



## **CITY OF ROLLINGWOOD PLANNING AND ZONING COMMISSION MEETING MINUTES**

**Wednesday, February 05, 2025**

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 February 5, 2025. 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 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 ROLLINGWOOD PLANNING AND ZONING COMMISSION MEETING TO ORDER**

1. Roll Call

**Chair Dave Bench called the meeting to order at 6:00 p.m.**

**Present Members:** Chair Dave Bench, Jerry Fleming, Genie Nyer, and Michael Hall

**Also Present:** Interim City Secretary Makayla Rodriguez, Development Services Manager Nikki Stautzenberger, and City Planner Amanda Padilla

*Tony Stein joined the meeting at 6:07 p.m.*

### **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

2. Discussion and possible action on the minutes from the January 8, 2025 Planning and Zoning Commission meeting

**Jerry Fleming moved to accept the meeting minutes. Genie Nyer seconded the motion. The motion carried with 4 in favor and 0 against.**

### **PUBLIC HEARING**

3. Public hearing, discussion and possible action on amending Chapter 107 Sec. 107-76 (Minimum required depth and width of yards) related to Residential side yard projections

*Chair Dave Bench opened the public hearing at 6:01 p.m.*

Aparna Goyal, 408 Wallis Drive, asked questions regarding the impact of the proposed amendments. Development Services Manager Nikki Stautzenberger provided clarity regarding the changes.

*Chair Dave Bench opened the public hearing at 6:07 p.m.*

*Tony Stein joined the meeting at 6:07 p.m.*

**Jerry Fleming moved to accept the draft ordinance amending chapter 107 Section 107-76 minimum required depth and width of yards shown in the meeting packet. Genie Nyer seconded the motion.**

Tony Stein asked for clarification regarding the draft ordinance.

**The motion carried with 5 in favor and 0 against.**

## **REGULAR AGENDA**

### 4. Discussion and possible action on structures in required yards

Development Services Manager Nikki Stautzenberger shared previous discussions with the Planning and Zoning Commission regarding the interpretation of definitions.

Jerry Fleming suggested adding a definition for equipment.

**Chair Dave Bench moved that the Planning and Zoning Commission add a definition in the code for equipment and that the definition will include HVAC units, pool equipment, and generators. Jerry Fleming seconded the motion. The motion carried with 5 in favor and 0 against.**

The Planning and Zoning Commission discussed HVAC units and placement.

**Jerry Fleming moved to accept the HVAC as shown with the condition that we have a minimum of 10ft. Genie Nyer seconded the motion.**

The Planning and Zoning Commission shared concerns regarding the motion and discussed the placement of HVAC units as well as how surrounding cities address HVAC units.

**The motion carried with 3 in favor and 2 against (Stein and Hall).**

The Planning and Zoning Commission discussed generators, impacts of generators, and yard placement for generators.

**Jerry Fleming moved that generators be screened from public view in all locations and the locations be limited to the following: they're allowed in required side yards provided the 10ft minimum from the property line and except existing building are exempt, they're not**

**allowed in required front yard, and they are allowed in required backyard. Genie Nyer seconded the motion.**

Members of the Planning and Zoning Commission discussed the impact of the motion and screening.

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

The Planning and Zoning Commission discussed pool equipment, storage, and screening.

**Genie Nyer moved that pool equipment storage requirements for new construction after the adoption of the ordinance require that the pool equipment be allowed in a required side yard if it is 10ft from property line, it will not be allowed in front yard, and it will be allowed in the required backyard. Jerry Fleming seconded the motion. The motion carried with 3 in favor and 2 against (Hall and Stein).**

5. Update, discussion and possible action on a report from the Accessory Building and Structures subcommittee and a recommendation for accessory buildings

The Planning and Zoning Commission discussed the reports from the Accessory Building and Structures subcommittee as well as definitions for playscapes, accessory buildings, and structures. They discussed next steps for the subcommittee and the code of ordinances.

Development Services Manager Nikki Stautzenberger, City Planner Amanda Padilla of DNRBSZ, and the Planning and Zoning Commission discussed next steps.

The Planning and Zoning Commission reviewed and discussed an Accessory Building and Structures subcommittee report from Brian Nash. They continued discussion on definitions and placement of playhouses and playscapes.

Development Services Manager Nikki Stautzenberger stated that defining terms brings more clarity in the code of ordinances.

The Planning and Zoning Commission continued discussion of playhouses and playscapes as well as definitions and placement. City Planner Amanda Padilla shared the definition of playhouse from American Planning Association dictionary. The Commission continued discussion on placement of playhouses and playscapes.

**Genie Nyer moved to use the definition from the American Planning Association dictionary and that we define playscape and playhouse together as a free standing structure with a maximum height of 12ft and a 120sqft footprint and recommend that it either be placed in the backyard 5ft from the property line or placed in the side yard 10ft from the property line. Tony Stein seconded the motion. The motion carried with 3 in favor and 2 against (Fleming and Hall).**

The Planning and Zoning Commission discussed next steps.

**Chair Dave Bench moved to go to City Council and request additional guidance if there is more that needs to be done. Genie Nyer seconded the motion. The motion carried with 5 in favor and 0 against.**

6. Discussion and possible action on clarification regarding CRCRC side yard projection recommendation

Chair Dave Bench stated that there is no action needed for this item.

7. Discussion and next steps regarding consultant review and assessment of proposed segmenting and parallel plane height measurement approaches

Chair Dave Bench shared that he reached out to AlterStudio to get a cost estimate to review and assess properties using the segmenting and parallel plane height measurement approaches. He stated that he will request the funds from City Council at their next meeting.

Council Member Brook Brown and the Planning and Zoning Commission discussed building height measurement, building height, and the draft ordinance.

8. Discussion and possible action on a recommendation for fence construction materials

*The Planning and Zoning Commission did not discuss this item.*

9. Discussion and possible action on an updated recommendation regarding Code Enforcement from Planning and Zoning Commission and CRCRC

Chair Dave Bench shared the joint recommendation from the CRCRC and the Planning and Zoning Commission.

**Chair Dave Bench moved to send to City Council. Jerry Fleming seconded the motion. The motion carried with 5 in favor and 0 against.**

10. Discussion and update regarding a recommendation for comprehensive drainage

Chair Dave Bench shared the CRCRC recommendation with the feedback from the Planning and Zoning Commission as well as Mayor Gavin Massingill for comprehensive drainage.

Chair Dave Bench discussed the possibility of addressing drainage at the Planning and Zoning level. The Planning and Zoning Commission discussed the Drainage Criteria Manual and Council Member Brook Brown discussed the Water CIP project as well as drainage in the City.

### **ADJOURNMENT OF MEETING**

**The meeting was adjourned at 9:46 p.m.**

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

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**Dave Bench, Chair**

**ATTEST:**

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**Makayla Rodriguez, City Secretary**