



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

**Wednesday, September 06, 2023**

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 6, 2023. 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

**Chair Dave Bench called the meeting to order at 6:04 p.m.**

**Members Present:** Greg Demas, Tony Stein, Michael Hall, and Chair Dave Bench

**Also Present:** City Administrator Ashley Wayman, City Attorney Lee Simmons, City Secretary Desiree Adair, Development Services Manager Nikki Stautzenberger, and Assistant to the City Administrator Makayla Rodriguez

**PUBLIC COMMENTS**

There were no public comments.

**CONSENT AGENDA**

2. Discussion and possible action on the minutes from the February 27, 2023 Planning and Zoning Commission meeting
3. Discussion and possible action on the minutes from the April 5, 2023 Joint City Council and Planning and Zoning Commission meeting

**Tony Stein moved to approve the minutes from the two previous meetings. Greg Demas seconded the motion. The motion carried with 4 in favor and 0 against.**

**REGULAR AGENDA**

- 4. Update on Comprehensive Residential Code Review Committee (CRCRC) activities and progress

Chair Dave Bench discussed a timeline of the Comprehensive residential Code Review Committee (CRCRC), emails received, topics discussed, and the Committee’s progress through September 6, 2023.

Mr. Bench continued to discuss the CRCRC meetings, a public workshop, survey drafts, City Council meeting requests, next steps, and potential future actions of the CRCRC.

Greg Demas asked questions about the language of proposed new ordinances and the timing of the survey.

The Commission discussed the process of how changes would get made regarding recommendations and ordinances. They also discussed the Open Meetings Act, a request to City Council to relax certain requirements for the CRCRC, transparency, community outreach, and the timing of the survey distribution.

**ADJOURNMENT OF MEETING**

**The meeting was adjourned at 6:41 p.m. by Dave Bench.**

Minutes Adopted on the 11<sup>th</sup> day of October, 2023.

  
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Dave Bench, Chair

**ATTEST:**

  
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Desiree Adair, City Secretary