

**PLANNING AND ZONING COMMISSION  
WEDNESDAY, APRIL 17, 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 April 17, 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 6:00 p.m.

**B. ROLL CALL**

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

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 Ed Polasek from the Transportation Department and Charlie Crossfield from the City attorney's office.

Chairman Pavliska welcomed Commissioner Paul Emerson to the Planning and Zoning Commission.

**C. PLEDGES OF ALLEGIANCE**

**D. APPROVAL OF MINUTES:**

**D1. Consider approval of the minutes for the April 3, 2019, Planning and Zoning Commission meeting.**

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

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

**Vote: AYES:** Chairman Pavliska, Vice Chair Wendt, Commissioner Bryan, Commissioner Clawson, Commissioner Emerson, Commissioner Henderson, Commissioner Ly, Commissioner Rabaey, and Commissioner Sellers. Vote to approve: 9 - 0. The motion carried unanimously.

**E. PLATTING AND ZONING:**

**E1. Consider public testimony regarding, and a recommendation for the request filed by Realty Austin, on behalf of the property owner Steve L. Sparks, for approval of the original zoning of 1.72 acres to the OF-1 (General Office) zoning district, generally located southwest of the intersection of High Country Blvd. and High Point Dr. Case No. ZON1903-001**

Mr. von Rosenberg briefly reviewed the zoning application noting that the property was designated residential by the General Plan 2020. He noted that when the property was annexed in 2009 it did not receive a zoning designation; therefore, by default, the code assigns the SF-R (Single-family Rural) zoning district. He proceeded to explain that the office district is a compatible use within the residential designation and noted the permitted uses in the OF-1 (General Office) zoning district included: office, medical office, community/government services, residential to office conversion, daycare, park, public safety facility, cosmetic services, urgent care facility, and accessory dwelling unit. He stated ambulance accommodations are prohibited.

Mr. von Rosenberg noted that the property is surrounded by single-family and park land with a water tower. He explained that the property owner sent a letter to the owners of the surrounding properties informing them of the proposed rezoning and the proposed use for an administrative office for a contracting/building business. The owner requested a signature from

each adjacent neighbor, attesting that they did not object to the office zoning. Four owners who are directly adjacent to the subject tract provided signatures that they did not object to the proposed use. Mr. von Rosenberg also explained City staff held a pre-submittal meeting with the applicant regarding the process and requirements to convert a site from residential to office.

Finally, he noted an on-site notice of public hearing was posted on the site, a legal notice was posted in the newspaper, a notification letter was sent to abutting property owners, and the neighboring home owner's association was notified. Staff recommended approval of the original zoning to OF-1 (General Office).

The property owner Mr. Steve Sparks and his real estate representative Joe Keenan, with Realty Austin, were available to answer questions.

Mr. Polasek with the Transportation Department stated that the conversion of the property to an office use with the current square footage would not require a traffic study.

Chairman Pavliska opened the public hearing and asked anyone wishing to speak for or against this item to come forward. The following Round Rock residents spoke during the public hearing 1) Carolene English, 2902 Flower Hill; 2) Frank Ortega, 2615 Eastwood Ln.; 3) Victoria Ortega, 2615 Eastwood Ln. In summary, speakers expressed concerns regarding the proposed zoning district, current traffic concerns, and the potential increase in traffic an office use could generate.

Following a discussion regarding traffic and the allowed uses in the office district, a motion was offered.

**Motion:** Motion by Commissioner Clawson, second by Commissioner Henderson to recommend for City Council approval.

**Vote: AYES:** Chairman Pavliska, Vice Chair Wendt, Commissioner Bryan, Commissioner Clawson, Commissioner Emerson, Commissioner Henderson, Commissioner Ly, Commissioner Rabaey, and Commissioner Sellers. Vote to approve: 9 - 0. The motion carried unanimously.

**E2. Consider approval of the University Crossing Preliminary Plat, generally located southeast of University Blvd. and Sunrise Rd. Case No. PP1812-001**

Mr. Enriquez review the Preliminary Plat application noting that the request was to create 5 development lots, 1 open space/drainage lot, and 1 right-of-way lot. He stated City Council approved the general plan amendment, annexation, and original zoning for this tract on the April 11, 2019, City Council meeting. Staff recommended approval of the application as conditioned.

The property owner's representative Mr. Tony Prete, Waeltz & Prete, Inc., was available to answer questions.

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

**Motion:** Motion by Commissioner Bryan, second by Vice Chair Wendt to approve as conditioned.

**Vote: AYES:** Chairman Pavliska, Vice Chair Wendt, Commissioner Bryan, Commissioner Clawson, Commissioner Emerson, Commissioner Henderson, Commissioner Ly, Commissioner Rabaey, and Commissioner Sellers. Vote to approve: 9 - 0. The motion carried unanimously.

**E3. Consider approval of the University Crossing Final Plat, generally located southeast of University Blvd. and Sunrise Rd. Case No. FP1903-005**

Mr. Enriquez review the Final Plat application noting that the request was to create 5 development lots, 1 open space/drainage lot, and 1 right-of-way lot. He stated City Council approved the general plan amendment, annexation, and original zoning for this tract on the

April 11, 2019, City Council meeting. Staff recommended approval of the application as conditioned.

