

**ORDINANCE REVIEW COMMITTEE**  
**September 06, 2022; 2:30 PM**  
**Woodcreek, Texas**

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**MINUTES**

**CALL TO ORDER**

Chairperson Emma Davenport called the meeting to order at 2:31PM.

**ROLL CALL**

**PRESENT**

Chairperson Emma Davenport

Vice Chair Donna Hector

Committee Member Steve Passalacqua

Committee Member Karen Duncan (Virtually arrived at 2:50P)

Council Liaison Debra Hines

**ABSENT**

Committee Member Randy Renter

Alt. Committee Member David Lowe

**STAFF PRESENT**

City Secretary, Suzanne Mac Kenzie

**PUBLIC COMMENTS**

No Public Comments were offered.

**CONSENT AGENDA**

1. **Approval of Ordinance Review Committee Meeting Minutes from August 2, 2022.**

Motion was made by Vice-Chair Hector to approve the meeting minutes from August 2, 2022. (1:50:50) The motion was seconded by Chairperson Davenport.

A roll call was held.

Voting Yea: Member Davenport, Member Hector, Member Duncan, Member Passalacqua

Motion was carried with a 4-0-0 vote.

**REGULAR AGENDA**

2. **Report from City Council on Key Areas of Focus for Ordinance Review Committee.**

Council Liaison Hines presented the document "Recommended Areas to Focus on Updates for the Ordinance Review Committee" as areas to review for the Ordinance Review Committee. Council has made recommendations; Planning and Zoning has not yet made recommendations.

**3. Discuss and Take Appropriate Action on the Report from the City Council.**

Discussion between Members on individual areas of interest listed on the Report.

Motion was made by Member Duncan to bring the masonry requirements and alignment of the Board of Adjustments Ordinance be brought into compliance with state code and send the recommendations to Council. (1:44:00) Motion was seconded by Chair Davenport.

A roll call was held.

Voting Yea: Member Duncan, Member Passalacqua, Chairperson Davenport, Vice-Chair Hector

Motion was carried with a 4-0-0 vote.

Motion was made by Member Duncan to use the questions listed on the Report "Is this Code serving citizens?" and "Is there an opportunity for a reduction in enforcement?" when reviewing the "Important Woodcreek City Ordinances" document in addition to reviewing for accuracy and clear wording of Ordinances. (1:45:00) Motion was seconded by Vice-Chair Hector.

A roll call was held.

Voting Yea: Member Passalacqua, Chairperson Davenport, Vice-Chair Hector, Member Duncan

Motion was carried with a 4-0-0 vote.

**4. Discuss and Take Appropriate Action on the Formation of a Sub Committee to Review and Edit the "Important Woodcreek City Ordinances" Citizen Handout.**

Discussion between Members on individual areas of interest listed on the "Important Woodcreek City Ordinances" document.

Motion was made by Member Passalacqua to divide the Ordinances listed on the "Important Woodcreek City Ordinances" document between the Committee Members. (1:15:00) Vice-Chair Hector seconded the motion.

A roll call was held.

Voting Yea: Chairperson Davenport, Vice-Chair Hector, Member Duncan, Member Passalacqua

Motion was carried with a 4-0-0 vote.

**5. Discuss and Take Appropriate Action on Minimum Lot Sizes under Zoning.**

Council Member Liaison Debra Hines explained the Minimum Lot Sizes document as an existing guideline, but expressed the need to define the minimum lot sizes within the City as that does not currently exist within Woodcreek City Code, as recommended by K.Friese.

Discussion on increasing the minimum lot size for zoning districts within the City of Woodcreek to reflect as: SF-1 and DU-1 with a minimum of 14,520s.f. (1/3 acre); SF-2 and SF-3 with a minimum of 14,020s.f.; 4-PLX with a minimum of 21,780s.f. (1/2 acre); and SF-4, SF-5, SF-6 and TH/C with a minimum of 12,000s.f. to allow for water and sewer connection.

Motion was made by Vice-Chair Hector to recommend that this item with our new figures be sent to Planning and Zoning and that they then after consideration that they send it on to City Council. (52:45) The motion was seconded by Chairperson Davenport.

A roll call vote was held.

Voting Yea: Chairperson Davenport, Vice-Chair Hector, Member Passalacqua, Member Duncan

The motion carried with a 4-0-0 vote.

**ADJOURN**

Chairperson Davenport adjourned the meeting at 4:22PM.



**Emma Davenport, Chairperson**



**Suzanne Mac Kenzie, City Secretary**