



CITY OF ROLLINGWOOD COMPREHENSIVE RESIDENTIAL CODE REVIEW COMMITTEE AGENDA

Tuesday, October 10, 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 10, 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 September 26, 2023 CRCRC meeting

REGULAR AGENDA

- 3. Discussion and possible action on emails and letters to the CRCRC from September 23, 2023 to October 5, 2023
- 4. Discussion and possible action on survey status and next steps
- 5. Introduction to the tree ordinance
- 6. 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 6, 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, September 26, 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, September 26, 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 5:04 p.m.

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

Also Present: City Administrator Ashley Wayman and Development Services Director Nikki Stautzenberger.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2. Discussion and possible action on the minutes from the September 7, 2023 CRCRC meeting

Duke Garwood moved to approve the consent agenda. Alex Robinette seconded the motion. The motion carried with 6 in favor and 0 against.

REGULAR AGENDA

3. Discussion and possible action on emails and letters to the CRCRC from 08-31-2023 to 09-22-2023

Chair Dave Bench discussed that there was one letter that came in to the Development Services Manager regarding the height of two homes in the city.

4. Introduction and welcome of new CRCRC members

Chair Dave Bench introduced new members Jay Van Bavel and Brian Rider to the CRCRC.

Jeff Marx joined the meeting during this item.

5. Introduction of CRCRC Vice Chair

Chair Dave Bench stated that he has asked Alex Robinette to be the Vice Chair.

Brian Rider moved to appoint Alex Robinette as Vice Chair. Thom Farrell seconded the motion. The motion passed with 7 in favor and 0 against.

6. Introduction of Buie representative

Chair Dave Bench discussed that he went to the Council to ask for appropriations for the CRCRC. He introduced Sarah O'Brien from Buie and Co. to help with the survey.

Sarah O'Brien, Vice President at Buie and Co., discussed the timeline for creation of a survey, including graphics and images.

7. Discussion and possible action on deliverables, assignments, and timeline of survey delivery

The Committee discussed the status of the survey.

Chair Dave Bench asked if the group wanted to consider pickleball or sport courts and the committee discussed whether a survey question about what can be put in the setback should be included.

City Administrator Ashley Wayman explained that the City Council and the Planning and Zoning Commission are working on the language pertaining to sport courts.

The committee discussed ways to clarify questions regarding the reference datum.

The committee and Sarah O'Brien discussed the demographic questions, how the results could be authenticated, and what information could be collected. The committee and Ms. O'Brien discussed the number of surveys per household. They agreed to two surveys per household and one survey per person.

The CRCRC discussed specific survey questions and information provided, and the timeline for survey release and responses received. They discussed the potential of having all responses collected by November 2.

The committee discussed the way survey information was disseminated during the strike force survey, Buie's scope of work, and how the survey postcards will be distributed.

Shanthi Jayakumar offered to share information that the women's club has used to distribute information.

Alex Robinette and Duke Garwood offered to help organize the map for survey distribution.

Sarah O'Brien said that while the group worked on the final survey, Buie would begin working on the information that needs to be sent out.

The committee discussed that when they market the survey, the link needs to be live. They gave the following timeline:

- Survey Go Live: October 21
- Survey Closes: November 5

Sarah O'Brien stated that they would develop the rest of the schedule based on those dates.

8. Discussion of changes to CRCRC Open Meetings Act requirements

Chair Dave Bench discussed the relaxations that the City Council allowed to the Texas Open Meetings Act for the CRCRC.

Alex Robinette stated that trees may be ready to be talked about publicly even without survey completion. Chair Dave Bench requested that she bring this as an agenda item to the next meeting. Thom Farrell suggested that Alex Robinette talk to Council Member Brook Brown about what has been developed for the commercial code.

Shanthi Jayakumar stated that drainage was a topic of discussion that needs to be added to the survey, and Chair Dave Bench explained that the CRCRC has been asked to restrict their topics to items that affect a single lot. Shanthi and the committee further discussed drainage issues.

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

The committee discussed that October 10th is the next meeting date.

ADJOURNMENT OF MEETING AND PUBLIC WORKSHOP

The meeting and public workshop was adjourned at 6:46 p.m.

Minutes Adopted on the _____ day of _____, 2023.

