



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

**Wednesday, May 21, 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 May 21, 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 Pro Tem Sara Hutson called the meeting to order at 7:04 p.m.**

**Present Members:** 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, City Secretary Makayla Rodriguez, Development Services Manager Nikki Stautzenberger, Police Chief Kristal Muñoz, and City Attorney Charles Zech

### **PUBLIC COMMENTS**

There were no public comments.

### **PRESENTATIONS**

2. Presentation by AlterStudio regarding the assessment of residential building height and proposed height measurement using properties located at 2403 Bettis Boulevard, 5 Rock Way Cove, 4715 Timberline Drive, and 4902 Timberline Drive

Ernesto Cragolino of AlterStudio reviewed and discussed graphical models for 2403 Bettis Boulevard, 5 Rock Way Cove, 4715 Timberline Drive, and 4902 Timberline Drive, illustrating how the parallel plane method and the segment method impacted each property.

Members of City Council asked questions of Mr. Cragolino regarding the impact of the parallel plane method and the segment method.

## **CONSENT AGENDA**

3. Discussion and possible action on the minutes from the March 26, 2025 Joint City Council and Planning and Zoning Commission meeting

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

4. Discussion and possible action on the minutes from the April 16, 2025 City Council meeting

Mayor Pro Tem Sara Hutson discussed an edit to the meeting minutes.

**Council Member Brook Brown moved to approve the meeting minutes with the change on item 16. Council Member Alec Robinson seconded the motion. The motion carried with 5 in favor and 0 against.**

5. Discussion and possible action regarding acceptance of Michael Rhodes' resignation from the Planning and Zoning Commission

**Council Member Brook Brown moved to approve the resignation of Mike Rhodes. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.**

6. Discussion and possible action regarding acceptance of a water utilities easement granted by Olga Kobzar, and located at 14 Treemont Drive

City Administrator Alun Thomas provided an overview of the purpose of securing the water utility easement for 14 Treemont Drive.

**Council Member Kevin Glasheen moved to accept the easement. Council Member Brook Brown seconded the motion. The motion carried with 5 in favor and 0 against.**

## **REGULAR AGENDA**

7. Discussion and possible action on a proposed ordinance amending Chapter 107 of the City of Rollingwood's code of ordinances related to residential building heights and height measurement

Council Member Brook Brown gave an overview of the item as well as stated that she has clarifying edits to the draft ordinance.

**Council Member Brook Brown moved to recommend approval of the ordinance with the edits that have been proposed subject to Council discussion and consideration of the one substantive change to section 107-83 on lines 112 through 118 that provide an additional clause to the special exception that would be allowed for lots that are on a floodplain or drainage easement. Council Member Phil McDuffee seconded the motion.**

Council Member Kevin Glasheen thanked the Planning and Zoning Commission and the CRCRC for their efforts and stated that he agreed with Ms. Brown's proposed edits.

City Council discussed the use of variances as well as floodplain category clarification.

Dave Bench, resident at 1 Randolph Place and Chair of the Planning and Zoning Commission, stated that the intended category described in the proposed ordinance is the 100-year floodplain.

Members of City Council continued their discussion on drainage easements, 100-year floodplains, and the city's infrastructure improvement plan. Council Member Brook Brown explained her edits to the draft ordinance.

**Council Member Brook Brown withdrew her motion.**

**Council Member Brook Brown moved to adopt ordinance 2025-05-21-07 as contained in the packet with the "Brook Brown - Edits to Building Height Ordinance 5-19-2025" with the changes as proposed in that version of the proposed ordinance, and include changes at lines 42 through 44. Council Member Phil McDuffee seconded the motion.**

**Council Member Brook Brown amended her motion to add that lines 117-118 be edited to read "in such cases, the Board of Adjustment may grant a special exception such that the maximum height limits as stated in 107-71B are increased for up to 5 additional feet of building height". Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.**

Council Member Brook Brown thanked the CRCRC, the Planning and Zoning Commission, engaged community members, Staff, and AlterStudio.

*Mayor Pro Tem Sara Hutson moved to item 11.*

8. Discussion and possible action on a recommendation from the Park Commission regarding proposals received for the alternative plan to the retaining wall project

Melissa Morrow, resident at 2502 Timberline Drive and Chair of the Park Commission, discussed the bids received for alternative plan to the retaining wall and recommended moving forward with the proposal received Gomez Construction Service LLC.

Mayor Pro Tem Sara Hutson asked if the proposal from Gomez Construction Service LLC included everything necessary to complete the project as designed, due to the brevity and low cost of the proposal. Melissa Morrow confirmed that it did.

**Council Member Kevin Glasheen moved to approve the bid from Gomez Construction Service LLC. Council Member Alec Robinson seconded the motion. The motion carried with 5 in favor and 0 against.**

9. Discussion and possible action on a recommendation from the Park Commission to authorize funding for a partial survey of Rollingwood Park to be used to facilitate planning for future improvements

Melissa Morrow stated that the Park Commission recommended approval of a partial survey of the park to serve as a guide for future improvements and that no current study exists. She outlined specific areas within the park that the Commission is interested in having surveyed.

City Administrator Alun Thomas gave an overview of the survey quotes submitted by ATS Engineers.

Shanthi Jayakumar, resident at 3309 Park Hills Drive, asked if there was an existing park survey within the Park Master Plan. City Administrator Alun Thomas confirmed that there was not an existing park survey.

