



CITY OF ROLLINGWOOD COMPREHENSIVE RESIDENTIAL CODE REVIEW COMMITTEE MINUTES

Thursday, September 07, 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 Thursday, September 7, 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 5:20 p.m.

Present Members: Jeff Marx, Alex Robinette, Dave Bench, and Duke Garwood.

Also Present: City Administrator Ashley Wayman and City Secretary Desiree Adair.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2. Discussion and possible action on the minutes from the August 1, 2023 CRCRC meeting

Duke Garwood moved to approve the minutes from August 1st. Alex Robinette seconded the motion. The motion carried with 4 in favor and 0 against.

REGULAR AGENDA

3. Discussion and possible action on emails and letters to the CRCRC from 07-28-2023 to 08-30-2023

Chair Dave Bench discussed the email from Genie Nyer.

4. Discussion and possible action on a recommendation for new CRCRC members

Chair Dave Bench discussed three names: Frank Fernandez, Brian Rider, and Jay Van Bavel. He recommended Brian Rider and Jay Van Bavel. All candidates agreed to be kept in reserve in case of another opening on the committee.

Duke Garwood moved to recommend Brian Rider and Jay Van Bavel to the Comprehensive Residential Code Review Committee. Alex Robinette seconded the motion.

The CRCRC discussed when new members could start serving on the CRCRC.

The motion carried with 4 in favor and 0 against.

5. Discussion and possible action regarding the CRCRC process document including an update on Texas Open Meetings Act requirements

Chair Dave Bench tabled this item until later in the meeting.

Chair Dave Bench returned to this item after item 8.

Chair Dave Bench discussed the guiding process document from the agenda packet including topics addressed through 6-30-2023.

The CRCRC discussed cuts, retaining walls, the leveling of lots, and setbacks.

City Administrator Ashley Wayman mentioned an initial survey verification requirement that has been recently passed by City Council.

The CRCRC split up topics of interest between members.

Shanthi Jayakumar, 3309 Park Hills Drive, stated that she felt marketing at Rollingwood Night Out is a good idea.

Jeff Marx left the meeting at 6:30 p.m.

The meeting was adjourned at 6:30 p.m.

6. Discussion and possible action regarding survey demographics

Chair Dave Bench discussed the survey demographics document from the agenda packet. He stated that he pulled many of these demographic questions from the previous task force survey. The CRCRC discussed the criteria for who should take the survey.

Shanthi Jayakumar, 3309 Park Hills Drive, spoke regarding inviting adult homeowners to take the survey.

City Administrator Ashley Wayman discussed components of the previous survey.

The CRCRC discussed questions regarding “homeowners” and “head of household”, makeup of the household, and the previous survey demographics questions.

The CRCRC discussed authentication of the survey respondents. Jeff Marx discussed solutions for the survey vendor to provide regarding authentication.

7. Discussion and possible action regarding survey logistics and level of active participation by CRCRC members

Chair Dave Bench discussed costs of working with a survey company.

Greg Demas, 2803 Vance, spoke regarding Planning and Zoning Commission involvement including the outreach to the community.

City Administrator Ashley Wayman stated the methods for the distribution of the previous survey.

The CRCRC discussed community outreach and the marketing of the survey. They have a list of residences in Rollingwood from TCAD. Many agreed to help distribute postcards by hand to Rollingwood homes.

8. Discussion regarding Rollingwood Night Out

City Administrator Ashley Wayman discussed Rollingwood Night Out which is typically a public safety event and city staff will be present. There will be food, public safety vehicles, and the landing of a helicopter on September 12th from 6:00 – 8:00 p.m. Dave Bench will set up a table and have posters. Duke Garwood will be there for the first hour.

Chair Dave Bench returned to Item 5 at this time.

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

ADJOURNMENT OF MEETING AND PUBLIC WORKSHOP

The meeting and public workshop was adjourned at 6:30 p.m.

Minutes Adopted on the _____ day of _____, 2023.

Dave Bench, Chair

ATTEST:

Desiree Adair, City Secretary