



## **CITY OF ROLLINGWOOD CITY COUNCIL MEETING MINUTES**

**Wednesday, March 19, 2025**

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 March 19, 2025. 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 Alun Thomas, Interim City Secretary Makayla Rodriguez, Development Services Manager Nikki Stautzenberger, Police Chief Kristal Munoz, Utility Billing Manager Veronica Hernandez, and City Attorney Charles Zech

### **PUBLIC COMMENTS**

There were no public comments.

### **PRESENTATIONS**

2. Mayor's State of the City Address

Mayor Gavin Massingill highlighted the accomplishments of City staff and provided updates on ongoing projects. He noted the successful completion of Phase 1 of the Google Fiber installation, the citywide installation of electronic meters, staff additions, and a positive audit outcome. He also discussed the addition of guardrails along Bee Cave Road, extensive tree trimming and beautification efforts by the Public Works Department, and the Police Department's continued initiatives to bring awareness to road safety. Mayor Gavin Massingill continued to introduce and welcome Alun Thomas as the new City Administrator.

3. Police Chief presentation regarding department recruitment efforts

Police Chief Kristal Munoz discussed the Department's progress on recruitment efforts as well as pending applicants.

### **CONSENT AGENDA**

All Consent Agenda items listed are considered to be routine by the City Council and may be enacted by one (1) motion. There will be no separate discussion of Consent Agenda items unless a City Council Member has requested that the item be discussed, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Regular Agenda.

4. Discussion and possible action on the minutes from the February 19, 2025 City Council meeting
5. Discussion and possible action on a resolution to suspend the effective date of the interim Gas Reliability Infrastructure Program rate adjustment from Texas Gas Service
6. Discussion and possible action on a resolution amending the City of Rollingwood's Authorized Representatives for Texpool

**Council Member Brook Brown moved to approve the Consent Agenda. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.**

### **REGULAR AGENDA**

7. Update and discussion on a proposed beautification project at the corner of Rollingwood Drive and Wallis Drive

Mayor Gavin Massingill recalled a previous conversation to improve the corner of Rollingwood Drive and Wallis Drive and stated that the Rollingwood Women's Club is interested in funding a beautification project. Mayor Gavin Massingill recommended that the RCDC and the Park Commission discuss the proposed project at their meetings to solicit feedback.

8. Discussion and possible action on a recommendation from the Utility Commission to update the utility bill appeals policy

City Administrator Alun Thomas explained that the Utility Commission recommended to require residents to be signed up for the EyeOnWater Customer Portal as well as enrolled in a leak alert in order to be considered for a leak adjustment.

Council Member Phil McDuffee discussed efforts by Utility Billing Manager Veronica Hernandez to notify residents of high water consumption.

Members of City Council discussed and asked questions regarding the EyeOnWater customer portal's capabilities pertaining to leak alerts and user accessibility.

**Council Member Phil McDuffee moved to accept the appeals process as recommended by the Utility Commission. Council Member Kevin Glasheen seconded the motion. The motion carried with 5 in favor and 0 against.**

9. Discussion and possible action on amendments to Sections 107-3 (Definitions) and 107-75 (Yards, generally) to provide that the front yard of a lot shall be the yard which abuts the addressed street, providing for the location of the primary entrances

Council Member Brook Brown discussed the proposed ordinance and recommended that it be approved.

**Council Member Brook Brown moved to approve ordinance 2025-03-19-09 regarding the front yard and the addressed street of a lot. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.**

10. Discussion and possible action on the addition of Section 107-81 (Fences) to the city's Code of Ordinances to provide for a standard allowable fence height of 8 feet and for a special exception for fences exceeding 8 feet in height

Council Member Brook Brown discussed that the amendments to the fence ordinance specifies the maximum height of a fence as well as recommended approval.

**Council Member Brook Brown moved approval of ordinance 2025-03-19-10. Council Member Alec Robinson seconded the motion.**

Members of City Council and Development Services Manager Nikki Stautzenberger discussed engineering involvement as well as the international building code.

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

11. Discussion and possible action on the addition of Sections 107-5 (Residential Lighting Manual) and 107-81 (Exterior Lighting Requirements) to the city's Code of Ordinances

Council Member Brook Brown shared a recap of the item and stated that the Planning and Zoning Commission recommended approving the proposed ordinance concepts as best practices. City Council reviewed and discussed the draft ordinance as well the need to address exterior lighting issues.

