



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

**Tuesday, March 26, 2024**

The Comprehensive Residential Code Review Committee 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 26, 2024. Members of the public and the Comprehensive Residential Code Review Committee were able to participate in the meeting virtually, as long as a quorum of the Comprehensive Residential Code Review Committee 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 5:03 p.m.**

**Present Members:** Chair Dave Bench, Alex Robinette, Jay van Bavel, Brian Rider, and Thom Farrell

**Also Present:** City Administrator Ashley Wayman, Assistant to the City Administrator Makayla Rodriguez, 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 March 18, 2024 CRCRC meeting

**Thom Farrell moved to approve the minutes. The motion was seconded by Brian Rider.**

Thom Farrell stated that he did not vote on an item in the last meeting and would like the minutes to reflect that.

**Thom Farrell amended his motion to approve the minutes with the correction. Jay van Bavel seconded the motion. The motion passed with 5 in favor and 0 against.**

## **REGULAR AGENDA**

3. Discussion and possible action on emails and letters to the CRCRC from January 5, 2024 to March 22, 2024

Chair Dave Bench discussed that the CRCRC received a letter from Amy Patillo regarding the tree ordinance and that Jay van Bavel responded. He continued to say that the response should be sent to all of the CRCRC members. Thom Farrell explained that best practice would be to send any letter from the CRCRC to City Secretary Desiree Adair who would forward the letter to all CRCRC members.

4. Discussion and possible action on residential building height, size and setback recommendations

Chair Dave Bench explained that this item is a continued discussion from the last meeting. Alex Robinette discussed bringing items to the Planning and Zoning commission to review recommendations relating to maximum height, height measurement, setbacks, and foundation.

Alex Robinette discussed a document she created that described how the recommendations would apply to properties. Alex Robinette and the CRCRC discussed her findings. The CRCRC thanked Alex Robinette for creating the document.

The CRCRC discussed height and setbacks. The CRCRC asked Development Services Manager Nikki Stautzenberger questions regarding existing grade and height.

City Administrator Ashley Wayman discussed the building code with the CRCRC.

Alex Robinette continued to review her document she created with the CRCRC. The CRCRC discussed corner lots, recommendations, the current building code, and setbacks.

Alex Robinette clarified her document is meant to support the CRCRC's previous discussions.

The CRCRC discussed exposed foundation height. Chair Dave Bench agreed that the CRCRC is ready to take these recommendations to the Planning and Zoning Commission.

5. Discussion and possible action on residential trees ordinance recommendation

Jay van Bavel would like to present the tree ordinance recommendations at the next meeting as well as discuss his response to the letter received regarding the tree ordinance.

Brian Rider explained that he and Thom Farrell had a subcommittee meeting about lighting. Thom Farrell would like to discuss lighting in the next meeting.

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

The CRCRC would like to discuss lighting, the tree ordinance, and the April 3<sup>rd</sup> Planning and Zoning meeting in the next CRCRC meeting.

Jay van Bavel asked questions regarding the subcommittee reviewing lighting. He would like to be removed from the subcommittee in the next meeting.

**ADJOURNMENT OF MEETING AND PUBLIC WORKSHOP**

The meeting was adjourned at 6:35 p.m.

Minutes adopted on the 9th day of April, 2024.



Dave Bench, Chair

ATTEST:



Desiree Adair, City Secretary