



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

**Wednesday, June 04, 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 June 4, 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 6:02 p.m.**

**Present Members:** Chair Dave Bench, Jay van Bavel, Jerry Fleming, and Genie Nyer

*Tony Stein joined the meeting at 6:07 p.m.*

**Also Present:** City Administrator Alun Thomas, City Secretary Makayla Rodriguez, Development Services Manager Nikki Stautzenberger, City Planner Amanda Padilla, and Mayor Pro Tem Sara Hutson

**PUBLIC COMMENTS**

Chair Dave Bench welcomed Jay van Bavel as a new member to the Planning and Zoning Commission.

**CONSENT AGENDA**

2. Discussion and possible action on the minutes from the May 7, 2025 Planning and Zoning Commission meeting

**Genie Nyer moved to approve the meeting minutes. Jerry Fleming seconded the motion. The motion carried with 4 in favor and 0 against.**

**REGULAR AGENDA**

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

*Tony Stein joined the meeting at 6:07 p.m.*

The Planning and Zoning Commission discussed fence materials, existing fence materials within the city, and prohibited materials.

Mayor Pro Tem Sara Hutson and the Planning and Zoning Commission discussed shrubbery and landscape placement as related to fences, visibility, and safety.

The Planning and Zoning Commission discussed possible regulations for cinder block fences.

**Chair Dave Bench moved that fences shall be constructed of wood, stone, rod iron, concrete, metal, wire, or masonry. Chain link, plastic, vinyl, corrugated metal, and synthetic fences are prohibited. All concrete or Concrete Masonry Unit (CMU) shall be stained and or stamped concrete or veneered with rock, brick, steel, tile, stucco, or other material or method that is harmonious with the landscaping and design of improvements. Jay van Bavel seconded the motion.**

The Planning and Zoning Commission continued discussion on materials.

**Dave Chair Bench amended his motion to add all concrete or Concrete Masonry Unit (CMU) shall be clad in stamped or stained concrete or veneered with rock, brick, steel, tile, stucco, or other materials. Jay van Bavel seconded the motion. The motion carried with 5 in favor and 0 against.**

*Chair Dave Bench moved to item 5.*

4. Discussion and possible action on addressing setback orientation for lots with limited street frontage

Mayor Pro Tem Sara Hutson discussed the challenges associated with properties that have limited street frontage, noting the difficulty in determining appropriate setbacks and that there isn't a method in place to address this issue. The Planning and Zoning Commission and Mayor Pro Tem Sara Hutson discussed the issues related to other properties.

Jay van Bavel shared findings regarding flag lots and explained how the front yard is determined. The Planning and Zoning Commission and Mayor Pro Tem Sara Hutson continued discussion on the idea.

City Planner Amanda Padilla recommended against creating regulations specific to this issue and explained that such cases can be appropriately addressed through the variance process as they meet the established criteria.

The Planning and Zoning Commission and Mayor Pro Tem Sara Hutson continued discussion on other possible solutions to address limited street frontage, setbacks, special exceptions, and Board of Adjustment involvement.

**Jay van Bavel moved to propose that the front lot line be defined as where the end of the driveway meets the main part of the lot that be considered the front yard for setback purposes. The opposite yard is the rear yard and the remaining two sides are the side**

**yards. The setbacks for flag lots are a minimum of 12ft on all sides. Chair Dave Bench seconded the motion.**

The Planning and Zoning Commission discussed possible amendments to the motion.

**Jay van Bavel amended his motion that there are several lots in Rollingwood that have no street frontage other than a driveway access. For those lots, the front required setback could be determined by where the end of the driveway meets the main part of the lot. Setbacks for these lots that have no street frontage other than the driveway will be set at a minimum of 15ft on all sides. Chair Dave Bench seconded the motion. The motion carried with 3 in favor and 2 against (Fleming and Nyer).**

*Chair Dave Bench moved to item 6.*

5. Discussion and possible action on installation of a valley gutter at the intersection of Vale Street and Bettis Boulevard or other water diversion structures

Nicholas Tys, a resident at 305 Vale Street, expressed concerns about drainage issues on his property, noting that heavy rainstorms cause significant flooding. He requested that the City Council and the Planning and Zoning Commission evaluate potential solutions to address the problem.

Members of the Planning and Zoning Commission asked questions of Mr. Tys regarding their experience with flooding on the property.

**Chair Dave Bench moved to endorse City Council's recommendation to do an engineering study for the intersection. Jerry Fleming seconded the motion.**

The planning and Zoning Commission discussed additional considerations for the engineering study. Mayor Pro Tem Sara Hutson clarified her intent of her motion from the recent City Council meeting.

**Tony Stein amended the motion for the engineer to address and incorporate impacts of a solution to other neighboring properties. Chair Dave Bench accepted the amendment. The motion carried with 5 in favor and 0 against.**

*Chair Dave Bench moved to item 4.*

6. Discussion and possible action on definitions and regulations of playhouses and playscapes

Jerry Fleming explained his amendment to the definition of playscape. The Planning and Zoning Commission discussed the amended definition and definition criteria. They agreed to keep the existing definition.

Jerry Fleming discussed reducing the allowable square footage for playhouses.

**Jerry Fleming moved to change that the total area of a playhouse may not exceed 100 square feet in a rear required. Genie Nyer seconded the motion. The motion carried with 4 in favor and 1 against (Stein).**

7. Discussion and possible action on defining mechanical equipment and accessory structures

Chair Dave Bench explained that the Commission's recommendation to City Council needs specificity on how close mechanical equipment could be in a required yard.

Jerry Fleming shared his proposed amendments to the draft ordinance.

**Jerry Fleming moved to amend Section 107-84 Mechanical Equipment and Required Yards be modified with the deletion of B and add mechanical equipment is permitted in the required side yard and in the required rear yard subject to the following conditions. Genie Nyer seconded the motion. The motion carried with 4 in favor and 1 abstention (Stein).**

8. Discussion and possible action to clarify allowable times for construction activities, including defining activities impacted including construction, landscaping, utility work, and tree trimming

Mayor Pro Tem Sara Hutson explained that the code of ordinances does not have a definition for construction and would like to get clarification on what construction activities are allowed on the weekends.

The Planning and Zoning Commission discussed the city's code related to construction nuisances, Google Fiber's utility work, and limitations to landscaping work on weekends.

**Genie Nyer moved that commercial landscaping crews will not be allowed to work on Saturdays and Sundays. Jerry Fleming seconded the motion. The motion carried with 5 in favor and 0 against.**

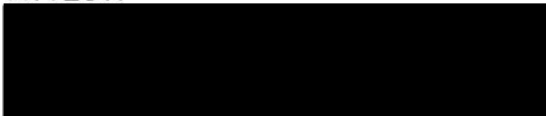
#### ADJOURNMENT OF MEETING

The meeting was adjourned at 8:44 p.m.

Minutes adopted on the 24 day of January, 2026.

  
Dave Bench, Chair

ATTEST:

  
Makayla Rodriguez, City Secretary