



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

**Tuesday, April 09, 2024**

The 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 April 9, 2024. 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 5:00 p.m.**

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

**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**

1. Discussion and possible action on the minutes from the March 26, 2024 CRCRC meeting

**Thom Farrell moved to approve the minutes. Jay van Bavel seconded the motion. The motion passed with 4 in favor and 0 against.**

### **REGULAR AGENDA**

2. Discussion and possible action on emails and letters to the CRCRC from March 23, 2024 to April 4, 2024

Chair Dave Bench discussed emails received during the timeframe.

Thom Farrell thanked the residents for their participation in this process.

3. Discussion and possible action regarding next steps following the April 3, 2024 Planning and Zoning Commission presentation of Building Height recommendations

Dave Chair Bench stated that the recommendations sent to Planning and Zoning were approved to send to City Council. The CRCRC discussed the Planning and Zoning meeting, next steps, and the tenting recommendation.

4. Discussion and possible action on the Tree Subcommittee recommendations

Jay van Bavel began to present the recommended changes to the Tree Ordinance.

The CRCRC discussed item 1 and 2 of the recommendation document and how they would apply to the current ordinance. They discussed changing the name of the article within the ordinance and introducing landscaping concepts.

**Thom Farrell moved to approve items 1 and 2 for submission to the Planning and Zoning Commission for approval. Jay van Bavel seconded the motion. The motion passed with 4 in favor and 0 against.**

Jay van Bavel discussed the recommendation for item 3. He stated that the change would insert a definition for heritage tree. The CRCRC discussed the recommendation.

**Chair Dave Bench moved to include the definition of heritage trees as written in the recommendation. Alex Robinette seconded the motion. The motion passed with 4 in favor and 0 against.**

Jay van Bavel discussed the recommendation for item 4 that would change the criteria for planting alternatives to protected trees. The CRCRC discussed the recommendation and trees, past efforts on a tree ordinance, and regulation.

**Thom Farrell moved to send item 4 for approval to Planning and Zoning . Alex Robinette seconded the motion. The motion passed with 4 in favor and 0 against.**

Jay van Bavel discussed the recommendation for item 5 that would add a definition for Critical Root Zone. The CRCRC discussed examples on how the recommendation would apply and who would regulate the recommendation in unique cases. City Administrator Ashley Wayman clarified that variance criteria would need to go to the Board of Adjustment.

The CRCRC and City Administrator Ashley Wayman discussed special exceptions.

Thom Farrell asked questions regarding the criteria of the critical root zone. The CRCRC continued to discuss the recommendation, and other options.

City Administrator Ashley Wayman clarified that if the CRCRC does not have the recommendation language finalized, the CRCRC can bring a recommendation to City Council and they will finalize language at a later time.

**Jay van Bavel moved to approve item 5 in the document. Alex Robinette seconded the motion. The motion passed with 4 in favor and 0 against.**

Jay van Bavel discussed the recommendation for item 6 that would redefine the definition for city arborist.

City Administrator Ashley Wayman recommended narrowing down the definition for consistency.

The CRCRC clarified that the intention is to allow City Council to appoint in the absence of a city arborist.

**Thom Farrell moved to submit the item as written. Jay van Bavel seconded the motion. The motion passed with 4 in favor and 0 against.**

Jay van Bavel discussed the recommendation for item 7 that would require all protected and heritage trees to be replaced on a lot unless a variance is obtained.

**Thom Farrell moved to approve and submit item 7 as written. Chair Dave Bench seconded the motion. The motion passed with 4 in favor and 0 against.**

Jay van Bavel discussed the recommendation for item 8 that would require residents to obtain a separate permit to remove heritage trees that would need approval from City Council.

Ashley Wayman discussed that zoning code approvals would need to go to the Board of Adjustment.

The CRCRC and City Administrator Ashley Wayman discussed special exception process and criteria for the Board of Adjustment. The CRCRC also discussed reframing the language for the recommendation.

**Thom Farrell moved to submit item 8 as written to Planning and Zoning for approval. Jay van Bavel seconded the motion. The motion passed with 4 in favor and 0 against.**

Jay van Bavel discussed the recommendation for item 9 that would change the tree replacement requirements in the buildable area.

The CRCRC discussed the recommendation and multi trunk trees. The CRCRC and Development Services Manager Nikki Stautzenberger discussed a definition for multi trunk trees.

