



**CITY OF ROLLINGWOOD  
SPECIAL PLANNING AND ZONING COMMISSION MEETING  
AGENDA**

**Wednesday, May 20, 2026**

Notice is hereby given that the Planning and Zoning Commission of the City of Rollingwood, Texas will hold a meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on May 20, 2026 at 6:00 PM. Members of the public and the Planning and Zoning Commission may participate in the meeting virtually, as long as a quorum of the Planning and Zoning Commission and the presiding officer are physically present at the Municipal Building, in accordance with the Texas Open Meetings Act. The public may watch this meeting live and have the opportunity to comment via audio devices at the link below. The public may also participate in this meeting by dialing one of the toll-free numbers below and entering the meeting ID and Passcode.

**Link:** <https://us02web.zoom.us/j/5307372193?pwd=QmNUbmZBQ1lwUINjNmK5RnJreIRFUT09>

**Toll-Free Numbers:** (833) 548-0276 or (833) 548-0282

**Meeting ID:** 530 737 2193

**Password:** 9fryms

The public will be permitted to offer public comments via their audio devices when logged in to the meeting or telephonically by calling in as provided by the agenda and as permitted by the presiding officer during the meeting. If a member of the public is having difficulties accessing the public meeting, they can contact the city at [citysecretary@rollingwoodtx.gov](mailto:citysecretary@rollingwoodtx.gov). Written questions or comments may be submitted up to two hours before the meeting. A video recording of the meeting will be 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 SPECIAL ROLLINGWOOD PLANNING AND ZONING COMMISSION MEETING TO ORDER**

1. Roll Call

**PUBLIC COMMENTS**

Citizens wishing to address the Planning and Zoning Commission for items not on the agenda will be received at this time. Please limit comments to 3 minutes. In accordance with the Open Meetings Act, the Planning and Zoning Commission is restricted from discussing or taking action on items not listed on the agenda.

Citizens who wish to address the Planning and Zoning Commission with regard to matters on the agenda will be received at the time the item is considered.

**CONSENT AGENDA**

All Consent Agenda items listed are considered to be routine by the Planning and Zoning Commission and may be enacted by one (1) motion. There will be no separate discussion of Consent Agenda items unless a Board Member has requested that the item be discussed, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Regular Agenda.

- 2. Discussion and possible action on the minutes from the April 1, 2026 Planning and Zoning Commission meeting

**REGULAR AGENDA**

- 3. Discussion and possible action on an ordinance amending Chapter 107, Section 107-3 of the Rollingwood Code of Ordinances related to Playhouses and Playscapes
- 4. Update regarding the tree protection subcommittee

**ADJOURNMENT OF MEETING**

**CERTIFICATION OF POSTING**

I hereby certify that the above Notice of Meeting was posted on the bulletin board at the Rollingwood Municipal Building, in Rollingwood, Texas and to the City website at [www.rollingwoodtx.gov](http://www.rollingwoodtx.gov) on May 13, 2026 by 5:00 p.m.

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Nikki Stautzenberger, Development Services Manager

NOTICE -

The City of Rollingwood is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please contact the City Secretary, at (512) 327-1838 for information. Hearing-impaired or speech-disabled persons equipped with telecommunication devices for the deaf may call (512) 272-9116 or may utilize the stateside Relay Texas Program at 1-800-735-2988.

The Planning and Zoning Commission will announce that it will go into executive session, if necessary, to deliberate any matter listed on this agenda for which an exception to open meetings requirements permits such closed deliberation, including but not limited to consultation with the city's attorney(s) pursuant to Texas Government Code section 551.071, as announced at the time of the closed session.

Consultation with legal counsel pursuant to section 551.071 of the Texas Government Code;  
discussion of personnel matters pursuant to section 551.074 of the Texas Government Code;  
real estate acquisition pursuant to section 551.072 of the Texas Government Code;  
prospective gifts pursuant to section 551.073 of the Texas Government Code;  
security personnel and device pursuant to section 551.076 of the Texas Government Code;  
and/or economic development pursuant to section 551.087 of the Texas Government Code.  
Action, if any, will be taken in open session.



