

ORDINANCE REVIEW COMMITTEE
January 03, 2023; 2:30 PM
Woodcreek, Texas

MINUTES

CALL TO ORDER

Chair Davenport called the meeting to order at 2:34 P.M.

ROLL CALL AND ESTABLISH QUORUM

PRESENT

Chairperson Emma Davenport
Committee Member Karen Duncan
Committee Member Randy Renter

ABSENT

Vice-Chair Donna Hector
Member Steve Passalacqua
Alternate Committee Member David Lowe

CITY STAFF PRESENT

City Manager, Kevin Rule
City Secretary, Suzanne Mac Kenzie

PUBLIC COMMENTS

No Public Comments were offered.

CONSENT CALENDAR

1. **Approval of Ordinance Review Committee Meeting Minutes from November 1, 2022.**

Vice-Chair Hector arrived at 2:37 P.M.

Motion was made by Vice-Chair Hector to approve the meeting minutes from November 1, 2022. Motion was seconded by Member Duncan.

A roll call vote was held.

Voting Yea: Member Duncan, Member Renter, Chair Davenport, Vice-Chair Hector
The motion carried with a 4-0-0 vote.

REPORTS FROM OFFICERS AND COUNCIL LIAISONS

2. **Report by Ordinance Review Committee Liaison.**
No report given.

3. Report by City Manager.

- a. For consistency with our Council, all agenda items and supporting materials, in accordance with the with our City Code, will need to be submitted to the City Manager for review by NOON, the Monday before the week of the applicable meeting.
- b. In the interest of a single point of contact and the saving of taxpayer dollars, the contact of outside vendors and coordination of presentation for meetings should be discussed with the City Manager prior to scheduling an event.
- c. Each Board, Panel, Commission and Committee will need to attend a one-day mandatory training in January regarding parliamentary procedures.

4. Report by Chairperson.

Chair Davenport made the following points:

- a. Access to documents when a meeting is cancelled (i.e. - the December 6, 2022 meeting)
- b. Member Steve Passalacqua resigned his position on the Committee.
- c. Feels that the Committee would better function as a sub-committee to Planning and Zoning.

Discussion was held that the Committee can continue to use the "Workshop" function during meetings in order to freely discuss ideas. Member Duncan requested a documented purpose with a 3-month plan.

Vice-Chair Hector restated her selection to work on Chapter 34 and said she could use Member Duncan's assistance.

NEW BUSINESS

5. Nomination and Vote on Chairperson and Vice-Chairperson for the Year 2023.

Vice-Chair Hector made a motion to defer the nominations of Committee Chairperson and Vice-Chairperson until the nominations to the Committee have been completed. Motion was seconded by Member Duncan.

A roll call vote was held.

Voting Yea: Member Renter, Chair Davenport, Vice-Chair Hector, Member Duncan
The motion was passed: 4-0-0.

6. Review the Short-Term Rental Documents from the Planning and Zoning Commission to Identify Conflicts with Existing Ordinances.

Discussion about the STR documents were as follows:

- 1. Definition of "short-term rental" in §156.009 versus in the proposed Ordinance;
- 2. "Bed and Breakfast" definition as a hotel in §110.02 versus in the proposed Ordinance;
- 3. Will the §110.007 - Use of Tax Revenue be applied to B&Bs and HOT?; and
- 4. Page 30 does not have a "#1" on the page.

Discussion of where STRs in Woodcreek should be placed: only in Zone SF-4 or open to the City. The regulation of STRs is unbelievably complex.

Motion was made by Member Duncan that Planning and Zoning review completeness of Ordinance and make the determination on how to handle them. Motion was seconded by Chair Davenport.

A roll call vote was held.

Voting Yea: Chair Davenport, Vice-Chair Hector, Member Duncan, Member Renter,
The motion was passed: 4-0-0.

7. **Workshop on Revising the "Important Woodcreek City Ordinances" Quick Reference Sheet.**

Chair Davenport opened the Workshop at 3:24 P.M.

Discussion was held on: Signs, Fences, Lighting, Garage and Estate Sales. The document in the packet was not live edited. Council Liaison Hines and Chair Davenport will provide their edits for the next meeting.

Discussion was also held about food left outside for pets actually feeding wildlife. Vice-Chair Hector stated that she will work on the "weapons" section.

Chair Davenport closed the Workshop at 4:13 P.M.

8. **Discuss and Take Appropriate Action on Revising the "Important Woodcreek City Ordinances" Quick Reference Sheet.**

Discussion was held that the document would be expanded to two pages and the unoccupied space would include "Helpful Things for New Residents", i.e. Deer Pick-up

Motion was made by Vice-Chair Duncan to approve the items that were discussed during the Workshop session. Motion was seconded by Vice-Chair Hector.

A roll call vote was held.

Voting Yea: Vice-Chair Hector, Member Duncan, Member Renter, Chair Davenport
The motion passed with a 4-0-0 vote.

ADJOURN

Chair Davenport adjourned the meeting at 4:23 P.M.

Chairperson, Emma Davenport

Suzanne J. Mac Kenzie, City Secretary