

**Village of College Park**  
**Residential Design Review Committee**  
**Regular Scheduled Meeting - 5:00 p.m. – May 2, 2024**  
The Woodlands Township  
2801 Technology Forest Blvd.  
The Woodlands, Texas 77381

**MINUTES**

**Members Present:** Mildred Pombo, Dave Mulberry, Paul Schuh and Ted Stanley

**Staff Present:** Rachel Downs, Jill Barnes, Neslihan Tesno and Marcy Shaw

**Public Present:** Peter Falivene- Strong Firm

A. Welcome/call to order.

Mildred Pombo called the meeting to order at 5:00pm.

B. Public Comments (3 minutes)

There were no public comments.

C. Consideration and Discussion of Open Meetings Act.

Peter Falivene from the Strong Form introduced himself and stated he was there to discuss the Open Meetings Act. He asked the committee if they had any questions. Ted Stanley stated that he would give a summary on how we got here, citing the discussions that transpired between the RDRC and staff during the March meeting, which is why the committee requested clarification from the attorney on what constitutes a violation of the Open Meetings Act. Peter informed the committee that they cannot speak about RDRC items outside of the session. When in session the members can only speak about what is on the posted agenda- otherwise they are violating the public notice act. Peter clarified for the committee that during Public Comments, public can make a statement or ask the committee to have their question/item placed on a future meeting agenda, but the RDRC cannot have a back-and-forth dialogue/discussion with public regarding their issue. Public comments and Committee Member Comments are not for back-and-forth discussion. They should direct Public to contact staff who can answer their questions. Nes reminded the committee that their role is to review the applications posted to the agenda. If something is not under the purview of the RDRC, it should be referred to staff to handle.

Rachel asked the attorney to define what is considered a discussion, during committee member comments. Peter replied that a comment may be stated, but no back-and-forth dialogue about the comment should occur. That is a violation. If they want more information or to discuss a topic, they can ask staff to investigate a specific item and email them a response or they can place the item on a future agenda. When the committee is deliberating an item, other specific addresses cannot be called out and discussed during committee deliberation. Public that is present may not speak or participate in committee deliberation. Ted stated that he felt that staff's biggest issue is a possible infraction of the rules, due to discussions by the RDRC. Nes responded that staff upholds the open meeting act rules for the protection of the RDRC and staff. Mildred asked what the RDRC is to do if a resident is confused about something, such as on how

to navigate the new online application system. She asked why they (or staff) can't explain the process to resident/public that is at the meeting. Peter told her they can't have a discussion, but they refer them to staff. Staff can assist and work with the owner, at another time after the meeting or the next business day.

Rachel asked if the committee was allowed, during the meeting, to ask that something be discussed "off the record". Peter replied that there is no "off the record" option. When 3 or more members are present it constitutes a quorum. There is no executive session available to the RDRC during their committee meeting.

Dave asked if the standards were as tight as they should be and why they seemed to change. Nes responded that the standards are periodically revised by the DSC and DRC. They can make the standards more restrictive or more flexible, as the standards are updated to encompass current trends.

Ted asked if we could add a reoccurring agenda item to discuss/receive updates on previous items the RDRC discussed or DSC results. Peter replied that they can't. They must ask that a specific address/item be placed on the next agenda, to discuss it – or they can ask staff to investigate it and email them an answer.

Peter advised that if anyone spoke during Public Comments and asked questions the committee could not discuss or answer their questions, they should direct them to contact staff.

- D. Presentation of Civic Access Portal, registration, and application process.  
Staff presented a power point presentation to the committee on the Civic Access portal.
- E. Discussion of Civic Access Portal.  
The committee thanked staff for the presentation. Staff instructed the committee to please forward any homeowners or questions to staff to answer if they had any issues opening an account and applying for an improvement.
- F. Consideration and Action of Minutes for April 4, 2024.  
Ted stated that he was not questioning staff on their interpretation of the Open Meetings law. Ted Stanley motioned to approve the minutes as presented. Mildred Pombo 2nd the motion. The motion passed.
- G. Review and Disposition of the applications on the Review List for "Exhibit A"  
There were no items to review.
- H. Staff Approval List for May 2, 2024  
The Staff Approval List was received as presented.
- I. Consideration and Action concerning the absence of any committee member.  
There were no members absent.
- J. Committee Member Comments  
Ted Stanley thanked staff for all the information given this evening.
- K. Staff Comments  
There were no staff comments.

L. Adjournment

The meeting adjourned at 6:07pm.

**Exhibit A - Village of College Park**

Application Review List- THERE WERE NO ITEMS TO REVIEW