

ROCKY RIDGE PLANNING & ZONING MEETING

May 14, 2025

7:30 PM

TOWN HALL

Opening:

Presiding: Lane Allred

Present from the Planning and Zoning Commission: David Allred, Steven Bunker, and Dave Bunker.

Excused: Bryan Matthews

Present from the Town Staff: Neva Ray, Terry Allred

Others Present: Kevin Thompson

Invocation was given.

Meeting was called to order at 7:37 p.m.

Approval of Minutes:

April meeting minutes reviewed; clarification regarding Civic Review was noted. A motion was made by Commission Member Steven Bunker to approve the minutes and seconded by Commission Member David Allred; all others voted in favor with the exception of Commission Member Bryan Matthews, who was absent.

UNFINISHED BUSINESS:

1. **Updates on code with recommendations to Town Council:** The group met to review and update the town's Planning and Zoning Code, focusing on Sections 14 and 15 related to land use and development. They identified numerous typographical errors and outdated or unclear language, recommending a comprehensive revision to modernize the text. Key safety concerns were discussed, including regulations around shade trees, driveway approaches, and visibility at intersections. The group proposed restrictions on vegetation and structures within 30 feet of intersections or driveways—such as a four-foot height limit or 50% transparency—to ensure clear sightlines. Fence height regulations were also reviewed, with a call to clarify language limiting heights to eight feet unless otherwise engineered. The group suggested updates to code titles and setbacks for better clarity and alignment with current needs. In addition, they discussed requiring dumpsters in residential and commercial zones to be enclosed for improved aesthetics, while exempting industrial areas. They emphasized the importance of public input, recommending a public hearing before changes are finalized. Concerns were also raised about the enforcement of existing codes, with some members advocating for the removal of policies that are not actively upheld, citing the animal ordinance as an example. The group agreed that only actionable policies should remain in place and planned to review and propose amendments to Section 150804 ahead of the next meeting. Technical communication issues were briefly mentioned, and they committed to continued collaboration and transparency in the process.

NEW BUSINESS:

1. Subdivision meeting needed for phase E:

Topic: Development Planning Discussion – Utilities, Drainage, and Building Guidelines

Key Points:

a. Utilities:

- Utilities (water, gas, irrigation) are already installed but not marked on the map.
- Fire hydrants and irrigation lines need to be shown, with 10-foot offsets.
- There is uncertainty about the exact location of some irrigation infrastructure.

b. Building Envelopes & Setbacks:

- 30-foot front setbacks and 10-foot side setbacks are required.

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- Building envelopes should be clearly shown on plans.
- c. **Stormwater & Drainage:**
 - Drainage must be designed to handle at least a 25-year storm; 50- or 100-year designs are preferred.
 - Emphasis on keeping stormwater on individual lots; street runoff may be directed to a detention pond.
 - The detention pond design should include rock features for safety and drainage control.
- d. **Contour Mapping & Grading:**
 - Recommend a separate page for contour lines and finish elevations.
 - A cut-and-fill plan is requested to compare existing and proposed elevations.
- e. **Storm Drain Considerations:**
 - Need to evaluate whether the north side of the road should also drain into the detention pond.
 - Concern for future flooding and the need for a clear storm drain plan.
- f. **Runoff Flow Observations:**
 - Specific runoff routes described (e.g., from the church, Rocky Ridge Road, and Lark Ridge).
 - Past flooding issues (e.g., Alvin's basement) have been resolved with grading and infrastructure improvements.
- g. **Planning & Zoning:**
 - Before approval, planners want to see utilities, drainage, building envelopes, and grading clearly detailed.

Overview

The group is reviewing a subdivision plat that is close to final but being treated as a **formal submittal** rather than just a **preliminary** one. This meeting involves clarifying process steps and confirming what changes are needed before final approval.

Approval Process Steps

- **Preliminary (Concept) Phase** – Informal feedback is given; no formal vote required.
- **Formal Submittal** – Starts the clock; the group has **30 working days** to review and comment.
- **Resubmittal with Changes** – Developer has **180 days** to respond to requested changes.
- **Board of Adjustments** – Final approval is made here, not by the planning group.

Legal & Procedural Clarifications

- If the planning board doesn't respond in 30 working days, the plat is **automatically approved**.
- If the developer doesn't resubmit in 180 days, the application is **void**.
- These rules stem from a **new state law** recently passed.

Key Changes/Requests for the Plat

- **Update title block**
- **Show utilities**, including **irrigation offsets**
- **Display building envelopes**
- **Add contour lines** on a **separate page** for clarity
- **Include elevations** (finished vs existing) especially around detention basins
- **Clarify storm drainage and road crossings**
- **Address driveway access restrictions** (e.g., no driveways within 50 feet of intersections)

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- **Mark areas where driveways are prohibited** (non-access lines)

Discussion Notes

- Previous mistakes (e.g., a house built based on an outdated concept map) are driving a more thorough review now.
 - The plat is surveyed and includes pins, suggesting it's more than a concept.
 - There's a desire to prevent **future access/driveway violations** seen in nearby developments.
 - The group leans toward **taking the 30 days** to ensure all issues are caught.
2. **Civic Review proposal for Town Council:** The Town Council is holding off on reviewing Civic Review proposals because Zipflow was recently acquired by a company called Utility Sync. Rachel and another team member met with the new owners, who assured them that they would provide the tools and features previously requested. The team emphasized that two key factors would guide their evaluation: functionality and, more importantly, pricing—since pricing is expected to heavily influence the Town Council's decision. The speaker is currently using iWorkQ for Eureka but expressed reluctance to expand its use and may propose a different interface once more experience is gained. Civic Review remains the preferred option due to its affordability. Additionally, there was clarification that "Civic Review" should be capitalized properly. A formal meeting with Utility Sync is being scheduled to explore their combined inspection and permitting app, as Utility Sync comes from an inspection background and hopes to enhance Zipflow's weaker inspection capabilities. Ultimately, the group will compare three solid options before presenting a recommendation to the Town Council.
 3. **Meeting time revisited:** The incoming town clerk, Neva Ray, is unavailable on the second and fourth Wednesdays—the days meetings were typically held. The group agreed on first Tuesdays as the most feasible date. The final decision was confirmed through text, and a formal vote will follow later.
 4. **Thank you to planning and zoning committee members:** Lane Allred dispersed gift cards to Planning and Zoning committee members for their service.

Open Floor:

Citizen Items: None

Board Items: None

Adjournment:

Board Member Steven Bunker moved to adjourn the meeting; Board Member David Allred seconded the motion; all others voted in favor and the meeting was adjourned at 8:45p.m.

Approval of Town Clerk