



**CITY OF ROLLINGWOOD  
PLANNING AND ZONING COMMISSION MEETING  
MINUTES**

**Wednesday, September 03, 2025**

The Planning and Zoning Commission 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 September 3, 2025. Members of the public and the Planning and Zoning Commission were able to participate in the meeting virtually, as long as a quorum of the Planning and Zoning Commission 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 ROLLINGWOOD PLANNING AND ZONING COMMISSION MEETING TO ORDER**

1. Roll Call

**Tony Stein called the meeting to order at 6:01 p.m.**

**Present Members:** Tony Stein, Jay van Bavel, Jerry Fleming, Michael Hall, Chair Dave Bench (Virtually), and Genie Nyer (Virtually)

**Also Present:** City Administrator Alun Thomas, City Secretary Makayla Rodriguez, Assistant to the City Administrator Lindsay Saenz, City Planner Amanda Padilla, Mayor Pro Tem Sara Hutson, and Council Member Brook Brown

**PUBLIC COMMENTS**

There were no public comments.

**CONSENT AGENDA**

2. Discussion and possible action on the minutes from the June 4, 2025 Planning and Zoning Commission meeting

**Dave Bench moved to approve the June meeting minutes. Jerry Fleming seconded the motion. The motion carried with 6 in favor and 0 against.**

**PUBLIC HEARING**

3. Public hearing on an ordinance amending Chapter 107, Section 107-3 and adding Section 107-85 of the Rollingwood Code of Ordinances related to Playhouses and Playscapes

*Tony Stein opened the public hearing at 6:04 p.m.*

*Brian Nash joined the meeting at 6:04 p.m.*

There were no public comments.

*Tony Stein closed the public hearing at 6:04 p.m.*

4. Public hearing, discussion and possible action on defining mechanical equipment and accessory structures

*Tony Stein opened the public hearing at 6:05 p.m.*

There were no public comments.

*Tony Stein closed the public hearing at 6:05 p.m.*

## **REGULAR AGENDA**

5. Discussion and possible action on an ordinance amending Chapter 107, Section 107-3 and adding Section 107-85 of the Rollingwood Code of Ordinances related to Playhouses and Playscapes

Tony Stein shared feedback he received regarding a misunderstanding on penalties for large side yards or rear yards. The Planning and Zoning Commission discussed the draft ordinance as well as possible clarifying edits for encroachment in the required side yard and corner lots. Development Services Manager Nikki Stautzenberger provided clarification regarding side yard distances and explained that not all lots are equal as the distance depends on how the lot is surveyed.

The Planning and Zoning Commission discussed the existing code regarding side yards on corner lots, exceptions, and possible Board of Adjustment involvement.

City Planner Amanda Padilla stated that she does not suggest involving the Board of Adjustment for Playscapes and Playhouses, but that individual cases could be processed through a special exception process as it does not require a hardship.

Mayor Pro Tem Sara Hutson suggested that the Commission consider including backyards of corner lots when determining side yard setback distances.

The Planning and Zoning Commission continued discussion on possible amendments to the draft ordinance.

**Tony Stein moved to adjust the definition of playhouse on lines 38 through 39 to "Playhouse means a free standing structure with a roof supported by walls and is designed as a toy for children's activities which shall not be supplied by public utilities." And also adjust Section 107-85 D2 would read "The total area of playhouse shall not encroach more than 100 square feet in a required rear yard or encroach 50 square feet in a required side yard." And add a letter E after D that would say "For corner lots, a playhouse exceeding more than 6 feet and no taller than 12 feet in height shall be allowed in both the required**

rear and required side yard so long as it is a minimum of 16 feet from the curb, and no greater than 100 square feet in surface area. Chair Dave Bench seconded the motion.

The Planning and Zoning Commission discussed the motion and clarification on the use of public utilities. Brian Nash stated that he would prefer to remove the language regarding regulation of public utilities for playhouses and playscapes.

**The motion carried with 6 in favor and 1 against (Nash).**

6. Discussion and possible action on an ordinance amending Chapter 107, Section 107-3 and adding Section 107-84 of the Rollingwood Code of Ordinances related to mechanical equipment

Tony Stein stated that he disagrees with the proposed draft ordinance. The Planning and Zoning Commission discussed placement of mechanical equipment, applicability, and associated noise from equipment.

Development Services Manager Nikki Stautzenberger emphasized the need for a definition of mechanical equipment, noting that under the Code of Ordinances, items such as generators, pool equipment, and HVAC units are interpreted as structures during the review process and are therefore not allowed within a setback.

The Planning and Zoning Commission discussed equipment screening from the street, legal clarification regarding applicability, and possible amendments to the draft ordinance.

**Brian Nash moved to adopt the language with a modification as follows, mechanical equipment means heating and air conditioning units, pool equipment, and household generators. Mechanical equipment is not considered structural elements as well as strike B1. Michael Hall seconded the motion. The motion carried with 5 in favor and 2 against (Bench and Fleming).**

#### **ADJOURNMENT OF MEETING**

The meeting was adjourned at 7:28 p.m.

Minutes adopted on the 20<sup>th</sup> day of January, 2026.

  
Dave Bench, Chair

**ATTEST:**



Makayla Rodriguez, City Secretary