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

**Wednesday, April 01, 2026**

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 April 1, 2026. 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 6:00 p.m.**

**Present Members:** Chair Dave Bench, Jay van Bavel, Pat Barnes, Genie Nyer, and Tony Stein

**Also Present:** City Administrator Alun Thomas, Assistant to the City Administrator Lindsay Saenz, Development Services Manager Nikki Stautzenberger, City Planner Amanda Padilla, and Council Member Brook Brown

Chair Dave Bench welcomed new Commissioner Pat Barnes.

### **PUBLIC COMMENTS**

There were no public comments.

### **CONSENT AGENDA**

#### 2. Discussion and possible action on the minutes from the March 4, 2026, Planning and Zoning Commission meeting

**Commissioner Jay van Bavel made a motion to accept the minutes from the March 4, 2026, Planning and Zoning Commission Meeting. Commissioner Genie Nyer seconded the motion. The motion carried with 5 in favor and 0 against.**

**REGULAR AGENDA**

- 3. Discussion and direction regarding inconsistencies within Chapter 107 of the Rollingwood Code of Ordinances

Chair Dave Bench introduced the item, summarizing the subcommittee’s formation, which includes Commissioner Jerry Fleming, Commissioner Genie Nyer, himself, and Council Member Brook Brown. He noted that since joining the Commission, Commissioner Fleming has observed inconsistencies within the code.

The subcommittee reviewed these inconsistencies and, with assistance from Council Member Brown, prepared a document to clean up Section 107. Chair Bench clarified that no substantive changes were made and the revisions were limited to rephrasing and better use of the definitions within the text. He added that the item was not scheduled for a vote and was intended to facilitate Commission discussion, with the proposed changes aimed at organizing the adopted code and improving usability.

The Commissioners discussed several proposed revisions, including fence regulations, noting that fencing related to swimming pools was something they chose to leave in its current place and refer to with cross-references. Commissioner Jay van Bavel raised concerns about revisions to the tree ordinance, specifically changing the definition of diameter to DBH, which is defined at 4.5 feet. Chair Dave Bench clarified that inconsistencies existed between commercial and residential code sections regarding DBH, and the subcommittee consolidated the definition to improve clarity within the zoning chapter.

Commissioner Tony Stein asked City Planner Amanda Padilla whether cities are using AI to reorganize codes; Ms. Padilla responded that some smaller cities are doing so and then submitting the revisions for legal review.

Commissioner Jay van Bavel asked City Planner Amanda Padilla how other cities organize definitions within their codes, whether in a single section or within each section. Ms. Padilla responded that both approaches are used, and the organization ultimately depends on the city’s preference.

The Commission directed staff to remove the second instance of the DBH definition and place it in the definition section.

- 4. Discussion and possible action on the creation of a subcommittee to review tree protection standards within Chapter 107 of the Rollingwood Code of Ordinances

Chair Dave Bench stated that Commissioner Jerry Fleming suggested Rollingwood’s tree protection requirements during construction could be improved by aligning them more closely with those of the City of Austin, which would provide greater consistency for contractors working across cities. As this would be a substantive change to the code, he recommended forming a subcommittee to review and compare the City of Rollingwood’s tree protection regulations with those of the City of Austin to identify potential areas for alignment.

Development Services Manager Nikki Stautzenberger advised the Commission that its primary authority falls under Chapter 107, whereas tree protection during construction is addressed in Chapter 101. City Planner Amanda Padilla clarified that the Planning and Zoning Commission may make recommendations to City Council regarding any section of the code; however, the Commission would not have the authority to delay Council consideration of amendments to Chapter 101. The Planning and Zoning Commission can only hold up planning-related issues in the zoning ordinance.

