



CITY OF ROLLINGWOOD COMPREHENSIVE RESIDENTIAL CODE REVIEW COMMITTEE AGENDA

Tuesday, February 13, 2024

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, February 13, 2024 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 January 22, 2024 CRCRC meeting

REGULAR AGENDA

3. Report, discussion and possible action regarding Planning and Zoning Commission response to January 17, 2024 CRCRC recommendation preview
4. Discussion and possible action concerning Survey Statistics Reporting
5. Discussion and possible action on the Tree Subcommittee Progress Report
6. Discussion and possible action on the Building Height/Envelope Subcommittee Progress
7. Discussion and possible action on incorporation of draft Commercial corridor lighting for residential
8. Discussion and possible action on driveway ordinance recommendation
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 **February 9, 2024**.

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

Monday, January 22, 2024

The Comprehensive Residential Code Review Committee 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 January 22, 2024. Members of the public and the Comprehensive Residential Code Review Committee were able to participate in the meeting virtually, as long as a quorum of the Comprehensive Residential Code Review Committee 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 5:00 p.m.

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

Jeff Marx joined the meeting at 5:04 p.m.

Also Present: Assistant City Administrator Desiree Adair and Development Services Manager Nikki Stautzenberger

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2. Discussion and possible action on the minutes from the January 9, 2024 CRCRC meeting

Jay van Bavel moved to approve the minutes with the amended change of "agenda" to "minutes". Thom Farrell seconded the motion. The motion passed with 6 in favor and 0 against.

Jeff Marx joined the meeting at this time.

REGULAR AGENDA

3. Discussion and possible action regarding City Council response to 1-17-24 CRCRC recommendation preview

Chair Dave Bench discussed feedback from City Council regarding the recommendation preview at the Council meeting. He discussed items presented including building height, exposed foundation, and setbacks.

Mr. Bench reported Council's suggestion that when changes are being recommended, the CRCRC mention whether these recommendations are supported by the survey or not.

City Council brought up a safety aspect to corner driveways and asked for discussion with the Police Department.

Mr. Bench provided his own calculation of survey statistics and described how it differed from Buie's calculations.

The CRCRC discussed concern over planting trees in the right of way.

Mr. Bench stated that City Council is good with waiting until the commercial corridor lighting recommendation comes out for any discussion of lighting in residential areas.

Alex Robinette discussed setback distances, pools in the setbacks, and how that controls the size of buildings.

Duke Garwood discussed the tree canopy and streetscape with the Committee.

Thom Farrell mentioned responsibility for growth of trees planted in the right of way.

The CRCRC discussed oak wilt, power lines, utilities, and tree plantings.

The Committee discussed the Google Fiber installation and the condition of streets.

4. Discussion and possible action on the Tree Subcommittee Progress Report

Jay van Bavel thanked the Tree Subcommittee members and discussed their progress and the survey responses. The subcommittee is reviewing the current tree canopy ordinance and looking at nearby cities' tree ordinances. He anticipated having recommendations by the next meeting.

5. Discussion and possible action on the Building Height/Envelope Subcommittee Progress Report

Alex Robinette reported that there is a group, but they have not met. She discussed the 35-foot rule, her analysis, and homes that do not meet the criteria. The subcommittee will look at side setback plane, corner lot rules, height restrictions, side articulation, language of nearest adjacent grade, and setback grade.

Chair Dave Bench would like item 4 and item 5 to be standing items on the agenda.

6. Discussion and possible action on draft recommendations

Chair Dave Bench discussed adding recommendations to the list. He would like this item to be a standing item also.

Mr. Bench mentioned that he would like to take the driveway ordinance to the next Planning and Zoning Commission meeting.

Development Services Manager Nikki Stautzenberger explained that the recommendations are meant to be comprehensive.

The CRCRC discussed the comprehensive nature of recommendations as opposed to piecemeal recommendations.

The CRCRC discussed a lighting subcommittee and recommending a heritage tree height of 4.5 feet instead of 4 feet.

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

Chair Dave Bench explained why the CRCRC is meeting this evening and stated that the next meeting will be on February 13th, 2024.

ADJOURNMENT OF MEETING AND PUBLIC WORKSHOP

The meeting was adjourned at 5:50 p.m.

Minutes adopted on the _____ day of _____, 2024.

Dave Bench, Chair

ATTEST:

Desiree Adair, City Secretary

Recommended Changes to Rollingwood Tree Maintenance Ordinance from the Tree Ordinance Subcommittee of the CRCRC.

