



CITY OF ROLLINGWOOD COMPREHENSIVE RESIDENTIAL CODE REVIEW COMMITTEE MINUTES

Tuesday, July 23, 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 July 23, 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 5:00 p.m.

Present Members: Chair Dave Bench, Thom Farrell, Duke Garwood, and Jay van Bavel

Also Present: City Administrator Ashley Wayman 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 July 9, 2024 CRCRC Meeting
3. Discussion and possible action on the minutes from the July 10, 2024 Joint Planning and Zoning, Board of Adjustment, and CRCRC Training

Chair Dave Bench moved to approve the minutes from the July 10, 2024 Joint Planning and Zoning, Board of Adjustment, and CRCRC Training. Thom Farrell seconded the motion.

The CRCRC discussed the training.

The motion carried with 4 in favor and 0 against.

Chair Dave Bench moved to table the minutes from the July 9, 2024 CRCRC meeting. Thom Farrell seconded the motion.

The motion carried with 4 in favor and 0 against.

REGULAR AGENDA

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

Chair Dave Bench described the emails included in the packet that have been sent to the CRCRC.

Thom Farrell stated that he still believes the CRCRC should have sent their recommendations to the Planning and Zoning Commission before the City Council.

Duke Garwood discussed Mr. Ezell's email and that the aerial flown topography data could be off by a foot to three feet, and is not adequate to judge against the proposal.

Thom Farrell thanked Alex Robinette again for her work on this proposal and discussed the methodology for the CRCRC proposal.

Chair Dave Bench discussed that if legal counsel had allowed them to post sealed plans for the public to review that this may have gone a better. The CRCRC discussed this concern.

Jay van Bavel discussed the concern that the CRCRC had a "fixed" agenda and explained that he felt that it was exactly the opposite.

Thom Farrell stated that this is the first time the city has looked at building height in a professional way.

5. Discussion of July 17, 2024 City Council meeting including CRCRC timeline

Chair Dave Bench discussed how he put together the information for the July 17th City Council meeting and that there were errors in what was transcribed from the June 25th CRCRC meeting to the July 17th City Council meeting.

Mr. Bench explained that the proposal regarding building height got approved but that the definition of building height did not match what was approved by the CRCRC. He discussed the other aspects of the proposal that went to City Council, including the foundation height recommendation that he thought was approved by the CRCRC but that it had been discussed in the March 26th CRCRC meeting but was not approved. He asked the members to go back and review the March 26th meeting item regarding foundation heights.

Chair Dave Bench stated that he would like to put this on the next CRCRC agenda and try to get it to the August City Council meeting for possible inclusion in the building height recommendation that is being drafted by the City Attorney.

Chair Dave Bench also explained the City Council agenda item related to the CRCRC timeline and that the concern is how much staff time is being used. He explained what he told Council about their timeline and that they settled on being done with this process by the holidays or January at the latest.

The CRCRC discussed their process and meeting this timeline.

Chair Dave Bench discussed the timeline document in the packet and the status of the topics that he believes are left.

The CRCRC discussed the proposed topics included in the timeline document. They also discussed some of the recommendations related to the tree ordinance.

City Administrator Ashley Wayman explained the next steps for a recommendation to plant trees in the park approved by City Council.

6. Discussion and possible action regarding building height special exceptions

Chair Dave Bench stated that he was contacted by City Council Members about the proposed special exceptions not being specific enough. He explained that this was not brought up in the Council meeting.

Jay van Bavel discussed that the CRCRC could look at how other cities who use special exceptions for building heights, Chair Dave Bench described how West Lake Hills and City of Austin use special exceptions.

The CRCRC discussed the way the building height special exception reads at this time and whether more detail was needed.

City Administrator Ashley Wayman stated that their concerns for special exceptions could be handled in the drafting process with legal counsel.

The CRCRC continued to discuss the building height special exception.

7. Discussion regarding next steps for drainage recommendations

Chair Dave Bench gave a recap of the discussion at the last CRCRC meeting about recommending an engineer to look at the Drainage Criteria Manual to determine if it was doing what it was supposed to do. He discussed past comments about allowing more height for properties in the flood plain or with drainage easements.