**Commissioner Genie Nyer moved to create a subcommittee, consisting of Commissioner Jay van Bavel, Pat Barnes, and Jerry Fleming, to review the current Rollingwood tree protection standards, Chapter 107 and Chapter 101 in the Code of Ordinances, and bring back recommendations to the Planning and Zoning Commission. Pat Barnes seconded the motion. The motion carried with 5 in favor and 0 against.**

**Chair Dave Bench made a motion to have the subcommittee composed of Commissioner Jay van Bavel, Pat Barnes, and Jerry Fleming. Commissioner Tony Stein seconded the motion. The motion carried with 5 in favor and 0 against.**

Chair Dave Bench asked about a change in how the Planning and Zoning Commission and City Council interact, noting that it is no longer required for the City Council to have a supermajority to overrule recommendations. Council Member Brook Brown mentioned that the updated ordinance will be on the next upcoming City Council meeting agenda. The proposed ordinance would align the process for approving Planning and Zoning Commission recommendations with changes in state law from the last legislative session. City Planner Amanda Padilla discussed her recollections of the new law, but would need to verify the details.

Commissioner Tony Stein suggested that this item be placed on the Commission’s next meeting agenda.

**ADJOURNMENT OF MEETING**

**The meeting was adjourned at 6:45 p.m.**

**Minutes adopted on the 6<sup>th</sup> day of May, 2026.**

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**Dave Bench, Chair**

**ATTEST:**

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**Nikki Stautzenberger, Development Services Manager**

# AGENDA ITEM SUMMARY SHEET

## City of Rollingwood

**Meeting Date: May 6, 2026**

**Submitted By:**

Staff

**Agenda Item:**

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

**Description:**

At the April 15, 2026, City Council meeting, Councilmember Brook Brown brought forward the updated revisions regarding Playhouses and Playscapes. The new proposal amends the current definition of *Accessory building or structure* and adds a definition for *Exempt children's playhouse* and Playscape.

**Councilmember Brook Brown motioned to allow the Planning and Zoning Commission to discuss the agenda item at their next meeting and to allow them to make a recommendation to Council. Phil McDuffee seconded the motion.**

**The motion carried with 4 in favor and 1 against (Glasheen)**

Note: Any actions taken will need to go through the Public Notification and Hearing process before the Planning and Zoning Commission and City Council before adoption.

**Action Requested:**

Review the revisions of the definitions and make a recommendation to City Council.

**Fiscal Impacts:**

No significant fiscal impacts are anticipated at this time.

**Attachments:**

- Definitions of Playhouse and Playscape

Amend Section 107-3, definition of “accessory building or structure” to read as follows:

*Accessory building or structure* means a building or structure which does not share a common roof or common wall, including, but not limited to, a toolhouse, home workshop, greenhouse, garage, carport, children's playhouse ([excluding an “exempt children’s playhouse” or “playscape” as defined herein](#)), or swimming pool house, which:

- (1) Is located on the same lot as a dwelling;
- (2) Is subordinate in area to the dwelling and is used for a purpose customarily incidental to the dwelling;
- (3) Is detached from the dwelling except that a connected foundation or walkway may exist with the dwelling;
- (4) Does not provide complete independent living facilities for one or more persons which include permanent provisions for living, sleeping, and sanitation facilities; and
- (5) Is not used for lease or rental, or for a commercial purpose other than a home occupation by a resident of the main dwelling.

Amend Section 107-3 to add a definition for “exempt children’s playhouse” and “playscape” as follows:

[“Exempt children’s playhouse’ means a temporary, freestanding structure not permanently affixed to the ground, with a roof supported by walls, designed for children’s activities, with no utility facilities, not exceeding 64 square feet in area or 8 feet in height, located in a side or rear yard no closer than 10 feet from the lot line and outside of any drainage easement, public utility easement or public right of way, and, on a corner lot where the lot’s rear yard abuts the neighboring property’s front yard, an exempt children’s playhouse must be located behind a fence, or, if there is no fence, no closer than 20 feet from the property line along the front yard of the abutting lot and no closer than 15 feet from the adjacent street.](#)

[“Playscape’ means a freestanding temporary structure, not permanently affixed to the ground, mostly unenclosed, having no solid floor at grade level or within 48 inches of grade, and designed for children’s activities. A playscape typically consists of a combination of swings, slides, climbing walls and/or ladders.”](#)