**Council Member Kevin Glasheen moved to adopt ordinance 2025-03-19-11. Council Member Phil McDuffee seconded the motion.**

Dave Bench, resident at 1 Randolph Place and Chair of the Planning and Zoning Commission, mentioned that the recommendation originally came from the CRCRC and that the committee recommended approval as an ordinance.

**Council Member Brook Brown – Yes**

**Council Member Alec Robinson – No**

**Council Member Kevin Glasheen – Yes**

**Council Member Phil McDuffee – Yes**

**Mayor Pro Tem Sara Hutson – Yes**

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

12. Discussion and possible action on amendments to Chapter 107 of the City of Rollingwood's Code of Ordinances Section 107-369 to Section 107-379 to Residential Landscape and Tree Canopy Management

Council Member Brook Brown discussed the draft ordinance and stated that the amendments will add additional protections for trees. She continued to give an overview of other edits that she would like to address within the draft ordinance.

Jay van Bavel, resident at 5012 Timberline Drive and member of the CRCRC, shared his recommended amendments regarding critical root zones and heritage trees.

Council Member Brook Brown reviewed a version of the draft ordinance with her recommended edits.

**Council Member Brook Brown moved to consider the changes by Jay van Bavel and include them in the draft ordinance to be brought back. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 4 in favor and 1 against (Robinson).**

**Council Member Brook Brown moved to approve inserting "Subdivision 3" in lines 41 and 43 as well as the deletion of the words "deleted and" on line 41. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.**

**Council Member Kevin Glasheen moved to adopt a wording change for clarity on lines 128 and 129 of the draft ordinance. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against**

**Council Member Kevin Glasheen moved to adopt an edit for clarity on lines 151 to 153 for drafting. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.**

**Council member Kevin Glasheen moved to adopt the recommendation to draft the additional language "Shall be considered removed and" at the end of line 156 of the draft ordinance. Council Member Brook Brown seconded the motion. The motion carried with 5 in favor and 0 against.**

**Council Member Kevin Glasheen moved to recommend approval of adding a definition for "Mitigation" between lines 162 and 163 of the draft ordinance. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.**

**Council Member Kevin Glasheen moved to recommend approval of the amendment to the term "City Arborist" on line 162 of the draft ordinance. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.**

City Council and Development Services Nikki Stautzenberger discussed the difference between draft ordinance versions in the meeting packet.

**Council Member Brook Brown moved to strike lines 163 and 164 of the draft ordinance and replace with the following "Building Official for the purpose of this subdivision means the City Development Officer". Council Member Kevin Glasheen seconded the motion. The motion carried with 5 in favor and 0 against.**

**Council Member Brook Brown moved to replace the word “City Development Official” with “Building Official” throughout proposed ordinance except for lines 163 to 164 of the draft ordinance. Council Member Kevin Glasheen seconded the motion. The motion carried 5 in favor and 0 against.**

**Council Member Brook Brown moved to recommend that lines 191 through 195 be added to Subsection C of the draft ordinance. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.**

**Council Member Kevin Glasheen moved to accept the drafting recommendation to lines 211 to 213 of the draft ordinance. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.**

**Council Member Kevin Glasheen moved to adopt the drafting recommendation to lines 214 to 227 of the draft ordinance. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against**

**Council Member Brook Brown moved to keep language as drafted for lines 222 to 227 of the draft ordinance. Council Member Kevin Glasheen seconded the motion. The motion carried with 5 in favor and 0 against.**

**Council Member Kevin Glasheen moved to accept the recommended changes to lines 244 to 245 of the draft ordinance. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.**

**Council Member Brook Brown moved to remove the language in lines 313 to 314 upon removal of “protected tree” and make appropriate changes to the prior clause. Council Member Kevin Glasheen seconded the motion. The motion carried with 5 in favor and 0 against.**

**Council Member Brook Brown moved to change “building footprint” to “buildable area” on line 344 of the draft ordinance. Council Member Kevin Glasheen seconded the motion. The motion carried with 4 in favor and 1 against (Robinson).**

**Council Member Brook Brown moved to amend line 374 of the draft ordinance to reflect the correct subsection. Council Member Kevin Glasheen seconded the motion. The motion carried with 5 in favor and 0 against.**

**Council Member Brook Brown moved to make grammatical changes to lines 384 to 385 of the draft ordinance. Council Member Kevin Glasheen seconded the motion. The motion carried with 5 in favor and 0 against.**

**Council Member Kevin Glasheen moved to draft discussed amendments on line 418 of the draft ordinance. Council Member Brook Brown seconded the motion. The motion carried with 5 in favor and 0 against.**

**Council Member Brook Brown moved to strike language on line 438 of the draft ordinance relating to approval of the building footprint. Mayor pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.**

City Council and City Attorney Charles Zech discussed provision amendments to the draft ordinance.

