



## **CITY OF ROLLINGWOOD CITY COUNCIL MEETING MINUTES**

**Wednesday, February 19, 2025**

The City Council of the City of Rollingwood, Texas held a meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on February 19, 2025. Members of the public and the City Council were able to participate in the meeting virtually, as long as a quorum of the City Council and the presiding officer were physically present at the Municipal Building, in accordance with the Texas Open Meetings Act. A video recording of the meeting was made and will be posted to the City's website and available to the public in accordance with the Texas Public Information Act upon written request.

### **CALL REGULAR CITY COUNCIL MEETING TO ORDER**

1. Roll Call

**Mayor Gavin Massingill called the meeting to order at 7:00 p.m.**

**Present Members:** Mayor Gavin Massingill, Council Member Brook Brown, Council Member Kevin Glasheen, and Council Member Alec Robinson

**Also Present:** Interim City Secretary Makayla Rodriguez, Development Services Manager Nikki Stautzenberger, Finance Director Abel Campos, Police Chief Kristal Munoz, Public Works Director Izzy Parra, Utility Billing Manager Veronica Hernandez, and City Attorney Charles Zech

### **PUBLIC COMMENTS**

The following individuals spoke during public comments:

Andrew Van Winkle, 104 Kristy Drive, discussed his request for a water leak adjustment.

### **PUBLIC HEARING**

2. Public hearing and discussion on amendments to Sections 107-3 (Definitions) and 107-75 (Yards, generally) to provide that the front yard of a lot shall be the yard which abuts the addressed street, providing for the location of the primary entrances

*Mayor Gavin Massingill opened the Public Hearing at 7:04 p.m.*

*Mayor Gavin Massingill closed the Public Hearing at 7:18 p.m.*

3. Public hearing and discussion on the addition of Sections 107-5 (Residential Lighting Manual) and 107-81 (Exterior Lighting Requirements) to the city's Code of Ordinances

*Mayor Gavin Massingill opened the Public Hearing at 7:04 p.m.*

*Mayor Gavin Massingill closed the Public Hearing at 7:18 p.m.*

4. Public hearing and discussion on the addition of Section 107-81 (Fences) to the city's Code of Ordinances to provide for a standard allowable fence height of 8 feet and for a special exception for fences exceeding 8 feet in height

*Mayor Gavin Massingill opened the Public Hearing at 7:04 p.m.*

*Mayor Gavin Massingill closed the Public Hearing at 7:18 p.m.*

5. Public hearing and discussion on amendments to Chapter 107 of the City of Rollingwood's Code of Ordinances Section 107-369 to Section 107-379 to Residential Landscape and Tree Canopy Management

*Mayor Gavin Massingill opened the Public Hearing at 7:04 p.m.*

Jay van Bavel, 5012 Timberline Drive and member of the CRCRC, expressed concern that the proposed amendments did not include critical root zone protections. Mr. van Bavel proposed and reviewed additional amendments related to critical root zones with City Council.

Members of City Council asked questions regarding the proposed language as well as critical root zones.

*Mayor Gavin Massingill closed the Public Hearing at 7:18 p.m.*

6. Public hearing and discussion on amending Chapter 107 Sec. 107-76 (Minimum required depth and width of yards) related to Residential side yard projections

*Mayor Gavin Massingill opened the Public Hearing at 7:04 p.m.*

Catherine Horne, 5011 Timberline Drive, discussed setbacks and requested City Council to consider implementing setback limits.

Council Member Brown explained that an ordinance regarding physical structures within setbacks will be discussed in the near future as well as discussed an amendment to the title of the draft ordinance.

**Council Member Brook Brown moved to change the title for the ordinance addressing side yard projections and that in line 4 of the proposed ordinance, the word "side" should be stricken because the impact of the ordinance is broader than just the side yard. Council Member Kevin Glasheen seconded the motion. The motion carried with 3 in favor and 0 against.**

*Mayor Gavin Massingill closed the Public Hearing at 7:18 p.m.*

## **PRESENTATIONS**

7. Mayor's State of the City Address

Mayor Gavin Massingill stated that he will postpone the item until next month.

8. Public Works presentation regarding tree trimming and fire prevention initiative

Public Works Director Izzy Parra discussed the tree trimming and fire prevention efforts performed throughout the City by the Public Works Department.

Mayor Gavin Massingill discussed the City's process of tree trimming to meet height clearance requirements. He explained that residents are welcome to trim their own trees, but that the trees will need to be in accordance with the ordinance.

9. Police Chief presentation regarding vehicle theft and burglary

Mayor Gavin Massingill and Police Chief Kristal Munoz reviewed a report detailing vehicle theft and burglary of vehicle incidents within the City during a 12 month period. Police Chief Kristal Munoz continued to discuss a report containing dispatch calls for Travis County.

Mayor Gavin Massingill asked questions of Police Chief Kristal Munoz regarding the Police Department budget. They also discussed salaries, nationwide agency shortages, and their recruitment process.

