
MEETING NOTICE

The City Council of the City of Woodcreek, Texas will conduct a meeting at Woodcreek City Hall, 41 Champions Circle, Woodcreek, Texas. The meeting will be held on Wednesday, November 06, 2024 at 5:00 PM.

All attendees are encouraged to wear face coverings when a minimum of six-foot social distancing cannot be maintained. Smoking is not allowed anywhere on the property of City Hall.

The public may watch this meeting live at the following link:

<https://zoom.us/j/98365240910?pwd=ZbLQM3iwYodkPdm7zS6HFEDCajaWFL.1>

Meeting ID: 983 6524 0910; Passcode: 399496

A recording of the meeting will be made and will be available to the public in accordance with the Texas Public Information Act upon written request. This notice, as amended, is posted pursuant to the Texas Open Meetings Act (Vernon's Texas Codes Ann. Gov. Code Chapter 551).

AGENDA

CALL TO ORDER

ROLL CALL and ESTABLISH QUORUM

PUBLIC COMMENTS

CONSENT AGENDA

1. Approval of Regular Planning and Zoning Commission Meeting Minutes from October 2, 2024.

REPORTS FROM LIAISON AND OFFICERS

2. Report by Planning and Zoning Commission Liaison. (Grummert)
- Council Direction to consider seniors in decisions and recommendations to Council

REGULAR AGENDA

3. Workshop to discuss procedures and possible changes to Planning & Zoning Commission
4. Discuss and take possible action on procedures and possible changes to the Planning & Zoning Commission, as discussed in the Workshop
5. Workshop to discuss possible questions to include in City survey for the Comprehensive Plan possible changes
6. Discuss and take possible action on suggested questions for the Comprehensive Plan including the creation of a report to Council, as discussed in the Workshop

ANNOUNCEMENTS

ADJOURN

The Planning and Zoning Commission may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; deliberation regarding real property pursuant to Chapter 551.072 of the Texas

Government Code; deliberation regarding economic development negotiations pursuant to Chapter 551.087 of the Texas Government Code; and/or deliberation regarding the deployment, or specific occasions for implementation of security personnel or devices pursuant to Chapter 551.076 of the Texas Government Code. Action, if any, will be taken in open session.

This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

Attendance by Other Elected or Appointed Officials:

It is anticipated that members of other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.

The City of Woodcreek is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call the City Secretary's Office at 512-847-9390 for information. Hearing-impaired or speech disabled persons equipped with telecommunications devices for the deaf may call 7-1-1 or may utilize the statewide Relay Texas program at 1-800-735-2988.

Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly.

I certify that the above notice was posted on the outdoor notice board of Woodcreek City Hall on the **1st day of November 2024 at 4:00 PM.**

By: _____
Taffy Barker - City Clerk

PLANNING & ZONING COMMISSION MEETING (CITY HALL)
October 2, 2024; 5:00 PM
Woodcreek, Texas

MINUTES

CALL TO ORDER

ROLL CALL and ESTABLISH QUORUM

PRESENT

Karen Duncan
Tomas Palm
Jim Miller
Russell Scott
Justin Bledsoe

ABSENT

Tamara Robertson

PUBLIC COMMENTS

No public comments

CONSENT CALENDAR

1. Approval of Regular Planning and Zoning Commission Meeting Minutes from July 3, 2024.

Karen Duncan made a motion to move number 1 on consent agenda to Regular Agenda. Motion seconded by Jim Miller.

2. Approval of Regular Planning and Zoning Commission Meeting Minutes from August 7, 2024.

Karen Duncan made a motion to approve Meeting Minutes from August 7, 2024. Motion seconded by Jim Miller.

Vote was held by show of hands. Motion passed 5-0-0

3. Approval of Regular Planning and Zoning Commission Meeting Minutes from September 4, 2024.

Karen Duncan made a motion to approve Meeting Minutes from September 4, 2024. Motion seconded by Jim Miller

Vote was held by show of hands. Motion passed 5-0-0

REPORTS FROM LIAISON AND OFFICERS

4. Report by Planning and Zoning Commission Liaison. (Grummert) - City Council 411 Liaison Policy.

Liaison Chrys Grummert stated City Council 411 Liaison Policy was available in the meeting packet.

REGULAR AGENDA

5. Discuss and Take Appropriate Action to Appoint New Planning and Zoning Chairperson and Vice-Chairperson. (Grummert)

Justin Bledsoe nominated James Miller as Chair, no other nominations were made

James Miller nominated Justin Bledsoe as Co-Chair, no other nominations were made

CONSIDERATIONS FOR AGENDA ITEMS AT NEXT REGULAR MEETING

Workshop to discuss going back to 5 members instead of the current 7.

ANNOUNCEMENTS

ADJOURN

Chairperson Miller adjourned the Meeting at 5:20 PM

City Clerk Taffy Barker

DRAFT

**THE CITY OF WOODCREEK
ORDINANCE NO. 24-330**

AN ORDINANCE AMENDING THE CITY OF WOODCREEK CODE OF ORDINANCES AT TITLE III (“ADMINISTRATION”), CHAPTER 30 (“PLANNING AND ZONING COMMISSION”); PROVIDING FOR AMENDMENTS TO THE OPERATION AND STRUCTURE OF THE PLANNING AND ZONING COMMISSION.

