



CITY OF ROLLINGWOOD COMPREHENSIVE RESIDENTIAL CODE REVIEW COMMITTEE AGENDA

Tuesday, August 27, 2024

Notice is hereby given that the Comprehensive Residential Code Review Committee of the City of Rollingwood, Texas will hold a meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on August 27, 2024 at 5:00 PM. Members of the public and the Comprehensive Residential Code Review Committee may participate in the meeting virtually, as long as a quorum of the Comprehensive Residential Code Review Committee and the presiding officer are physically present at the Municipal Building, in accordance with the Texas Open Meetings Act. The public may watch this meeting live and have the opportunity to comment via audio devices at the link below. The public may also participate in this meeting by dialing one of the toll-free numbers below and entering the meeting ID and Passcode.

Link: <https://us02web.zoom.us/j/5307372193?pwd=QmNUbmZBQ1lwUjNjNmK5RnJreIRFUT09>

Toll-Free Numbers: (833) 548-0276 or (833) 548-0282

Meeting ID: 530 737 2193

Password: 9fryms

The public will be permitted to offer public comments via their audio devices when logged in to the meeting or telephonically by calling in as provided by the agenda and as permitted by the presiding officer during the meeting. If a member of the public is having difficulties accessing the public meeting, they can contact the city at mrodriguez@rollingwoodtx.gov. Written questions or comments may be submitted up to two hours before the meeting. A video recording of the meeting will be 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

PUBLIC COMMENTS

Citizens wishing to address the Comprehensive Residential Code Review Committee for items not on the agenda will be received at this time. Please limit comments to 3 minutes. In accordance with the Open Meetings Act, the Committee is restricted from discussing or taking action on items not listed on the agenda.

Citizens who wish to address the Comprehensive Residential Code Review Committee with regard to matters on the agenda will be received at the time the item is considered.

CONSENT AGENDA

All Consent Agenda items listed are considered to be routine by the Comprehensive Residential Code Review Committee and may be enacted by one (1) motion. There will be no separate discussion of Consent Agenda items unless a Board Member has requested that the item be discussed, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Regular Agenda.

- 2. Discussion and possible action on the minutes from the August 13, 2024 CRCRC meeting
- 3. Discussion and possible action on the minutes from the August 20, 2024 CRCRC meeting

REGULAR AGENDA

- 4. Discussion and possible action on emails and letters to the CRCRC from August 13, 2024 to August 26, 2024
- 5. Discussion on recent City Council meeting and upcoming joint City Council, Planning and Zoning, and CRCRC meeting
- 6. Discussion and possible action on critical root zone protection
- 7. Discussion and possible action on fence height recommendation
- 8. Continued discussion and possible action on enforcement recommendation
- 9. Discussion on next steps
- 10. Discussion on final CRCRC report

ADJOURNMENT OF MEETING AND PUBLIC WORKSHOP

CERTIFICATION OF POSTING

I hereby certify that the above Notice of Meeting was posted on the bulletin board at the Rollingwood Municipal Building, in Rollingwood, Texas and to the City website at www.rollingwoodtx.gov Friday, August 23, 2024 at 5:00 p.m.

Ashley Wayman

Ashley Wayman, City Administrator

NOTICE -

The City of Rollingwood is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please contact the City Secretary, at (512) 327-1838 for information. Hearing-impaired or speech-disabled persons equipped with telecommunication devices for the deaf may call (512) 272-9116 or may utilize the stateside Relay Texas Program at 1-800-735-2988.

The Comprehensive Residential Code Review Committee will announce that it will go into executive session, if necessary, to deliberate any matter listed on this agenda for which an exception to open meetings requirements permits such closed deliberation, including but not limited to consultation with the city's attorney(s) pursuant to Texas Government Code section 551.071, as announced at the time of the closed session.

Consultation with legal counsel pursuant to section 551.071 of the Texas Government Code;
discussion of personnel matters pursuant to section 551.074 of the Texas Government Code;
real estate acquisition pursuant to section 551.072 of the Texas Government Code;
prospective gifts pursuant to section 551.073 of the Texas Government Code;
security personnel and device pursuant to section 551.076 of the Texas Government Code;
and/or economic development pursuant to section 551.087 of the Texas Government Code.
Action, if any, will be taken in open session.



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

Tuesday, August 13, 2024

CALL COMPREHENSIVE RESIDENTIAL CODE REVIEW COMMITTEE MEETING AND PUBLIC WORKSHOP TO ORDER

- 1. Roll Call

Chair Dave Bench called the meeting to order at 5:01 p.m.

Present Members: Chair Dave Bench, Thom Farrell, Duke Garwood, Brian, Rider, Alex Robinette, and Jay van Bavel (Virtually)

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 July 9, 2024 CRCRC meeting

Thom Farrell moved to approve the minutes from July 9, 2024 CRCRC meeting. Jay van Bavel seconded the motion.

Brian Rider discussed a correction to the meeting minutes.