**Council Member Kevin Glasheen moved to accept Charlie’s drafting suggestion to the draft ordinance. Council Member Brook Brown seconded the motion. The motion carried with 5 in favor and 0 against.**

Mayor Gavin Massingill explained that City staff will bring back the draft ordinance with the approved amendments at the next meeting.

City Council and Development Services Manager Nikki Stautzenberger discussed further revisions to the draft ordinance concerning the removal of dead or dying trees without requiring a permit.

Dave Bench shared an example involving a resident's experience with the cost for a tree removal permit for a dying tree.

Council Member Brook Brown requested that Development Services Manager Nikki Stautzenberger make a recommendation for addressing the removal of dead or dying trees.

**Council Member Brook Brown moved to bring agenda item 12 back at the April City Council meeting. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.**

13. Discussion and possible action on amending Chapter 107 Sec. 107-76 (Minimum required depth and width of yards) related to Residential side yard projections

Council Member Brook Brown explained the amendments to the draft ordinance and recommended approval.

Alex Robinette, resident at 2500 Hatley Drive, discussed concerns in the draft ordinance regarding limitations to projections. She continued to review the draft ordinance language with members of City Council.

**Council Member Kevin Glasheen moved to amend line 43 paragraph F to say “Projections shall not contain habitable space.” and delete “Except for bay windows 10 feet wide or less”. Mayor Pro Tem Sara Hutson seconded the motion.**

**Council Member Brook Brown moved to amended Council Member Kevin Glasheen’s motion to adopt ordinance 2025-03-19-13 as drafted with the changes mentioned. Council Member Kevin Glasheen accepted the amended motion. The motion carried with 5 in favor and 1 against (Robinson).**

14. Discussion and possible action regarding new proposed Code Section for Protection of Utility Easements

**Council Member Brook Brown moved to bring item 14 back to the next City Council meeting. Council Member Alec Robinson seconded the motion. The motion carried with 5 in favor and 0 against.**

15. Discussion and possible action regarding maintenance of the baseball fields and replacement of the sprinkler system

Council Member Kevin Glasheen discussed the irrigation system at the ball fields and stated that Public Works Director Izzy Parra recommended replacing the sprinkler system. He continued to say that there is interest to improve the irrigation system as well as discussed possible funding options.

Council Member Brook Brown asked questions regarding the irrigation system within the park.

Mayor Gavin Massingill and interim City Secretary Makayla Rodriguez discussed field maintenance and confirmed that there wouldn't be an interference with the Rollingwood Women's Club Easter event on Saturday, April 19, 2025, at 9:00 a.m.

**Council Member Kevin Glasheen moved that the Easter event in the park on April 19<sup>th</sup> should not coincide with any maintenance of the baseball fields. Council Member Brook Brown seconded the motion. The motion carried with 5 in favor and 0 against.**

16. Discussion and possible action on the purchase of up to five (5) license plate readers, in an amount not to exceed \$15,000, to monitor roadways entering Rollingwood

Council Member Kevin Glasheen shared previous discussions with Police Chief Kristal Munoz concerning the use of Flock cameras and requested an update. Police Chief Kristal Munoz stated that she is scheduled to meet with Flock to discuss recommendations of camera placement. They continued to discuss the Flock camera's capabilities and next steps.

17. Update and discussion on the March 26, 2025, joint public hearing regarding an ordinance amending Chapter 107 of the City of Rollingwood code of Ordinances related to residential building heights and height measurement

Council Member Brook Brown discussed the presentation given at the regular March Planning and Zoning meeting related to residential building heights. She continued to say that the Planning and Zoning Commission does not yet have a quorum for the March 26, 2025, joint public hearing and shared her expectations for the meeting.

Members of City Council discussed possible alternative solutions if the joint public hearing could not take place.

### **ADJOURNMENT OF MEETING**

**The meeting was adjourned at 10:28 p.m.**

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

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**Gavin Massingill, Mayor**

**ATTEST:**

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**Makayla Rodriguez, City Secretary**