Dave Bench, Chair

ATTEST:

Desiree Adair, City Secretary

The Comprehensive Residential Code Review Committee (CRCRC) was created to gather public opinion in response to recent building trends, and to evaluate Rollingwood's aging building codes for current fitness. This survey covers residential code-related issues and attempts to assess the public's appetite for change, if any. Its focus is driven by over 75 recent constituent emails, and responses from the 2021 Comprehensive Plan Strike Force survey. After reviewing the results of this survey, the committee will analyze and discuss options before presenting them back to the public for further review.

Commented [SO1]: Will it be presented to the community or to City Council first?

This survey is open to every Rollingwood resident who is at least eighteen years old. Please take this survey only once per person; up to two 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. This survey was authored by the CRCRC. Buie & Co., the team that conducted the Comprehensive Strike Force survey, has been hired to administer and authenticate it. All responses are will be confidential and anonymous to the CRCRC.

Survey responses are largely open-ended. Depending on the level of response detail, the survey can take between 15 and 45 minutes to complete. You may save and return at any time. Survey deadline is Sunday, November 5, 2023 by midnight.

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Thank you for your thoughtful participation.

- START OF SURVEY -

Q1: Are you generally satisfied with the trend of new construction in Rollingwood? Please mention what you do and/or don't like about building trends, be specific.

- Yes
- No

Comments:

Q2: Do you think Rollingwood should consider changes to its building codes? Please mention specifically what you do and/or don't like about building codes, be specific. If you are not sure, the rest of the survey may help clarify current codes and issues.

- Yes
- No

Comments:

BUILDING HEIGHT

Rollingwood adopted its current ~~35 feet~~35-foot maximum residential building height in the 1980's. The current code reads as follows:

Sec. 107-71. - Maximum permissible height

No portion of any building or structure (except a chimney, attic vent, lightning rod, or any equipment required by the city building code) may exceed 35 feet in height. Except as may be required by applicable codes, no chimney, attic vent, lightning rod or required equipment may extend more than three feet above the highest point of the following: the coping of a flat roof, the deck line of a mansard roof, or the gable of a pitched or hipped roof.

Q3: Is Rollingwood's maximum residential building height of 35ft:

- Too high
- Not high enough
- About right

Comments:

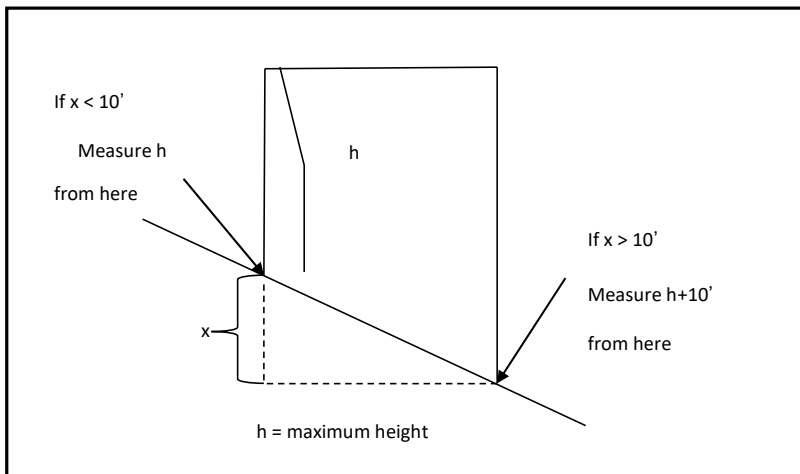
MEASURING BUILDING HEIGHT

Rollingwood also adopted its current method for *measuring* building height in the 1980's.- The code allows ~~it provides forgiveness to sloping lots by allowing~~ up to 10 feet of additional wall height on the low side of sloping lots. -The result is that depending on the slope of the lot, residential walls are legally permitted to measure up to 45 high from the original native ground surface. The definition from the current code with a descriptive illustration follows:

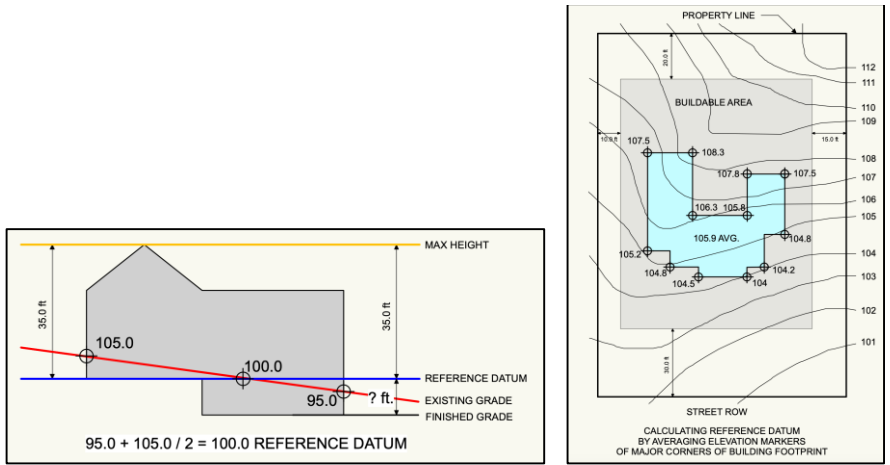
Sec. 107-3. - Definitions

*Building height, residential, means the vertical distance above a **reference datum** measured to the highest point of the building. The **reference datum** shall be selected by either of the following, whichever yields a greater height of the building:*

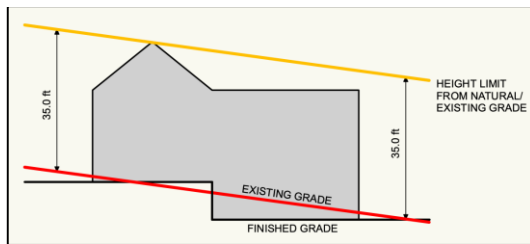
1. *The elevation of the highest adjoining original native ground surface to the exterior wall of the building when such original native ground surface is not more than ten feet above the lowest adjoining original native ground surface; or*
2. *An elevation of ten feet higher than the lowest adjoining original native ground surface when the highest adjoining original native ground surface (described in subsection (1) of this section) is more than ten feet above lowest adjoining original native ground surface-*
3. *The original native ground surface shall be determined as the existing grade on the lot prior to development of the residential building as may be shown on approved building plans or survey of the property.*



There are other ways to determine a **reference datum** or establish a point of reference from which to measure building height. Many cities use either an average of the slope (left image below), or the average elevation of the building footprint from existing grade: (right image below). Both approaches may allow for some maximum height forgiveness on sloped lots but may be simpler to apply than the current method.



Another approach to managing buildable height is to not allow any part of a building to exceed the maximum height from a parallel line to existing grade. This method does not provide height forgiveness.



Q4: Should we look at alternate ways to measure building height? If so, which of the ways listed above would you prefer? Please write in your answer under the comments.

- Yes
- No

Comments:

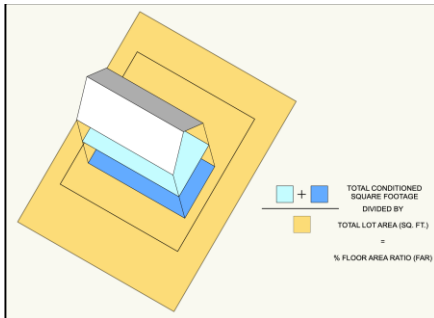
Q5: Should we measure the maximum height of a home with a flat roof differently from one with a pitched roof?

- Yes
- No

Comments:

FAR

The **Floor to Area Ratio (FAR)** of a building is a measure of a building's mass relative to its lot size, and can reveal how much built area there is on the built intensity of a property. FAR is calculated by dividing the total square footage of the home by the square footage of the lot.



The **ratio of building footprint to lot size** is another way to measure what percentage of a lot is occupied by a building.

Commented [KM2]: I think this needs to be better explained. How do you measure the footprint? Is this just the ground floor square footage?

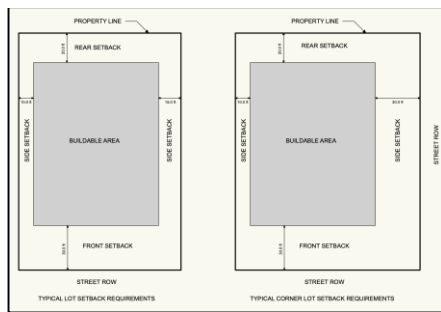
Q6: Should we consider adding FAR and/or ratio of building footprint to lot size to Rollingwood's building code?

- Yes
- No

Comments:

SETBACKS

A **building setback** is the distance (measured in feet) a house or structure must be from the front, side, and rear property lines.