The motion passed with 4 in favor and 2 abstentions (Bench and Robinette).

- 3. Discussion and possible action on the minutes from the July 23, 2024 CRCRC meeting

Thom Farrell moved to approve the minutes as submitted for the July 23, 2024 CRCRC meeting. Duke Garwood seconded the motion. The motion carried with 4 in favor and 2 abstentions (Rider and Robinette).

REGULAR AGENDA

- 4. Discussion and possible action on emails and letters to the CRCRC from July 19, 2024 to August 12, 2024

Thom Farrell moved take up item 4, 5, 6, and 7. Thom Farrell withdrew his motion.

Chair Dave Bench discussed an email received during the timeframe. The CRCRC discussed previous meetings, previous meeting documents, and recommendation language passed for building height. They also recalled motions made at previous meetings.

The CRCRC discussed the parallel plane method.

Alex Robinette clarified information regarding the workshop and her role as Vice Chair.

5. Update and discussion regarding building height workshop

Thom Farrell discussed the need for a workshop. He stated that his goal is to have all parties present to have the same understanding and interpretations.

The CRCRC discussed code and special exceptions. Chair Dave Bench shared that City Planner Bryce Cox was no longer with DNBR SZ.

The CRCRC discussed the intent of the workshop. City Administrator Ashley Wayman stated that the CRCRC's recommendation to have a workshop would need to be approved by City Council. The CRCRC continued discussion on the workshop and meeting documents.

The CRCRC discussed special exceptions, language, and the parallel plane method.

6. Discussion and possible action on recommended building height text

The CRCRC discussed building height language and discussed approved text from previous meetings.

City Administrator Ashley Wayman provided clarity to the supporting document containing code language.

Council Member Brook Brown, 306 Nixon Drive, advised the CRCRC to make a partial vote to make progress then make changes later if needed.

Chair Dave Bench moved to change the current accepted building height code and make it read building height residential means the vertical distance from the original native ground surface or finished grade, whichever is lower, to the highest point directly above. Thom Farrell seconded the motion.

The CRCRC discussed the motion and definition of building height.

Thom Farrell amended the motion to read building height residential means the vertical distance from original or native ground surface or finished grade, whichever is lower, to the highest point of the building structure directly above. Chair Dave bench seconded the amendment to the motion. The motion carried with 6 in favor and 0 against.

The CRCRC discussed the definition for original native ground.

Thom Farrell moved to make original native ground surface is existing grade on the lot prior to development of the residential building as shown on the certified survey of the property. Chair Dave Bench seconded the motion.

Alex Robinette shared her concern with the language for original native ground. Council Member Brook Brown provided clarity to the code related to original native ground.

Thom Farrell restated the motion.

Alex Robinette made an amendment to the motion to add a certified topographic survey. Thom Farrell seconded the amendment. Thom Farrell accepted the amendment. The motion carried with 6 in favor and 0 against.

The CRCRC and City Administrator Ashley Wayman discussed a manual explaining how building height is measured.

Chair Dave Bench moved to recommend that a manual be created that will cover clarifying exhibits and drawings for determining building height. Thom Farrell seconded the motion. The motion carried with 6 in favor and 0 against.

Alex Robinette discussed provisions within building height calculations. The CRCRC discussed documents approved in previous meetings and in the packet.

The CRCRC discussed special exceptions and previous meetings. The CRCRC reviewed building height recommendation language, building height

Thom Farrell suggested to table item 7 through item 15.

- 7. Discussion and possible action on foundation height
This item was tabled.
- 8. Discussion and possible action on critical root zone protection
This item was tabled.
- 9. Review and discussion of lighting recommendation document
This item was tabled.
- 10. Review and discussion of drainage recommendation document
This item was tabled.
- 11. Driveway discussion and special exception review
This item was tabled.
- 12. Discussion and possible action on fence height recommendation
This item was tabled.

13. Discussion and possible action on permissible building in setback recommendations

This item was tabled.

14. Discussion and possible action on enforcement recommendation

This item was tabled.

15. Discussion regarding the CRCRC Timeline and next steps

This item was tabled.

ADJOURNMENT OF MEETING AND PUBLIC WORKSHOP

The meeting was adjourned at 7:03 p.m.

Minutes adopted on the _____ day of _____, 2024.

Dave Bench, Chair

ATTEST:

Ashley Wayman, City Administrator



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

Tuesday, August 20, 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 August 20, 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 5:01 p.m.

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

Also Present: City Administrator Ashley Wayman

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

- 2. Discussion and possible action on previously approved lighting recommendations
- 3. Discussion and possible action on previously approved recommendation regarding a driveway special exception

Dave Bench discussed that Jerry Fleming found a small typo in the recommendations.

Thom Farrell moved to approve the consent agenda with the correction of the typo on the lighting recommendation proposal. Jay van Bavel seconded the motion. The motion carried with 5 in favor and 0 against.

