



CITY OF ROLLINGWOOD COMPREHENSIVE RESIDENTIAL CODE REVIEW COMMITTEE AGENDA

Tuesday, October 24, 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 Tuesday, October 24, 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=QmNUbmZBQ1lwUjNjNmM5RnJreIRFUT09>

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 October 10, 2023 CRCRC meeting

REGULAR AGENDA

- 3. Discussion and possible action on emails and letters to the CRCRC from October 6, 2023 to October 19, 2023
- 4. Update, discussion and possible action on survey progress and course corrections
- 5. Discussion and possible action regarding a Survey Analysis subcommittee
- 6. Discussion and possible action regarding topics related to trees and to formalize the Trees subcommittee
- 7. Discussion on aesthetic considerations
- 8. Update, discussion, and possible action regarding CRCRC process document
- 9. Discussion on expectations of timeline and deliverables
- 10. 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 **October 20, 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, 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 26th, 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.

Shanthi 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 _____ day of _____, 2023.

Dave Bench, Chair

ATTEST:

Desiree Adair, City Secretary

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