The setback requirements in Rollingwood are:

- **Front:** 30 feet plus 10 feet right-of-way (ROW)
- **Side:** minimum 10 feet, with a cumulative minimum requirement of 25 feet
- **Corner:** street facing side — 30 feet plus 10 feet right-of-way (ROW)
- **Rear:** 20 feet, including pools (but not pool decking)

Q7: Please indicate your feelings on Rollingwood’s current setback dimensions, and clarify in the comments if you have thoughts or concerns specific to front, side, or rear:

- Too large
- Too small
- About right

Comments:

Front:

Side:

Rear:

On April 5, 2023 4-5-23 Rollingwood City Council set limits on projections into setbacks, as follows:

Roof overhangs may encroach into front and rear yard setbacks up to 5 feet, and into side yard setbacks up to 33 percent% of their maximum width. **Projections** that include chimneys and bay windows may encroach only 2 feet into setbacks on all sides.

Prior to this amendment, the code excepted these types of building extensions from setback limits, thus allowing unlimited encroachment of projections into setbacks.

Q8: Please indicate your general feelings on the new setback projection limits described above, and clarify if you have concerns specific to roof or bay window projections:

- Too much
- Too little
- About right

Comments:

Residents have written emails about the impacts of buildings and landscape along, and within the setbacks, including:

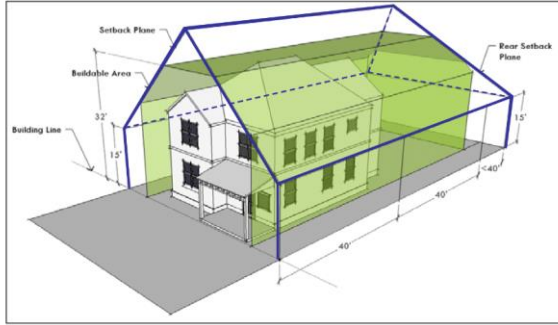
- Building to the allowable maximum- height of 35 feetft-, and up to 45 feetft- on sloped lots;
- Building along the entire length of setbacks, including to the maximum- height;
- Minimal side articulation by building flat walls and roofs with minimal variation or changes in building form or material;
- Foundation Height - allowable to any height within overall maximum building height;
- Land removal; and
- Tree Removal

Q9: Should we consider any limitations on what can be built along a setback? Please indicate in the comments any specific thoughts on the bullet points listed above.

- Yes
- No

Comments:

Buildable area can also be restricted using a set of angled plane geometric constraints known as "tenting". Tenting serves as the core basis for City of Austin's ordinances whose intent is to harmonize new development with existing residences.



Q10: Should we develop a set of “tenting” rules for Rollingwood that restrict building height along a setback?

- Yes
- No

Comments:

NUMBER OF STORIES

Rollingwood has a few three- and four-story homes that are built, or in permitting, some with an additional rooftop lookout. These homes still meet the maximum allowable height requirements. Some residents have asked for a limit on the number of stories.

Q11: Should we limit the number of allowable stories?

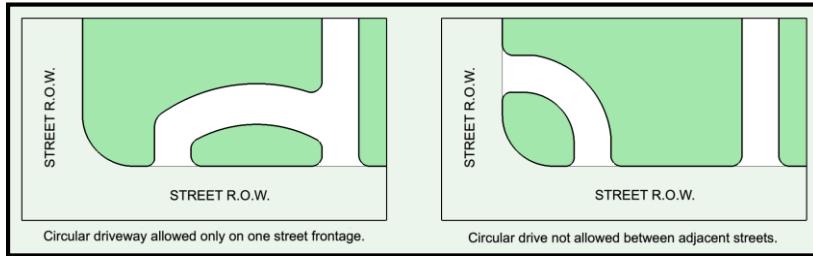
- Yes - limit residences to _____ stories
- No - no limit to the number of stories, provided that the residence meets all other code requirements.

Comments, including thoughts on restricting overall area of additional floors above a certain level:

CIRCULAR DRIVEWAYS

The current code allows for a circular driveway, provided that both driveway ends terminate on the same street. A driveway that cuts across a corner lot from one street frontage, to the adjacent street frontage, is not allowed.

Some residents who live on the corner of busy intersections are concerned that they cannot provide the safest



driveway access for their driver-age children and guests.

Q12: Should we reconsider code limitations placed on circular driveways for a corner lot that connects two streets?