**Thom Farrell moved to approve item 9 with the addition that multi trunk tree measurement criteria will be determined at a later date. Jay van Bavel seconded the motion.**

City Administrator Ashley Wayman requested clarification for the motion.

**Thom Farrell withdrew his motion.**

**Thom Farrell moved to approve item 9 as written up to the point of where it says to determine the diameter of a multi trunk tree. Jay van Bavel seconded the motion. The motion passed with 4 in favor and 0 against.**

**Jay van Bavel moved to insert a new item into the recommendations called 9b to determine the diameter of a multi trunk tree measured at 4ft above natural grade. Thom Farrell seconded the motion. The motion passed with 4 in favor and 0 against.**

Jay van Bavel stated item 10 regarding the setback area.

**Chair Dave Bench moved to approve item 10 as written. Thom Farrell seconded the motion. The motion passed with 4 in favor and 0.**

Jay van Bavel presented item 11 regarding tree surveys, preserving landscape, and retention of trees.

**Chair Dave Bench moved to approve item 11 as written. Thom Farrell seconded the motion. The motion passed with 4 in favor and 0 against.**

Jay van Bavel discussed the recommendation for item 12.

**Thom Farrell moved to approve item 12 as written. Chair Dave Bench seconded the motion. The motion passed with 4 in favor and 0 against.**

Jay van Bavel presented the recommendation for item 13 that would change the maximum number of replacement trees to unlimited.

**Thom Farrell moved to approve item 13 as written. Alex Robinette seconded the motion. The motion passed with 4 in favor and 0 against.**

Jay van Bavel discussed the recommendation for item 14 that would change the requirement for replacement of protected trees in the setback area. Jay van Bavel stated that Amy Pattillo's letter gave clarity for the recommendation.

**Jay van Bavel moved to approve item 14. Chair Dave Bench seconded the motion. The motion passed with 4 in favor and 0 against.**

Jay van Bavel read the recommendation for item 15 regarding development application requirements.

**Alex Robinette moved to approve item 15. Thom Farrell seconded the motion. The motion passed with 4 in favor and 0 against.**

Jay van Bavel discussed the recommendation for item 16 that includes assessing and keeping records of tree replacements.

**Alex Robinette moved to approve item 16. Jay van Bavel seconded the motion. The motion passed with 4 in favor and 0 against.**

Jay van Bavel discussed that the remaining recommendations are not changes to the code of ordinances. Jay van Bavel discussed the recommendation to update the city website with a list of approved tree service vendors and how vendors can obtain a permit from the city.

**Thom Farrell moved to approve the remaining recommendations. Alex Robinette seconded the motion. The motion passed with 4 in favor and 0 against.**

5. Discussion and possible action on Lighting Subcommittee membership and recommendations

Chair Dave Bench discussed the lighting subcommittee and clarified that the lighting subcommittee will consist of Thom Farrell, Brian Rider, and Duke Garwood.

**Jay van Bavel moved to have the lighting subcommittee be comprised of Thom Farrell, Brian Rider, and Duke Garwood and remove Jay van Bavel at his request. Alex Robinette seconded the motion. The motion passed with 4 in favor and 0 against.**

Thom Farrell shared a proposal in regards to lighting. He mentioned he would like to consult with the other members of the lighting subcommittee. Thom Farrell continued to discuss progress.

6. Discussion and possible action regarding the creation of an Impervious Cover/Drainage subcommittee

*This item was tabled.*

7. Discussion regarding Special Exceptions

*The CRCRC did not discuss this item.*

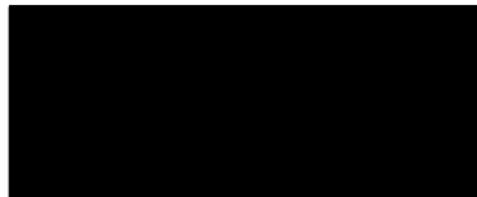
8. Discussion and possible action on future meeting dates and agenda topics for discussion

*The CRCRC did not discuss this item.*

**ADJOURNMENT OF MEETING AND PUBLIC WORKSHOP**

**The meeting was adjourned at 6:49 p.m.**

Minutes adopted on the 14<sup>th</sup> day of May, 2024.



Dave Bench, Chair

**ATTEST:**



Desiree Adair, City Secretary