



CITY OF ROLLINGWOOD CITY COUNCIL MEETING MINUTES

Wednesday, November 20, 2024

The City Council 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 November 20, 2024. Members of the public and the City Council were able to participate in the meeting virtually, as long as a quorum of the City Council 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 REGULAR CITY COUNCIL MEETING TO ORDER

1. Roll Call

Mayor Gavin Massingill called the meeting to order at 7:00 p.m.

Present Members: Mayor Gavin Massingill, Mayor Pro Tem Sara Hutson, Council Member Brook Brown, Council Member Kevin Glasheen, Council Member Phil McDuffee, and Council Member Alec Robinson

Also Present: City Administrator Ashley Wayman, Interim City Secretary Makayla Rodriguez, Development Services Manager Nikki Stautzenberger, Police Chief Kristal Munoz, Utility Billing Manager Veronica Hernandez, and City Attorney Charles Zech

SWEARING-IN CEREMONY OF NEWLY ELECTED OFFICIALS

2. Swearing-In ceremony of newly elected officials: Mayor Gavin Massingill, Council Member Sara Hutson and Kevin Glasheen as Council Member.

Judge Sarah Teten swore in Gavin Massingill as Mayor, Sara Hutson as Council Member, and Kevin Glasheen as Council Member.

3. Recess meeting for five minutes

Mayor Gavin Massingill called for a brief recess at 7:03 p.m.

4. Call City Council meeting back to order

Mayor Gavin Massingill called the meeting back to order at 7:10 p.m.

5. Nomination and election of the Mayor Pro Tempore for a term of one year and to perform the duties of Mayor in the Mayor's absence

Mayor Gavin Massingill moved to nominate Council Member Sara Hutson for Mayor Pro Tem. Council Brook Brown seconded the motion. The motion carried with 4 in favor and 1 abstention (Hutson).

PUBLIC COMMENTS

There were no public comments.

PRESENTATIONS

6. Presentation on residential participation with the EyeOnWater customer portal and discussion of the benefits of participation and ways to encourage and increase participation

Mayor Pro Tem Sara Hutson shared her experience as well as a resident's experience with the EyeOnWater customer portal and discussed its capabilities to detect water leaks. She stated that leak adjustments would not be necessary due to the portal's leak detection.

Council Member Phil McDuffee stated that the Utility Commission had previously discussed reviewing the leak adjustment policy. He continued to share previous efforts made to increase resident participation. Members of City Council discussed ideas to engage the community.

City Administrator Ashley Wayman explained the current leak adjustment policy and that the Utility Commission would revisit the leak adjustment policy in six months to allow the electronic meters to gather more data.

7. Update, discussion and possible action on the MoPac South Expansion Project

City Administrator Ashley Wayman gave an overview of the documents in the agenda packet and explained that there is a schematic map of the proposed plans for the MoPac South Expansion Project available at City Hall. Ms. Wayman and Mayor Gavin Massingill discussed the proposed plans and shared that City of Westlake, Westlake Hills Chamber of Commerce, and residents of Treemont Drive are engaged and open to collaboration during the open house process.

Members of City Council asked questions regarding the MoPac South Expansion project.

Mayor Gavin Massingill stated that he will reach out to Central Texas Regional Mobility Authority (CTRMA) to present.

Amy Pattillo, 3 Rockway Cove, provided information about the timeline of the project, the proposed design, and funding.

Members of City Council and Amy Pattillo discussed the MoPac South Expansion project as well as concerns. Council Member Brook Brown suggested having a collaborative meeting.

Members of City Council, Mayor Gavin Massingill, and Amy Pattillo discussed and asked questions regarding the MoPac South Expansion project. They discussed the proposed plans, City Council feedback, traffic, and other potential impacts of the project.

City Council thanked Amy Pattillo for her work. Mayor Gavin Massingill stated that he will reach out to CTRMA, TxDOT, and Westlake Hills for a collaborative meeting next month.

City Administrator Ashley Wayman shared additional resources regarding the MoPac South Expansion Project.

CONSENT AGENDA

8. Discussion and possible action on the minutes from the October 16, 2024 City Council meeting

Mayor Pro Tem Sara Hutson made a correction to the meeting minutes.

Mayor Pro Tem Sara Hutson moved to approve the meeting minutes with the recommended change. Council Member Brook Brown seconded the motion. The motion carried with 5 in favor and 0 against.

9. Discussion and possible action on an ordinance amending the city's Code of Ordinances to require tree protection during construction

Council Member Brook Brown moved to approve ordinance 2024-11-20-09. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.

REGULAR AGENDA

10. Discussion and possible action to allow the construction of a playhouse/playscape at 2602 Pickwick Lane

City Administrator Ashley Wayman explained that staff was directed to bring back any additional requests received to build a playhouse while abating enforcement of a playhouse at a property discussed at the October City Council meeting. She continued to provide an overview of the proposed playhouse for 2602 Pickwick Lane.

