

**PLANNING AND ZONING MEETING**  
**October 05, 2022; 5:00 PM**  
**Woodcreek, Texas**

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**MINUTES**

**CALL TO ORDER**

Chairperson Davenport called the meeting to order at 5:00PM.

**PLEDGES**

**ROLL CALL**

**PRESENT**

Chairperson Andy Davenport  
Vice Chairperson Lydia Johns  
Alt. Commissioner Tamara Robertson  
Council Liaison Joe Kotarba

**ABSENT**

Commissioner Tomas Palm  
Commissioner Chris Sonnier  
Alt. Commissioner Josh Erwin

**STAFF PRESENT**

City Secretary, Suzanne Mac Kenzie  
City Attorney, Bud Wymore

**PUBLIC COMMENTS**

No Public Comments were offered at this time.

**CONSENT AGENDA**

1. Approval of the Planning and Zoning Minutes from September 14, 2022.

Motion was made by Vice-Chair Johns to approve the Meeting Minutes as written for the September 14, 2022 Planning and Zoning Meeting. Motion was seconded by Commissioner Robertson.

A roll call vote was held.

Voting Yea: Chairperson Davenport, Vice-Chair Johns, Commissioner Robertson

The motion carried with a 3-0-0 vote.

## REGULAR AGENDA

### 1. **Discuss and Take Appropriate Action on the First Drafts of the Short Term Rental Regulations and Application Documents.**

Discussion that the goal of the short-term rental regulations is to make them part of a "rock solid" Ordinance document.

City Attorney Bud Wymore asked that he call the Planning and Zoning Committee Members in Executive Session.

Chairperson Davenport called the Committee Members and the City Attorney (via telephone) into Executive Session at 5:10PM to discuss his research and advice on Short-Term Rentals.

6:01PM. Executive Session ended.

Motion was made by Chairperson Davenport for the Planning and Zoning Committee to adopt the project of reviewing the 2019 draft and the STR application, bring them together into one document and hold a Public Hearing to create a new draft Ordinance. Motion was seconded by Commissioner Johns.

A roll call vote was held.

Voting Yea: Vice-Chair Johns, Commissioner Robertson, Chairperson Davenport.

Motion carried with a 3-0-0 vote.

### 2. **Report from the Ordinance Review Committee Liaison and Council Member, Debra Hines, on Minimum Lot Size Designations in the City of Woodcreek Code of Ordinances.**

Report was given by Councilmember Hines, Planning and Zoning Liaison.

Discussion on current procedures for impervious cover calculations having to be done manually by City Secretary when a builder wants to build a new home.

Discussion on the requirement by Aqua Texas that the minimum acreage for a property to be able to tie into the water system is 12,000 s.f.

No action was taken.

### 3. **Discuss and Take Possible Action on Making Recommendation to City Council to Establish Minimum Lot Size Requirements in the City of Woodcreek Code of Ordinances.**

Discussion was held on the available options for addressing this agenda item. Council Liaison Hines stated: (1) the item can be tabled; (2) the item can be sent to City Council to have K.Friese review; OR (3) the items can be sent to City Council with a declination to address.

Motion was made by Commissioner Robertson to support the recommendation of the Ordinance Review Committee of increasing minimum lot size for all zoning districts to 14,520s.f., which encompasses the minimum lot size of 12,000s.f. for water and sewer connection and send this agenda item to City Council for review and approval. Motion was seconded by Chairperson Davenport.

A roll call vote was held.

Voting Yea: Commissioner Robertson, Chairperson Davenport, Vice-Chair Johns

Motion carried with a 3-0-0 vote.

4. **Discuss and Take Action on Recommendations to Finalize the 2022 Comprehensive Plan (Draft, Version 5).**

Motion was made by Commissioner Johns to approve the 2022 Comprehensive Plan and send the document to City Council for review and approval. Motion was seconded by Commissioner Robertson.

A roll call vote was held.

Voting Yea: Chairperson Davenport, Vice-Chair Johns, Commissioner Robertson,

Motion carried with a 3-0-0 vote.

**ADJOURN**

The next meeting of the Planning and Zoning Committee will be on November 2, 2022 at 5:00PM at City Hall.

Chairperson Davenport adjourned the meeting at 6:37PM.

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**Andy Davenport, Chairperson**

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**Suzanne Mac Kenzie, City Secretary**