1. Change the name of section to “Residential Landscape and Tree Canopy Management.”
2. Introduce the concept of xeriscape landscape into the ordinance with some suggestions to consider regarding using native and adapted low water use plants, and drought tolerant turf grasses for lawns. (no regulations, only suggestions).
3. Insert definition for a “heritage tree” category into ordinance with trees 24 inches in diameter measured 4 ½ feet above natural grade.
4. Change the criteria for planting alternatives to protected species (utility setback trees) to limit it to only areas 20 feet from a utility line. In other words, a protected species removed from setbacks, right of way and buildable area must be replaced with a protected species if not removed from the 20 ft utility setback area.
5. Adding a definition for Critical Root Zone (CRZ) that is area around tree trunk with a radius of one foot for every inch of diameter.
6. Emphasize the role of a city arborist in the review, approval, and implementation of all tree removal permits. Currently this is not being done.
7. Remove Sections (d) and (e) of Section 107-373 as we believe all protected trees and heritage trees removed from a lot should be replaced on that lot, if possible, and unless a variance is obtained to replant elsewhere.
8. Heritage trees require a separate “Heritage Tree Removal Approval” section on the Tree Removal Permit Application that can only be granted by a majority vote of the city council.
9. A proposal that the permit for removal of Protected trees and Heritage trees together with the replacement plan must be reviewed by the city arborist and approved before any demolition can occur on the lot.
10. Protected trees removed from the buildable area must be replaced by one protected species tree. Replacement of a Heritage tree removed from the buildable area with City Council approval must be replaced by two trees 6 inches in diameter or more.
11. If a protected or heritage tree straddles the boundary between setback line and buildable area line, it shall be considered being removed from the setback area if 25% or more of the trunk diameter is in the setback area.
12. An application for a tree removal permit must include a tree survey that shows all trees that are at least 12 inches in diameter 4 ½ feet above ground level and indicate the Critical Root Zone of these trees as well.
13. Inserted statement that “the site plan and project design will preserve the existing natural character of the landscape and the retention of protective trees as much as possible.”
14. Either increase the maximum number of trees that need to be replaced to 10 or 12 or remove this limitation altogether. Currently it is 7 no matter what the size of the lot. See section 107-375 (h).
15. Change the requirement for replacement of protected trees removed from the setback areas to 2 replacement trees for each removed. Currently it is 3:1.
16. Development application requirements must include a tree survey indicating the location of all protected and heritage trees together with their CRZ. A protection plan must be submitted

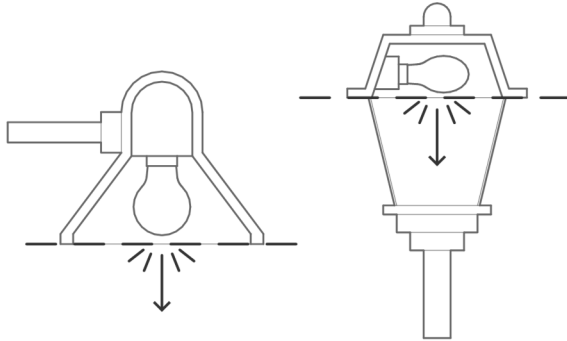
for these trees to include evidence that sufficient care must be demonstrated to ensure survival of these protected trees including adequate watering during construction.

17. All replacement trees must survive for at least three years, and the city arborist or other suitable city employee shall keep track of these replacements, so that at 3 years post planting their survival and health can be assessed.
18. Include a section on intent to implement a program for the city, at its expense, to plant trees in the right of way of residences (with owner approval), and/or a program to plant “commemorative trees” on city property where the cost would come through citizen donations.
19. Section 107-380 requiring all vendors doing tree trimming, removal, or demolition, have a annual permit to do so from the city secretary should be enforced or removed from ordinance.

Sec. 107-~~39120~~. Lighting requirements.

(a) Definitions: As used herein:

(i) "Shielded" means "installed in such a manner that all light emitted by the fixture, either directly from the bulb or a diffusing element, or indirectly by reflection or refraction from any part of the fixture, is projected below the horizontal plane immediately beneath the fixture's lowest light-emitting part."