- Yes
- No

Comments:

LIGHT POLLUTION

A number of respondents from the Comprehensive Plan Task Force, as well as recent emails to [the CRCRC](#), have indicated an interest in some codified lighting standards to reduce light pollution and trespass (when lights from one property are cast into another).

The International Dark Sky Association, along with the Illuminating Engineering Society of North America, designed a Model Lighting Ordinance (MLO) template to help municipalities develop outdoor lighting standards according to the sensitivity of the area, as well as accommodating community intent.

Q13: Should we examine some aspects of a Dark Sky initiative in our residential code that may include Exterior and Landscape Lighting?

- Yes
- No

Comments:

TREES

Rollingwood passed a tree ordinance in February 2019. Its PURPOSE states:
The tree code regulations protect the health, safety, and general welfare of the citizens of the city. In doing so, the appearance of the city is enhanced and important ecological, cultural, and economic resources are protected for the benefit of the city's residents, businesses, and visitors.

Q14: How much of a priority to you are the trees in Rollingwood on a scale of 1 to 5, with 5 being the highest priority?

- 1
- 2
- 3
- 4
- 5

Q15: Is our current tree ordinance doing enough to save protected and Heritage trees?

- Yes
- No

Comments:

Q16: Should we consider a plan sponsored by the city, or private donations, to plant additional trees, with owner approval, in public ROW?

- Yes
- No

Comments:

ZONING BY TOPOGRAPHY

Rollingwood has a complex topography that affects lot types, lot shapes, right of way restrictions, drainage concerns, adjacencies to natural areas and creek frontage, and heritage trees. Yet, all lots have the same rules, i.e. setback limitations, building heights, drainage considerations, etc. Property owners with unusual lots have little recourse other than to address those requirements through appeal to the City Council or the Board of Adjustment.

Q17: Should we consider the creation of special zoning districts for unusual lots?

- Yes
- No

Comments:

FENCES

There is no limit to the height of side and backyard fences. Front yard fences may not exceed 36 inches.

Q18: Should there be a height limit on side and backyard fences?

- Yes
- No

Comments:

IMPERVIOUS COVER / DRAINAGE

Impervious cover is any type of human-made surface that doesn't absorb rainfall including: rooftops; patios; driveways, paved and unpaved; and sidewalks. The Texas Commission on Environmental Quality (TCEQ) has impervious cover restrictions designed to limit the run-off from one property to a neighboring property. These restrictions must be addressed before construction can begin anywhere within the Edwards Aquifer Recharge Zone (Rollingwood is entirely in this zone). The City of Rollingwood has its own, more restrictive impervious cover requirements built into its Drainage Ordinance - adopted in 2016. Those requirements are thoroughly discussed in the Drainage Criteria Manual found at this site:

<https://www.rollingwoodtx.gov/building/page/rollingwood-drainage-criteria-manual>

Q19: Should more be done to limit the amount of impervious cover on a building lot?

- Yes
- No

Comments:

Home Address (required *) _____

**Address to be used for survey verification by Buie & Co. only, and will remain confidential from City of Rollingwood staff and residents, as well as the CRCRC.*

Please check any that apply to you in Rollingwood:

- Own your home
- Own more than one property
- Own a rental home
- Renting the home you are living in
- Built/currently building your home
- Planning to build
- A builder/investor that does not live in RW

How long have you lived in Rollingwood:

- Less than 5 years
- 5-10 years
- 11-20 years
- 21-30 years
- More than 30 years.

How old are you:

- 18-34
- 35-49
- 50-64
- More than 64

Annual Household Income (optional):

- Under \$50,000
- \$50,000 - \$100,000
- \$100,000 - \$250,000
- \$250,000 - \$500,000
- More than \$500,000

- END OF SURVEY -

Commented [SO3]: I would recommend that these questions be part of the full survey.

The following questions regarding BUILDING PROCESS & PERMITTING are optional:

Q20: Have you built or significantly remodeled a home in RW in the last 10 years?

Yes No

Comments

Commented [KM4]: Significant remodels require a lot of permitting so suggest expanding to include here.

Q21: Were the applicable building permit rules understandable?

Yes No

Comments

Q22: Did you find working with the City easy and efficient? What if anything would you change?

Yes No

Comments

Q23: Have you lived near a recent build?

Yes No

Q24: Did you receive adequate notice of the building permit?

Yes No

Comments

Q25: What concerns did you have and/or what issues were important to you as a nearby neighbor?