Thom Farrell discussed that allowing people to build in a flood plain is something the city should be cautious about because it could put the city at risk of not being able to get flood insurance. He further discussed that this could be part of the special exception process.

The CRCRC discussed whether additional height is warranted for properties in the flood plain, how drainage easements work and are acquired, and how flood plains change over time.

Thom Farrell stated that he would recommend a provision that if a property has flood plain or a drainage easement that they could apply for a special exception from the Board of Adjustment.

The CRCRC further discussed the recommendation and whether a limit should be placed on the additional height allowed.

Thom Farrell moved to incorporate under item 7 in regard to item 6 that we have a special exception provision that allows the Board of Adjustment to look at adding up to 5 feet where there is a significant drainage issue that results from either a flood plain or drainage easement. Jay van Bavel seconded the motion.

Thom Farrell amended his motion to replace “significant” with “extreme adverse.” Jay van Bavel seconded the amendment. The motion carried with 4 in favor and 0 against.

The CRCRC discussed the process for making recommendations. Chair Dave Bench explained that he would like to see a document on this topic by next CRCRC meeting that can be reviewed and approved.

The CRCRC discussed how the city should look into what other cities are doing and how different issues could be addressed.

8. Discussion and possible action on enforcement recommendation

Chair Dave Bench discussed that he talked to staff about the enforcement process and that he believes that with more staff there could be greater enforcement. He discussed whether the CRCRC should make a recommendation about additional staff support for enforcement and that such a recommendation could possibly be accommodated in the budget cycle.

Thom Farrell explained that the city can recoup expenses for reviews and that it could possibly be extended to other expenses. He also explained that some enforcement is complaint based.

Development Services Manager Nikki Stautzenberger discussed the building height verification process that has been implemented.

Thom Farrell discussed the enforcement and building inspections.

City Administrator Ashley Wayman explained that she’s not sure if there is an enforcement issue but said gaining consistency in the process is key. She continued to say that an in-house building official would be helpful.

The CRCRC and City Administrator Ashley Wayman discussed the building process and ways to improve the process. Ms. Wayman continued to discuss enforcement and that the city is working with a consultant to improving processes within the Development Services department.

Duke Garwood stated that there should be a liaison between Development Services Manager Nikki Stautzenberger and ATS Engineers.

Jay van Bavel requested to incorporate the tree ordinance in the enforcement process. The CRCRC discussed codes violations and fines.

Thom Farrell discussed that the CRCRC should consult with the Mayor and City Council before making a recommendation.

Duke Garwood moved to place on the next CRCRC meeting agenda a recommendation to consider items that need attention for full enforcement of building and site related issues. Jay van Bavel seconded the motion. The motion passed 4 in favor and 0 against.

9. Discussion and possible action on driveway recommendation amendment

Chair Dave Bench discussed the history of this recommendation regarding connecting driveways going to Council and the discussions that he has had with the Police Chief Kristal Munoz regarding this amendment. He explained the need for this ordinance.

The CRCRC discussed the existing rules about circle driveways and the instances of when this has happened in the city. They also discussed the considerations if this were to be approved and what criteria could be considered if a special exception provision was put in.

Thom Farrell moved to recommend that the City Council considers allowing a special exception from a two curb cuts from street to street provided that there is at least at least 30 feet from the intersection corner to each curb cut and that the applicant can demonstrate a significant safety issue. Jay van Bavel seconded the motion.

The motion carried with 4 in favor and 0 against.

Chair Dave Bench called up item 12 at this time.

10. Discussion and possible action on fence height recommendation

This item was not discussed at this meeting.

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

This item was not discussed at this meeting.

12. Discussion on participation in the codification process

Chair Dave Bench discussed that the codification process was about to start and asked who would be involved in that process. Mr. Bench stated that he would be involved.

Jay van Bavel stated that he would participate in the codification of the tree ordinance.

Thom Farrell stated that he would participate where he could.

Dave Bench stated that he would ask Brian Rider if he would be interested in helping.

The CRCRC and City Administrator Ashley Wayman discussed the codification process.

13. 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 7:02 p.m.

Minutes adopted on the _____ day of _____, 2024.

Dave Bench, Chair

ATTEST:

Ashley Wayman, City Administrator