



CITY OF ROLLINGWOOD PLANNING AND ZONING COMMISSION MEETING AGENDA

Wednesday, June 03, 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 June 03, 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. 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 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 May 20, 2026 Planning and Zoning Commission meeting

REGULAR AGENDA

- 3. Discussion and possible action to establish a definition for "temporary" as it applies to buildings and structures located within the residential zoning district
- 4. Discussion and possible action on proposed amendments regarding tree protection standards and requirements during construction activities
- 5. Discussion and possible action on updates regarding an amendment to Chapter 107, Article V, Division 4, relating to changes in regulations or zoning district boundaries in response to changes enacted by the 89th Texas Legislative Session

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 prior to 5:00 p.m. on May 27, 2026.

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 SPECIAL PLANNING AND ZONING COMMISSION MEETING MINUTES

Wednesday, May 20, 2026

The Planning and Zoning Commission of the City of Rollingwood, Texas will held a meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on May 20 2026, at 7:00 PM. 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 are physically present at the Municipal Building, in accordance with the Texas Open Meetings Act. A video recording of the meeting was made and is 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

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

Present Members: Chair Dave Bench, Jay van Bavel, Jerry Fleming, Tony Stein, and Patricia Barnes

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

PUBLIC COMMENTS

There were no public comments.

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

Patricia Barnes moved to approve the meeting minutes. Jan van Bavel seconded the motion. The motion carried with 5 in favor and 0 against.

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

Chair Dave Bench provided background on the item, noting that the Commission held a public hearing in September 2025 and subsequently recommended approval of an amended version of the proposed ordinance. In November 2025, the amended ordinance was presented to the City Council, but did not advance. The item has since been returned to the Commission for review of a revised draft.

Chair Bench highlighted key differences between the current proposal and the previously approved version, specifically noting reductions in maximum square footage, height, and a 10-foot minimum setback from the lot line.

Commissioners debated the proposed dimensions, with a general sentiment that the draft, as written, was too restrictive. Concerns were raised regarding the practical impact on lots where buildable area has been fully utilized, effectively preventing placement of a playhouse in side or rear yards. Discussion also addressed the undefined nature of "temporary" as it applies to structures and whether additional clarification should be incorporated into the code.

Commissioner Jerry Fleming expressed opposition to the ordinance in its entirety, citing concerns about further encroachment into required yards and the adequacy of the existing code.

Ronald Hasso, resident of 2810 Peakwick Lane, addressed the Commission in opposition to the proposed dimensions, stating that the ordinance, as written, is overly restrictive. He noted that his playhouse has been well received by neighbors and advocated for dimensions of 100 sq. ft., 12 ft. in height, and a 6-foot setback.

Councilmember Sarah Hudson, resident of 2805 Rock Way, provided context on the intent behind the proposal, noting the goal was to create a permit-exempt category for small, unobtrusive playhouses while addressing drainage and neighbor privacy concerns. She noted the 8 foot height limit aligns with the City's recently amended fence ordinance.

Commissioner Jay van Bavel moved to approve the amended Section 107-3 definition of accessory building or structure as presented, with the following modifications to the exempt children's playhouse definition: maximum area of 100 square feet, maximum height of 10 feet, and a minimum setback of 8 feet from the lot line. The motion was seconded by Patricia Barnes. The motion carried with 4 in favor and 1 opposed (Fleming).

4. Update regarding the tree protection subcommittee

Commissioner Jerry Fleming reported that the subcommittee identified three areas of focus for recommended updates to the ordinance. There should be a requirement that 1/4 of the Critical Root Zone (CRZ) be included in tree protection standards, which arborists note is exceptionally important and currently absent from the ordinance. Additionally, there should be a requirement that tree protection notes be included directly on contractor drawings, modeled after City of Austin standards, to improve on-site compliance. Lastly, enforcement language should be strengthened to ensure fines are clearly stated in the ordinance.

The subcommittee anticipates having a draft ready for discussion at the June 3rd Planning and Zoning Commission meeting.

ADJOURNMENT OF MEETING

The meeting was adjourned at 6:54 p.m.

Minutes were adopted on the 3rd day of June 2026.