Police Chief Kristal Munoz discussed possible solutions to supplement additional support for patrolling. She clarified that hiring a private security or private entity would not have the same jurisdiction as working with law enforcement entities.

Council Member Kevin Glasheen discussed previous conversations with Police Chief Kristal Munoz regarding possible staffing solutions.

### **CONSENT AGENDA**

10. Discussion and possible action on the minutes from the January 15, 2025 City Council meeting
11. Discussion and possible action on the minutes from the February 1, 2025 Special City Council meeting

**Council Member Brook Brown moved to approve the Consent Agenda. Council Member Alec Robinson seconded the motion. The motion carried with 3 in favor and 0 against.**

### **REGULAR AGENDA**

12. Discussion and possible action to reschedule the Spring Clean-Up Event

Mayor Gavin Massingill explained the need to reschedule the Spring Clean-Up event.

**Council Member Alec Robinson moved approval of the Spring Clean-Up event date change to March 15-16. Council Member Brook Brown seconded the motion. The motion carried with 3 in favor and 0 against.**

13. Discussion and possible action on a recommendation from the Park Commission regarding a proposal for the Rollingwood Park Tree Planting project

Mayor Gavin Massingill explained that the Park Commission received proposals for the tree planting project that was previously approved by City Council and that they made a recommendation to move forward with a proposal from Maas Verde Landscape Restoration.

Don Hudson, 4902 Rollingwood Drive and member of the Park Commission, explained the details of the project as well as the proposals received.

Interim City Secretary Makayla Rodriguez stated that tree placement will be determined at a later time and that the Park Commission welcomes suggestions from City Council as well as nearby neighbors.

Alex Robinette, 2500 Hatley Drive, discussed that the Rollingwood Women's Club are working on beautification ideas for the park and would like to ensure that all parties come together to determine where the trees are planted.

**Council Member Brook Brown moved that Council approve the recommendation from the Park Commission regarding the Rollingwood Park Tree Planting Project. Council Member Alec Robinson seconded the motion. The motion carried with 3 in favor and 0 against.**

14. Discussion and possible action on a joint recommendation from the Planning and Zoning Commission and CRCRC regarding ordinance enforcement

Dave Bench, 5 Randolph Place and Chair of the Planning and Zoning Commission, discussed the recommendation from the Planning and Zoning meeting regarding ordinance enforcement.

**Council Member Brook Brown moved to accept the recommendation from the Planning and Zoning Commission. Council Member Alec Robinson seconded the motion. The motion carried with 3 in favor and 0 against.**

15. Discussion and possible action based on a recommendation by the Planning and Zoning Commission regarding the appropriation of funds for a third party architectural firm to present graphical models of the two proposals in discussion before the Planning and Zoning Commission to address building height, building height measurement and tenting

Dave Bench gave an overview of the item and discussed the recommendation from the Planning and Zoning Commission to request funds from City Council for AlterStudio, a third party architectural firm, to present graphical models of the residential building height and height measurement proposals.

Council Member Brook Brown stated that she is in favor of the project and recommended to have AlterStudio present their results to City Council.

Alex Robinette shared some concern regarding the scope of work.

**Council Member Brook Brown moved that the Council approve the proposal as presented by AlterStudio to do an assessment of two different models for proposed building heights with the stipulation that their scope of work include a presentation to the City Council and a price not to exceed \$2500, and that the mayor be authorized to execute the contract. Council Member Alec Robinson seconded the motion. The motion carried with 3 in favor and 0 against.**



16. Discussion and possible action to set dates for public hearings before the Planning and Zoning Commission and City Council regarding an ordinance amending Chapter 107 of the City of Rollingwood Code of Ordinances related to residential building heights and height measurement

Council Member Brook Brown recommended that the City Council and Planning and Zoning Commission have joint public hearing to discuss residential building height and height measurement as well as discussed potential meeting dates.

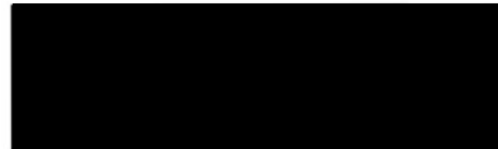
City Council discussed the possibility of having a joint public hearing, meeting dates, and next steps.

**Council Member Brook Brown moved that the Council set the date of March 26th for a joint public hearing with the City Council and the Planning and Zoning Commission regarding any ordinance amending chapter 107 to the City of Rollingwood code of ordinances related to residential building height and height measurement, and to receive the report from AlterStudio with respect to the two models under consideration. Council Member Kevin Glasheen seconded the motion. The motion carried with 3 in favor and 0 against.**

**ADJOURNMENT OF MEETING**

The meeting was adjourned at 8:40 p.m.

Minutes adopted on the 19<sup>th</sup> day of March, 2025.



Gavin Massingill, Mayor

ATTEST:



Makayla Rodriguez, City Secretary