



**CITY OF ROLLINGWOOD  
COMMUNITY DEVELOPMENT CORPORATION  
AGENDA**

**Monday, September 11, 2023**

Notice is hereby given that the Community Development Corporation 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 September 11, 2023 at 12:00 PM. Members of the public and the Community Development Corporation may participate in the meeting virtually, as long as a quorum of the Community Development Corporation 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](mailto: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 ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION MEETING TO ORDER**

1. Roll Call

**PUBLIC COMMENTS**

Citizens wishing to address the RCDC 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, RCDC is restricted from discussing or taking action on items not listed on the agenda.

**CONSENT AGENDA**

All Consent Agenda items listed are considered to be routine by the RCDC 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 14, 2023 RCDC meeting

**REGULAR AGENDA**

3. Update from the Retail Coach

4. Discussion and possible action on the RCDC project prioritization's framework and sources of funding

5. Review and discussion of likely capital needs for commercial development and the park and alignment to the comprehensive plan and the park master plan

6. Discussion and possible action on sources of potential income for both objectives

7. Discussion and possible action on a framework for the allocation of RCDC financial resources

8. Discussion and possible action on a Park Commission request regarding funding of a capital improvement solution to address erosion due to drainage by the fieldhouse in the park with an approximate budget of \$30,000

**ADJOURNMENT OF MEETING**

**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](http://www.rollingwoodtx.gov) at **12:00 PM** on **September 8, 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 Community Development Corporation 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 corporation'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 COMMUNITY DEVELOPMENT CORPORATION MINUTES**

**Monday, August 14, 2023**

The Community Development Corporation 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 14, 2023. Members of the public and the Community Development Corporation were able to participate in the meeting virtually, as long as a quorum of the Community Development Corporation 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 is available to the public in accordance with the Texas Public Information Act upon written request.

### **CALL ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION MEETING TO ORDER**

#### 1. Roll Call

**Colin Harvey called the meeting to order at 12:04 p.m.**

**Present Members:** Colin Harvey, Bobby Hempfling, Brian Rider, Pat Sheehan, and President Emily Doran (virtually).

**Also Present:** City Administrator Ashley Wayman, RCDC Attorney Megan Santee, Council Member Phil McDuffee, Council Member Kevin Glasheen, Finance Director Abel Campos, City Secretary Desiree Adair, 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 12, 2023 RCDC meeting

**Pat Sheehan moved to approve the minutes as presented. Colin Harvey seconded the motion. The motion carried with 5 in favor and 0 against.**

### **REGULAR AGENDA**

#### 3. Update on the Retail Coach Phase 2 with Deliverables

Colin Harvey discussed that since the last meeting, RCDC has executed the agreement with the Retail Coach. He discussed the scope including:

- Re-engage with the developers around Rollingwood plaza,
  - Reach out to Park Hills Baptist Church,
  - Development of a future State economic impact report by property,
  - Have a prioritized set of developer and retail recruiting requirements by entity,
  - Develop a Rollingwood commercial exchange with a 10-year vision and regular cadence,
  - Develop Public Private Partnership opportunities,
  - Development of an incentive policy framework, and
  - Ongoing recruitment and outreach.
4. Update, discussion and possible action on next steps regarding the Commercial Corridor and Park enhancements

Colin Harvey began to discuss funding a design for park drainage and on Edgegrove near the area between Eanes creek and the commercial corridor.

Council Member Phil McDuffee recalled that because there is no immediate timeframe on this development, the City will continue to utilize that land. Focusing on the corridor behind Bee Cave Road off of Edgegrove, beautifying this area would be the short-term plan with a beautification plan as a first phase.

The RCDC and Council Member Phil McDuffee discussed material improvement of the area, planting of trees and landscaping, multiple plans and the physical stability of the area.

Brian Rider suggested that the RCDC design a project to submit to City Council with a landscape architect or someone with appropriate skills to draw some alternative improvements to the City property near Southcrest, Bee Cave, and Edgegrove not to exceed \$10,000.

Colin Harvey offered to do some research on cost and draft a project.