Dave Bench, Chair

ATTEST:

Nikki Stautzenberger, Development Services Manager

Sec 101-256 – Tree protection requirements

- (a) For all trees shown on plans to be preserved, tree protection shall be installed prior to the start of any site work, including demolition or site preparation, and be maintained continuously throughout the project. Tree protection shall be removed at the end of the project after construction and final grading is complete, but before final inspection. However, in the case of a construction project stopping after demolition or site preparation, the tree protection may be removed if the construction fencing is also removed but it shall be reinstalled before any construction activity resumes. Any premature removal or failure of tree protection can lead to root damage, fines and require remedial tree care. No construction impacts, including but not limited to, digging, trenching, or excavating; soil compaction; grade changes; and chemical exposure and spills, are allowed in the 1/4 CRZ. Within the 1/2 CRZ there shall be no fill, litter, material or tool storage. Also, within the 1/2 CRZ no cut or fill greater than 4 inches is allowed. Within the full CRZ at least 50% shall be preserved at natural grade, with natural grade cover and without any construction impact.
- (b) Fencing is the primary method of tree protection and is intended to prevent access to the Critical Root Zone (CRZ). Tree fencing shall have a minimum height of five feet. Fencing shall be chain link installed on steel posts with a maximum spacing of ten feet between posts. Fencing shall be installed around or beyond the 1/2 CRZ of all preserved trees and any natural areas designated for preservation. For definitions of CRZ, 1/2 CRZ, and 1/4 CRZ refer to Ord. Sec 107-3.
- (c) Whenever protected fencing is located closer than five feet to trunk or when fencing cannot be placed around a tree, tree wrapping shall be installed to protect the first 8 ft of tree height. Material for wrapping shall be dimensional lumber, such as 2x4's, which shall be oriented parallel to and continuously around trunk and secured in place by tightening wires run around the outside of the lumber. Wrapping shall never be secured directly to the tree by screws or other means. Wrapping shall be loosened and retightened every six months to prevent tree from damage as it grows. Branch wrap may be required whenever a major limb is over an access route or close to proposed structure.
- (d) Mulch is required for any section of CRZ that is not protected by fencing or under existing hardscape and has not been approved for impacts (such as building footprint or driveway). Mulch used for tree protection shall be natural wood type. Rough single grind mulch, which resists compaction better than double grind and is usually less expensive is preferred, but any natural wood type is acceptable. Dyed mulch or mulch made from non-biological material such as rubber or stone shall not be used as tree protection.
- (e) Mulch shall be installed to a minimum depth of eight inches and maximum of 12 inches. Mulch shall be replenished as required and shall not be piled against the tree trunk.
- (f) Landscaping installation within the 1/4 CRZ of preserved trees, including trenching for irrigations, soil and planting shall be prohibited.
- (g) Any pruning of trees shall be in compliance with ANSI A300 Standard for tree care.

- (h) If the building official or the police department determines that there is a violation of this section, such building official or police officer may issue a ticket, citation or stop work. Additionally, the building official in collaboration with city arborist consultant shall determine the proper tree remedial action.
- (i) A violation of this section shall constitute a class C misdemeanor that, upon conviction, may result in a fine not exceeding \$2,000.00 per violation. Each day that such violation continues shall constitute a separate offense. Failure to install tree protection fencing before site work commences shall be a \$2,000 fine.

Critical root zone (CRZ) means the area around and under a tree having a radius of one foot per inch of DBH from the trunk of the tree outwards and 24 inches in depth. For example, a tree having a ten-inch DBH the critical root zone is ten feet out from the trunk and 24 inches deep. Similarly, 1/2 CRZ means the area around and under a tree having a radius of 1/2 foot per inch of DBH and 24 inches in depth. Also 1/4 CRZ means the area around and under a tree having a radius of 1/4 foot per inch of DBH and 24 inches depth.

For example, a tree having a twelve-inch DBH the critical root zone (CRZ) is twelve feet out from the trunk and 24 inches deep; the 1/2 CRZ is six feet out from the trunk and 24 inches depth, and 1/4 CRZ is three feet out from the trunk and 24 inches depth.

“Diameter at breast height” or (DBH) means the diameter of a tree measure in inches at a height of 4-1/2 feet above natural grade.

- (a) An application for a building permit must:
- (1) Include a tree survey and protection plan of all existing trees on the property and 10 ft beyond the property line that are at least 12 inches in DBH. The plan must also identify the type, diameter, and species of each tree, indicate whether the tree is designated as a heritage tree, and show the full CRZ, 1/2 CRZ and 1/4 CRZ for each tree.
 - (2) Include a grading and tree protection plan for protecting all protected trees that are not approved for removal. The protection plan submitted for these trees must include actions necessary for the best chance of survival of these protected trees, including adequate watering before, during and after construction until a certificate of occupancy is granted.

Include on the tree survey /protection plan the following plan notes.

