
MEETING DATES: (Planning & Zoning) Feb. 1, 2023 / (City Council) Feb. 8, 2023

SUMMARY:

Chapter 211 of the Texas Local Government Code (“LGC”) sets forth the statutory requirements of public notice, submittal of final report, and public hearings required before the governing body may enact substantive regulatory or boundary changes to the City’s zoning regulations. Pursuant to instructions by the Planning & Zoning (P&Z) Commission and City Council, the City Attorney submits this memorandum outlining the deadlines, public notice, & public hearing requirements.

PROCEDURE:

The P&Z Commission shall make a preliminary report to the City Council and hold public hearings on that report before submitting a final report to the City Council containing its recommendations on proposed regulatory or boundary changes. Before the 10th day before the hearing date, written notice shall be sent to all affected property owners, as indicated by the most recent tax roll, informing them of the proposed changes and scheduled dates for public hearing(s).

PROPOSED NOTICE:

Assuming public hearings to occur beginning March 1, 2023 (P&Z), and a future date thereafter as shall be determined by the City Council, the City Attorney recommends that staff mail public notice of the proposed zoning ordinance amendments containing public hearing date(s) to affected owners of the City of Woodcreek, Texas, *on or before* FEBRUARY 16, 2023. Such notices should include sufficient description of the proposed amendments at issue, along with the date of public hearings to be held by the Commission and City Council, and information on submitting comments for consideration.

PROPOSED MEETING DATES:

The City Attorney, in coordination with the City Manager, offers for consideration the following proposed schedule: **(1)** Planning & Zoning Commission to hold a final public hearing on the proposed amendments to the Code of Ordinances at the regular Commission Meeting scheduled for WEDNESDAY, MARCH 1, 2023 at 5:00 PM at Woodcreek City Hall, 41 Champions Circle, Woodcreek, Texas; **(2)** Planning & Zoning Commission to discuss and take final action on submitting final report to City Council on proposed amendments to the Code of Ordinances on WEDNESDAY, MARCH 1, 2023 at 5:00 PM at City Hall; **(3)** Woodcreek City Council to hold a public hearing on the proposed amendments to the Code of Ordinances at the **(regular/special)** meeting to be held on **(DAY/DATE)**, 2023, at **(Time)** PM at Woodcreek City Hall, 41 Champions Circle, Woodcreek; and **(4)** Woodcreek City Council to discuss and consider possible action on the proposed amendments to the Code of Ordinances at the (regular/special) meeting to be held on **(DAY/DATE)**, 2023, at **(Time)** PM at Woodcreek City Hall, 41 Champions Circle, Woodcreek.