Council Member Kevin Glasheen discussed the area and the landscape remediation project approved by City Council and what that looks like in detail and a privacy issue mentioned by the Mayor. He recommended informing the commercial property owners and brokers of any redevelopment to enhance that area and incorporate it into their uses. Mr. Glasheen suggested that City Council would be likely to approve improvements and cooperative use while RCDC gets the word out.

President Emily Doran expressed concern about the cost of putting in vegetation and then later having that be torn out in the next phase.

Council Member Kevin Glasheen stated that it would be a good idea to wait until there is a client lined up to do the work.

The RCDC and Council Member Kevin Glasheen discussed possible design plans for the area. Colin Harvey recommended one cohesive plan instead of piecemealing the projects. They discussed an overall cleanup plan, a residential barrier or screening, and improving the drainage.

President Emily Doran stated that this topic and messaging should be coordinated with the Retail Coach.

The RCDC discussed cleaning and surveying the area.

Council Member Kevin Glasheen suggested that the RCDC prepare the marketing materials, work with the retail consultant, and survey the area after the landscape remediation.

Council Member Kevin Glasheen discussed private funding for improvements that have been made to the Park, installation of a new double gate, and drainage issues.

Council Member Kevin Glasheen continued to discuss the study of a potential project at the upper Park. He will bring back plans of a masonry retaining wall or a block retaining wall regarding a drainage issue.

Colin Harvey discussed the setting of expectations for the RCDC.

**Pat Sheehan moved to make a project in the amount of \$4,000 to for fixing the gates of the park. Brian Rider seconded the motion.**

**The motion failed with 2 in favor and 3 against.**

The RCDC discussed the scope of the RCDC, their bylaws, and improvements in the Park.

Council Member Phil McDuffee mentioned that the timing of the gate installation would be best if it occurred before the start of baseball season.

Colin Harvey recommended creating a fund between the RCDC and City Council for the Park Commission.

President Emily Doran suggested an item for the next meeting to discuss the setting aside of money for this topic.

- 5. Discussion and possible action on a resolution approving the RCDC Budget for Fiscal Year 2023-2024

City Administrator Ashley Wayman discussed that this budget does not need to be approved today. She discussed the details of the budget including any changes.

**Brian Rider moved to table the budget. The motion failed for lack of a second.**

Council Member Kevin Glasheen discussed the process that he has followed for attempting to get the gate project installed.

Booby Hempfling proposed to fund \$3,600 for the gate for the park that will allow the dogs in and out easier.

RCDC interjected with possibilities for process moving forward.

**Brian Rider moved to approve the RCDC Budget for FY 2023-2024 with the following amendment - Amend the budget proposal to take \$3,000 from this year’s budget and \$600 from the new budget to make \$3,600 for the repurposing of it for the gate. Pat Sheehan seconded the motion. The motion carried with 5 in favor and 0 against.**

6. Discussion and possible action on a plan regarding transfer of funds to TexPool

Finance Director Abel Campos discussed the fund balances and the amount available to invest in TexPool. He discussed the procedure for transferring money to TexPool.

**Bobby Hempfling moved to transfer \$200,000 from our bank account operating cash to TexPool. Brian Rider seconded the motion. The motion carried with 5 in favor and 0 against.**

7. RCDC Financials through July 2023

Finance Director Abel Campos discussed the financials through July of 2023.

