

1 **CITY OF WOODCREEK**

2 **ORDINANCE NO. \_\_\_\_\_**

3 **AN ORDINANCE AMENDING THE CITY OF WOODCREEK CODE OF**  
4 **ORDINANCES AT TITLE III (“ADMINISTRATION”), CHAPTER 30**  
5 **(“PLANNING AND ZONING COMMISSION”); PROVIDING FOR**  
6 **AMENDMENTS TO THE OPERATION AND STRUCTURE OF THE**  
7 **PLANNING AND ZONING COMMISSION.**

8 **WHEREAS**, the City of Woodcreek (“City”) is a Texas General Law Municipality operating  
9 under the laws of the State of Texas; and

10 **WHEREAS**, City Council has previously created a Platinum Panel to (1) advise the City Council  
11 on roads, traffic, drainage, and funding sources related to all transportation, including alternative  
12 forms; (2) secure public input in this process; and (3) promote transparency in the process of  
13 creating a Master Transportation Plan and assist in advising on decisions to secure funding for  
14 road improvements. The Platinum Panel shall be viewed as an independent body; and

15 **WHEREAS**, the City Council finds and determines it in the best interests of the City to revise the  
16 provisions and structure of said panel and to rename it; and

17 **WHEREAS**, the City Council of the City of Woodcreek, Texas finds that these amendments to  
18 the Code of Ordinances follow state law.

19 **NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF**  
20 **WOODCREEK, TEXAS:**

21 **Section 1.** The foregoing recitals are found to be true and correct and are hereby adopted by the  
22 City Council and made a part hereof for all purposes and findings of fact.

23 **Section 2.** The City Code of Ordinances Title III, Chapter 30 (the “Code”), is hereby amended to  
24 read as follows:

25 **§ 30.80 Popular Name**

26 This subchapter shall be commonly cited as the “INFRASTRUCTURE AND  
27 MOBILITY PANEL.”

28 **§ 30.81 Purpose**

29 (A) The purpose of this subchapter is to create an Infrastructure and Mobility  
30 Panel which shall plan, create, review, and advise the City Council  
31 regarding the following areas:

- 32
- 33 (1) A Road Maintenance plan to strategically outline a schedule for the  
34 funding and performance of regular road maintenance within the  
35 city limits of the City of Woodcreek.

37 (2) A Fiscal Capacity Plan to anticipate and plan for future  
38 improvements to existing and proposed infrastructure. This may  
39 include, but is not limited to, the following:

40 (a) acquisition of new land for the installation of additional  
41 parks, trails, and other public greenspaces;

42 (b) acquisition of new land for the construction of a community  
43 meeting space, expanding City Hall, or other such  
44 governmental properties; and

45 (c) physical improvements upon existing public lands such as  
46 parks, greenspace, and other government properties.  
47

48 (3) A Drainage and Flooding Mitigation Plan which will include, but is  
49 not limited to the following:  
50

51 (a) conduct a study to identify key projects,  
52

53 (b) seek potentials for outside funding,  
54

55 (c) create a plan of action listing a prioritization of proposed  
56 projects, and  
57

58 (d) advise council on solutions utilizing engineering input and  
59 feasibility analysis.  
60

61 (4) A Pedestrian Mobility Plan to address ADA complaint pedestrian  
62 pathways to safely access parks and trails located within the city  
63 limits and the extraterritorial jurisdiction of the City of Woodcreek;  
64 and provide for an expansion of trails for the purpose of promoting  
65 an outdoor exercise loop. This may include but is not limited to the  
66 following:  
67

68 (a) a feasibility study with cost analysis;  
69

70 (b) professional survey and mapping;  
71

72 (c) review of any bid packages and contracts related to the  
73 installation of such improvements.  
74

75 (5) A Traffic Calming plan which shall include, but is not limited to, the  
76 following:  
77

78 (a) make recommendations on changes to existing or the  
79 addition of signage, passive calming devices, and other  
80 infrastructure improvements throughout the city limits of the  
81 City of Woodcreek; and  
82  
83  
84

- 85  
86 (b) a plan and budget for regular traffic patrols and reports  
87 including the monitoring traffic data from city owned  
88 electronic devices; and  
89  
90 (c) may seek engineering judgement and/or review as needed.  
91 (6) Conduct a study, review, and report of additional mobility  
92 challenges and infrastructure improvement needs as they may arise.

