



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

**Wednesday, January 08, 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 January 8, 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

**Chair Dave Bench called the meeting to order at 6:01 p.m.**

**Present Members:** Chair Dave Bench, Jerry Fleming, Brian Nash, Genie Nyer, and Tony Stein

**Also Present:** City Administrator Ashley Wayman, Interim City Secretary Makayla Rodriguez, Development Services Manager Nikki Stautzenberger, City Attorney Charles Zech, Council Member Brook Brown, and Council Member Phil McDuffee

**PUBLIC COMMENTS**

There were no public comments.

**CONSENT AGENDA**

2. Discussion and possible action on the minutes from the December 4, 2024 Planning and Zoning Commission meeting

**Genie Nyer moved to approve the meeting minutes. Jerry Fleming seconded the motion. The motion carried with 5 in favor and 0 against.**

**PUBLIC HEARING**

3. Public hearing, discussion and possible action 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

*Chair Dave Bench opened the public hearing at 6:04 p.m.*

Christine Whitney, 2803 Hatley Drive, asked if the proposed ordinance amendments would impact her existing address. Chair Dave Bench clarified that the proposed amendments would only apply to new development.

*Chair Dave Bench closed the public hearing at 6:06 p.m.*

Brian Nash asked Attorney Charles Zech questions regarding the impact of the proposed amendments to existing homes. Attorney Charles Zech stated that the intent is not to change home addresses and that he will review the ordinance and revise if needed.

Michael Rhodes joined the meeting at 6:06 p.m.

The Planning and Zoning Commission asked questions and discussed applicable scenarios with the amended changes.

**Genie Nyer moved to approve the draft ordinance as written. Jerry Fleming seconded the motion. The motion carried with 6 in favor and 0 against.**

4. Public hearing, discussion and possible action 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

*Chair Dave Bench opened the public hearing at 6:17 p.m.*

*Chair Dave Bench closed the public hearing at 6:18 p.m.*

Chair Dave Bench reviewed the proposed draft ordinance for the Residential Landscape and Tree Canopy Management. Brian Nash expressed concern regarding the effectiveness of the proposed changes.

Jay van Bavel, 5012 Timberline Drive and member of the CRCRC, discussed the CRCRC building height survey results regarding tree protection and the tree canopy. He continued to discuss the proposed changes with the Planning and Zoning Commission.

Attorney Charles Zech discussed special exceptions, variances, and Board of Adjustment involvement.

The Planning and Zoning Commission reviewed and discussed the current tree ordinance as well as the proposed changes of the draft ordinance. They also discussed heritage trees, the critical root zone, and applicable scenarios.

Council Member Brook Brown mentioned that builders are mainly developing on lots and that the ordinance would protect trees from being cleared from the lots.

Michelle Ray, 2 Randolph Place, discussed lots and expressed her thoughts regarding the draft ordinance.

The Planning and Zoning Commission continued discussion on the draft ordinance, fees, and their feedback.

City Administrator Ashley Wayman explained that the citywide notices for the public hearing have already been sent out and recommended that the Planning and Zoning Commission make a recommendation for City Council.

Members of the Planning and Zoning Commission continued to give their feedback on the draft ordinance and discussed tree removal permits. Development Services Manager Nikki Stautzenberger shared that the City processed 7 tree removal permits last year as well as explained the permitting process. The Commission discussed and made amendments to the draft ordinance.

**Genie Nyer moved to approve the proposed ordinance with the following recommended changes: change the definition of building footprint to buildable area, review and modify our concerns regarding 107-373 removal of protected trees on section A2, review 107-375 F in the existing ordinance due to concerns regarding penalization for tree deaths beyond their control, and for City Council to address what impact to canopy or critical root zone equal a removal and to codify reasonable language related to that. Michael Rhodes seconded the motion. The motion carried with 5 in favor 1 against (Nash).**

5. Public hearing, discussion and possible action 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

*Chair Dave Bench opened the public hearing at 8:02 p.m.*

Sandy Keller, 307 Inwood Road, asked for the definition of a fence and discussed the usage of walls. City Attorney Charles Zech provided clarity regarding walls and fences.

*Chair Dave Bench closed the public hearing at 8:10 p.m.*

The Planning and Zoning Commission discussed the current building code and the proposed section addition. Development Services Manager Nikki Stautzenberger provided clarity regarding fences to the Commission.

The Planning and Zoning Commission and City Attorney Charles Zech discussed the proposed language, special exceptions, and impacts of fence height.

**Tony Stein moved to approve the ordinance and recommend changing section 107-81 B on line 26 to “from natural grade necessary to address privacy, safety, or continuity”. Michael Rhodes seconded the motion. The motion carried with 6 in favor and 0 against.**

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

*Chair Dave Bench opened the public hearing at 8:21 p.m.*

*Chair Dave Bench closed the public hearing at 8:21 p.m.*

Members of the Planning and Zoning Commission expressed their concerns in regard to the exterior lighting requirements.

Development Services Manager Nikki Stautzenberger shared instances of light issues between residents and how they were resolved.

Members of the Planning and Zoning Commission discussed enforcement and stated that the proposed amendments should serve as a guideline for lighting and not be enforceable.

**Brian Nash moved to disapprove of the ordinance and encouraged City Council to adopt this as written as a set of best practices to publish where appropriate. Michael Rhodes seconded the motion. The motion carried 4 with in favor and 2 against (Bench and Fleming).**

*Michael Rhodes left the meeting at 8:34 p.m.*

## **REGULAR AGENDA**

### 7. Discussion and possible action on structures in required yards

Chair Dave Bench shared the recommendations from the CRCRC regarding structures in required yards.

The Planning and Zoning Commission discussed the recommendation and their feedback.

*Chair Dave Bench moved to item 10 at this time.*

### 8. Update, discussion and possible action on a report from the Accessory Building and Structures subcommittee and a recommendation for accessory buildings

*The Planning and Zoning Commission did not discuss this item.*

### 9. Discussion and possible action on clarification regarding CRCRC side yard projection recommendation

*The Planning and Zoning Commission did not discuss this item.*

### 10. Discussion and next steps regarding consultant review and assessment of proposed segmenting and parallel plane height measurement approaches

Chair Dave Bench discussed and reviewed the packet documents with the Planning and Zoning Commission.

**Brian Nash moved to approve using document 2 the redline version of the Steps to Tenting Exercise as the guidelines that would be given to the consultant. Genie Nyer seconded the motion. The motion carried with 5 in favor and 0 against.**

### 11. Discussion and possible action on a recommendation for fence construction materials

*The Planning and Zoning Commission did not discuss this item.*

### 12. Discussion and possible action on an updated recommendation regarding Code Enforcement from Planning and Zoning Commission and CRCRC

*The Planning and Zoning Commission did not discuss this item.*

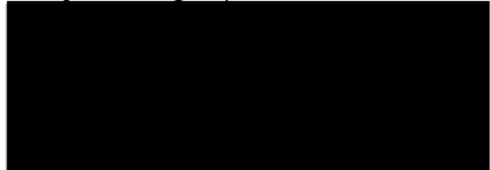
13. Discussion and update regarding a recommendation for comprehensive drainage

*The Planning and Zoning Commission did not discuss this item.*

**ADJOURNMENT OF MEETING**

The meeting was adjourned at 9:00 p.m.

Minutes adopted on the 5th day of February, 2024.5



Dave Bench, Chair

ATTEST:



Makayla Rodriguez, City Secretary

