



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

Tuesday, August 01, 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, August 1, 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 5:02 p.m.

Present Members: Jeff Marx, Alex Robinette, Dave Bench, and Duke Garwood.

Also Present: City Secretary Desiree Adair, 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 June 27, 2023 CRCRC meeting

Duke Garwood moved to approve the Consent Agenda. Alex Robinette 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 June 23, 2023 to July 27, 2023

Chair Dave Bench mentioned that this item will be a standing item on the agenda. Alex Robinette will update the spreadsheet for the Document Center.

4. Update on City Council action regarding the CRCRC

Chair Dave Bench discussed decisions made by City Council regarding the CRCRC:

- Dave Bench was appointed Chair of the CRCRC,
- City Council will make appointments of members to the CRCRC,
- The CRCRC will make recommendations to City Council for new members, and
- Membership of the CRCRC will increase to seven members.

Mr. Bench asked City Council to suspend some of the Open Meetings Act for the CRCRC to continue to work in subcommittees but be able to work in ad hoc groups as well. City Council will discuss this as an agenda item at their next meeting.

5. Discussion and possible action on number of members of the CRCRC

Alex Robinette moved that the CRCRC membership number increase to seven (7). Duke Garwood seconded the motion. The motion carried with 4 in favor and 0 against.

6. Discussion and possible action on CRCRC membership recommendation to City Council

Chair Dave Bench discussed finding a list of names for CRCRC membership and then tabled this item.

7. Discussion and possible action on the CRCRC survey

Chair Dave Bench began to discuss the survey in its most recent version.

Alex Robinette discussed adding a note that estimates how long the survey takes to complete. She also suggested making a paper version available.

Alex Robinette asked if the survey is anonymous or public and if there is one survey per household or one survey per adult.

Jeff Marx suggested having an administration subcommittee for the survey.

The CRCRC discussed the anonymity of the survey and decided to make it optional for survey participants to provide name.

Jeff Marx suggested tracking the number of survey respondents per household. He asked questions about the administration of the survey to determine options.

The CRCRC discussed eliminating as many “I don’t know” and “Need more information” responses as possible.

The CRCRC went through each question of the survey and discussed the timing and administration of the survey.

Alex Robinette agreed to take the edits and create the next draft of the survey.

Amy Pattillo, 3 Rock Way Cove, discussed that Thom Farrell ensured that every resident was handed a postcard regarding the survey.

The CRCRC discussed the logistics and cost of postcards.

Amy Pattillo, 3 Rock Way Cove, requested Question 15 amendments or an additional question regarding a classification of heritage trees, based on diameter, that can't be removed. She also discussed the use of the word "protected" for trees and a possible fund referred to within the ordinance regarding the moving and replanting of trees.

The CRCRC discussed the possibility of allowing survey respondents to rank the issues in terms of importance.

Duke Garwood left the meeting at 6:46 p.m. The CRCRC no longer had quorum, and the meeting was adjourned at 6:48 p.m.

8. Discussion and possible action on CRCRC process document

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

ADJOURNMENT OF MEETING AND PUBLIC WORKSHOP

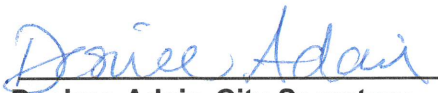
The meeting and public workshop was adjourned at 6:48 p.m.

Minutes Adopted on the 7th day of September, 2023.



Dave Bench, Chair

ATTEST:



Desiree Adair, City Secretary