



CITY OF ROLLINGWOOD COMPREHENSIVE RESIDENTIAL CODE REVIEW COMMITTEE MINUTES

Tuesday, December 10, 2024

The 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 December 10, 2024. 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: Chair Dave Bench, Thom Farrell, Duke Garwood, and Brian Rider

Also Present: City Administrator Ashley Wayman, Interim City Secretary Makayla Rodriguez, and Council Member

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2. Discussion and possible action on the minutes from the November 12, 2024 CRCRC meeting

Brian Rider moved to approve the meeting minutes. Thom Farrell seconded the motion. The motion carried with 4 in favor and 0 against.

REGULAR AGENDA

3. Discussion and possible action on clarification regarding side-yard projections

Chair Dave Bench discussed the previous Planning and Zoning Commission meeting and that Commission asked if the recommendation included chimneys. The CRCRC agreed that chimneys would not allow in the setback and Dave Bench stated that he would update the Planning and Zoning Commission at their next meeting.

4. Discussion regarding the December 4, 2024 Planning and Zoning Commission meeting

Chair Dave Bench did not discuss this item.

5. Discussion and possible action on the Planning and Zoning Commission's feedback regarding CRCRC's code enforcement recommendation

Chair Dave Bench stated that the Planning and Zoning Commission agreed to add a provision requiring that City contractors' and consultants' performance meet the standards for effective and timely code enforcement, and, if not, that corrective action be taken.

The CRCRC discussed the Planning and Zoning Commission's feedback to enforcement.

6. Discussion and possible action on the Planning and Zoning Commission's feedback regarding the CRCRC's drainage, impervious cover, and floor-area ratio (FAR) recommendation

Chair Dave Bench shared that the Planning and Zoning will forward the item to City Council for their consideration, but will not include the recommendation to form an additional committee.

The CRCRC discussed the Drainage Criteria Manual, public utility easements (PUE), and concerns raised from resident Catherine Horne regarding drainage structures at a neighboring property. Chair Dave Bench stated that he would like a comprehensive review of drainage.

7. Discussion and possible action on an amendment to the tree ordinance addressing the placement of new trees that are not intended as replacements for removed trees

Chair Dave Bench discussed that the item is related to additional concerns raised by Ms. Horne regarding replacement trees being planted near the powerline at a neighboring property. Mr. Bench stated that the CRCRC previously made recommendations to amend the tree ordinance and discussed if the recommended amendments need to apply to all trees, not just replacement trees.

Chair Dave Bench shared that Jay van Bavel recommended that either City Council or the Planning and Zoning Commission address the issue as it did not come up in the CRCRC survey. Members of the CRCRC stated that they agreed with Mr. van Bavel's recommendation.

8. Discussion and update on final CRCRC report

Chair Dave Bench stated that he will wait to complete the report until City Council has voted on all CRCRC recommendations.

ADJOURNMENT OF MEETING AND PUBLIC WORKSHOP

The meeting was adjourned at 5:42 p.m.

The Comprehensive Residential Code Review Committee’s final minutes were accepted by City Council on the 15th day of October, 2025.

Makayla Rodriguez, City Secretary