**ADJOURNMENT OF MEETING**

**The meeting was adjourned at 1:35 p.m.**

**Minutes Adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.**

\_\_\_\_\_  
**Emily Doran, RCDC President**

**ATTEST:**

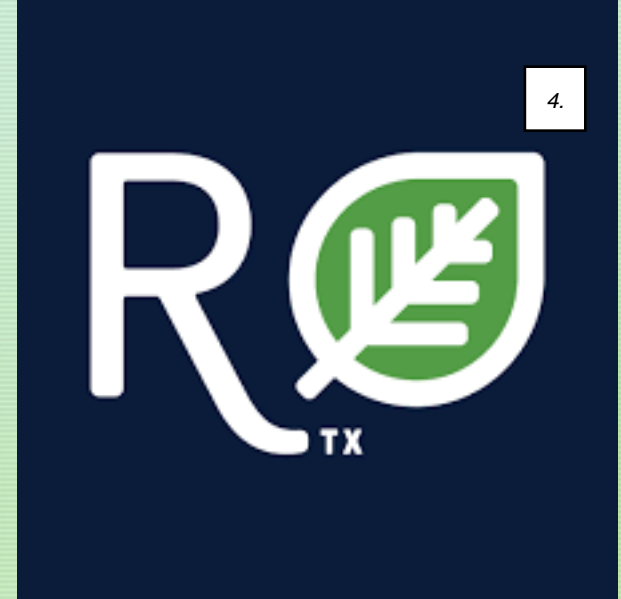
\_\_\_\_\_  
**Pat Sheehan, RCDC Secretary**

Plan/Deliverables

1. Rollingwood Plaza
  - a. Reconvene with shopping center owners (September)
  - b. Develop plan of future site plan options (September-January)
  - c. Work with developer to create 'end in mind' visuals with economic impact estimates (November-January)
  
2. Park Hills Baptist Church
  - a. Understand what is actually possible from a redevelopment standpoint (August-September)
  - b. Develop a plan similar to Rollingwood Plaza
  
3. Develop Future State Economic Impact Report by Property
  - a. Develop list of all relevant properties (September)
  - b. Document current state ownership and owner objectives, lease expiration profiles and future state economic value and tax revenue if redeveloped (Continuous Progress August-December)
  
4. Develop Developer/Retailer Recruiting Requirements by Entity
  
5. Develop Rollingwood Commercial Exchange
  - a. Identify attendees/roles including recruiting of potential new developers (August/September)
  - b. Develop and share 10 year 'end in mind' vision (RCDC and The Retail Coach)(August/September)
  - c. The Retail Coach will work with RCDC to help schedule meetings for 2023/2024 (August/September)
  
6. Private/Public Partnership Opportunities
  - a. Provide a list of P3 opportunities (August/September)
  - b. Determine how much capital it would take to be effective and what channels methods have proven most effective in similar situations (August/September)
  - c. Document successful use cases in other like communities (August/September)
  
7. Develop Incentive Policy Framework
  - a. Define potential incentive policy options for the RCDC (Ongoing)
  - b. Provide examples of other municipalities utilizing incentives (August/September)
  
8. Continue recruitment and outreach to prospects (Ongoing)

# RCDC Project Prioritization Framework and Expanded Sources of Funding Discussion

RCDC Meeting September 2023





## Contents

- Assumptions
- Current State
- Scalability and Efficiency Needs
- Objectives from the Plans
- Recommendations and Potential Actions

## Assumptions

- The current state of the North side of the commercial corridor is inconsistent with neighborhood.
- Rollingwood Park (“the park”) is valued part of our community and needs continued investment.
- The Comprehensive Plan (2022) and the Rollingwood Master Park (2018) Plans collected feedback for both the commercial corridor and the park.
- Neither plan established a design or implementation roadmap but instead gave us frameworks for decision making and prioritization

## Current State

- RCDC currently has \$400K with about \$150K per year forecasted in revenue
- We are now armed with 2018 Park Study, 2022 CP study and Retail Coach recommendations
- We now have the Community input and professional plan to suggest potential projects
- RCDC can fund both park improvements and Commercial development projects
- Existing & Forecasted funding requirements are in excess of what the RCDC can finance
- Need efficiency with available resources and prioritize projects
- Need to find scalable methods to finance

## Efficiency: Potential Framework for the prioritization of existing RCDC funds (Efficiency)

- Portfolio management approach to priority, impact and mix of project investments as part of the approval process
- Standardize prioritization and selection of projects. Example – illustrative only:
  - Q1 Project submission
  - Q2 Project selection
  - Q3/Q4 Project execution (ongoing projects would overlap with annual selection)
- Use of community feedback from Comprehensive and Park plans

## ▸ **Scalability:** Funds for Commercial and Park Project Investments

- RCDC current tax allocation
- Tax Increment Financing (TIF)
- Public/Private Partnerships (P3)
- Developer Investment
- Project based fundraising (ex. Recent field enhancements)
- Establishment and funding of a private endowment

