



CITY OF ROLLINGWOOD COMPREHENSIVE RESIDENTIAL CODE REVIEW COMMITTEE AGENDA

Thursday, September 07, 2023

Notice is hereby given that the Comprehensive Residential Code Review Committee (CRCRC) 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 Thursday, September 07, 2023 at 5:00 PM. Members of the public and the CRCRC may participate in the meeting virtually, as long as a quorum of the CRCRC 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 dadair@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 1, 2023 CRCRC meeting

REGULAR AGENDA

- 3. Discussion and possible action on emails and letters to the CRCRC from 07-28-2023 to 08-30-2023
- 4. Discussion and possible action on a recommendation for new CRCRC members
- 5. Discussion and possible action regarding the CRCRC process document including an update on Texas Open Meetings Act requirements
- 6. Discussion and possible action regarding survey demographics
- 7. Discussion and possible action regarding survey logistics and level of active participation by CRCRC members
- 8. Discussion regarding Rollingwood Night Out
- 9. Discussion and possible action on future meeting dates and agenda topics for discussion

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 at **5:00 PM** on **September 1, 2023**.

Desiree Adair

Desiree Adair, City Secretary

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 City Council 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 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 _____ day of _____, 2023.

Dave Bench, Chair

ATTEST:

Desiree Adair, City Secretary

From: Genie Nyer <genie@nybeck.net>
Sent: Friday, August 4, 2023 11:33 AM
To: Ashley Wayman <awayman@rollingwoodtx.gov>
Subject: Responsibility to city residents

Dear Ashley,

Please distribute the attached letter to Mayor Massingill and all of our city council members and please include these “before and after” photos.

Because of its relevance, I am also requesting that you send my letter with the attached photos to members of the Planning and Zoning Committee and the Comprehensive Residential Code Review Committee (CRCRC).

Thank you for your assistance with this.

Sincerely,
Genie Nyer
206 Ashworth Drive
(512) 415-2214 cell
(512) 328-1899 hme

August 4, 2023

Dear Mayor Massingill and Honorable City Council Members:

I am writing this letter with great sadness. I believe the City of Rollingwood has completely failed in its responsibility to protect my rights as a property owner. My husband and I built our home in 1978 and we have enjoyed living in this community for 45 years. Our children grew up playing in our front yard and in our neighbors' yards where they were all watched and protected by a community of engaged parents. I honestly cherished our small, protected hometown located inside and adjacent to the mighty metropolis of Austin. Never in all the years we have lived here, did I ever imagine that someone would construct a 3-story building with lots of windows looking down on us effectively destroying our privacy and our property values. I sincerely doubt anyone now would want to purchase our home with this monster structure looming over us. This new building has a tiny front yard, virtually no side yards and no trees. In no way does this structure project the image of a neighborhood home. I won't even begin to address the impact this structure will have on downstream drainage issues. As you should remember, I actually spoke to you in support of the terracing of our neighbors' back yard. I certainly regret that action now; however, I was confident the City of Rollingwood would be providing the oversight required to ensure an appropriate home would be built. How did this happen?

When I served on this city council (from 1987 to 1995) our building codes protected adjacent property owners. Why and when were these setbacks and building heights changed? I have never felt so violated.

Regretfully submitted,

Genie Nyer
206 Ashworth Drive
Rollingwood, Texas 78746







Under consideration for membership to the CRCRC:

Frank Fernandez

Jay Van Bavel

Brian Rider

Desiree Adair

From: Rollingwood Texas <rollingwood-tx@municodeweb.com>
Sent: Friday, August 11, 2023 4:15 PM
To: Desiree Adair
Subject: Form submission from: Application for Boards and Commissions

Follow Up Flag: Follow up
Flag Status: Flagged

Submitted on Friday, August 11, 2023 - 4:15pm

Submitted by anonymous user: 35.146.13.129

Submitted values are:

Name Jay van Bavel
Street Address 5012 Timbeline Drive
Home Phone Number 5129254353
Cell Phone Number 5129254353
E-mail jvanbavel52@gmail.com

Employment

Employer Retired
Occupation Physician
Business Address Retired

Qualification for Boards and Commissions

Are you a United States Citizen? Yes
Are you eighteen (18) years of age or older? Yes
Are you a registered voter of the City? Yes
How long have you been a resident of Rollingwood? 6 months in residence. Property owner 3 years
Have you resided continuously in the state for twelve (12) months immediately preceding today's date? Yes
Have you resided continuously in the City of Rollingwood for six (6) months immediately preceding today's date? Yes
Have you been determined by a final judgment of a court exercising probate jurisdiction to be: (A) totally mentally incapacitated; or (B) partially mentally incapacitated without the right to vote? No
Have you been finally convicted of a felony from which you have not been pardoned or otherwise released from the resulting disabilities? no

Experience

Please give a brief resume, including education, past employment, any special background or qualifications you have for service on Rollingwood Boards and Commissions. Use attachments if necessary. See attached CV. No special experience in this area but a high interest in serving the community ion this board
Upload Resume (Optional) [jvb_cv.pdf](#)

nted by the Rollingwood City Council, on which Board(s)/Commission(s) would you be willing to serve?

Comprehensive Residential Code Review Committee (CRCRC)

Previous Service? No

If yes, which board or commission and how long?

Preferences

Please state why you wish to serve the City of Rollingwood as a member of one of the Boards and Commissions. I am interested in helping the community maintain its current livability and unique family oriented atmosphere.

The results of this submission may be viewed at:

<https://www.rollingwoodtx.gov/node/3451/submission/2690>

CURRICULUM VITAE

JULIUS HENRY VAN BAVEL, M.D.

BIOGRAPHICAL:

██████████ ██████████
Place of Birth: Raleigh, North Carolina
Address: Allergy and Asthma Associates
3410 Far West Boulevard, Suite 146
Austin, Texas 78731

EDUCATION:

1970-1974 B.A. with honors (Zoology), University of Texas at Austin; Austin, Texas
1974-1975 Graduate Student (Zoology), University of Texas at Austin; Austin, Texas
1975-1977 M.A. in Immunology, University of Texas Medical Branch at Galveston; Galveston, Texas
1977-1981 M.D., University of Texas Medical Branch at Galveston; Galveston, Texas

POSITIONS:

1975-1976 Teaching and Research Assistant, Department of Human Genetics and Biological Chemistry; The University of Texas Medical Branch; Galveston, Texas
1976-1978 James W. McLaughlin Fellowship in Infectious Disease and Immunology, Division of Pediatric Immunology and Allergy; The University of Texas Medical Branch; Galveston, Texas
1981-1984 Pediatric Resident; University of California Medical Center; San Diego, California
1984-1986 Immunology-Allergy Fellow, Department of Pediatrics, Division of Clinical Immunology; The University of Texas Health Science Center at San Antonio; San Antonio, Texas
1986-1988 Private practice Allergy and Clinical Immunology; Austin, Texas
1988-1997 Group Practice of Allergy and Immunology; The Austin Diagnostic Clinic Association; Austin, Texas
1997 to present Private practice of Allergy and Clinical Immunology and Pharmaceutical Research; Austin, Texas

Julius Henry van Bavel, M.D.
Curriculum Vitae
Page 2

CERTIFICATION:

American Board of Pediatrics, 1987
American Board of Allergy and Immunology, 1987

LICENSE: Texas, #G0228

PROFESSIONAL SOCIETIES:

American Medical Association
American Academy of Allergy and Immunology
American College of Allergists
American Association for Clinical Immunology and Allergy
Texas Allergy Society
Texas Medical Association
Travis County Medical Society

RESEARCH ACTIVITIES:

