

**PLANNING AND ZONING COMMISSION
WEDNESDAY, OCTOBER 5, 2016 AT 7:00 PM**

MEETING MINUTES

A. CALL TO ORDER

The Round Rock Planning and Zoning Commission met in regular session on October 5, 2016, 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 7:00 p.m.

B. ROLL CALL

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

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

C. CONSENT AGENDA:

- C1. Consider approval of the minutes for the September 21, 2016, Planning and Zoning Commission meeting.**
- C2. Consider approval of the Final Plat for Randall's Town Centre Sec. 5, Lot 4, Block A. Generally located northeast of the intersection of S. A.W. Grimes Blvd. and Louis Henna Blvd. Case No. FP1609-001**

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

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

Vote: AYES: Chairman Pavliska, Vice Chair Bone, Commissioner Baker, Commissioner Henderson, and Commissioner Rabaey. Vote to approve: 5 - 0. The motion carried unanimously.

D. PLATTING AND ZONING:

- D1. Consider approval of the Final Plat for Hollybrook Ranch. Generally located on the southwest corner of Greenlawn Blvd. and W. Pflugerville Pkwy. Case No. FP1604-002**

Mr. Fowler briefly gave background information about this project explaining that the purpose of the application was to create three lots. One of the lots was for multifamily development and the other two lots were for open space and drainage. Mr. Fowler explained that the Manville Water Supply Company had released the area from its CCN. The parcel will receive its water service through the City of Round Rock. He also stated that City of Round Rock is no longer pursuing a wastewater easement through the plat.

Staff recommended approval as presented.

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

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

Motion: Motion by Commissioner Baker, second by Commissioner Henderson to approve as presented.

Vote: AYES: Chairman Pavliska, Vice Chair Bone, Commissioner Baker, Commissioner Henderson, and Commissioner Rabaey. Vote to approve: 5 - 0. The motion carried unanimously.

D2. Consider public testimony and a recommendation to approve the request filed by the proposed developer Whittington Real Estate Group, LLC, on behalf of the property owners, Quick Lake Properties, LLC, for the original zoning of the subject tract to PUD (Planned Unit Development) to be known as Cottages at Meadow Lake. Generally located northeast of the intersection of Old Settlers Blvd. and Settlement Dr. on the east side of Settlement Dr. Case No. ZON1608-001

Mr. von Rosenberg reviewed the proposed application stating that 33 single family detached housing units would be allowed. He explained that the homes were to be arranged on a common lot, with access provided by a private drive aisle. Mr. von Rosenberg also explained that the PUD agreement included the dedication and construction of an 8 ft. wide hike and bike trail along the edge of the reservoir that would be dedicated to the public. The public trail will connect two sections of the Meadow Lake Park located to the north and west of the tract.

Mr. von Rosenberg explained that a separate agreement would be necessary in order to have access to the site across the City parkland. This agreement will also cover landscaping and entrance signs. Improvements on City parkland and the private drive aisles will be maintained by the HOA. Mr. von Rosenberg briefly discussed the design standards and the different proposed elevation designs.

Staff recommended approval with the condition that no construction traffic on Meadow Park Drive be allowed.

The owner's representative, Mr. Brad Whittington, with Whittington Real Estate Group, briefly discussed the proposed project and 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. Speakers included the following Round Rock residents: 1) George Khachatryan, 3006 Settlement Dr.; 2) Regina Deline, 3008 Settlement Dr.; 3) Herb Cowan, 3000 Settlement Dr.; 4) Mary Dorney, 3002 Settlement Dr.; 5) Jim Buchanan, 3616 Meadow Park Dr.; 6) Leslie Cowan, 3000 Settlement Dr.; and 7) Chris Bratton, 1009 Horseman Cv. In summary, concerns conveyed to the Commission included, traffic, flood issues, drainage, and the environment. One of the speakers spoke in favor of the proposed development.

Mr. Pohlmeier stated that a TIA (Traffic Impact Analysis) was not required for this project because it did not meet the minimum threshold number required for a TIA. He explained that for this kind of development about 200 total trips per day were estimated. He also stated that the Transportation Department is currently working on installing a traffic light on the intersection of Double File and Sunrise which would provide an alternative to Settlement.

Mr. Carr stated that any proposed development would be required to refrain from building in the flood zones and WCID (Upper Brushy Creek Water Control Improvement District) approval would also be required to ensure that all WCID design guidelines are met. He also explained that no fill would be allowed in flood zone areas.

Following a discussion a motion was offered to recommend for approval with the addition of the construction entrance requirement.

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

Vote: AYES: Chairman Pavliska, Commissioner Baker, Commissioner Henderson, and Commissioner Rabaey. **NAY:** Vice Chair Bone. Vote: 4 - 1. The motion carried.

E. STAFF REPORT:

E1. Consider an update regarding the Round Rock Development Code.

As a refresher to the Commission and to inform the new Commission members, Mr. Dushkin stated that the purpose of this code revision was to have all regulations pertaining to land development in one location. He outlined the advantages and the process of creating a document that would contain all of the land development regulations. He discussed the layout and formatting of the document, then briefly explained a few proposed policy amendments. These include four new opt-in zoning districts as well as amendments to the downtown mixed-use zoning districts (MU-1, MU-2, and MU-L).

He explained that City Council appointed a group of Round Rock citizens to be part of the Advisory Committee. In the summer of 2014 the Advisory Committee met in a series of six meetings to discuss policy amendments. Mr. Dushkin stated that a public open house is scheduled for October 26, 2016, at the Baca Center. The purpose of the open house is to answer questions and provide more information to the public. Finally, he indicated that the Planning and Zoning Commission will be able to recommend the development code for City Council approval during the next few months. The code is planned to be presented to City Council for adoption in early 2017.

E2. Consider approval of the 2017 Planning and Zoning Commission Meeting Schedule.

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

Motion: Motion by Commissioner Henderson, second by Commissioner Rabaey to approve the 2017 Planning and Zoning meeting schedule as presented.

Vote: AYES: Chairman Pavliska, Vice Chair Bone, Commissioner Baker, Commissioner Henderson, and Commissioner Rabaey. Vote to approve: 5 - 0. The motion carried unanimously.

E3. Consider an update regarding Council actions related to Planning and Zoning items.

Mr. Wiseman noted the following projects were approved by City Council during the last Council meeting: 1) Annexation Development Agreements; 2) Annexation of the Greenlawn PUD; 3) Greenlawn PUD zoning; 4) Code amendment creating new zoning district SF-D; 5) Re-zoning of 27 properties in the downtown area from SF-2 (single-family – standard lot) district to SF-D (Single-family – downtown) district; 6) Code amendment regarding creek-facing properties; 7) Code amendment regarding overnight accommodations; and 8) Code amendment allowing dogs in outdoor dining areas in Round Rock restaurants.

F. ADJOURNMENT

There being no further discussion, the meeting adjourned at 8:44 p.m.

Respectfully Submitted,

Original Signed

Veronica Chandler, Planning Tech