

**ORDINANCE REVIEW COMMITTEE MEETING (CITY HALL)**  
**March 07, 2023; 2:30 PM**  
**Woodcreek, Texas**

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**MINUTES**

**CALL TO ORDER**

Interim Chair Hector called the meeting to order at 2:30P.

**ROLL CALL and ESTABLISH QUORUM**

PRESENT

Interim Chair, Donna Hector  
Member Joe Branco (Arrived at 2:32P)  
Member Karen Duncan  
Member Jim Miller  
Member Randy Renter  
Council Liaison, Debra Hines

ABSENT

Alt. Member Emma Davenport

STAFF PRESENT

City Manager, Kevin Rule  
City Secretary, Suzanne Mac Kenzie

**PUBLIC COMMENTS**

None were offered.

**CONSENT CALENDAR**

**1. Approve Regular Meeting Minutes from February 7, 2023.**

Motion was made by Member Duncan to approve the minutes from last meeting. Motion was seconded by Chair Miller.

A roll call vote was held.

Voting Yea: Member Duncan, Member Miller, Member Renter, Member Branco, Interim Chair Hector

Motion Passed: 5-0-0.

## REPORTS FROM OFFICERS AND COUNCIL LIAISONS

*Report by Ordinance Review Committee Liaison.*

Agenda Item for Guidance of Ordinance Review Committee has not been submitted to Council.

*Report by City Manager. – None Provided.*

*Report by City Secretary. – None Provided.*

## SPECIAL ORDERS

### 2. **Election of the Chair and Vice-Chair of the Ordinance Review Committee.**

Motion was made by Member Duncan to nominate Jim Miller as Chair. Motion was seconded by Member Renter.

A roll call vote was held.

Voting Yea: Member Miller, Member Renter, Member Branco, Interim Chair Hector, Member Duncan

Motion Passed: 5-0-0.

Motion was made by Interim Chair Hector to nominate Joe Branco as Vice-Chair. Motion was seconded by Member Duncan.

A roll call vote was held.

Voting Yea: Member Renter, Member Branco, Interim Chair Hector, Member Duncan, Member Miller

Motion Passed: 5-0-0.

## UNFINISHED BUSINESS AND GENERAL ORDERS

### 3. **Workshop on Completion of the Important Woodcreek City Ordinance Sheet.**

Workshop opened at 2:45P.

Discussion of accepting document, with correction of adding “or removal” regarding trees and allowing staff to work on the data for helpful numbers.

Workshop closed at 2:58P.

### 4. **Discuss and Take Final Action on the Revised Important Woodcreek City Ordinance Sheet.**

Motion was made by Chair Miller to finalize the “Important Woodcreek City Ordinances” document, with correction, for publication as stated by Interim Chair Hector.

A roll call vote was held.

Voting Yea: Vice-Chair Branco, Interim Chair Hector, Member Duncan, Chair Miller, Member Renter

Motion Passed: 5-0-0.

## **NEW BUSINESS**

### **5. Workshop on Revision of the Health and Sanitation Ordinance.**

Workshop opened at 3:06P.

Discussion of language in 95.02; conflicts with construction in 95.05; private residence entry for dangerous vegetation in 95.06.

Chair Miller will create an edited (red-lined) document for submission to Council.

Workshop closed at 3:28P.

### **6. Discuss and Take Final Action on the Revised Health and Sanitation Ordinance.**

Motion was made by Member Duncan that the redline version with recommendations be sent to the City Manager ten(10) days prior to the next meeting to be placed on the packet for the next month's agenda to be reviewed and finalized at the next meeting.

A roll call vote was held.

Voting Yea: Interim Chair Hector, Member Duncan, Chair Miller, Member Renter, Vice-Chair Branco

Motion Passed: 5-0-0.

### **7. Workshop on Ordinance 156.061 (Home Occupation), Ordinance 156.080 (Business Use Requirements and Limitations), and Ordinance 156.0365 (Personal Care Facilities).**

Workshop opened at 3:32P.

Discussion as to whether clarification is needed for 156.080 and 156.061 are similar or separate items.

Workshop closed at 3:57P.

### **8. Discuss and Final Action on the Final Versions of Ordinance 156.061 (Home Occupation), Ordinance 156.080 (Business Use Requirements and Limitations), and Ordinance 156.0365 (Personal Care Facilities).**

Motion was made by Chair Miller to table these three clauses until the next meeting at which time he will make a recommendation. Motion was seconded by interim Chair Hector.

A roll call vote was held.

Voting Yea: Interim Chair Hector, Member Duncan, Chair Miller, Member Renter, Vice-Chair Branco

Motion Passed: 4-0-0.

## **ANNOUNCEMENTS**

None were offered.

**ADJOURN**

Interim Chair Hector adjourned the meeting at 3:59P

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**Donna Hector, Interim Chair**

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**Suzanne Mac Kenzie, City Secretary**

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