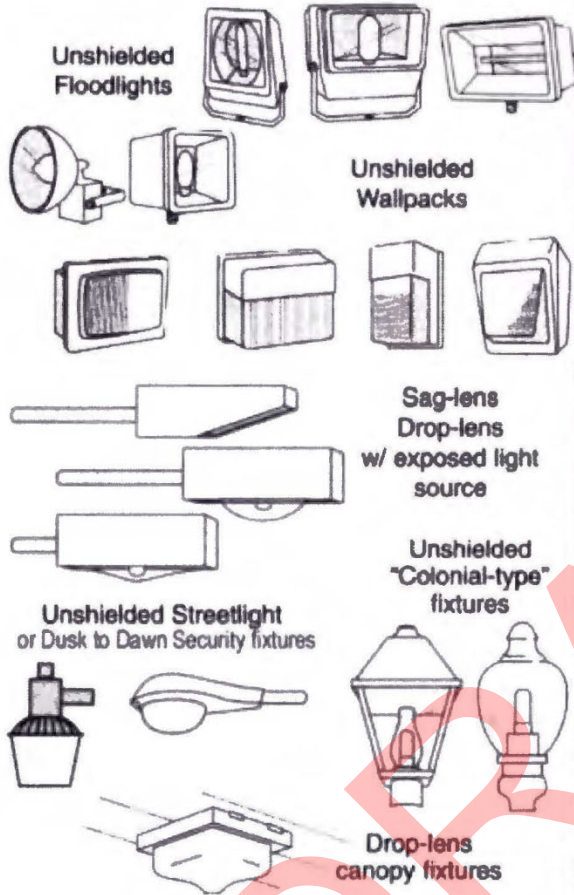


In Figure A (below), the lights on the left are nonconforming. Those on the right can be used in most cases. However, the mounting height and proximity to the property line may cause them to need additional shielding to prevent the luminous elements from being visible from any other property.

UNSHIELDED FIXTURES

Unacceptable / Discouraged

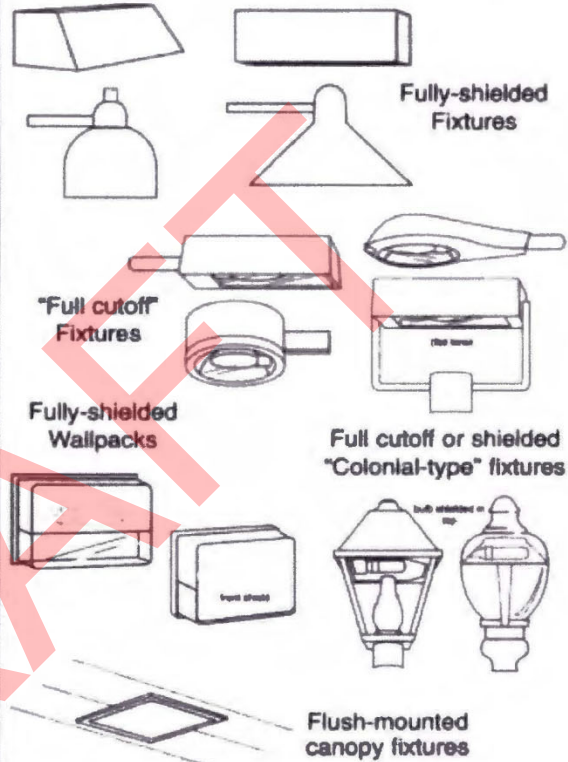
Fixtures that produce glare and light trespass



Full Cutoff and Fully Shielded Fixtures

Acceptable

Fixtures that shield the light source, to reduce glare and light trespass and to facilitate better vision at night.



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(ii) "Footcandle" as used herein shall mean: The illuminance produced on a surface one foot from a uniform point source of one candela and equal to one lumen per square foot.

(b) Applicability.

- (1) The regulations contained in this section are applicable to outdoor lighting fixtures installed on structures within the non-residential zoning districts of the City.
- (2) All outdoor lighting fixtures existing and legally installed and operating before the effective date of this section, or installed pursuant to a permit approved prior to the effective date of this Section, shall be brought into conformance with this Section upon the earlier of: (1) an application for a site plan or building permit for construction of a new building or modification of 50% or more of an existing structure, or (2) replacement or modification of an existing non-conforming fixture.
- (3) This section does not apply to interior lighting; however, overly bright lighting emitted from a structure will be subject to this section if it is determined by the City Administrator or his/her designee that it creates a nuisance or a potential safety hazard.