Council Member Alec Robinson moved to allow construction of a playhouse at 2602 Pickwick Lane. Council Member Kevin Glasheen seconded the motion.

Council Member Brook Brown shared concerns regarding the request. Members of City Council discussed the interpretation of the code of ordinances, the permitting process, and what is considered a playhouse with City staff.

City Attorney Charles Zech provided clarification regarding playhouses and the request as well as suggested an amendment to the current motion.

Council Member Brook Brown – No

Council Member Alec Robinson – Yes

Council Member Kevin Glasheen – Abstain

Council Member Phil McDuffee – No

Mayor Pro Tem Sara Hutson – No

The motion failed with 1 in favor, 3 against (Brown, Hutson, and McDuffee), and 1 abstention (Glasheen).

Mayor Pro Tem Sara Hutson discussed the difference between the two playhouses and her reservations in approving the request as a playhouse. City Attorney Charles Zech stated that City staff interpreted the request as a playhouse therefore it will need to be approved as a playhouse.

Council Member Kevin Glasheen moved to abate enforcement of the building code requirements for the playhouse at 2602 Pickwick Lane until further notice . Council Member Phil McDuffee seconded the motion.

Members of City Council discussed distance limitations from the fence line, Planning and Zoning Commission involvement, enforcement, abatement, and the permitting process for accessory buildings and structures.

Council Member Phil McDuffee stated that, in his opinion, the resident should be able to build the playhouse.

Council Member Brook Brown – Yes

Council Member Alec Robinson – Yes

Council Member Kevin Glasheen – Yes

Council Member Phil McDuffee – Yes

Mayor Pro Tem Sara Hutson – Yes

The motion carried with 5 in favor and 0 against.

11. Discussion and possible action to issue an RFP for the construction of a retaining wall and drainage infrastructure in the upper park near the fieldhouse

City Administrator Ashley Wayman stated that the design for the retaining wall was finalized and that city staff received one bid for over \$60,000. She continued to explain that she is requesting authorization for the retaining wall to go out for RFP per purchasing law requirements.

Council Member Kevin Glasheen shared suggestions with City staff regarding bids and materials for the retaining wall.

Council Member Kevin Glasheen moved to approve the request to send the retaining wall out for RFP. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.

12. Discussion and possible action regarding the Water Meter Upgrade Policy approved in November 2021

City Administrator Ashley Wayman shared the progress that was made at the November Utility Commission meeting and that the members recommended to repeal the current Water Meter Upgrade policy.

Mayor Pro Tem Sara Hutson asked questions regarding payment for water meter upgrades while not having a policy in place. City Administrator Ashley Wayman stated that connection fees will still be applied for water meter upgrades.

Council Member Phil McDuffee moved to move forward with repeal of the Water Meter Upgrade Policy. Council Member Alec Robinson seconded the motion. The motion carried with 5 in favor and 0 against.

13. Discussion and possible action regarding a reduction in the number of Comprehensive Residential Code Review Committee (CRCRC) members

Council Member Brook Brown discussed the CRCRC resolution and their quorum requirements. She requested to formally reduce the number of members on the CRCRC to allow them to continue holding meetings.

Council Member Brook Brown moved to reduce the number of members of the CRCRC from the current seven-member commission to a five-member commission. Mayor Pro Tem Sara Hutson seconded the motion.

Council Member Alec Robinson asked questions regarding adding additional members. Council Member Brook Brown stated that the CRCRC is almost finished with their tasks.

The motion carried with 4 in favor and 1 against (Robinson).

14. Discussion and possible action regarding the CRCRC and scope of remaining projects

Council Member Kevin Glasheen requested an update from the CRCRC regarding progress on remaining projects.

Dave Bench, 1 Randolph Place and Chair of the CRCRC, discussed the CRCRC's progress on recommendations to the Planning and Zoning Commission.

15. Discussion and possible action on a resolution to authorize the hiring of an architect or building consultant, as jointly recommended by the P&Z and CRCRC, to review the application of two proposed building height models to a set of building plans as jointly recommended by the P&Z and CRCRC, and to advise the City of the impact of the models on the designated building plans

Council Member Brook Brown discussed the CRCRC's proposal to conduct a workshop with a consultant to understand the impact that the parallel plane method, proposed by the CRCRC, and the segment method, proposed by a member of the Planning and Zoning Commission, would have on lots in Rollingwood. She continued to say that she no longer feels that the segment proposal is appropriate and would like to withdraw the item.

Members of City Council expressed their support regarding the consultant workshop. Council Member Kevin Glasheen requested to know more information about the consultant and cost before approval.

Mayor Gavin Massingill clarified that item 15 contains a recommendation from the Planning and Zoning Commission to request funds for a consultant workshop. City Administrator Ashley Wayman read the recommendation from the Planning and Zoning Commission and stated that they discussed an approximate maximum of \$3,000, but have not selected an architect.

Council Member Kevin Glasheen stated that he is in favor of approving the request if they are able to get it done in a timely manner. Council Member Brook brown stated that she would like to wait until the proposal has been finalized.

