



**CITY OF ROLLINGWOOD  
JOINT CITY COUNCIL, PLANNING AND ZONING COMMISSION AND  
COMPREHENSIVE RESIDENTIAL CODE REVIEW COMMITTEE  
MINUTES**

**Wednesday, September 04, 2024**

The City Council, Planning and Zoning Commission, and Comprehensive Residential Code Review Committee 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 September 4, 2024. Members of the public and the City Council, Planning and Zoning Commission, and Comprehensive Residential Code Review Committee were able to participate in the meeting virtually, as long as a quorum of the City Council, Planning and Zoning Commission, and Comprehensive Residential Code Review Committee 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, PLANNING AND ZONING COMMISSION AND COMPREHENSIVE RESIDENTIAL CODE REVIEW COMMITTEE MEETING TO ORDER**

1. Roll Call

**Mayor Gavin Massingill called the meeting to order at 6:02 p.m.**

**Present City Council 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

**Present Planning and Zoning Commission Members:** Chair Dave Bench, Jerry Fleming, Michael Hall, Brian Nash, Genie Nyer, Tony Stein, and Michael Rhodes (Virtually)

**Present CRCRC Members:** Chair Dave Bench, Jay van Bavel, Duke Garwood, and Alex Robinette

*Brian Rider joined the meeting at 6:08 p.m.*

**Also Present:** City Administrator Ashley Wayman, Assistant to the City Administrator Makayla Rodriguez, Development Services Manager Nikki Stautzenberger, and Attorney Charles Zech

**PUBLIC COMMENTS**

There were no public comments.

**REGULAR AGENDA**

2. Discussion regarding recommendations from the CRCRC regarding residential landscape and tree canopy management

*Brian Rider joined the meeting at 6:08 p.m.*

City Administrator Ashley Wayman explained that the recommendations from CRCRC have been reviewed by City Council and are in draft ordinance form. She stated that the item was not posted for action.

Jay van Bavel, 5012 Timberline Drive and member of the CRCRC, explained the recommended changes to the tree maintenance ordinance. Mr. Van Bavel discussed added definitions, tree replacement, and tree removal.

City Council asked questions of Mr. Van Bavel regarding the heritage trees, protected trees, and critical root zones.

Tony Stein, 5012 Timberline Drive and member of the Planning and Zoning Commission asked questions of Mr. van Bavel on how scenarios would apply to the recommendations and long-term management.

City Administrator Ashley Wayman discussed the next steps for the residential landscape and tree canopy management recommendations.

3. Discussion regarding recommendations from the CRCRC regarding residential building height and related provisions

City Administrator Ashley Wayman explained the items in the packet.

Duke Garwood, 5 Rock Way Cove and member of the CRCRC, discussed his experience on the CRCRC as well as complimented Alex Robinette for her work on the committee.

Alex Robinette, 2501 Bettis Boulevard and member of the CRCRC, shared a history of the CRCRC recommendations. She discussed the building height, the building height survey results, alternative building height methods, and how other cities are measuring height.

Members of City Council asked questions of Ms. Robinette regarding building height, building height methods, and special exceptions.

City Attorney Charles Zech stated the difference between a special exception and a variance.

Members of City Council and the Planning and Zoning Commission continued discussion on building height with Alex Robinette.

Shanthi Jayakumar, 3309 Park Hills Drive, thanked City Council, Planning and Zoning Commission, and the CRCRC for their service as well as discussed feedback and building height.

Jeff Ezell, 4709 Timberline Drive, discussed a home in Rollingwood and the parallel plane method. He also discussed alternative building height methods.

City Council members asked questions of Mr. Ezell regarding parallel plane and alternative building height methods.

Ryan Clinton, 4714 Timberline Drive, presented an example to represent a sloped lot and discussed the role of the Planning and Zoning Commission as well as building height in other cities.

City Council and members of the CRCRC asked questions of Ryan Clinton regarding building height.

Members of the CRCRC and the City Council discussed building height, the parallel plane method, and building height in other cities.

Genie Nyer, 206 Ashworth Drive and member of the Planning and Zoning Commission, discussed the building height survey and vegetative barriers.

Amy Patillo, 3 Rock Way Cove, shared her appreciation for the CRCRC's consideration to her concerns and expressed other considerations.

City Council discussed survey participation and thanked everyone for their efforts.

Tony Stein, 5012 Rollingwood Drive and member of the Planning and Zoning Commission, thanked members of the CRCRC and discussed his desire to have a simple solution for building height.

Mayor Gavin Massingill thanked everyone for their participation.

4. Discussion regarding recommendations from the CRCRC regarding side yard projections in the Residential Zoning District

City Administrator Ashley Wayman discussed the attachments in the packet.

Chair Dave Bench discussed side yard projections and recommendations.

Members of City Council and the Planning and Zoning Commission asked questions of Mr. Bench regarding eaves and the building height survey.

Alex Robinette explained the side yard projection recommendations.

Members of the Planning and Zoning Commission continued to discuss and ask questions about side yard projections and drainage.

Jeff Ezell, 4709 Timberline Drive, stated that he agrees with limitations for projections and asked questions regarding setbacks.

5. Discussion and possible action on a recommendation from the CRCRC that the City Council and Planning and Zoning Commission hold a workshop regarding the proposed amendments related to residential building height

Mayor Gavin Massingill explained the purpose of the item and discussed the concept of the CRCRC workshop.

Thom Farrell, 3223 Park Hills Drive and member of the CRCRC, discussed the desire to hold a CRCRC workshop.

Members of City Council and Thom Farrell discussed what parties should be present for the workshop as well as building height proposals.

Council Member Alec Robinson stated his support for the workshop.

6. Discussion and possible action to schedule future public meetings or hearings, which may be joint meetings, or public hearings, regarding topics including but not limited to residential building height, side yard projections, and residential landscape and tree canopy management

City Administrator Ashley Wayman explained the intent of the item.

City Council asked questions regarding the recommendation approval process and future meeting dates.

City Administrator Ashley Wayman discussed the public hearing process.

Mayor Gavin Massingill and Chair Dave Bench discussed next steps.

Members of Planning and Zoning discussed future meetings. They agreed to meet on Tuesday, September 10, 2024.

**ADJOURNMENT OF MEETING**

**The meeting was adjourned at 9:15 p.m.**

**Minutes adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.**

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**Gavin Massingill, Mayor**

**ATTEST:**

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**Ashley Wayman, City Administrator**

**Minutes adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.**

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**Dave Bench, Chair**

**ATTEST:**

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**Ashley Wayman, City Administrator**

Minutes adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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**Dave Bench, Chair**

**ATTEST:**

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**Ashley Wayman, City Administrator**