



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

**Tuesday, February 13, 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 February 13, 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

**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 January 22, 2024 CRCRC meeting

**Thom Farrell moved to approve the minutes. Jay van Bavel seconded the motion. The motion passed with 6 in favor and 0 against.**

### **REGULAR AGENDA**

3. Report, discussion and possible action regarding Planning and Zoning Commission response to January 17, 2024 CRCRC recommendation preview

Chair Dave Bench discussed feedback he received from the recent City Council and Planning and Zoning Commission meeting. He would like to review the recommendations and make edits if needed to move forward with the process.

The CRCRC discussed the survey response recommendations. They went into detail on setbacks and floor to area ratio. Chair Dave Bench stated that City Council would like to receive updates at meetings.

The CRCRC discussed floor to area ratio of homes in Rollingwood.

*The CRCRC moved to item 7 at this time.*

4. Discussion and possible action concerning Survey Statistics Reporting

Chair Dave Bench stated that Buie made the survey report and he would like to produce a document that would show data differently based on resident responses.

*Thom Farrell left the meeting at 5:57 p.m.*

The CRCRC agreed with Chair Dave Bench on his decision and discussed survey results.

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

Jay van Bavel discussed that himself, Alex Robinette, and Duke Garwood reviewed the ordinance and have 19 recommendations. He stated that maintaining a tree canopy was of high value to residents.

Jay van Bavel went over the recommended changes. He discussed residential landscaping, defining heritage trees, alternative protective tree criteria, and defining critical root zone.

The CRCRC discussed City Arborist involvement in the tree removal process. Development Services Manager Nikki Stautzenberger stated that she is in the process of becoming a certified arborist.

The CRCRC and Development Services Manager Nikki Stautzenberger discussed arborist enforcement, trees, and changing the process for good neighbor replanting.

Jay van Bavel continued to discuss the recommendations including a process for a heritage tree removal permit and replacement plans for trees. Development Services Manager Nikki Stautzenberger and the CRCRC discussed the current replacement plan.

The CRCRC discussed a recommendation regarding removing trees from the buildable area. The CRCRC asked questions of Ms. Stautzenberger in regards to trees and tree clusters.

Jay van Bavel continued to review recommendations and discuss with Development Services Manager Nikki Stautzenberger trees in the setback area, changes to the tree removal permit process and site plan project design.

The CRCRC discussed a recommendation in regards to removing tree replacement limitations.

The CRCRC will continue reviewing recommendations in the next meeting.

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

*This item was not discussed.*

7. Discussion and possible action on incorporation of draft Commercial corridor lighting for residential

Thom Farrell discussed light pollution in the residential area coming from the commercial corridor and how it is a quality of life issue for residents. He mentioned that he would like to formulate recommendations for proper shielding, eliminate light pollution going across a property boundary, and foot candle regulations.

The CRCRC discussed residential and commercial lighting as well as recommendations.

Chair Dave Bench and the CRCRC discussed the process document received from Council Member Brook Brown.

**Jay van Bavel moved for the CRCRC to form a subcommittee to investigate the lighting code for the residential neighborhood and to include input from the commercial corridor draft lighting plan. The motion was seconded by Brian Rider. The motion passed with 6 in favor and 0 against.**

Thom Farrell, Duke Garwood, and Dave Bench volunteered to be on the subcommittee.

The CRCRC discussed resident feedback with lighting and will bring this item back at the next meeting.

Brian Rider discussed commercial light reflection. Thom Farrell referenced code for Mr. Rider. The CRCRC continued to discuss light reflection.

*The CRCRC returned to item 4 at this time.*

8. Discussion and possible action on driveway ordinance recommendation

*This item was not discussed.*

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

*This item was not discussed.*

### **ADJOURNMENT OF MEETING AND PUBLIC WORKSHOP**

**The meeting was adjourned at 7:05 p.m.**

Minutes adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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**Dave Bench, Chair**

**ATTEST:**

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**Desiree Adair, City Secretary**