

**PLANNING AND ZONING COMMISSION
WEDNESDAY, DECEMBER 2, 2015 AT 7:00 PM**

MEETING MINUTES

A. CALL TO ORDER

The Round Rock Planning and Zoning Commission met in regular session on December 2, 2015, 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 7:01 p.m.

B. ROLL CALL

Present for roll call were Chairman David Pavliska, Vice Chair J. Hollis Bone, Commissioner Matthew Baker, Commissioner Rene Flores, Commissioner Jennifer Henderson, and Commissioner Selicia Sanchez. Commissioners Stacie Bryan, Michael Doss, and Rob Wendt were absent.

Planning and Development Services Department staff included Brad Wiseman, Susan Brennan, Bradley Dushkin, Clyde von Rosenberg, Joelle Jordan, Laton Carr, and Veronica Chandler. Also present were John Dean from Transportation and Charlie Crossfield from the City attorney's office.

C. CONSENT AGENDA:

- C1. Consider approval of the minutes for the November 18, 2015, Planning and Zoning Commission meeting.**
- C2. Consider approval of the Final Plat for CVS Mayfield Ranch Subdivision. Generally located west of the intersection of RM 1431 and Stone Oak Dr. Case No. FP1510-008**
- C3. Consider approval of the Final Plat for WMB Acres Subdivision. Generally located west of the intersection of Louis Henna Blvd. and Greenlawn Blvd. Case No. FP1511-001**

Motion: Motion by Vice Chair Bone, second by Commissioner Baker to approve agenda items C1, C2, and C3 as presented.

Vote: AYES: Chairman Pavliska, Vice Chair Bone, Commissioner Baker, Commissioner Flores, Commissioner Henderson, and Commissioner Sanchez. Vote to approve: 6 - 0. The motion carried unanimously.

D. PLATTING AND ZONING:

- D1. Consider approval of the Preliminary Plat for Hollybrook Ranch. Generally located at the southwest corner of Greenlawn Blvd. and W. Pflugerville Pkwy. Case No. PP1510-002**

Mr. von Rosenberg briefly reviewed the application, stating this lot was being created for a multifamily complex. He also explained that lots 2 and 3 were special purpose lots; these lots will be used for detention and drainage and were not buildable.

The owner's representative, Mr. Joe Vining, was available to answer questions.

Following a brief discussion a motion was offered to recommend approval as conditioned.

Motion: Motion by Commissioner Flores, second by Commissioner Sanchez to recommend approval as conditioned.

Vote: AYES: Chairman Pavliska, Vice Chair Bone, Commissioner Baker, Commissioner Flores, Commissioner Henderson, and Commissioner Sanchez. Vote to approve: 6 - 0. The motion carried unanimously.

- D2. Consider approval of the Final Plat for Vizcaya 3D. Generally located on the west side of Pietra Ln. and north of Caruso Ln. Case No. FP1511-002**

Mr. Dushkin gave a brief overview of the application explaining that Vizcaya Phase 3D consisted of 20 large residential lots. He stated that most of these lots were larger than 8,000

sq. ft. instead of the 7,500 sq. ft. minimal requirement stated in the Planned Unit Development (PUD).

Mr. Dushkin also informed the Commission that staff had continued to work with the applicant regarding items listed as conditions for this plat. The applicant was able to complete some of the conditions listed; therefore, there were 7 conditions yet to be completed instead of 9 conditions as stated in the staff report.

With there being no questions or comments, a motion was offered to approve as conditioned.

Motion: Motion by Commissioner Baker, second by Commissioner Henderson to recommend approval as conditioned.

Vote: AYES: Chairman Pavliska, Vice Chair Bone, Commissioner Baker, Commissioner Flores, Commissioner Henderson, and Commissioner Sanchez. Vote to approve: 6 - 0. The motion carried unanimously.