1. Development of an enzyme-linked immunosorbent assay for cytoplasm fibrinogen produced by rat liver cells.
2. Development of a fluorescent immunosorbent assay for secretory component and secretory immunoglobulin.
3. Investigation of immunoglobulin A production by human colostral cells.
4. Numerous clinical trials of investigational allergy and asthma medications 1984-present. (See Attached List)

Desiree Adair

From: Rollingwood Texas <rollingwood-tx@municodeweb.com>
Sent: Tuesday, August 15, 2023 12:53 PM
To: Desiree Adair
Subject: Form submission from: Application for Boards and Commissions

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Submitted on Tuesday, August 15, 2023 - 12:52pm

Submitted by anonymous user: 12.36.164.226

Submitted values are:

Name Brian Rider
Street Address 2906 Hatley Dr.
Home Phone Number 512.327.4811
Cell Phone Number 512.626.5943
E-mail brideraustin@gmail.com

Employment

Employer Retired
Occupation Attorney/Professor of Law
Business Address NA

Qualification for Boards and Commissions

Are you a United States Citizen? Yes
Are you eighteen (18) years of age or older? Yes
Are you a registered voter of the City? Yes
How long have you been a resident of Rollingwood? 38 years (Since 1985)
Have you resided continuously in the state for twelve (12) months immediately preceding today's date? Yes
Have you resided continuously in the City of Rollingwood for six (6) months immediately preceding today's date? Yes
Have you been determined by a final judgment of a court exercising probate jurisdiction to be: (A) totally mentally incapacitated; or (B) partially mentally incapacitated without the right to vote? No
Have you been finally convicted of a felony from which you have not been pardoned or otherwise released from the resulting disabilities? no

Experience

Please give a brief resume, including education, past employment, any special background or qualifications you have for service on Rollingwood Boards and Commissions. Use attachments if necessary. Founder of Park Commission and RCDC. Service on those Boards for many years. Professor or Law at UT Law School teaching land
Upload Resume (Optional)

nted by the Rollingwood City Council, on which Board(s)/Commission(s) would you be willing to serve?

Comprehensive Residential Code Review Committee (CRCRC)

Previous Service? Yes

If yes, which board or commission and how long? Chair Park Commission; President RCDC

Preferences

Please state why you wish to serve the City of Rollingwood as a member of one of the Boards and Commissions. I have legal knowledge and practical skills to serve on the CRCRC and as retired professional I have time to devote to its work

The results of this submission may be viewed at:

<https://www.rollingwoodtx.gov/node/3451/submission/2694>

CRCRC GUIDING PROCESS (DRAFT) v4

Deliverables

Public survey on residential code related issues

Survey analysis report

Committee recommendations report based on survey and other public input

Supporting documentation / presentations / meetings / posters

Process

- 1) Generate list of topics *
- 2) Divide topics among CRCRC members
- 3) Schedule topic discussion dates per meeting schedule
- 4) On meeting dates, CRCRC member assigned a topic will present topic background including as-is referenced code.
- 5) Establish Survey Subcommittee:
 - Survey Subcommittee** (active)
 - i. POSTER SESSION / PUBLIC REVIEW of topics and input to date (completed)
 - ii. Draft questions from list of topics (seeking outside input OK)
 - iii. Finalize questions / supporting information in common format / style (one hand on the pen)
 - iv. Share-out final questions / supporting information to CRCRC
- 6) Discuss and approve Survey Subcommittee questions as they are authored until draft survey completed
- 7) Survey Subcommittee: Identify residents / RW staff interested in doing survey “sanity check”; share out survey; collect feedback; adjust; report on adjustments to CRCRC
- 8) Work with staff to develop processes / timing for getting survey out to the public and receiving responses; execute
- 9) Establish Analysis Subcommittee
 - Analysis Subcommittee**
 - i. Capture survey responses
 - ii. Analyze (conventional and AI)
 - iii. Report findings
- 10) POSTER SESSION / PUBLIC REVIEW / BLOCK MEETINGS
- 11) Topic owners draft recommendations based on findings report; present recommendations to CRCRC
- 12) CRCRC considers / debates recommendations / endorses draft
- 13) POSTER SESSION / PUBLIC REVIEW / BLOCK MEETINGS

