



## **CITY OF ROLLINGWOOD COMPREHENSIVE RESIDENTIAL CODE REVIEW COMMITTEE MINUTES**

**Tuesday, October 24, 2023**

The Comprehensive Residential Code Review Committee (CRCRC) 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 Tuesday, October 24, 2023. Members of the public and the CRCRC were able to participate in the meeting virtually, as long as a quorum of the CRCRC 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 COMPREHENSIVE RESIDENTIAL CODE REVIEW COMMITTEE MEETING AND PUBLIC WORKSHOP TO ORDER**

#### 1. Roll Call

**Chair Dave Bench called the meeting to order at 5:06 p.m.**

**Present Members:** Alex Robinette, Dave Bench, Jay van Bavel, and Brian Rider.

**Also Present:** City Secretary Desiree Adair, Development Services Manager Nikki Stautzenberger and Council Member Phil McDuffee

### **PUBLIC COMMENTS**

There were no public comments.

### **CONSENT AGENDA**

#### 2. Discussion and possible action on the minutes from the October 10, 2023 CRCRC meeting

**Alex Robinette moved to approve the consent agenda. Brian Rider seconded the motion. The motion carried with 4 in favor and 0 against.**

### **REGULAR AGENDA**

#### 3. Discussion and possible action on emails and letters to the CRCRC from October 6, 2023 to October 19, 2023

There were no emails to the CRCRC since October 6, 2023.

The CRCRC discussed how to access previous emails and a tabulation of these emails. They also discussed the completed survey distribution.

4. Update, discussion and possible action on survey progress and course corrections

Sarah O'Brien, of Buie and Co., stated that 58 surveys have been completed and there are 26 incomplete surveys.

Chair Dave Bench stated that two paper surveys were requested and sent home with a resident today.

The CRCRC and Ms. O'Brien discussed ways that the survey should be promoted:

- Postcards
- Website
- Rave
- Rollingwood Women's Club
- Rollingwood Gentlemen's Club
- Nextdoor
- Trunk or Treat
- City Social Media
- Council Member Kevin Glasheen newsletter
- City Hall and Upper and Lower Park bulletin boards

The CRCRC discussed that two people per household can fill out the survey.

The CRCRC and Ms. O'Brien discussed adding the graphic regarding how building height is currently measured.

Ms. O'Brien stated that most respondents have been providing comments when taking the survey.

Chair Dave Bench thanked Greg Demas and Mike Rhodes of the Planning and Zoning Commission as well as Shanthy Jayakumar for assisting in the postcard distribution.

5. Discussion and possible action regarding a Survey Analysis subcommittee

Chair Dave Bench stated that the Survey Analysis subcommittee will be chaired by Jeff Marx. Brian Rider volunteered to be on the subcommittee.

Ms. O'Brien stated that they will provide the raw data in an excel spreadsheet, and Survey Monkey will provide a user-friendly report.

6. Discussion and possible action regarding topics related to trees and to formalize the Trees subcommittee

Chair Dave Bench stated that Alex Robinette will Chair the trees subcommittee along with Jeff Marx and Jay van Bavel as members. The CRCRC further discussed selection of members for this subcommittee and Chair Dave Bench tabled this item until the next meeting.

Alex Robinette discussed tree maintenance and tree health.

Chair Dave Bench discussed that he had made contact with Travis County wildfire safety and that they will come to provide information to the CRCRC at a future meeting regarding how tree planning affects wildfire risk.

The CRCRC further discussed the future trees subcommittee makeup.

7. Discussion on aesthetic considerations

Brian Rider discussed his concern with tall slabs and the appearance of grey concrete in some home construction and that there may be things that could be put in the code relating to this.

The CRCRC discussed precedents in the code, aesthetics, building height and the size of the slab, and how height is measured.

Chair Dave Bench explained that anyone on the CRCRC can add a topic for consideration.

8. Update, discussion, and possible action regarding CRCRC process document

Chair Dave Bench discussed the process document that he handed out and the possibility of reporting CRCRC progress to City Council.

Phil McDuffee, 4711 Timberline Drive, discussed that a report may not be pertinent at this time because the Council has encouraged this committee to work independently. and that he looks forward to the final recommendations.

The CRCRC discussed the next steps for this committee, what should be reported to Council, how results of the survey should be reported to the residents.

Chair Dave Bench discussed a future poster session. He also discussed that the committee should be thinking about how to get this information out the door so that it can be useful. The CRCRC discussed possible ways to do this.

City Secretary Desiree Adair explained the authority of the CRCRC from the approved bylaws, and that writing code is not a responsibility of the CRCRC at this time.

9. Discussion on expectations of timeline and deliverables

Chair Dave Bench discussed that he would like to have the CRCRC's work completed in 2024.

The CRCRC discussed how construction has not slowed down and that there is a need to get recommendations out. They also discussed that there may be topics that emerge from the survey as priorities that can be handled quickly.

10. Discussion and possible action on future meeting dates and agenda topics for discussion

Chair Dave Bench asked the CRCRC members to send future agenda topics to him.

**ADJOURNMENT OF MEETING AND PUBLIC WORKSHOP**

**The meeting and public workshop was adjourned at 6:11 p.m.**

Minutes Adopted on the 14<sup>th</sup> day of November, 2023.

  
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Dave Bench, Chair

ATTEST:

  
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Desiree Adair, City Secretary