Before Construction Notes:

1. All trees shown on plan to be preserved shall be protected per Ord 101-256.
2. Tree protection shall be installed prior to start of any site work, including demolition or site preparation. Refer to Ord 101-256. Failure to provide tree protection before site work may result in a \$2,000 per day fine. A pre-construction meeting before site work to verify that tree protection complies with drawings and ordinances is recommended.
3. Fencing for tree protection shall be chain-link mesh with minimum height of 5 feet and shall be installed around or beyond the Critical Root Zone except as allowed by Ord. 101-256
4. Unfenced sections of the Critical Root Zone shall be covered with mulch at a minimum depth of 8 inches and a maximum depth of 12 inches per Ord. 101-256.
5. Where fencing is located 5 feet or less from trunk of a preserved tree, trunk wrapping shall be installed per Ord. 101-256.
6. Erosion and sedimentation controls shall be installed and maintained so as not to cause silt discharge off property per Ord. 101-250.

During Construction Notes:

1. Trees approved for removal shall be removed in a manner that maintains preservation criteria for trees that remain. Refer to Ord. 101-37.
2. Fencing may not be temporarily moved or removed during development with out prior authorization. The fenced 1/2 Criteria Root Zone shall not be used for temporary fill including tool or material storage of any kind and shall be kept free of litter. Refer to Ord. 101-256.

3. Pruning shall be in compliance with current ANSI A300 standard for tree care p
Ord. 101-256.
4. If the building official or the police department determines that there is a violation of this section, such building official or police officer may issue a ticket, citation or stop work. Additionally, the building official in collaboration with city arborist consultant shall determine the proper tree remedial action.
5. A violation of this section shall constitute a class C misdemeanor that, upon conviction, may result in a fine not exceeding \$2,000.00 per violation. Each day that such violation continues shall constitute a separate offense. Failure to install tree protection fencing before site work commences shall be a \$2,000 fine.

After construction Notes:

1. Tree protection shall be removed at the end of the project after all construction and final grading is complete, but before final inspection. Refer to Ord. 101-256.
 2. Landscape installation within the 1/4 CRZ of preserved trees, including irrigation, soil and plantings, shall comply with Ord. 101-256.
- (3) Demonstrate that the design will preserve the existing natural character of the landscape as to any protected tree not approved to be removed, and
- (4) Include a tree removal permit application with required fees for review of each proposed removal of a protected tree.
- (b) The building official may not release or renew a building permit until a tree removal permit for each protected tree proposed to be removed has been submitted. While the tree removal permit and the building permit may be processed concurrently, the tree removal permit shall not be approved prior to approval of the building permit.

Sec 107-376 – Development application requirements

Plan Notes Supplement

Before Construction Notes:

1. All trees shown on plan to be preserved shall be protected per Ord 101-256.
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4. Unfenced sections of the Critical Root Zone shall be covered with mulch at a minimum depth of 8 inches and a maximum depth of 12 inches per Ord. 101-256.
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3. Pruning shall be in compliance with current ANSI A300 standard for tree care per Ord. 101-256.
4. If the building official or the police department determines that there is a violation of this section, such building official or police officer may issue a ticket, citation or stop work. Additionally, the building official in collaboration with city arborist consultant shall determine the proper tree remedial action.

5. A violation of this section shall constitute a class C misdemeanor that, upon conviction, may result in a fine not exceeding \$2,000.00 per violation. Each day that such violation continues shall constitute a separate offense. Failure to install tree protection fencing before site work commences shall be a \$2,000 fine.

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Tree Protection Criteria Supplement

If site work commences before fencing trees, \$2,000 fine due.

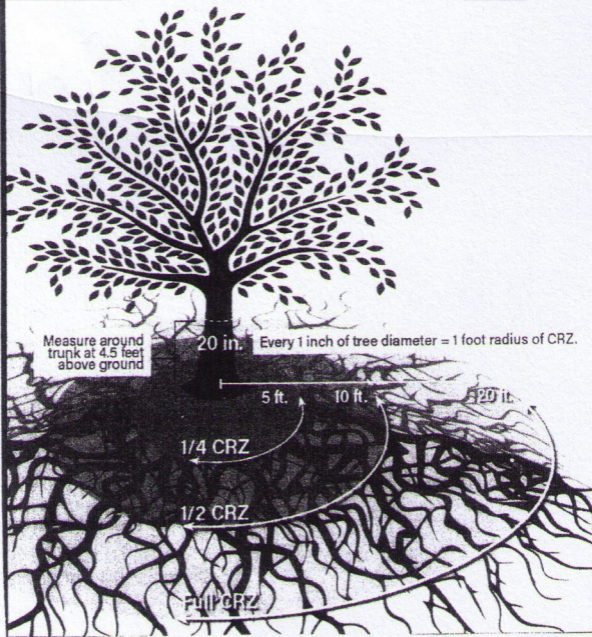


Figure 1

Within 1/4 CRZ no impacts allowed. Within 1/2 CRZ, no cut or fill greater than 4" inches. Within full CRZ 50% of this area preserved without impact.