93  
94 (B) The Infrastructure and Mobility Panel shall be viewed as an independent  
95 advisory body to the City Council and is hereby be given explicit permission to  
96 work directly with the City of Woodcreek’s contracted city engineering firm  
97 through the City Manager to develop and review plans under their purview as stated  
98 in section 30.81 (A).  
99

100 (C) The Infrastructure and Mobility Panel shall conduct a biennial review of the  
101 plans under their purview as stated in section 30.81 (A) and provide regular reports  
102 to the City Council.

103  
104 (D) To conduct this work, the Infrastructure and Mobility Panel shall seek  
105 public input through surveys and town halls. Any public survey or Town Hall  
106 presentation generated shall be reviewed and must be approved by City Council.

107  
108 (E) The Infrastructure and Mobility Panel shall promote transparency in their  
109 process.

110  
111 **§ 30.82 Creation & Composition**

112 The Infrastructure and Mobility Panel is hereby created. The Infrastructure and  
113 Mobility Panel may consist of seven (7) members: five (5) regular members and  
114 two (2) alternate members. Each of Woodcreek’s five (5) Councilmembers shall  
115 make one (1) regular member appointment to the Infrastructure and Mobility Panel.  
116 The Mayor will make two (2) alternate member appointments to the Infrastructure  
117 and Mobility Panel specifically a first and second alternate. All appointments shall  
118 be confirmed by a majority vote of the City Council. In the event any  
119 Councilmembers or the Mayor refuses or is unable to make an appointment, the  
120 vacancy may be filled by the majority vote of the remaining members of the City  
121 Council. No member of the Infrastructure and Mobility Panel may be a present  
122 member of the City Council.

123 **§ 30.83 Terms, Resignation, Vacancy, & Removal**

124  
125 (A) The terms of ~~regular and alternate~~ each members ~~(regular and alternate) of~~  
126 ~~the Infrastructure and Mobility Panel~~ shall coincide with the term of the  
127 Councilmember ~~and (including Mayor)~~ who appointed the member and will expire  
128 upon the appointing ~~Councilmember~~-Officer’s term of office ending. ~~This shall~~

129 ~~result in staggered two year terms for Infrastructure and Mobility Panel members.~~

130 One year, three newly elected members of Council shall make a recommendation  
131 for a regular member of the Infrastructure and Mobility Panel. The next year, the  
132 two newly elected members of Council shall make a recommendation for a regular  
133 member of the Infrastructure and Mobility Panel, and the newly elected Mayor shall  
134 make recommendation for two alternates.

135  
136 (B) Any member of the Infrastructure and Mobility Panel may resign by  
137 submitting written notice to the Chairperson of the Infrastructure and Mobility  
138 Panel. Resignation will be effective when received. Upon receipt of written notice  
139 of resignation, the Chairperson of the Infrastructure and Mobility Panel shall  
140 promptly send such resignation to the Mayor, the City Secretary and the panel  
141 liaison.

142  
143 (C) If a vacancy occurs on the Infrastructure and Mobility Panel, that vacancy  
144 shall be filled on a recommendation from the ~~Officer Councilmember~~ who  
145 appointed the resigning member. Upon confirmation by a majority vote of Council,  
146 the newly appointed member shall fulfill the unexpired term of the Infrastructure  
147 and Mobility Panel seat.

148  
149 (D) Members of the Infrastructure and Mobility Panel may be removed from  
150 the Infrastructure and Mobility Panel by a simple majority vote of the  
151 Councilmembers ~~at a meeting of the Woodcreek City Council for which such a vote~~  
152 ~~has been properly noticed.~~ By a majority vote, the Infrastructure and Mobility Panel  
153 may make a recommendation to Council regarding removing a member of their  
154 panel.

155  
156 (E) Members of the Infrastructure and Mobility Panel ~~may remain on the panel,~~  
157 ~~past their expired term, until their shall continue to serve until their reappointment~~  
158 ~~or~~ replacement has been approved by Council, unless the panel member submits a  
159 letter of resignation, ~~in which case the panel member shall have no further authority,~~  
160 ~~duties and obligations with the panel.~~

161  
162 (F) To be considered for appointment or reappointment to the Infrastructure and  
163 Mobility Panel, a Volunteer Application shall be filled out and submitted to the  
164 City Records Management Officer. City staff shall present all volunteer  
165 applications to Council for their consideration of panel appointments.

