



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

Tuesday, June 11, 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 June 11, 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 5:05 p.m.

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

Also Present: City Administrator Ashley Wayman, Development Services Manager Nikki Stautzenberger, and Assistant to the City Administrator Makayla Rodriguez

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2. Discussion and possible action on the minutes from the May 28, 2024 CRCRC meeting

Thom Farrell moved to approve the minutes as submitted. Brian Rider seconded the motion. The motion passed with 4 in favor and 0 against.

REGULAR AGENDA

3. Discussion and possible action on emails and letters to the CRCRC from May 11, 2024 to June 6, 2024

The CRCRC discussed a letter received during the timeframe.

4. Discussion and possible action regarding Tree Subcommittee recommendations following the May 8, 2024 Planning and Zoning meeting

Jay van Bavel gave a recap on the recommended changes to the Tree Ordinance that were passed by the CRCRC and sent to the Planning and Zoning commission for discussion on May 8th. Mr. van Bavel stated that the tree subcommittee made edits to the recommendations after receiving feedback from Planning and Zoning. He would like to review the recommendations and send them back to Planning and Zoning.

Jay van Bavel reviewed item 1 that would change the name of the ordinance to Residential Landscape and Tree Canopy Management. Mr. van Bavel presented item 2 that would introduce xeriscape landscaping into the ordinance.

Jay van Bavel explained that item 3 inserts a definition for Heritage Tree in the ordinance. The CRCRC discussed the definition, multitrunked trees, and the tree ordinance.

Mr. van Bavel stated that no changes were made to item 4. The CRCRC discussed utility service lines.

Jay van Bavel discussed the changes for item 5 that would add a definition for critical root zone. Thom Farrell discussed scenario's with the recommendation. Development Services Manager Nikki Stautzenberger and the CRCRC discussed the definition.

Jay van Bavel reviewed item 6 that would change the term to "city arborist" in the code to "city development officer" for reviewing, approving, and implementing tree removal permits. He continued to say that Planning and Zoning recommended to not change the term in areas of the code where a city arborist is necessary or desired. Jay van Bavel stated that the CRCRC would have to review the code with the city to determine where each term will be.

Mr. van Bavel stated that no changes were made to item 7.

Jay van Bavel presented item 8 that would create a separate heritage tree removal permit for removing heritage trees. He continued to say that removing a heritage tree is prohibited unless a special exception is granted by the Board of Adjustment.

Jay van Bavel moved to item 9 that explains that a heritage tree removal special exception will not be required for heritage trees removed from the buildable area and will go through the regular tree removal and replacement process. The CRCRC discussed the item and feedback from Planning and Zoning.

Mr. Van Bavel discussed item 10 detailing replacing heritage trees that are removed from the setback and buildable area. The CRCRC discussed the item and changing the definition of buildable area.

Jay van Bavel presented item 11 that states if a protected or heritage tree are between the setback and buildable area than it shall be removed if 25% or more of the trunk diameter is in the setback area.

Jay van Bavel reviewed item 12 that will require a tree survey to indicate the critical root zone of trees when completing a tree removal permit.

Jay van Bavel discussed item 13 that inserts a statement that says site plans and project design will preserve existing natural landscape and the retention of protective trees.

Mr. van Bavel discussed item 14 that changes the maximum number of replacement trees from 7 to unlimited no matter the size of the lot. He continued to say that Planning and Zoning proposed an exception to the item if approved by the development officer after consulting with a city arborist and with approval from the board of adjustment.

Jay van Bavel discussed item 15 that changes the requirement of protected trees removed from the setback to 2 replacement trees for each removed. He stated that the current ratio for replacement is 3:1.

Mr. van Bavel presented item 16 that states a required protection plan with evidence must be submitted to ensure survival of protected trees. He continued to item 17 that states replacement trees must survive for at least three years and the city development officer will keep track of replacements and will consult with an arborist if necessary.

Jay van Bavel explained that item 18, 19, and 20 would not require code changes. He explained that item 18 requires tree vendors to obtain an annual permit and that the city website will be updated to reflect permitted vendors as well as show how to obtain the no-cost permit. Mr. van Bavel discussed item 19 that states the CRCRC supports a program to plant trees in the park. City Administrator Ashley Wayman stated that the Park Commission has not made a recommendation to City Council. The CRCRC agreed to keep item 19 as is. Jay van Bavel moved on to item 20 that states the CRCRC supports a proposal that was highly favored from the survey to consider planting trees in the public right of way with donations. The CRCRC discussed right of ways, corner lots, trees, and agreed that they will keep item 20.

Thom Farrell requested feedback from Amy Pattillo on the tree ordinance recommendations.

Amy Pattillo, 3 Rock way Cove, expressed her lack of understanding on item 15 that changes the ratio of replacement trees in the setback. She expressed that the 3:1 ratio was intentional and she is concerned that there will be a loss of privacy between neighbors. The CRCRC and Amy Pattillo discussed the tree ordinance. Ms. Pattillo stated that she believes The 3:1 replacement ratio will incentivize residents to replant trees.

Jay van Bavel and Amy Pattillo discussed the tree ordinance and how the recommendation would affect the community. The CRCRC continued to discuss the ordinance with Amy Pattillo.

Jay van Bavel stated that the CRCRC is working to make change to preserve the tree canopy.

Wendy Hundley, 401 Vale Street, shared her experience when she drafted the tree ordinance. She also discussed trees planted near powerlines and that the 3:1 ratio for tree replacement was an incentive for residents to conserve trees in the setback.

Thom Farrell moved to submit the recommendations as written with the exception of item 7 and change that to read that unless a special exception is obtained to replant on an adjacent lot with the owner's permission. Item 8 and 10 would be changed to read the on the building site plan/building footprint as opposed to the buildable area, and the CRCRC would change the definition of buildable area to building site plan/building footprint. On item 14, Jay van Bavel will change the wording after meeting with Nikki Stautzenberger and Amy Pattillo to find the error in the ordinance. On Item 15, the ratio would remain as 3:1. Brian Rider seconded the motion. The motion passed with 4 in favor and 0 against.

The CRCRC thanked Amy Pattillo, Wendi Hundley, and Sara Hutson for their work and would like to receive more input throughout the process.

5. Discussion and next steps regarding Building Height recommendations following the April 17, 2024 City Council meeting Building Height discussion

Thom Farrell requested to discuss item 5 and 6. Mr. Farrell would like to have a work session with the city engineer to review the proposed parallel plane ordinance with plans to ensure the plans would work under the proposed ordinance. The CRCRC discussed their availability for the work session.

Chair Dave Bench discussed a document he created and shared that details a summary and explanation of the recommendations in relation to the survey. He discussed the CRCRC's progress with building height as well as feedback from the public from the survey. Chair Dave Bench would like the CRCRC to think about a height limitation as well as measurement method for the next meeting. Thom Farrell discussed that the CRCRC should have multiple proposals to ensure residents are not restricted to a specific building type. He stated that the CRCRC's effort is the most comprehensive approach that has been done in Rollingwood history.

Jay van Bavel would like Chair Dave Bench's document be the basis for the workshop.

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

This item was discussed in item 5.

ADJOURNMENT OF MEETING AND PUBLIC WORKSHOP

The meeting was adjourned at 7:17 p.m.

Minutes adopted on the 25th day of June, 2024.


Dave Bench, Chair

ATTEST:


~~Desiree Adair, City Secretary~~

Ashley Wayman, City Administrator