Tony Stein, 5012 Timberline Drive and member of the Planning and Zoning Commission, clarified that the use of the segment method is for tenting purposes and not height. He continued to provide context about why the segment method was proposed.

16. Discussion and possible action on an amendment to the Code of Ordinances regarding connecting driveways

Mayor Gavin Massingill explained that the item is back with additional information per Council Member Brook Brown's request at the October City Council meeting. Council Member Brook Brown requested that staff give an overview of the research.

Chief Kristal Munoz gave an overview of the information gathered and requested that, if approved, driveways be required to be at least 30 feet from stop signs for public safety purposes.

17. Discussion on the status of and possible action on the scheduling of public hearings, including possible joint public hearings, of the Council and Planning and Zoning Commission on the following proposed residential zoning ordinances:

- a. an ordinance designating that the front yard of a lot shall be the yard which abuts the addressed street
- b. an ordinance addressing residential lighting and related provisions
- c. an ordinance addressing residential fence height and related provisions
- d. an ordinance addressing residential tree protections and amending the existing residential tree canopy protection ordinance

City Administrator Ashley Wayman reviewed the draft ordinances and stated that they will be discussed at the Planning and Zoning Commission meeting on January 8, 2025. She continued to share staff's recommendations for the public hearing process.

City Council shared feedback regarding the timeline for the public hearing. Members of City Council discussed the residential lighting and related provisions draft ordinance and made amendments. City Administrator Ashley Wayman stated that the amended language can be drafted and ready in time for the public hearing.

Council Member Brook Brown moved the ordinance amending chapter 107 with respect to exterior lighting requirements, the language in subparagraph C, exemptions, add a new paragraph 13 that states "motion activated security lights that are controlled by a timer that deactivates after no more than 10 minutes". Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against

Council Member Brook Brown moved to amend line 131 to add the word “by” between controlled and a. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.

City Council discussed and asked questions regarding light fixtures that are light activated and the residential lighting cutoff restriction at 11:00 p.m. for landscape features. Dave Bench shared the reasoning for the 11:00 p.m. restriction.

City Council discussed shielded lights, the cutoff restriction, and made changes to the residential lighting and related provisions draft ordinance.

Council Member Kevin Glasheen moved to delete section 8, landscape yard lighting through “shall not be used after 11:00 p.m.” and add “light fixtures used for illuminating landscape features shall not exceed 530 lumens”. Council Member Alec Robinson seconded the motion. The motion carried with 5 in favor and 0 against.

Council Member Brook Brown reviewed the residential fence height and related provisions draft ordinance and stated that she had no changes to the proposed version of the draft ordinance.

She continued to reviewed the “residential landscape and tree canopy ordinance” draft ordinance and related comments. City Council discussed, asked questions, and made amendments to the draft ordinance.

Council Member Kevin Glasheen suggested prohibiting removal of additional types of trees. Mayor Gavin Massingill explained that additional changes to the ordinance like this can be made during the public hearing process.

Council Member Brook Brown moved to approve the tree canopy ordinance with the changes that have been discussed for submission for public hearing. Council Member Alec Robinson seconded the motion. The motion carried with 5 in favor and 0 against.

18. Discussion and possible action on a resolution casting votes for the Travis County Appraisal District Board of Directors

City Administrator Ashley Wayman explained that City Council has cast their votes for John Havenstrite in the past and stated that she has prepared a resolution casting all five of the City of Rollingwood’s votes for Mr. Havenstrite. Mayor Gavin Massingill complimented Mr. Havenstrite’s work on the Eanes ISD Board of Trustees.

Mayor Pro Tem Sara Hutson moved to approve resolution 2024-11-20-18 casting the votes for John Havenstrite for TCAD Board of Directors. Council Member Alec Robinson seconded the motion. The motion carried with 5 in favor and 0 against.

19. Discussion and possible action regarding the acceptance of drainage easements for the Hubbard/Hatley/Pickwick Drainage Project

City Administrator Ashley Wayman stated that City was granted a drainage easement from 2800 Hubbard Circle and that the City is still trying to obtain the second easement needed to complete this part of the Hubbard/Hatley/Pickwick Drainage Project. Ms. Wayman explained that this easement will need to be accepted by City Council.

Council member Brook Brown moved approval of the drainage easement for 2800 Hubbard Circle. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.

EXECUTIVE SESSION

20. Executive session pursuant to Texas Government Code Section 551.071 discussion with City Attorney regarding Steve Marcie and Norma Marcie vs. City of Rollingwood, et. al.

The City Council recessed into executive session at 9:48 p.m.

The City Council reconvened into open session at 10:24 p.m.

Mayor Gavin Massingill stated that no action was taken in executive session.

ADJOURNMENT OF MEETING

The meeting was adjourned at 10:24 p.m.

Minutes adopted on the _____ day of _____, 2024.

Gavin Massingill, Mayor

ATTEST:

Makayla Rodriguez, City Secretary