



**CITY OF ROLLINGWOOD
COMPREHENSIVE RESIDENTIAL CODE REVIEW COMMITTEE
MINUTES**

Tuesday, August 13, 2024

CALL COMPREHENSIVE RESIDENTIAL CODE REVIEW COMMITTEE MEETING AND PUBLIC WORKSHOP TO ORDER

1. Roll Call

Chair Dave Bench called the meeting to order at 5:01 p.m.

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

Also Present: City Administrator Ashley Wayman, 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 July 9, 2024 CRCRC meeting

Thom Farrell moved to approve the minutes from July 9, 2024 CRCRC meeting. Jay van Bavel seconded the motion.

Brian Rider discussed a correction to the meeting minutes.

The motion passed with 4 in favor and 2 abstentions (Bench and Robinette).

3. Discussion and possible action on the minutes from the July 23, 2024 CRCRC meeting

Thom Farrell moved to approve the minutes as submitted for the July 23, 2024 CRCRC meeting. Duke Garwood seconded the motion. The motion carried with 4 in favor and 2 abstentions (Rider and Robinette).

REGULAR AGENDA

4. Discussion and possible action on emails and letters to the CRCRC from July 19, 2024 to August 12, 2024

Thom Farrell moved take up item 4, 5, 6, and 7. Thom Farrell withdrew his motion.

Chair Dave Bench discussed an email received during the timeframe. The CRCRC discussed previous meetings, previous meeting documents, and recommendation language passed for building height. They also recalled motions made at previous meetings.

The CRCRC discussed the parallel plane method.

Alex Robinette clarified information regarding the workshop and her role as Vice Chair.

5. Update and discussion regarding building height workshop

Thom Farrell discussed the need for a workshop. He stated that his goal is to have all parties present to have the same understanding and interpretations.

The CRCRC discussed code and special exceptions. Chair Dave Bench shared that City Planner Bryce Cox was no longer with DNBR SZ.

The CRCRC discussed the intent of the workshop. City Administrator Ashley Wayman stated that the CRCRC's recommendation to have a workshop would need to be approved by City Council. The CRCRC continued discussion on the workshop and meeting documents.

The CRCRC discussed special exceptions, language, and the parallel plane method.

6. Discussion and possible action on recommended building height text

The CRCRC discussed building height language and discussed approved text from previous meetings.

City Administrator Ashley Wayman provided clarity to the supporting document containing code language.

Council Member Brook Brown, 306 Nixon Drive, advised the CRCRC to make a partial vote to make progress then make changes later if needed.

Chair Dave Bench moved to change the current accepted building height code and make it read building height residential means the vertical distance from the original native ground surface or finished grade, whichever is lower, to the highest point directly above. Thom Farrell seconded the motion.

The CRCRC discussed the motion and definition of building height.

Thom Farrell amended the motion to read building height residential means the vertical distance from original or native ground surface or finished grade, whichever is lower, to the highest point of the building structure directly above. Chair Dave bench seconded the amendment to the motion. The motion carried with 6 in favor and 0 against.

The CRCRC discussed the definition for original native ground.

Thom Farrell moved to make original native ground surface is existing grade on the lot prior to development of the residential building as shown on the certified survey of the property. Chair Dave Bench seconded the motion.

Alex Robinette shared her concern with the language for original native ground. Council Member Brook Brown provided clarity to the code related to original native ground.

Thom Farrell restated the motion.

Alex Robinette made an amendment to the motion to add a certified topographic survey. Thom Farrell seconded the amendment. Thom Farrell accepted the amendment. The motion carried with 6 in favor and 0 against.

The CRCRC and City Administrator Ashley Wayman discussed a manual explaining how building height is measured.

Chair Dave Bench moved to recommend that a manual be created that will cover clarifying exhibits and drawings for determining building height. Thom Farrell seconded the motion. The motion carried with 6 in favor and 0 against.

Alex Robinette discussed provisions within building height calculations. The CRCRC discussed documents approved in previous meetings and in the packet.

The CRCRC discussed special exceptions and previous meetings. The CRCRC reviewed building height recommendation language, building height

Thom Farrell suggested to table item 7 through item 15.

7. Discussion and possible action on foundation height
This item was tabled.
8. Discussion and possible action on critical root zone protection
This item was tabled.
9. Review and discussion of lighting recommendation document
This item was tabled.
10. Review and discussion of drainage recommendation document
This item was tabled.
11. Driveway discussion and special exception review
This item was tabled.
12. Discussion and possible action on fence height recommendation
This item was tabled.

13. Discussion and possible action on permissible building in setback recommendations

This item was tabled.

14. Discussion and possible action on enforcement recommendation

This item was tabled.

15. Discussion regarding the CRCRC Timeline and next steps

This item was tabled.

ADJOURNMENT OF MEETING AND PUBLIC WORKSHOP

The meeting was adjourned at 7:03 p.m.

Minutes adopted on the _____ day of _____, 2024.

Dave Bench, Chair

ATTEST:

Ashley Wayman, City Administrator