

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

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**MINUTES**

**CALL TO ORDER**

Meeting was Called to Order at 2:30P by Vice-Chair Hector.

**ROLL CALL and ESTABLISH QUORUM**

**PRESENT**

Co-Chair Donna Hector  
Committee Member Karen Duncan  
Committee Member Jim Miller  
Committee Member Randy Renter  
Alt. Committee Member Emma Davenport  
Alt. Committee Member Joe Branco  
Council Liaison Debra Hines

**STAFF PRESENT**

City Manager Kevin Rule  
City Secretary Suzanne Mac Kenzie

**PUBLIC COMMENTS**

No Public Comments were offered.

**CONSENT CALENDAR**

1. Approval of Regular Meeting Minutes from January 3, 2023.

Motion was made by Member Duncan to approve the minutes from January 3, 2023. (2:50) Motion was seconded by Member Renter.

**REPORTS FROM OFFICERS AND COUNCIL LIAISONS**

Vice Chair Hector thanked Former Chair Emma Davenport for her service. She has resigned and returned as an Alternate Member.

Vice-Chair Hector announced the new members of the Ordinance Review Committee: James Miller and Joe Branco.

She also stated that Alternate Member David Lowe has resigned from the Committee.

No reports from Ordinance Review Council Liaison.

No reports from City Manager Rule. Thanked everyone for attending training and stated that there will be an additional training to catch those who could not attend.

## REPORTS of SPECIAL (Select or Ad Hoc) COMMITTEES

2. Report by Special Committee, Chapter 34: Emergency Management. (*Hector*)

This item was previously postponed until the hiring the the City Manager. This item will need to be coordinated with Hays County and other agencies. Previous work has been done but will be a large undertaking.

City Manager Rule explained that the City has its own Emergency Preparedness Plan but we also coordinate with the County as part of their Emergency Preparedness Plan.

Vice-Chair Hector and Member Duncan work on this item together.

Manager Rule explained that many agencies are participating in the Hays County Emergency Preparedness Plan and once they are done, we can work on ours at the local level.

## SPECIAL ORDERS

3. Report from Interim Chairperson on Committee Activities. (*Hector*) - See above.
4. Reporting of Mission Statement for the Ordinance Review Committee. (*Rule*)

City Manager Rule explained that he reviewed the Ordinance for the creation of the Ordinance Review Committee and reported that this Committee will take direction from Council, and no other Committee, Board, Panel, etc.

Council Liaison Hines stated that Council originally directed the Committee to perform a stage by stage review of the City Code, including a list of items that has already been addressed. Manager Rule stated that a broad direction to review the entire Code is vague and should perhaps be broken down. Council Liaison Hines agreed that she will bring the suggestion back to Council.

Member Duncan asked Staff to supply a list of most common items that are addressed at City Hall through phone calls.

## UNFINISHED BUSINESS AND GENERAL ORDERS

### NEW BUSINESS

Vice-Chair Hector opened the Workshop at 2:59P.

Get through the front page of the Important Woodcreek Ordinances document. Jim has provided a document in addition to the document in the packet. City Manager Rule stated that in the future, there should only be one document that the Committee works off of.

Impervious Coverage: Delete second bullet.

Lighting: No changes.

Traffic: Changed title to only include Parking, as Council updated the Ordinance recently. Replaced Traffic section from original document (pg. 6) with Parking on the second document (pg. 8). Council Liaison Hines will review the Ordinance in regards to the requirement of a durable surface for parking.

-Parking in the street is prohibited. All wheels must be off the pavement.

-Vehicles without valid license plate and inspection, wrecked, dismantled, partially dismantled and have remained inoperable for 30 consecutive days are prohibited.

Garage Sales: Garage sales at a personal residence must be separated by a minimum of 6 months and last no more than 3 days. Strike mention of Community Garage Sale? Strike bullet #3, page 6.

Signs and Right of Way Procedures: Move bullet #3 to behind first sentence on first bullet. Bullet #2, strike "unauthorized".

Health and Sanitation: Skipped

Animal Control:

Council Liaison Hines read her notes on this area. The word "or" will be added to bullet #1, between "deer, geese". Members agreed the rest of this item is ok as written.

Discussion of enforcement of Ordinances. City Manager Rule explained the City does not have a Municipal Court right now, as there is no judge available, but we do have a list of fines that residents can be reminded of when violation letters are sent out.

Fire Prevention: No changes.

Weapons: Bullet #2, change "discharge" to "projectile".

Tree Trimming: Reference Pg 8. Bullet #1 change from July 1 to "through June 30". Bullet #2 cannot be changed as it aligns with Tree Ordinance. Vice-Chair Hector read the rest of the bullets. No suggestions of changes were made.

Rentals: Waiting on Planning and Zoning.

Residential Business:

Discussion of why the review of these Ordinances was not previously addressed. No committee members have read these Ordinances yet so this will be postponed.

Health and Sanitation: Discussion and agreement that the verbiage on page 6 in packet will stay in document and item is complete.

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Vice-Chair Hector asked the members to select what additional information that they would like to see on the back of the document (what can fit)

Vice-Chair Hector suggests: Woodcreek City Hall website, email, hours and address. Emergency 911: **NO 311** contact in Hays Co., Non-Emergency number for Hays Co.; Nearest Emergency Room and Number; Deer Removal

City Manager Rule mentioned the "Useful Links" page on Woodcreek City Website that has a lot of information already listed.

Council Liaison Hines mentioned that it could be problematic for the City to recommend a private versus public emergency center. Members agreed to leave that information off of the document.

Vice Chair suggested that "Useful Links" on the City Website statement included on the document.

"City of Woodcreek Information Sheet" was copied and presented to Chair Hector. She suggested minimizing it, placing it on the sheet with the deer removal information.

Manager Rule stated that the "Useful Links" page will work to convert webpage to an Adobe page and will accept suggestions for additions on the website.

Vice-Chair Hector stated she will get with Staff about contact information available and make a decision to include numbers for presentation to members.

Vice-Chair Hector closed the Workshop at 4:12P.

**ANNOUNCEMENTS**

Vice-Chair Hector postponed vote on final document until next month and would also like to elect a new Chair and Vice-Chair at the next meeting.

**ADJOURN**

Vice-Chair Hector adjourned the meeting at 4:14P.

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**Vice-Chair, Donna Hector**

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**Suzanne Mac Kenzie, City Secretary**

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