Planning & Zoning Commission Regular Meeting

Dripping Springs City Hall

511 Mercer Street - Dripping Springs, Texas

Tuesday, July 28, 2026, at 6:00 PM

DRAFT MINUTES

CALL TO ORDER AND ROLL CALL

With a quorum of commissioners present, Chair James called the meeting to order at 6:00 p.m.

Commission Members Present
Mim James, Chair
Tammie Williamson, Vice Chair
Eugene Foster
Douglas Shumway
Evelyn Strong
Theodore Crawford

Commission Members Absent
Christian Bourguignon
Doug Crosson

Staff, Consultants & Appointed/Elected Officials
Planning Director Tory Carpenter
Senior Planner Sara Varvarigos
City Attorney Aniz Alani
City Secretary Diana Boone
Mayor Pro Tem Manassian

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair James.

PRESENTATION OF CITIZENS

A member of the public who wishes to address the Commission regarding items on the posted agenda may do so at Presentation of Citizens. For items posted with a Public Hearing, the Commission requests that members of the public hold their comments until the item is presented for consideration. Members of the public wishing to address matters not listed on the posted agenda may do so at Presentation of Citizens. Speakers are allotted two (2) minutes each and regarding issues not on the agenda and two (2) minutes per item on the agenda may not cede or pool time. Members of the public requiring the assistance of a translator will be given twice the amount of time as a member of the public who does not require the *assistance of a translator to address the Commission. Speakers are encouraged to sign in to speak, but it is not required. By law no action shall be taken during Presentation of Citizens.*

No one spoke during the Presentation of Citizens.

PROCLAMATIONS & PRESENTATIONS

Proclamations and Presentations are for discussion purposes only and no action shall be taken.

1. **Presentation recognizing Commissioner Evelyn Strong for her contributions to the Planning & Zoning Commission.**

   Chair James presented Commissioner Strong with an award in recognition of her contributions during the eight years of service to the Planning & Zoning Commission.

2. **Introduction and administration of Oath of Office and Statement of Officer for new commissioner Theodore Crawford.**

   New Commissioner Theodore Crawford was sworn in by City Secretary Diana Boone and formally introduced by Chair James.

BUSINESS AGENDA

A motion was made by Vice Chair Williamson and seconded by Commissioner Foster, to rearrange the agenda items, moving item 3 to be discussed last on the Business Agenda. The motion carried unanimously 5 to 0.

4. **Consider approval of the May 26, 2026 Planning & Zoning Commission regular meeting minutes.**

   A motion was made by Vice Chair Williamson and seconded by Commissioner Shumway, to approve the May 26, 2026 minutes. The motion carried unanimously 5 to 0.

5. **Public hearing and consideration of recommending an Ordinance approving a Zoning Map Amendment regarding ZA2026-001: Rezoning the 0.3 acre lot located at 200 Bluff St from "Single-family attached residential district garden home" within the Hays Historic District Overlay (SF5-HO), to "Local Retail" within the Hays Historic District Overlay (LR-HO).** *Applicant: Russell Collins on behalf of Mr. & Mrs. Killebrew, owners of Glow Medspa.*

   a. Applicant Presentation

   Russell Collins with Resolve Designs presented, along with property owners Jennifer Killebrew and Jeremy Killebrew.

   b. Staff Report

   Senior Planner Sara Varvarigos presented and recommended approval of the zoning amendment.

c. Public Hearing

No one spoke during the Public Hearing.

d. Ordinance

After the commission initiated the discussion, Chair James reopened the public hearing and gave the applicant an opportunity to address the comments and concerns.

Former Planning & Zoning Commissioner Evelyn Strong expressed concerns regarding parking, noting challenges related to space availability.

Mayor Pro Tem Taline Manassian, a resident of the neighborhood, asked that the commission consider how the proposed zoning amendment would impact the residents.

The applicant responded, stating that the current business plans include only 2 employees and customer appointments could be scheduled to limit the number of customers on-site at one time, minimizing parking impact. She also noted that the business would operate with a 6:00 p.m. closing time and that the intent was to provide customers with a serene environment with minimal noise impact on neighboring properties.

A motion was made by Commissioner Shumway and seconded by Commissioner Foster, to approve the zoning amendment per staff recommendation. The motion carried 4 to 1, with Vice Chair Williamson voting nay.

3. Discussion regarding legal and ethical requirements as they relate to walking quorums and the use of email or other electronic communications by commission members.

a. Definition and examples of walking quorum
b. Risks associated with communications
c. Appropriate use of email and consideration of the Public Information Act

The City Attorney Aniz Alani presented the item for informational purposes. No action was taken.

PLANNING REPORTS

Reports listed are on file and available for review upon request. The Commission may provide staff direction; however, no action shall be taken.

6. Planning Department Report. *Tory Carpenter, Planning Director*

The update was informational; no action was taken.

CLOSED SESSION

The Commission has the right to adjourn into closed session on any item on this agenda and at any time during the course of this meeting to discuss any matter as authorized by law or by the Open Meetings Act, Texas Government Code Sections 551.071 (Consultation With Attorney), 551.072 (Deliberation Regarding Real Property), 551.073 (Deliberation Regarding Prospective Gifts), 551.074 (Personnel Matters), 551.076 (Deliberation Regarding Security Devices or Security Audits), 551.0761 (Deliberation Regarding Critical Infrastructure Facility), and 551.087 (Deliberation Regarding Economic Development Negotiations), and 551.089 (Deliberation Regarding Security Devices or Security Audits). Any final action or vote on any Closed Session item will be taken in Open Session.

The commission did not meet in Closed Session.

ADJOURN

A motion was made by Commissioner Crawford and seconded by Commissioner Foster, to adjourn the meeting. The motion carried unanimously 5 to 0.

The meeting was adjourned at 8:19 p.m.