166  
167 ~~(G) — There are no limits to the amount of terms members can serve on this panel.~~

168  
169 **§ 30.84 Duties & Meetings**

170  
171 (A) The Infrastructure and Mobility Panel shall meet to consider making  
172 recommendations on road maintenance, traffic, drainage, and funding sources  
173 related to all transportation, including alternative forms with the goal of creating a  
174 Master Transportation Plan for the Comprehensive Plan to establish a timeline and  
175 funding for regular road maintenance. To accomplish these tasks, the Infrastructure  
176 and Mobility Panel shall study, investigate, and develop a recommendation or plan  
177 to present to Council for approval. This may occur in stages and shall be completed  
178 in accordance with any deadlines established by the City Council. The

179 Infrastructure and Mobility Panel should be prepared to provide monthly reports at  
180 regular City Council meetings.

181  
182 (B) The Infrastructure and Mobility Panel may meet at least once a month and  
183 may call additional monthly meetings at the discretion of the Chairperson of the  
184 panel. At minimum, there shall be two Infrastructure and Mobility Panel meetings  
185 a year.

186  
187 (C) Any recommendation of the Infrastructure and Mobility Panel shall result  
188 from a majority vote of the regular members of the Infrastructure and Mobility  
189 Panel. However, any recommendation of the Infrastructure and Mobility Panel is  
190 merely a recommendation and is not binding on the City Council. Any final  
191 decision on topics for which the panel has made a recommendation rest with the  
192 City Council.

193 **§ 30.85 Chairpersons**

194 (A) The Infrastructure and Mobility Panel shall choose its own Chairpersons  
195 from among its regular voting members. Chairpersons shall be elected for terms of  
196 one (1) year by majority vote of its membership present, including alternates. Chairpersons  
197 shall include the Chairperson and Vice-Chairperson. Chairpersons retain all rights given to  
198 regular voting members.

199  
200 (B) The Chairperson's sole duty shall be to preside over all meetings in  
201 accordance with any rules the Infrastructure and Mobility Panel may establish. The  
202 Chairperson may vote. If the Chairperson fails or refuses to act, the Vice-  
203 Chairperson shall perform the duties of the Chairperson. If the Chairperson and  
204 Vice-Chairperson are absent, any committee member may be appointed by the  
205 committee to preside over the meeting. The committee shall keep minutes of its  
206 proceedings. A majority of the regular members shall be a quorum for the  
207 transaction of business.

208 **§ 30.86 Open Meetings Act**

209 The Infrastructure and Mobility Panel will comply with the provisions of Chapter  
210 551, Texas Government Code, commonly called the Open Meetings Act, including  
211 posting notices and agendas. The Infrastructure and Mobility Panel agenda will  
212 have a Public Comments section allowing the public the right to speak.

213 City Staff shall post a notice of quorum for all meetings of the Infrastructure  
214 and Mobility Panel so that all members of the governing body may attend all  
215 meetings of the Infrastructure and Mobility Panel.

216 **Section 3.** If any provision of this Ordinance is illegal, invalid, or unenforceable under present  
217 or future laws, the remainder of this Ordinance will not be affected and, in lieu of each illegal,  
218 invalid, or unenforceable provision, a provision as similar in terms to the illegal, invalid, or  
219 unenforceable provision as is possible and is legal, valid, and enforceable will be added to this  
220 Ordinance.

221 **Section 4.** This Ordinance shall be cumulative of all provisions of ordinances of the City except  
222 where the provisions of the Ordinance are in direct conflict with the provisions of such  
223 ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

224 **Section 5.** This Ordinance shall be construed and enforced in accordance with the laws of the  
225 state of Texas and the United States of America.

226 **Section 6.** It is officially found, determined, and declared that the meeting at which this  
227 Ordinance is adopted was open to the public as required and that public notice of the time,  
228 place, and purpose of said meeting was given as required by the Texas Open Meetings Act,  
229 Chapter 551, Texas Government Code, as amended.

230 **Section 7.** This Ordinance shall be in full force and effect after its final passage and approval  
231 by the City Council, as duly attested by the Mayor and City Secretary, and any publication  
232 required by law.

233

234 **PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by a vote of \_\_\_\_ ayes to  
235 \_\_\_\_ nays to \_\_\_\_ abstentions of the City Council of Woodcreek, Texas.

236

237CITY OF WOODCREEK, TEXAS

238

239

240 By: \_\_\_\_\_  
241 Jeff Rasco, Mayor

242 ATTEST:

243

244 \_\_\_\_\_

245 Suzanne Mac Kenzie, City Secretary

246