D3. Consider public testimony and a recommendation to approve the request for approval of a Concept Plan to be known as the Tabrizi 35 Subdivision Concept Plan. Generally located on N. IH 35. Case No. CP1511-001

Mr. von Rosenberg stated the applicant requested this item to be postponed until the December 16, 2015, Planning and Zoning meeting.

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 December 16th meeting.

A motion was offered.

Motion: Motion by Commissioner Flores, second by Commissioner Henderson to continue the public hearing until the December 16th meeting.

Vote: AYES: Chairman Pavliska, Vice Chair Bone, Commissioner Baker, Commissioner Flores, Commissioner Henderson, and Commissioner Sanchez. Vote to approve: 6 - 0. The motion carried unanimously.

D4. Consider public testimony and a recommendation regarding proposed amendments to the City of Round Rock Code of Ordinances (2010 Edition) regarding requirements for converting existing garages to living space in certain residential zoning districts. Case No. AM1511-001

Ms. Jordan briefly explained that garage conversion was the conversion of an existing garage into habitable space as an addition to a home. The driveway remains for parking and the garage doors are typically removed and replaced with an exterior wall. She also stated that a conversion is not a separate dwelling unit.

Ms. Jordan stated that recommendations regarding garage conversions were presented to City Council, and City Council recommended that staff draft an amendment to the Code.

She continued by summarizing the garage conversion data obtained from older neighborhoods without deed restrictions, safety issues, what other cities are doing to address garage conversions, and showed the list of neighborhoods that will be affected. She noted that some of the neighborhoods in the list presented had an HOA or Architectural Review Committee, but did not specify that garage conversions were prohibited. Next, Ms. Jordan showed examples of properties that had converted the garage into living space.

Finally, she listed the following proposed changes to the code amendment: 1) Allow garage conversions for properties platted prior to 2002 Code; 2) Require a building permit to ensure building and zoning code compliance; 3) Prohibit new kitchen, utility meters, and additional washer/dryer connections (i.e. separate dwelling unit); 4) Require 2 driveway parking spaces; 5) Allow removal of garage door; prohibit new entries (doors) visible from street; 6) Design

standard: conversion matches existing structure; add windows if garage door is removed; 7) Voluntary compliance for existing conversions to address life/safety.

Chairman Pavliska opened the public hearing and asked for anyone wishing to speak for or against this item to come forward. Speakers included the following Round Rock residents: Mr. Joe Vining, 3016 Wood Springs Lane; and Steve Armbruster, 2123 Green Oaks Cir.

Seeing no additional speakers, Chairman Pavliska closed the public hearing.

In summary, both speakers spoke in favor of the proposed code amendment with the following concerns/comments conveyed to the Commission: storage needs need to be addressed; garages are currently being converted without permits; families in older neighborhoods need the extra living space; parking situation will not change in some of the older neighborhoods due to the fact that many families are currently using the garage as storage or for outdoor living space and not for the intended purpose; allow for additional laundry facilities.

Following a discussion a motion was offered to recommend the ordinance allowing garage conversions with the following conditions: 1) No A/C units on street-facing facades of converted garages; 2) A one-car garage should not be required to have the same window requirement as a 2-car garage.

Motion: Motion by Commissioner Henderson, second by Commissioner Baker to recommend approval as conditioned.

Vote: AYE: Chairman Pavliska, Commissioner Baker, Commissioner Flores, Commissioner Henderson, and Commissioner Sanchez. **NAY:** Vice Chair Bone. Vote: 5 - 1. The motion carried.

E. STAFF REPORT:

E1. Consider an update regarding Council actions related to Planning and Zoning items.

Mr. Wiseman informed the Commission that City Council approved a Reinvestment Zone for the Altman Business Park Subdivision. He stated that a building, currently under construction in the Altman Business Park Subdivision, will be occupied by Odyssey Technical Solutions who will be moving inside City limits creating new jobs.

F. ADJOURNMENT

There being no further discussion, the meeting adjourned at 8:17 p.m.

Respectfully Submitted,

Original Signed

Veronica Chandler, Planning Tech