Chair Dave Bench clarified that these items would go to the Planning and Zoning Commission next.

REGULAR AGENDA

4. Discussion and possible action of recommended building height text starting with “Suggested Rules” document, item 4

Chair Dave Bench introduced this item and discussed the parallel plane model.

The CRCRC discussed the proposed building height recommendations including the parallel plane model, the special exception process, allowances allowed through the Board of Adjustment when in the flood plain.

Brian Rider moved with respect to CRCRC recommendations approved on 7-23, the language on the first line be changed to read, “should some portion of the buildable area reside on or be adjacent to a flood plain.” Thom Farrell seconded the motion. The motion carried with 5 in favor and 0 against.

The CRCRC continued to discuss the parallel plane, the provided definition.

Duke Garwood moved that the parallel plane is defined as described as approved by the CRCRC. Jay van Bavel seconded the motion.

The CRCRC clarified that this was referring to the blue text under the word “proposed.”

The motion carried with 5 in favor and 0 against.

The CRCRC discussed the text regarding the excavation area.

Brian Rider moved that the words “as to the portion of building above the excavated area,” be inserted before “40 ft.” and “50 ft.” at the beginning of A and B. Duke Garwood seconded the motion.

The CRCRC clarified that the amendment is to be inserted before A and B, where they currently start with “40 ft.” and “45 ft.”

Jay van Bavel clarified that this motion does include the last sentence that reads “Any exposed foundation resulting from this increase may not exceed 18 inches.

The motion carried with 5 in favor and 0 against.

Chair Dave Bench and the CRCRC discussed the proposed amended language regarding adjustments to the existing grade for minor topographic variations.

Jay van Bavel moved to substitute the proposed language in blue regarding adjusting existing grade for unusual or minor topographic grade changes. Thom Farrell seconded the motion.

The motion carried with 5 in favor and 0 against.

Chair Dave Bench stated that they had now concluded building height.

The CRCRC discussed the “Side Setback Projections” section as shown in the packet, and whether air conditioning units are allowed in setbacks.

Council Member Brook Brown discussed possible language options, as well as that there are not setbacks in the residential zoning code, only required yards.

The CRCRC discussed the purpose of the “side setback projections,” language.

Thom Farrell moved to accept Council Member Brook Brown’s language with the addition of a provision at the end that says, “in no event shall any construction be within the 10-foot side yard.” The motion failed for lack of a second.

Chair Dave Bench clarified that the CRCRC is still preserving “overhangs.”

The CRCRC further discussed the proposed language.

Brian Rider moved that with respect to the text in the packet called “Side Setback Projections” the CRCRC amend side yard rules section 107-76 as follows: “in a side yard of 12.5 feet or greater, other ordinary projections of building features typically used in residential building construction may project into any required yard a maximum of two feet.” *The drafter of code language is requested to honor the intention of the committee that this means that no projection will be closer than 10 feet to the adjacent property line. Thom Farrell seconded the motion.

Chair Dave Bench amended the motion that all the language described does not include roof overhangs. Brian Rider accepted the amendment. The amended motion carried with 5 in favor and 0 against.

5. Discussion and possible action on foundation height

Chair Dave Bench discussed previous discussions about foundation height.

Jerry Fleming, 305 Nixon Drive, discussed his suggested amendments to the foundation exposure language.

The CRCRC discussed possible amendments to the proposed language and the intent of this language.

Brian Rider moved that with respect to foundations the recommendation is “Foundation exposure within public view from the right-of-way cannot exceed 6ft. Foundation exposure within public view from the right-of-way must be screened such that viewable portion does not exceed 2.5ft (30in). Dave Bench seconded the motion. The motion carried with 5 in favor and 0 against.

6. Discussion and possible action on critical root zone protection

Jay van Bavel discussed a suggestion to spell out what must be done to protect the critical root zone.

Jerry Fleming stated that his suggestion is to use similar language as the City of Austin requirements.

The CRCRC discussed whether there needs to be additional language regarding protecting the critical root zone.

Jay van Bavel proposed to take the information and write up specific recommendations, present it to the tree subcommittee and bring it back at a future meeting.

Chair Dave Bench stated that item 6 would be tabled to the next CRCRC meeting

7. Discussion and possible action on fence height recommendation

The CRCRC discussed the current rules regarding fence height and whether fence height restrictions should be imposed.

Thom Farrell volunteered to gather local ordinances related to fence height.

8. Continued discussion and possible action on Enforcement recommendation

The CRCRC discussed possible enforcement recommendations, and conferred with staff regarding possible enforcement recommendations.

Chair Dave Bench stated that he would draft a paragraph regarding enforcement to be reviewed at the next CRCRC meeting.

ADJOURNMENT OF MEETING AND PUBLIC WORKSHOP

The meeting was adjourned at 7:07 p.m.

Minutes adopted on the _____ day of _____, 2024.

Dave Bench, Chair

ATTEST:

Ashley Wayman, City Administrator