Baca Center Grand Room, 301 W. Bagdad Ave. Bldg 2

#### **Southwest:**

Tuesday, February 12, 6-8 p.m.  
City of Round Rock Training Room, 901 Round Rock Ave. Suite A100

#### **Northeast:**

Tuesday, February 26, 6-8 p.m.  
Multipurpose Complex, 2001 Kenney Fort Blvd.

#### **Northwest:**

Tuesday, March 5, 6-8 p.m.  
Round Rock Sports Center, 2400 Chisholm Trail

*\*All meetings are open to everyone. However, some content will be quadrant specific.*

For a video and more information on this specific project visit [roundrocktexas.gov/roundrock2030](http://roundrocktexas.gov/roundrock2030)



## THE COMPREHENSIVE PLAN



## GUIDING ROUND ROCK'S

## FUTURE

Round Rock residents are being asked to provide feedback for the city's comprehensive plan, which will help guide decisions for land use and development over the next decade. A series of quadrant meetings will be used to gather input on the plan. Information can also be found online at [www.roundrocktexas.gov/roundrock2030](http://www.roundrocktexas.gov/roundrock2030).

## NORTHWEST QUADRANT

March 5, 6-8 p.m.

Round Rock Sports Center,  
2400 Chisholm Trail

## NORTHEAST QUADRANT

Feb. 26, 6-8 p.m.

Multipurpose Complex,  
2001 Kenney Fort Blvd.

## SOUTHWEST QUADRANT

Feb. 12, 6-8 p.m.

City Administration Training Room,  
901 Round Rock Ave., Ste. A100

## SOUTHEAST QUADRANT

Feb. 5, 6-8 p.m.

Allen R. Baca Center Grand Room,  
301 W. Bagdad Ave.

SOURCE: CITY OF ROUND ROCK/COMMUNITY IMPACT NEWSPAPER

## Residents invited to help establish Round Rock's development direction for the upcoming decade

BY KIRBY KILLOUGH

Round Rock city officials are taking the first steps in compiling the city's new comprehensive plan, known as Round Rock 2030. The process is one the city undergoes once a decade to help establish a framework to guide development and land use between 2020 and 2030. "The comprehensive plan is a citywide land-use planning initiative we undertake every 10 years to set the vision, goals and objectives for land use planning over the next decade," city Planning Manager Susan Brennan said. "The comprehensive plan is not a set of ordinances but a policy document that encapsulates the community's goals and vision for how the city will develop."

To help formulate that plan

city staff are asking residents to consider the question: When you imagine Round Rock in 2030, what does it look like, and how is it different from the way it is today?

### BUILDING A FRAMEWORK

Brennan and Comprehensive Plan Coordinator Joelle Jordan said the plan is broad in nature and serves as a "vision document" to guide future development.

"[The plan] is not intended to focus on short-term fixes for problems such as weedy lots or potholes," Brennan said. "It really is an effort to create a guiding tool for both the city's planning and zoning commission and City Council to use to make land-use decisions."

An important element of the plan, Jordan said, is a future land-use map that

designates areas of the city for specific land uses, such as commercial or residential.

While the map is used to guide zoning decisions, it is not set in stone. Jordan said if a developer was to bring forward a zoning change that deviated from the map, the change would require an amendment to the map.

"It is a working document that doesn't just sit on a shelf," Brennan said. "Having that land-use map available creates a level of certainty and expectation about where land uses are going to go so that there aren't surprises in the future when there are problems with incompatible land uses."

The last comprehensive plan, which was adopted in 2010 for the decade ending in 2020, helped guide the implementation of the Downtown Master

Plan as well as the increase in housing variety in the city and development standards.

The city has changed over the last decade with the addition of mixed-use developments, Brennan and Jordan said.

"We also anticipate more changes in the northeast as growth continues in Round Rock," Brennan said. "It's our area where there is the largest amount of vacant land, and we anticipate even more growth occurring there over the next 10 years."

One of the most important elements of the process, Jordan said, is community input and participation.

### ENVISIONING THE FUTURE

Jordan said public meetings will be held throughout the process to gather input that will be used to guide the plan.

The first meetings are scheduled to begin in February and run through early March. Those meetings will take place in each quadrant of the city.

Although residents are invited to attend any of the meetings, each one will focus on the quadrant in which it is held.

"We want folks to come to the meetings to be part of the conversation," Jordan said.

Using community input, the comprehensive plan team will identify goals, objectives and a vision for the city's future. Those concepts will be presented to City Council, which will have the opportunity to add to the list, and then the planners will create a draft document and draft the land-use map, which are expected to be completed in fall 2019, at the earliest.

"This will be the first time that we have social media and other tools that we didn't have a decade ago to have more interaction with the public along the way," Jordan said.

Residents can submit feedback and questions throughout the process online at [www.roundrocktexas.gov/roundrock2030](http://www.roundrocktexas.gov/roundrock2030).

SERVING MEMBERS SINCE 1931!

BETTER RATES. LOWER RATES.

No Surprises.

GEFCU

[www.gefcu-austin.org](http://www.gefcu-austin.org)



MAIN OFFICE  
10806 Metric Blvd. Austin, TX

PFLUGERVILLE BRANCH  
900 FM 685 Pflugerville, TX

512-339-9812

SOUTH BRANCH  
6314 South 1st St. Austin, TX

KYLE BRANCH  
1507 Bunton Creek Rd. Kyle, TX

# **CITY OF ROUND ROCK PLANNING AND ZONING COMMISSION**

## **RULES OF PROCEDURE (Guidelines)**

### **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 are intended to be used as guidelines.

### **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**

The Commission shall elect a chair, vice-chair and alternate vice-chair annually. The election shall be made at the August Commission meetings. 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.

### **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. Platting – no public hearing;
  - h. Presentations and other business
  - i. Staff and Commission updates;
  - j. 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.

## City of Round Rock - P&Z Rules of Procedures (Guidelines)

- 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 marked with an asterisk (\*), and shall be 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 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.

## **City of Round Rock - P&Z Rules of Procedures (Guidelines)**

- 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. A Commissioner may request the placement of any item on the agenda only during staff and Commission updates.

### **Section 5: Conduct of Commission meetings**

- 5.1. Chair. All Commission meetings shall be presided over and conducted by the chair or, in his 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 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 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.
  - 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.

## City of Round Rock - P&Z Rules of Procedures (Guidelines)

- 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.