

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: June 17, 2026

Submitted By:

Staff on behalf of Councilmember Kevin Glasheen

Agenda Item:

Discussion and possible action regarding the project scope and authorizing the mayor to prepare a bid package for the proposed off-leash area and parking lot improvements at Rollingwood Park

Description:

On May 8, 2026, the Rollingwood Park Design Group held a meeting to discuss potential ideas for the Rollingwood Park parking lot and an off-leash area. This meeting included members from City Council, Park Commission, and the Rollingwood Community Development Corporation.

On May 12, 2026, the Park Commission held a meeting which centered around potential pavement for the parking lot and the off-leash area.

During its May 13, 2026, meeting, City Council approved moving forward with using concrete for the parking lot, and proceeding with "Plan 16", a .59-acre off-leash area at Rollingwood Park. Below is the language from the motions:

Councilmember Kevin Glasheen moved to approve "Plan 16" as the general design and layout for the park improvement project, including the revised parking lot layout, removal of the north parking lot area, irrigation improvements, and other conceptual elements discussed during the meeting, while recognizing that specific details such as fencing would return for further review. The motion was seconded by Councilmember Kevin Schell. The motion carried with 5 in favor and 0 against.

Councilmember Brook Brown moved to approve the recommended next steps outlined in the Lochner memo related to engineering and drainage review for the proposed park improvements and directed that progress updates be reported back to City Council as the work proceeds. Discussion clarified that the review would focus on the approved concrete parking lot concept and associated drainage impacts, with additional analysis to be completed by Lochner as needed. Councilmember Kevin Schell seconded the motion. The motion carried with 5 in favor and 0 against.

During its June 8, 2026 meeting, the RCDC board reaffirmed its intention to fund all or some of the proposed park improvements, subject to available funds and the total project cost.

This Council agenda item allows Council to further discuss and refine the projects' details as directed in the first motion (such as discussing possible fencing options) and to authorize the mayor to prepare a bid package for these projects.

Currently, staff have been coordinating efforts between the City, Sitio Designs, and Robert Dial to ensure that the City Engineer, Lochner, will receive design drawings for the approved concepts that are sufficient for Lochner's verification of the engineering analysis of the stormwater runoff.

As a reminder, below are Lochner's recommendations to the City on the next steps:

Completed:

- Park Commission selects a preferred pavement option to advance to design.

In progress:

- Confirm existing pavement and compacted base limits and proposed expansion limits.
- Confirm TCEQ Edwards Aquifer Recharge Zone applicability, including whether the work requires a new WPAP, modification, exception, or no separate submittal based on existing approval.
- Obtain planning-level cost estimates from Sitio Design for all three pavement options, inclusive of probable drainage mitigation, water quality, underdrain, and downstream discharge control costs.
- Develop a drainage layout that controls runoff at the eastern property line and avoids creating an adverse concentrated discharge condition.

Still to do:

- Complete formal hydrologic calculations and confirm whether detention, equivalent drainage mitigation, a TCEQ submittal, or a water quality BMP for applicable TCEQ Chapter 213 compliance is required.
- Prepare an Operations and Maintenance plan for any drainage facility or permeable pavement BMP.

Action Requested:

To discuss and consider the project scope and to authorize the mayor to prepare a bid package for the proposed off-leash area and parking lot improvements at Rollingwood Park

Fiscal Impacts:

The fiscal impact from this item depends upon City Council's decision

Attachments

- Park Design