

**PLANNING AND ZONING COMMISSION MEETING (CYJ)**  
**February 16, 2022; 1:00 PM**  
**Woodcreek, Texas**

---

**MINUTES**

**CALL TO ORDER**

Chairperson Kotarba called the meeting to order at 1:02PM.

**PLEDGES**

**ROLL CALL**

**PRESENT**

Chairperson Joe Kotarba  
Commissioner Jack Boze  
Commissioner Andy Davenport  
Commissioner Tomas Palm

**ABSENT**

Vice Chairperson Lydia Johns  
Alt. Commissioner Chris Sonnier  
Alt. Commissioner Carson Bledsoe

**STAFF PRESENT**

City Manager Brenton B. Lewis  
City Attorney Bud Wymore  
Administrative Assistant Maureen Mele

**PUBLIC COMMENTS**

A public comment was made by Ray Don Tilley.

**CONSENT AGENDA**

1. **Approval of the Planning and Zoning Commission Minutes from November 9, 2021**

Chairperson Kotarba requested an edit to the draft minutes from the Nov. 9, 2021 minutes so no motion was made.

**REGULAR AGENDA**

1. **Administering Oath of Office of New Members**

Commissioners Andy Davenport and Tomas Palm were administered the Oath of Office.

2. **Election of Vice Chairperson**

Chairperson Kotarba made a motion to have Commissioner Lydia Johns be the Vice Chairperson. The motion was seconded by Commissioner Palm.

A roll call vote was held.

Voting Yea: Commissioner Boze, Commissioner Palm, Commissioner Davenport, Chairperson Kotarba

Absent and Not Voting: Commissioner Johns

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

3. **Review and Discussion on Open Meetings Act, Public Information Act, Ordinances vs. Resolutions, and Social Media**

A review and discussion of the agenda topics was held.

4. **Discussion of Future Meeting Times of the Planning & Zoning Commission**

A future meeting time of 5:00PM was selected.

5. **Workshop - City of Woodcreek Comprehensive Plan**

The workshop was held with Mayor Pro Tem LeBrun, Councilmember Hines, and City Engineer Brandon Melland of K Friese and Associates.

A discussion was held of the Comprehensive Plan and the role of the Planning & Zoning Commission in regards to the Comprehensive Plan. Mayor Pro Tem LeBrun requested that a member of the Planning & Zoning Commission attend the Comprehensive Plan Advisory Workgroup Meeting to be held on Feb. 23, 2022 at 10:00AM.

6. **Discuss 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 excluding: Brookmeadow IV Lot 20, Brookmeadow 21 Condominium Building AB, Units A and B, Brookmeadow 21 Condominium Building CD, Units C and D, Brookmeadow Condominium Building EF, Units E and F, Brookmeadow Sec 4 Lot 1, Brookmeadow IV Lot 2, Brookmeadow IV Lot 3, Brookmeadow Sec 4 Lot 4, Brookmeadow IV Lot 5 Duplex, Villas of Brookmeadow (more particularly described being 3.306 acres of land and being the resubdivision of part of Lot 19 of Brookmeadow, Section Four as recorded in Volume 3, pages 249-250 of the Plat Records of Hays County, Texas) and Amended Plat of a Portion of Lot 19, Brookmeadow Section 4; 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**

A discussion was held on all aspects of the agenda item including Q & A with Councilmember Grummert and an impromptu discussion with a Brookmeadow resident.

A motion was made by Commissioner Palm to have the City Administrator contact the 5-6 residents with lots larger than 1 acre who this affects for feedback to the Planning & Zoning Commission. The motion was seconded by Commissioner Boze. After discussion, the motion was later withdrawn.

An amendment was made by Chairperson Kotarba to ask the city staff to poll as many residents as possible to get an official measurement of the agenda item. After discussion, this amendment was withdrawn.

7. **Discussion and Possible Recommendations on the Potential Legal Issues With the Proposed Brookmeadow Overlay District Requiring One-Acre Lots for New Subdivisions of Properties**

Agenda item 7 was included in the discussion with agenda item 6.