## RCDC Related Recommendations from Comprehensive Plan

- Build a positive business development climate (in process)
- Codify commercial zoning recommendations (in process)
- Connect residential and commercial areas along Bee Caves
- Encourage restaurant development
- Create a safer pedestrian crossing across Bee Caves at Edgegrove Dr
- Convert Old Dellana lane into a usable hike and bike trail

## Summary of Recommendations from the Park Plan

- Drainage improvements
- Extend and improve walking trail and accessibility between the upper and lower parks
- Create multi-purpose fields that allow for additional sports programming and unstructured play
- Provide a separate off leash dog area that is its own (does not explicitly eliminate any existing off leash areas)
- Expand programming for all ages
- Increase and maintain tree canopy
- Expand native gardens

## Recommendations and Potential Actions for Park:

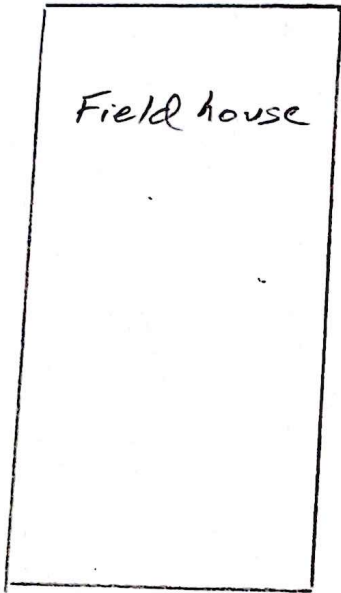
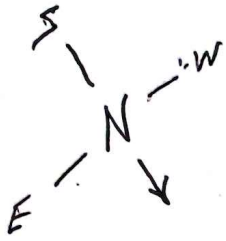
- Private endowment fund for the park with \$50,000 from RCDC and an ongoing annual commitment of \$25,000 to be supplemented by private donations driven by park commission fundraising
- Create a governance model for the administration of the endowment enabling the park commission to manage the fund, recommend projects in alignment with the Park Master Plan & future community approved objectives with final project approval of city council
- Development of standardized Project forms, submissions, approvals and execution schedules
- Phased building park projects should be in accordance with a civil engineering plan for long term municipal building improvement plans and codified in governance model.
- Define out of project schedule exception process



## Recommendations and Potential Actions for Development:

- Definition of a project prioritization schema based on the commercial development objectives of the Comprehensive Plan
- Development of standardized Project forms, submissions, approvals and execution schedules
- Survey and define easements along Eanes creek and boundaries of city owned land
- Create wide range plan to clear and stabilize Eanes creek access areas.
- Share plans and potential projects with landlords and retail coach for access to commercial corridor
- Funding of professional services required to define the possibilities of utilizing Tax Increment Financing (TIF) to accelerate development

1" = 20'



play ground

existing masonry retaining wall

workout stations



Trees

existing 10' rubble retaining wall

Back fill

New underground drain pipe

existing surface drainage

Back fill

New pipe outlet for french drain

Batting cage



Stairs to lower park

New French drain

existing dirt ramp up

New masonry retaining wall

Soft ball

Fields 3, 4 & 5

Batting cages

existing masonry retaining wall

8-26-23

## MICHAEL WILLIAMS MASONRY, LLC

3409 El Dorado Trail

Austin, Texas 78739

TO: Kevin Glasheen

RE: Rollingwood Park, Austin, Tx. 78746

For the work we discussed, I will supply labor, tools, and materials to remove the flat stone in the path and install a drain pipe from the wall to the outside of the path, then relay the stone on the path.

I will prep the ground for approximately seventy (70) linear feet of boulder stones, approximately 2' tall x 18" wide x 44" long and lay the stones.

I will install a French drain the full length of the wall, wrap the pipe with filter cloth then cover with gravel. Demo the stone basket and rebuild it about fifty (50) ft. down the wall, then backfill the wall to grade with sandy loam the full length of the wall. This is for a total of \$31,600.00.