



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

**Wednesday, February 07, 2024**

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 7, 2024. 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 6:11 p.m.**

**Members Present:** Brian Nash, Michael Rhodes, Tony Stein, and Dave Bench

**Also Present:** City Administrator Ashley Wayman, City Attorney Lee Simmons, Assistant City Administrator Desiree Adair, and Development Services Manager Nikki Stautzenberger

### **PUBLIC COMMENTS**

There were no public comments.

### **CONSENT AGENDA**

#### 2. Discussion and possible action on the minutes from the November 1, 2023 Planning and Zoning Commission meeting

**Brian Nash moved to approve the minutes. Tony Stein seconded the motion. The motion carried with 4 in favor and 0 against.**

### **REGULAR AGENDA**

#### 3. Discussion regarding a preliminary recommendations report from the Comprehensive Residential Code Review Committee

Chair Dave Bench discussed the preliminary Comprehensive Residential Code Review Committee (CRCRC) recommendations that were presented at the January 17<sup>th</sup> City Council meeting.

Mr. Bench mentioned the number of responses to the CRCRC survey and the number of write-in responses.

The Planning and Zoning Commission discussed the response rate, data analysis and feedback from the survey.

Chair Dave Bench stated that the CRCRC recommendations were unanimous. The CRCRC has now created subcommittees to provide more detail with these recommendations. Mr. Bench proceeded to read through and discuss with the Commission the CRCRC guiding principle and recommendations.

The Planning and Zoning Commission discussed considerations and recommendations including topography, lot size, grade, building height, method for measuring building height, building envelope, exposed foundations within public view, side, front, and rear setbacks, nonconformance, fire insurance rates, corner driveways, maximum fence height, materials for fences, heritage trees, and light trespass.

4. Thank Greg Demas for his service on the Planning and Zoning Commission

Chair Dave Bench and the members of the Planning and Zoning Commission thanked Greg Demas for his service on the Commission.

5. Discussion regarding open position on Planning and Zoning Commission

Chair Dave Bench stated that we have an open position and asked the Planning and Zoning Commission members to encourage people to apply.

Assistant City Administrator Desiree Adair stated that everyone that was up for reappointment on the Planning and Zoning Commission was reappointed at the last City Council meeting. She explained that City Council will need to accept the resignation submitted, and then Council will have the opportunity to appoint a new member from the list of applicants.

*Brian Nash left the meeting at 7:54 p.m.*

**ADJOURNMENT OF MEETING**

**The meeting was adjourned at 7:54 p.m.**

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

\_\_\_\_\_  
**Dave Bench, Chair**

**ATTEST:**

\_\_\_\_\_  
**Desiree Adair, City Secretary**