

PLANNING AND ZONING COMMISSION MEETING (CYJ)
October 12, 2021; 10:00 AM
Woodcreek, Texas

MINUTES

CALL TO ORDER

Chairperson Kotarba called the meeting to order at 10:01AM.

PLEDGES

ROLL CALL

PRESENT

Chairperson Joe Kotarba
Commissioner Larry Alford
Commissioner Jack Boze
Vice-Chairperson Kathy Maldonado
Commissioner Rogers Holt
Alt. Commissioner Lydia Johns

ABSENT

Alt. Commissioner Chris Sonnier

STAFF PRESENT

City Manager Brenton Lewis
City Secretary Linda Land
Administrative Assistant Maureen Mele
City Inspector Joe Tijerina
City Attorney Bud Wymore

PUBLIC COMMENTS

A public comment was offered by Jeff Rasco.

CONSENT AGENDA

1. Approval of the Special Planning & Zoning Commission Minutes from August 11, 2021

A motion was made by Commissioner Boze to approve the Special Planning & Zoning Commission Minutes from August 11, 2021. The motion was seconded by Vice-Chairperson Maldonado.

A roll call vote was held.

Voting Yea: Vice-Chairperson Maldonado, Commissioner Boze, Commissioner Holt, Chairperson Kotarba, Commissioner Alford

The motion carried with a 5-0-0 vote.

REGULAR AGENDA

Chairperson Kotarba changed the order of the agenda items to address agenda items 4 and 5 at this time.

4. **Discussion and Take Appropriate Action on a Recommendation to the City of Woodcreek City Council Regarding the 2040 Comprehensive Plan Survey Results**

A presentation and discussion was led by Mayor Pro Tem LeBrun and Adrian Frias of K Friese & Associates regarding the Comprehensive Plan Survey results.

A motion was made by Commissioner Maldonado to "drill down" using the census data on top of the survey data to get a better breakdown of age groups, etc. The motion was seconded by Commissioner Alford.

After discussion, a roll call vote was held.

Voting Yea: Commissioner Holt, Commissioner Boze, Vice-Chairperson Maldonado, Chairperson Kotarba, Commissioner Alford

The motion carried with a 5-0-0 vote.

A motion was made by Commissioner Boze to recommend to the City Council to accept the results of the survey. The motion was seconded by Vice-Chairperson Maldonado.

A friendly amendment was made to the motion by Commissioner Boze to recommend to the City Council to accept the results of the survey subject to the prior motion suggested by Vice-Chairperson Maldonado. The amendment was seconded by Vice-Chairperson Maldonado.

A roll call vote on the amendment was held.

Voting Yea: Chairperson Kotarba, Vice-Chairperson Maldonado, Commissioner Alford, Commissioner Boze, Commissioner Holt

The amendment carried with a 5-0-0 vote.

A roll call vote was held on the main motion as amended.

Voting Yea: Commissioner Holt, Commissioner Boze, Commissioner Alford, Vice-Chairperson Maldonado, Chairperson Kotarba

The motion carried with a 5-0-0 vote.

5. **Discussion and Take Appropriate Action on a Recommendation to the City of Woodcreek City Council Regarding the 2040 Comprehensive Plan**

Mayor Pro Tem LeBrun provided Next Steps for Comprehensive Plan. Vice-Chairperson Maldonado made a motion that the Planning and Zoning Commission recommend to the City Council to accept this and approve of a committee that will develop the 2040 Comprehensive Plan. The motion was seconded by Commissioner Alford.

A roll call vote was held.

Voting Yea: Commissioner Boze, Commissioner Alford, Commissioner Holt, Vice-Chairperson Maldonado, Chairperson Kotarba

The motion was 5-0-0.

2. **Discussion and Take Appropriate Action on a Possible Change in Zoning Classification, Including a Potential Zoning Overlay and/or Lot Subdivision Minimum of 1 Acre, for the Areas Described as Brook Meadow Section One; Brookmeadow Section 2; Brookmeadow Section 3; a Resubdivision of Brookmeadow Section 3, Lots 1 thru 35, 39 and 40; Brookmeadow, Section 4 a Subdivision of 15.98 Acres of Land out of the Ransom Weed Survey No. 63; Amended Plat of a Portion of Lot 19, Brookmeadow Section 4 Establishing Lot 19-A; Brookmeadow, Section 5 a Subdivision of 3.77 Acres of Land out of the Ransom Weed Survey No.63; Brookmeadow, Section 6 a Subdivision of 17.02 Acres out of the Ransom Weed Survey No 63; Requiring One Acre or More Lot Sizes for New Development**

City Councilmember Rasco presented information about the agenda item. After discussion, an executive session was requested.

EXECUTIVE SESSION

The Planning & Zoning Commission retired to executive session at 11:45AM. The executive session ended at 12:30PM and the meeting resumed.

A motion was made by Vice-Chairperson Maldonado to table the agenda item until the November meeting because of insufficient public input and to provide an opportunity for public input. The motion was seconded by Commissioner Boze.

A roll call vote was held.

Voting Yea: Chairperson Kotarba, Commissioner Holt, Commissioner Alford, Commissioner Boze, Vice-Chairperson Maldonado

The motion carried with a 5-0-0 vote.

3. Discussion and Take Appropriate Action on a Referral from the City Council of the City of Woodcreek for Discussion and Take Appropriate Action on a Short-Term Rental Ordinance

After discussion, a motion was made by Vice-Chairperson Maldonado to refer this item to the City Council for them to do an official proposal and hear from citizens on this issue. The motion was seconded by Commissioner Holt.

A roll call vote was held.

Voting Yea: Commissioner Boze, Commissioner Alford, Chairperson Kotarba, Vice-Chairperson Maldonado, Commissioner Holt

The motion carried with a 5-0-0 vote.

6. Discussion and Take Appropriate Action on Changing the Regular Planning and Zoning Commission Day and Time

City Manager Lewis recommended the regular Planning and Zoning meeting be held at 10AM on the Tuesday immediately before the regular City Council meeting held on the second Wednesday of the month.

Commissioner Boze made a motion to adopt the regular Planning and Zoning meeting on the Tuesday preceding the regular City Council meeting at 10AM. The motion was seconded by Commissioner Alford.

A roll call vote was held.

Voting Yea: Chairperson Kotarba, Commissioner Holt, Commissioner Boze, Vice-Chairperson Maldonado, Commissioner Alford

The motion carried with a 5-0-0 vote.

ADJOURN

Chairperson Kotarba adjourned the meeting at 12:37PM.

Joe Kotarba, Chairperson

Linda Land, City Secretary