The property owner's representative Mr. Tony Prete, Waeltz & Prete, Inc., was available to answer questions

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

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

**Vote: AYES:** Chairman Pavliska, Vice Chair Wendt, Commissioner Bryan, Commissioner Clawson, Commissioner Emerson, Commissioner Henderson, Commissioner Ly, Commissioner Rabaey, and Commissioner Sellers. Vote to approve: 9 - 0. The motion carried unanimously.

**E4. Consider approval of the University Village North, Sec. 3, Lot 3, Block C Final Plat, generally located southeast of University Blvd. and Sandy Brook Dr. Case No. FP1903-004**

Mr. Enriquez reviewed the Final Plat application noting that the request was to create 1 development lot. He noted that parcel was part of PUD No. 83 and commercial, office, and other similar uses were allowed. Staff recommended approval of the application as conditioned.

The property owner's representative Ms. Terry Reynolds, with Pape-Dawson Engineers, Inc., was available to answer questions.

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

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

**Vote: AYES:** Chairman Pavliska, Vice Chair Wendt, Commissioner Bryan, Commissioner Clawson, Commissioner Emerson, Commissioner Henderson, Commissioner Ly, Commissioner Rabaey, and Commissioner Sellers. Vote to approve: 9 - 0. The motion carried unanimously.

**E5. Consider approval of the Vizcaya Phase 5D & 7B Final Plat, generally located west of Pietra Ln. and Varano Bend. Case No. FP1903-006**

Mr. Enriquez reviewed the Final Plat application noting that on February 20, 2019, P&Z approved the Final Plat these two phases, however, the Final Plat was re-designed and an additional lot was created. He stated that the proposed application contained 45 standard lots (instead of 44, as previously approved), 1 right-of-way lot, and 6 open space lots. Staff recommended approval of the application as conditioned.

During the discussion, it was noted that the condition stated Phase 5D & 7B could not be recorded until the Vizcaya Revised Preliminary Plat is approved by the P&Z Commission. Mr. Enriquez noted the Vizcaya Revised Preliminary Plat was being reviewed and will be presented to the Commission on May 1, 2019. Mr. Enriquez explained that, to better facilitate the processing of Vizcaya plats, the applications were being presented to the Commission out of sequence.

**Motion:** Motion by Commissioner Henderson, second by Commissioner Rabaey to table the application to the May 1, 2019, P&Z meeting.

**Vote: AYES:** Chairman Pavliska, Commissioner Bryan, Commissioner Emerson, Commissioner Henderson, Commissioner Ly, Commissioner Rabaey, and Commissioner Sellers. **NAYS:** Commissioner Clawson and Vice Chair Wendt. Vote to approve: 7 - 2. The motion carried.

**E6. Consider approval of the IDEA Greenlawn Subdivision Preliminary Plat, generally located northeast of Greenlawn Blvd. and W. Pflugerville Pkwy. Case No. PP1903-003**

Mr. von Rosenberg gave a brief overview of the application noting that the request was to create one development lot and one right-of-way lot. He noted that the proposed use was for a charter school for grades K to 12. Staff recommended approval of the application as conditioned.

The property owner's representative Mr. Cliff Kendall, with BIG RED DOG Engineering, was available to answer questions.

Following a brief discussion, a motion was offered.

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

**Vote: AYES:** Chairman Pavliska, Vice Chair Wendt, Commissioner Bryan, Commissioner Clawson, Commissioner Emerson, Commissioner Henderson, Commissioner Ly, Commissioner Rabaey, and Commissioner Sellers. Vote to approve: 9 - 0. The motion carried unanimously.

**E7. Consider approval of the IDEA Greenlawn Subdivision Final Plat, generally located northeast of Greenlawn Blvd. and W. Pflugerville Pkwy. Case No. FP1903-007**

Mr. von Rosenberg gave a brief overview of the application noting that the request was to create one development lot and one right-of-way lot. He noted that the Final Plat complied with the Preliminary Plat approved on Agenda Item E6. He explained that the proposed use was for a charter school for grades K to 12. Staff recommended approval of the application as conditioned.

The property owner's representative Mr. Cliff Kendall, with BIG RED DOG Engineering, was available to answer questions.

With there being no questions or comments, 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 Clawson, Commissioner Emerson, Commissioner Henderson, Commissioner Ly, Commissioner Rabaey, and Commissioner Sellers. Vote to approve: 9 - 0. The motion carried unanimously.

**F. STAFF REPORT:**

**F1. Consider an update regarding Council actions related to Planning and Zoning items.**

Mr. Wiseman informed the Commission that on April 11, 2019, City Council approved the general plan amendment, annexation, and original zoning for the University Crossing project located at 651 University Blvd.

**G. ADJOURNMENT**

There being no further discussion, the meeting adjourned at 6:53 p.m.

Respectfully Submitted

Veronica Chandler, Planning Tech