- (c) Exemptions. The following are exempt from the provisions of this section:
- (1) publicly maintained traffic control devices;
 - (2) street lights installed prior to the effective date of this section;
 - (3) temporary emergency lighting (fire, police, repair crews);
 - (4) lighting fixtures and illumination requirements imposed by TxDOT within TxDOT rights of way (ROW);
 - (5) moving vehicle lights;
 - (6) navigation lights (aircraft warning beacons on water towers and wireless transmission facilities) required by State or Federal law;
 - (7) signs and associated lighting that conform to the city's sign regulations in Chapter 24;
 - (8) seasonal decorations with lights in place no longer than sixty (60) days; and
 - (9) other temporary uses approved by the City Council (festivals, carnivals, fairs, night-time construction);
- (d) General Standards. The following standards shall apply to all outdoor lighting installed after the effective date of this section:
- (1) Lighting must be shielded and aimed downward so as to ensure that the illumination is only pointing downward onto the ground surface or into the building. No outdoor lighting fixture shall permit light to shine off the property on which it is installed.
 - (2) The source of the light (the light bulb, light emitting diode, or any other light emitting device), a refractive or non-refractive lens cover, or reflector shall not be visible in a direct line of sight from any other property or public right of way.
 - (3) Lighting must have a color temperature of no more than 3000 Kelvins (K).
 - (4) For properties other than service stations, the maximum allowable intensity of lighting shall be 0.25 footcandle measured at the lot line. For service stations and other fueling facilities, the maximum allowable intensity shall not exceed 10.0 footcandle in the area surrounding pump islands, canopy lighting shall be recessed into the canopy, and neither canopy lighting nor overhead lighting shall trespass onto any other property.
 - (5) Any lighting to illuminate parking lots, buildings or other structures shall not exceed the height of such buildings or structures, if attached thereto, or, if pole-mounted, a height of 24 feet. All lighting shall be installed in a manner which directs or shields the light away from nearby dwellings.
 - (6) Outdoor lighting shall be designed to provide the minimum lighting necessary to ensure adequate safety, night vision, and comfort, and not create or cause excessive glare onto adjacent properties or public street rights of way.
 - (7) Outdoor uplighting is prohibited except in cases where the fixture is shielded by a roof overhang or similar structural shield and a licensed architect or engineer has stamped a prepared lighting plan that ensures that the light fixtures will no cause light to extend beyond the structural shield. For spotlights and floodlights mounted overhead on poles and used for area lighting, the axis of illumination shall be adjusted to an angle not more than 20 degrees from the vertical line between the fixture and the ground. For spotlights and floodlights mounted at or near ground level and used to light a building, or other structure, the axis of illumination shall be adjusted to minimize the amount of light escaping above, below, and to the sides of the illuminated object.
 - (8) The aggregate total of outdoor lighting on any property shall not exceed 25,000 lumens per acre or equivalent thereof for lots of less than an acre.

(9) For any location or structure not specified in paragraphs (1) through (8) above, the Building Official shall set acceptable levels of illuminance upon request based on guidelines established by the Illuminating Engineering Society of North America (IESNA).

(10) No light or illumination that flashes, moves, scrolls rotates, scintillates, blinks, flickers, varies in intensity or color, or uses intermittent electrical pulsations is permitted.

(e) Submittals. Applications for all building permits for new construction or redevelopment, including the installation of outdoor lighting fixtures, shall provide proof of compliance with this section. The submittal shall contain the following information as part of the permit application:

- (1) plans indicating the location, type, and height of lighting fixtures including both building mounted and ground mounted fixtures;
- (2) a description of the lighting fixtures, including lamps, poles or other supports and shielding devices, which may be provided as catalog illustrations from the manufacturer;
- (3) photometric data, which may be furnished by the manufacturer, showing the angle of light emission;
- (4) detailed site lighting plan illustrating the footcandle power measured throughout the site;
- (5) a certification by an engineer registered in the state as conforming to applicable requirements of this code, and
- (6) additional information as may be required by the Building Official in order to determine compliance with this section.

(f) Enforcement. The city shall have the power to administer and enforce the provisions of this Section, as provided in Section 107-443~~[Division, Article, Section XX]~~ of this Code. Any violation of this Section is hereby declared to be a nuisance. A civil penalty of up to ~~XX~~\$2,000 for each day a violation occurs may be assessed when it is shown that the defendant was actually notified of the provisions of this article and after receiving notice failed to take action necessary for compliance with this article.