14) Establish Presentation Subcommittee

Presentation Subcommittee

- i. Present draft recommendations to P&Z for endorsement – PUBLIC REVIEW
- ii. Report P&Z endorsed recommendations to City Council for approval and action
– PUBLIC REVIEW

TOPICS AS OF 6-30-23 *

Allowable building heights

Allowable number of stories

Setback distances

Floor / Area Ratios (FAR)

Permissible building and planting in setbacks, easements and right-of-ways

Trees

Allowable fence heights

Residents right to privacy

Driveways and egress

Allowable changes to topography

Impervious cover / drainage

Zoning by topography

Nonconformance

Outdoor lighting

* Topics may be added by any CRCRC member but are limited to the building code as it applies to individual lots.

Topics no longer in CRCRC scope

Allowable locations of construction fences, staging, port-a-pots, dumpsters

Allowable use of City streets

Safety issues around construction parking

Permitted activities outside of allowable construction hours

Permitting process

Ordinance enforcement

Public education of ordinance

SURVEY DEMOGRAPHICS

Who should take the survey?

From Comprehensive Plan Survey

This survey is open to every Rollingwood resident who is at least eighteen years old. Please take this survey only once per person; multiple qualifying members of a family may each take the survey. Please note that links to additional materials have been provided in the survey where applicable and available. All responses are confidential and anonymous.

What should the survey ask with regard to demographics?

From Comprehensive Plan Survey:

Q1. What is your relationship to Rollingwood?

1. I own a home in Rollingwood.
2. I rent a home in Rollingwood.

Q2. How long have you lived in Rollingwood?

1. Less than 5 years
2. 5-10 years
3. 11-20 years
4. 21-30 years
5. More than 30 years.

Q3. How old are you?

1. 18-34
2. 35-49
3. 50-64
4. More than 64

Q.6. Annual Household Income (optional):

1. Under \$50,000
2. \$50,000 - \$100,000
3. \$100,000 - \$250,000
4. \$250,000 - \$500,000
5. More than \$500,000

Q.7 Using this map [LINK OR PHOTO], in which area of Rollingwood do you live and/or own property? (Check all that apply)

1. Area 1
2. Area 2
3. Area 3
4. Area 4

Consideration for CRCRC Member Participation

From BUIE Response to RFQ

We recommend moving forward with the (Survey Monkey) Advantage Annual plan, which is \$468 billed annually and offers the ability to meet all of the following CRCRC requirements:

- Distribute a survey in digital form that can be pulled from a website or pushed via email.
- Determine how many surveys are received from a single household - i.e. an audit trail.
- Support for all of the descriptive information and graphics included in the draft survey.
- Collect respondent data into a common file system, so that an individual's responses stay together and a complete set of answers to the 25 questions can be attributed to a single respondent.
- Manually add information from paper surveys.
- Create basic reporting of the results.

In addition to securing the survey service, Buie & Co. would also perform the following activities:

- Survey review, editing and drafting additional demographic questions - 5 hr/\$
- Uploading survey into SurveyMonkey - 5 hr/\$
- Project Management - 5 hrs/\$ per month (we anticipate 2-3 months for the project)

The hours estimates are based on similar work Buie & Co. performed for the 2021 City of Rollingwood Comprehensive Plan.

A total for all of the activities listed above and the cost of SurveyMonkey is \$.

The following activities are services that can be added to help support your participation goals and report analysis.

- Community outreach - The following activities will help reach the goal of 400 well-considered survey responses. We estimate 30 hrs/\$ for these initiatives.
 - Messaging and design for collateral including utility bill inserts, yard signs, social media posts, Picayune ads and website updates.
 - Media relations including initial press release, follow-up pitching and reporting out on results.
- Survey analysis and report creation - This includes providing the data in the requested format and laying out a public facing report. We estimate 10 hrs/\$