



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.

Shanthy 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. Shanthy 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