

ORDINANCE REVIEW COMMITTEE
November 01, 2022; 2:30 PM
Woodcreek, Texas

MINUTES

CALL TO ORDER

Meeting was Called to Order by Chair Davenport at 2:30P.

ROLL CALL AND ESTABLISH QUORUM

PRESENT

Chairperson Emma Davenport
Vice-Chair Donna Hector
Committee Member Karen Duncan
Committee Member Randy Renter
Council Liaison, Debra Hines

ABSENT

Committee Member Steve Passalacqua
Alt. Committee Member, David Lowe

STAFF PRESENT

Suzanne Mac Kenzie, City Secretary

PUBLIC COMMENTS

No Public Comments were offered.

CONSENT AGENDA

1. Approve Ordinance Review Committee Meeting Minutes from October 6, 2022.

Vice-Chair Hector made a motion to approve the meeting minutes as written. Chair Davenport seconded the motion.

A roll call vote was held.

Voting Yea: Vice-Chair Hector, Member Duncan, Member Renter, Chair Davenport

Motion Carried: 4-0-0.

REGULAR AGENDA

2. Report from Chairperson on Activities From Last Meeting and Announcements from Chair.

Chair Davenport summarized that she and the Planning and Zoning Chair Davenport had spoken to Chad Swedberg to satisfy his Public Comments made during the October 6, 2022, Ordinance Review Committee Meeting.

An announcement was made that the Council Liaison, Joe Kotarba, would attend the next Planning and Zoning Meeting on November 2, as Chair Davenport was not available.

3. Workshop on Revising Important Woodcreek City Ordinances Sheet.

Workshop Discussion opened at 2:38P.

Workshop Discussion closed at 4:06P.

4. Discuss and Take Appropriate Action on Revising Important Woodcreek City Ordinances Sheet.

No action was taken.

5. Review, Discuss, and Take Appropriate Action on the Creation of the Position of Code Enforcement Officer for the City of Woodcreek.

Chair Davenport commented that she received an email from Mayor Rasco stating that the new City Manager will review this item when he arrives in Woodcreek on December 1, 2022.

Discussion was held on the differences between previous and current code enforcement, the creation of formal documentation for the process, including signatures and an appeal process. Additional discussion was held about a title clarification for this position, rate of pay, insurance requirement, training suggestions, communication plan and that it be listed on the future RFP that no weapons are permitted to be carried.

Member Duncan made a motion that the recommendations as documented by Council Liaison Debra Hines are reported back to Council.

Member Renter seconded the motion.

A roll call vote was held.

Voting Yea: Chair Davenport, Vice-Chair Hector, Member Duncan, Member Renter

Motion Carried: 4-0-0.

6. Report from Council Liaison on Items Sent to Planning & Zoning Commission and City Council Including: Garage Sales, Minimum Lot Sizes, Masonry Code, and Board of Adjustment Code.

Council Member Hines suggested that the Committee look at the Policy attachment in the November 9, 2022 City Council Meeting packet. She reported that the Minimum Lot Size Increase item has been sent to Planning and Zoning and that City Staff was directed to have Municode remove the Masonry Code Requirement from the City Ordinances and update the Board of Adjustment Code.

City Staff commented that they were told by Municode that there is a delay in the website updates due to staff shortages.

Council Member Hines also gave a brief training on how to use the search bar to query and view all results related to a search and how to use the "hammer option" to view ordinances that have been passed but not updated on the City of Woodcreek website.

ADJOURN

Chair Davenport adjourned the meeting at 4:37P.

Emma Davenport, Chairperson

Suzanne Mac Kenzie, City Secretary