8. **Discussion and Take Appropriate Action on a Recommendation to the Woodcreek City Council Regarding Parking Requirements as Stated in Title VIII: Traffic Code; Chapter 70: - Traffic Schedules; Schedule IV. - City Parking and it Title XV:- Land Usage; Chapter 156: - Zoning; Sections § 156.028 Hard-Surface Driveways; § 156.029 Parking; § 156.036 Parking and Load Requirements; § 156.056 Carports and Garages; § 156.059 Parking; and § 156.063 - Chart 2: Residential Zoning Requirements**

The agenda item was tabled for a later Planning and Zoning Commission meeting.

9. **Discuss and Take Appropriate Action on Instructions from the City of Council of the City of Woodcreek to Review, Adjust and/or Create Clear Guidelines Regarding Planned Unit Development District, Planned Development District, Conditional Use Permit and Mixed Use Districts with a Focus towards Conservation, the ETJ, (if applicable) and the Possible Benefits For Our Citizenry, and Present to Council Their Recommendations**

The agenda item was tabled for a later Planning and Zoning Commission meeting.

10. **Discussion and Take Appropriate Action on a Recommendation to the City Council of the City of Woodcreek on a Drafted an Ordinance Addressing the Building Across Lot Lines and On Multiple Lots May be Allowed if (and only if) There is Unified Ownership (same ownership) of Adjacent Lots, and if There is Only One Primary Structure (single-family residential home) Presently Existing on One (and only one) of the Adjacent Lots with Unified Ownership**

The agenda item was tabled for a later Planning and Zoning Commission meeting.

11. **Discussion and Take Appropriate Action on a Recommendation to the City Council of the City of Woodcreek on Amending Title XV: - Land Usage . Chapter 155: - Subdivisions, Subsections 155.43, and 155.44 of the City of Woodcreek Code of Ordinances as it Relates to Single-Family Residential Lots and Lots Other Than Single Family Residential and Single-Family Lots Smaller than 12,000 Square Feet**

The agenda item was tabled for a later Planning and Zoning Commission meeting.

12. **Discuss and Take Appropriate Action on Beginning the Public Hearing Process 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 excluding: Brookmeadow IV Lot 20, Brookmeadow 21 Condominium Building AB, Units A and B, Brookmeadow 21 Condominium Building CD, Units C and D, Brookmeadow Condominium Building EF, Units E and F, Brookmeadow Sec 4 Lot 1, Brookmeadow IV Lot 2, Brookmeadow IV Lot 3, Brookmeadow Sec 4 Lot 4, Brookmeadow IV Lot 5 Duplex, Villas of Brookmeadow (more particularly described being 3.306 acres of land and being the resubdivision of part of Lot 19 of Brookmeadow, Section Four as recorded in Volume 3, pages 249-250 of the Plat Records of Hays County, Texas) and Amended Plat of a Portion of Lot 19, Brookmeadow Section 4; 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**

A motion was made by Chairperson Kotarba to begin the public hearing process and posts as required by law. The motion was seconded by Commissioner Davenport.

After discussion, a roll call vote was held.

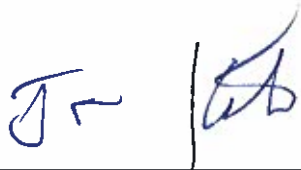
Voting Yea: Commissioner Palm, Commissioner Davenport, Chairperson Kotarba, Commissioner Boze

Absent and Not Voting: Vice Chairperson Johns

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

## **ADJOURN**

Chairperson Kotarba adjourned the meeting at 3:52PM.

Handwritten signature of Joe Kotarba, consisting of stylized initials 'JK' followed by a vertical line and 'Kotarba'.

---

**Joe Kotarba, Chairperson**

Handwritten signature of Brenton B. Lewis, appearing as 'Brenton B. Lewis' in a cursive script.

---

**Brenton B. Lewis, Interim City Secretary**