



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

**Tuesday, October 10, 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 10, 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 5:03 p.m.**

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

*Jeff Marx joined the meeting during item 4.*

**Also Present:** City Administrator Ashley Wayman 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 September 26, 2023 CRCRC meeting

**Duke Garwood moved to approve the consent agenda. Brian Rider seconded the motion. The motion carried with 5 in favor and 0 against.**

### **REGULAR AGENDA**

#### 3. Discussion and possible action on emails and letters to the CRCRC from September 23, 2023 to October 5, 2023

The CRCRC did not discuss this item.

4. Discussion and possible action on survey status and next steps

Chair Dave Bench discussed that the CRCRC has been working with Buie and Co. on the survey and they have brought back edits and recommendations.

Sarah O'Brien, Vice President at Buie and Co., stated that there are minimal edits. She addressed the edits with the CRCRC to better help residents complete the survey.

The CRCRC clarified definitions within the survey with Ms. O'Brien.

*Jeff Marx joined the meeting at 5:21 p.m.*

The CRCRC continued discussion with Ms. O'Brien on survey edits, formatting, and adding headers to questions.

Shanthi Jayakumar, 3309 Park Hills Drive, stated that there are diagrams on the city's FAQ page on the city website. She pointed out that the survey could be linked to the website to view the diagram.

City Administrator Ashley Wayman explained that some diagrams were taken off the city website due to errors.

*Duke Garwood left the meeting at 5:51 p.m.*

The CRCRC discussed that they prefer to have the diagram available on the survey. They continued discussion about the diagrams on the city website and explained that there are discrepancies between the website's diagram and the diagram that was created for the survey. They thanked Shanthi Jayakumar for bringing this to their attention.

Sarah O'Brien reviewed the demographic and building process and permitting questions on the survey with the CRCRC. They made changes to questions and the layout of the survey.

The CRCRC discussed disclaimers, resident confidentiality, and survey formatting.

Shanthi Jayakumar, 3309 Park Hills Drive, stated that she has not viewed the survey questions but suggested having an opening statement regarding the importance of resident input on the survey.

The CRCRC agreed to adding a statement to the survey. Sarah O'Brien recommended adding the statement on promotional materials in addition to the survey.

**Brian Rider amended Duke Garwood's motion to approve the September 26<sup>th</sup>, 2023 meeting minutes which do not show that Jeff Marx was there. The motion failed for a lack of a second.**

Chair Dave Bench and City Administrator Ashley Wayman clarified that Jeff Marx was shown as present on the minutes when he arrived after the start of the September 26, 2023 meeting.

Sarah O'Brien discussed recommendations on community outreach for the survey. She suggested designing a postcard with language from the CRCRC's news post on the city website.

Chair Dave Bench would like Buie to write the language for the postcards. Ms. O'Brien will need the committee's approval on the postcard before they are printed. Chair Dave Bench stated that the CRCRC does not have another meeting before the survey's targeted release date. The CRCRC

agreed the postcard can be approved by Chair Dave Bench after it is circulated to the rest of the committee.

**Jay Van Bavel moved to give Dave the authority to approve the design of the postcard created by Buie after it's been reviewed by the rest of the committee. Brian Rider seconded the motion. The motion passed with 6 in favor and 0 against.**

*Jeff Marx left the meeting at 6:31 p.m.*

5. Introduction to the tree ordinance

Alex Robinette would like to have a subcommittee to discuss trees. Jay Van Bavel and Chair Dave Bench offered to join the subcommittee.

The CRCRC discussed bringing out professionals to talk about trees. The CRCRC would like to bring awareness to tree care in the neighborhood.

Alex Robinette would like to postpone discussion until the next meeting.

The CRCRC would like to continue discussion regarding trees at the next meeting, they will bring back a list with discussion topics related to trees.

Chair Dave Bench asked if the Rollingwood Women's Club would assist the CRCRC in distributing postcards.

Shanthy Jayakumar confirmed that the Rollingwood Women's Club will help the CRCRC.

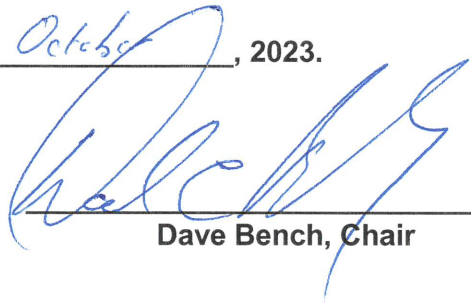
6. Discussion and possible action on future meeting dates and agenda topics for discussion

The CRCRC did not discuss this item.

**ADJOURNMENT OF MEETING AND PUBLIC WORKSHOP**

**The meeting and public workshop was adjourned at 6:52 p.m.**

Minutes Adopted on the 24<sup>th</sup> day of October, 2023.

  
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Dave Bench, Chair

ATTEST:

  
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Desiree Adair, City Secretary