



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

**Wednesday, March 26, 2025**

The City Council and 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 March 26, 2025. Members of the public and the City Council and the Planning and Zoning Commission were able to participate in the meeting virtually, as long as a quorum of the City Council and 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 JOINT CITY COUNCIL AND PLANNING AND ZONING COMMISSION MEETING TO ORDER**

1. City Council Roll Call

**Mayor Pro Tem Sara Hutson called the meeting to order at 7:00 p.m.**

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

2. Planning and Zoning Commission Roll Call

**Chair Dave Bench called the meeting to order at 7:37 p.m.**

**Present Planning and Zoning Members:** Chair Dave Bench, Jerry Fleming, Brian Nash, and Genie Nyer

**Also Present:** City Administrator Alun Thomas, Interim City Secretary Makayla Rodriguez, Development Services Manager Nikki Stautzenberger, City Attorney Charles Zech, and City Planner Amanda Padilla

**PUBLIC COMMENTS**

There were no public comments.

**PRESENTATIONS**

4. Presentation by AlterStudio regarding the assessment of residential building height and proposed height measurement using properties located at 2403 Bettis Boulevard, 5 Rock Way, 4715 Timberline Drive, and 4902 Timberline Drive

Sam Alamo of AlterStudio explained that his presentation will show the comparison of the segment measurement method and the parallel plane method. Mr. Alamo displayed and discussed graphical models of the properties at 2403 Bettis Boulevard, 5 Rock Way, 4715 Timberline Drive, and 4902 Timberline Drive and described the impact that the segment measurement method and the parallel plane method had on the properties.

Members of City Council asked questions of Sam Alamo regarding what method is more frequently used, regulations in surrounding cities, and the differences between the proposed methods. They continued to discuss building regulations, applicable scenarios of the proposed methods, and height measurement.

*Brian Nash joined the meeting at 7:37 p.m.*

Chair Dave Bench discussed the usability of the parallel plane method and Sam Alamo confirmed that it was more straightforward to implement.

Casey Hoffman, resident at 2800 Hatley Drive, asked questions regarding the time spent applying the segment method and the parallel plane method to properties as well as property topography after a home is demolished. Development Services Manager Nikki Stautzenberger discussed the surveying process and demolition on lots.

Alex Robinette, resident at 2500 Hatley Drive, clarified on the CRCRC recommendation regarding finding native grade on property.

## **PUBLIC HEARING**

5. Public hearing and discussion on the assessment of residential building height and proposed height measurement

Mayor Pro Tem Sara Hutson discussed the required legal notice language that was published and clarified that residents would not lose their ability to use their property for its current use.

*Mayor Pro Tem Sara Hutson opened the public hearing at 8:00 p.m.*

There were no public comments.

*Mayor Pro Tem Sara Hutson closed the public hearing at 8:01 p.m.*

## **REGULAR AGENDA**

6. Discussion and possible action based on a recommendation by the Planning and Zoning Commission regarding the appropriation of additional funds for AlterStudio, a third party architectural firm, to present additional graphical models of the two proposals in discussion before the Planning and Zoning Commission to address building height, building height measurement and tenting

Chair Dave Bench explained that members of the Planning and Zoning Commission requested an expansion of the scope of work for the AlterStudio presentation to enhance clarity, which will require the appropriation of additional funds.

City Council and Dave Bench discussed the additional scope of work, future meetings, and next steps. Council Member Brook Brown expressed concern regarding the additional scope of work.

**Council Member Alec Robinson moved to approve the appropriation of additional funds for AlterStudio as requested by the Planning and Zoning Commission for up to \$2,500. Council Member Kevin Glasheen seconded the motion.**

Members of City Council and the Planning and Zoning Commission discussed the motion, the draft ordinance, and the use of one of properties from the presentation to display the requested additional scope of work.

Council Member Brook Brown continued to discuss the use of the property as well the specific insights she hopes to gain from the graphical model. Members of the Planning and Zoning Commission and Sam Alamo discussed the use of scale for additional context.

City Administrator Alun Thomas stated that the additional funds requested by the Planning and Zoning Commission can be appropriated.

*Brian Nash left at 8:52 p.m.*

Chair Dave Bench clarified on the scope of work that the Planning and Zoning Commission is requesting.

**Council Member Alec Robinson amended the motion to not model the existing ordinance. Council Member Kevin Glasheen accepted the amendment. The motion carried with 4 in favor and 1 abstention (Brown).**

### **ADJOURNMENT OF MEETING**

**The meeting was adjourned at 8:59**

**Minutes adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.**

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**Gavin Massingill, Mayor**

**ATTEST:**

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**Makayla Rodriguez, City Secretary**

Minutes adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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**Dave Bench, Chair**

**ATTEST:**

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**Makayla Rodriguez, City Secretary**