**Council Member Brook Brown moved to approve hiring ATS Engineers to do a half park survey identified as option 3 in their bid proposal at \$3,500 plus option 6 the tree survey at \$15 per tree for those trees that are in the half park survey area plus tax if applicable. Council Member Kevin Glasheen seconded the motion. The motion carried with 5 in favor and 0 against.**

10. Discussion and possible action to approve the Fiscal Year 2025 - 2026 Budget Calendar

City Administrator Alun Thomas explained the budget calendar for Fiscal Year 2025-2026.

**Council Member Brook Brown moved approval of the proposed budget and tax rate calendar. Council Member Alec Robinson seconded the motion. The motion carried with 5 in favor and 0 against.**

*Mayor Pro Tem Sara Hutson moved to item 12.*

11. Discussion and possible action regarding appointment to fill a vacancy on the Planning and Zoning Commission

Mayor Pro Tem Sara Hutson stated that an opening on the Planning and Zoning Commission is now available due to Mike Rhodes' resignation

**Council Member Brook Brown moved to appoint Jay van Bavel to the open position on the Planning and Zoning Commission. Council Member Kevin Glasheen seconded the motion. The motion carried with 5 in favor and 0 against.**

*Mayor Pro Tem Sara Hutson moved to item 8.*

12. Discussion and possible action on a recommendation from the Planning and Zoning Commission requesting a recommendation and next steps, such as scheduling public hearings, from the City Council regarding proposed amendments to the Rollingwood Code of Ordinances, Chapter 107 (Zoning) related to definitions and the placement of Playhouses, Playscapes, and Mechanical Equipment

Development Services Manager Nikki Stautzenberger explained that the Planning and Zoning Commission unanimously approved a draft ordinance defining and regulating placement of playhouses and playscapes as well as a draft ordinance defining and regulating mechanical equipment from concerns raised by the CRCRC. Ms. Stautzenberger explained that the Planning and Zoning Commission is seeking guidance on next steps for the items.

Ms. Stautzenberger and City Council discussed potential joint public hearing dates for the items. City Council agreed to hold a joint public hearing in September.

Mayor Pro Tem Sara Hutson discussed clarification of the draft ordinances with Development Services Manager Nikki Stautzenberger and City Attorney Charles Zech.

**Council Member Brook Brown moved to send the two draft ordinances in item 12 back to the Planning and Zoning Commission for consideration of the Council's comments and further work with a public hearing to be considered in September. Council Member Kevin Glasheen seconded the motion. The motion carried with 5 in favor and 0 against.**

13. Discussion and possible action on addressing setback orientation for lots with limited street frontage

Mayor Pro Tem Sara Hutson discussed properties in Rollingwood that only have a driveway as street frontage and how they do not meet the street frontage code requirements. She recommended sending the issue to the Planning and Zoning Commission for discussion.

The City Council discussed and asked questions regarding the item's intent. Mayor Pro Tem Sara Hutson stated that her intention is to address the orientation and to change the size of setbacks.

Shanthi Jayakumar discussed the property at 203 Ashworth Drive.

14. Discussion and possible action on installation of a valley gutter at the intersection of Vale Street and Bettis Boulevard and other water diversion structures

Mayor Pro Tem Sara Hutson discussed the need for drainage improvements on Bettis Boulevard and Vale Street. City Council discussed possible solutions for the issue.

**Council Member Kevin Glasheen moved to authorize the city to engage the city engineers to study drainage solutions for the problem at Bettis and Vale to be built in connection with our repaving. Council Member Brook Brown seconded the motion.**

Mayor Pro Tem Sara Hutson discussed a public comment from 401 Vale Street as well as a 2006 memo identifying drainage issues at 305 Vale Street.

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

15. Discussion and possible action to clarify allowable times for construction activities, including defining activities impacted including construction, landscaping, utility work, and tree trimming

Mayor Pro Tem Sara Hutson discussed Google Fiber's recent utility work and explained that she would like to define construction and get clarification on what is permitted.

Police Chief Kristal Muñoz shared the Police Department's guidelines on enforcing landscaping.

Mayor Pro Tem Sara Hutson recommended sending the item to Planning and Zoning Commission.

Council Member Brook Brown stated that construction is referenced in the code of ordinances and that there is an exception for minor work on weekends.

16. Discussion and possible action to clarify the definition(s) of impervious cover in various locations in the Drainage Criteria Manual (DCM) and the City's Code of Ordinances

Mayor Pro Tem Sara Hutson discussed the need to clarify the definition of impervious cover in the code of ordinance and the Drainage Criteria Manual due to inconsistencies in how impervious

cover is calculated. She explained that there needs to be clarity so that the exemption for the impervious cover area of a swimming pool is only excluded from the calculation of impervious cover as it related to the need for a water pollution abatement plan.

Council Member Brook Brown recommended bringing back item next meeting with the language.

17. 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

Police Chief Kristal Muñoz provided an update to the City Council regarding the proposed license plate reading cameras. She noted that Flock Safety serves as the record custodian for the cameras, with all data being uploaded to a secure portal that is accessible strictly for investigative purposes. Chief Muñoz also reviewed the proposed locations for installing the cameras and mentioned the availability of a potential grant opportunity covering most of the cost of the cameras for one year.

Members of City Council discussed and asked questions regarding the license plate reading cameras, the grant opportunity, and proposed locations.

**Council Member Kevin Glasheen moved to authorize the Police Department to apply for the grant. Council Member Phil McDuffee seconded the motion.**

Council Member Alec Robinson expressed concerns regarding the license plate reading cameras and stated that he was against the idea.

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

#### **ADJOURNMENT OF MEETING**

**The meeting was adjourned at 9:48 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**