



CITY OF ROLLINGWOOD COMPREHENSIVE RESIDENTIAL CODE REVIEW COMMITTEE MINUTES

Tuesday, August 27, 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 August 27, 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 5:03 p.m.

Present Members: Chair Dave Bench, Jay van Bavel, Thom Farrell, Brian Rider, and Alex Robinette

Also Present: Assistant to the City Administrator Makayla Rodriguez 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 August 13, 2024 CRCRC meeting

Brian Rider discussed a correction to the meeting minutes.

Thom Farrell moved to approve the minutes with edits. Brian Rider seconded the motion. The motion carried with 5 in favor and 0 against.

3. Discussion and possible action on the minutes from the August 20, 2024 CRCRC meeting

Brian Rider moved to approve the minutes as written. Thom Farrell seconded the motion. The motion carried with 4 in favor and 1 abstention (Robinette).

REGULAR AGENDA

4. Discussion and possible action on emails and letters to the CRCRC from August 13, 2024 to August 26, 2024

Assistant to the City Administrator Makayla Rodriguez discussed that there were no emails received during the timeframe.

5. Discussion on recent City Council meeting and upcoming joint City Council, Planning and Zoning, and CRCRC meeting

Chair Dave Bench discussed the recent City Council meeting and shared that there was consensus to have a joint meeting with City Council, Planning and Zoning, and the CRCRC to review the recommendations. The CRCRC members discussed the joint meeting, documents for the joint meeting, and the public hearing process.

Development Services Manager Nikki Stautzenberger discussed the public hearing process with the CRCRC.

6. Discussion and possible action on critical root zone protection

Jay van Bavel shared a brief an update regarding critical root zone protection. Chair Dave Bench stated that the item will be tabled to the next meeting.

7. Discussion and possible action on fence height recommendation

The CRCRC discussed fence height in surrounding cities, the city's fence ordinance, and fence height recommendations. The CRCRC asked questions of Development Services Manager Nikki Stautzenberger regarding the fence permitting process.

Thom Farrell moved to recommendation that there is a base height on fences that are from natural grade at 6ft and allowed up to 8ft. Anything over 6ft requires to be engineered and 8ft is the maximum allowed with neighbors approval or you can go to the Board of Adjustment for a special exemption with the following parts to be considered; privacy, continuity, and safety. Brian Rider seconded the motion.

The CRCRC discussed the motion language and amendments.

Brian Rider moved to modify the motion such that the standard would be 6ft from natural grade, anything over 6ft needs to be engineered, 8ft could be administratively approved if engineered and does not need neighbor approval, and anything over 8ft has to be engineered and have Board of Adjustment approval based on safety, continuity, and privacy issues and all measured from natural grade. Thom Farrell seconded the motion amendment. The motion carried with 5 in favor and 0 against.

8. Continued discussion and possible action on enforcement recommendation

Chair Dave Bench tabled this item.

9. Discussion on next steps

The CRCRC discussed adding items to the Planning and Zoning meeting on September 4, 2024 and reviewed the CRCRC formation document to see what has been addressed. They discussed building height, the tree ordinance, and cut and fill.

Jerry Fleming, 305 Nixon Drive and member on the Planning and Zoning Commission, shared information regarding a special exception on a lot within Rollingwood.

The CRCRC discussed cut and fill, fire safety in relation to the code, the fire department, and continued to review items on the CRCRC formation document.

Chair Dave Bench discussed drainage and impervious cover. Mr. Bench stated that he will reach out to the fire department to see if they can present tree and fire safety at a future CRCRC meeting.

10. Discussion on final CRCRC report

Chair Dave Bench discussed what should be included in the final CRCRC report and next steps.

ADJOURNMENT OF MEETING AND PUBLIC WORKSHOP

The meeting was adjourned at 7:00 p.m.

Minutes adopted on the _____ day of _____, 2024.

Dave Bench, Chair

ATTEST:

Ashley Wayman, City Administrator