WHEREAS, the City of Woodcreek (“City”) is a Texas General Law Municipality operating under the laws of the State of Texas; and

WHEREAS, Chapter 211, Texas Local Government Code authorizes a general law municipality to appoint a zoning commission; and

WHEREAS, City Council has previously created a Planning and Zoning Commission the purpose of which is to: (1) advise and make recommendations to the City Council on amendments to the municipal Comprehensive Plan, changes of zoning, zoning ordinance amendments and zoning to be given to newly annexed areas, and shall consider approval of plats of subdivisions as may be submitted to it for review and other planning related matters; (2) secure public input in this process; and (3) promote transparency in the process of amendments to the municipal Comprehensive Plan, changes of zoning, zoning ordinance amendments and zoning to be given to newly annexed areas, and shall consider approval of plats of subdivisions as may be submitted to it for review and other planning related matters; and

WHEREAS, the City Council finds and determines it in the best interests of the City to revise the operations and structure of the Planning and Zoning Commission; and

WHEREAS, the City Council of the City of Woodcreek, Texas finds that these amendments to the Code of Ordinances are in compliance with state law.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS:

Section 1. The foregoing recitals are found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes and findings of fact.

Section 2. The City Code of Ordinances Title III, Chapter 30 (the “Code”), is hereby amended as follows with underlines being additions to the Code and ~~striketroughs~~ being deletions from the code:

§ 30.38 CREATION; MEMBERSHIP; OFFICERS; RULES AND BYLAWS.

47
48 (B) Commission members shall reside within the City Limits.

49
50 (C) Each of Woodcreek's five Councilmembers shall make one regular member
51 appointment to the Planning and Zoning Commission. The Mayor will make two
52 regular member appointments to the Planning and Zoning Commission. All
53 appointments shall be confirmed by a majority vote of the City Council. In the event
54 any Councilmembers or the Mayor fails or refuses to make an appointment, the
55 vacancy may be filled by the majority vote of the remaining members of the City
56 Council.

57
58 (1) The terms of each regular member of the Planning and Zoning
59 commission shall coincide with the term of the appointing officer and shall expire
60 upon the end of the appointing Officer's term of office. One year, the three newly
61 elected members of council shall make recommendation for a regular member of
62 the Planning and Zoning commission. The next year, the two newly elected
63 members of council shall make a recommendation for a regular member of the
64 commission, and the newly elected Mayor shall make recommendation for two
65 regular voting members.

66
67 (2) In order to be considered for appointment to the Commission, a
68 Volunteer Application shall be filled out and submitted to the City Records
69 Management Officer. City staff shall present all volunteer applications to City
70 Council for their consideration.

71
72 (D) Any member of the Commission may resign by submitting written notice to
73 the City Secretary, [the] City Records Management Officer. Resignation will be
74 effective when received. Upon receipt of written notice of resignation, the City
75 Secretary shall, as administratively possible, send such resignation to the Mayor,
76 the Chair of Planning and Zoning and the Commission liaison.

77
78 (E) If a vacancy occurs on the Planning and Zoning Commission, that vacancy
79 shall be filled by a recommendation from the Council member who appointed the
80 resigning member. Upon confirmation by a simple majority vote of council, the
81 newly appointed member shall fulfill the unexpired term of that Planning and
82 Zoning Commission seat. All members may serve until their successor is properly
83 appointed.

84
85 (F) Members of the Planning and Zoning Commission may be removed from
86 office at any time by a simple majority vote of the full City Council either upon its
87 own motion or upon recommendation of the Commission. Failure to attend three
88 consecutive scheduled meetings shall be deemed as neglect and cause for removal
89 from office, unless such absences were due to unusual circumstances beyond the
90 member's control such as sickness of the member or someone within the member's
91 immediate family, or if the Commission or Council approves the absence(s) as

92 excused. A vote to remove a Commission member shall be placed on the
93 appropriate agenda as a regular item, and shall be voted upon accordingly.

94
95 (G) The members of the Commission shall regularly attend meetings and public
96 hearings of the Commission, shall serve without compensation and shall not hold
97 any other office within, or serve as an employee of, the City while serving on the
98 Commission. Appointments to non-voting commissions and/or boards seats shall
99 be permitted. The Commission shall meet a minimum of twice per year at a time
100 established by the Planning and Zoning Chairperson.

101
102 H) The Commission shall elect a Chairperson and a Vice-Chairperson from
103 among the Commission membership.

104
105 (1) Chairpersons shall be elected for terms of one year by simple majority
106 vote of its membership present, or until replaced by a two-thirds vote of the full
107 Commission. Chairpersons shall include Chairperson and Vice-Chairperson.

108
109 (2) The Chairperson's sole duty shall be to preside over all meetings in
110 accordance with any rules the Commission may establish. If the Chairperson fails
111 or refuses to act, the Vice-Chairperson shall perform the duties of the Chairperson.
112 If the Chairperson and Vice-Chairperson are absent, any committee member may
113 be appointed by the committee to preside over the meeting.

114
115 (3) Chairpersons retain all rights given to them as regular voting members.

116
117 (I) The Commission shall have the power to make rules, regulations and
118 bylaws for its own governance, which shall conform with those set forth by the City
119 Council, and such rules, regulations and bylaws shall be subject to approval by the
120 City Council. Such rules and bylaws shall include, among other items, provisions
121 for the following:

- 122 (1) Regular and special meetings, open to the public;
- 123
- 124 (2) A record of its proceedings, to be open for inspection by the public;
- 125
- 126 (3) Reporting to the City Council and the public, from time to time and
- 127 annually; and
- 128
- 129 (4) Reviewing the City's municipal Comprehensive Plan on a biennial
- 130 basis.
- 131
- 132

133 (J) The City Manager's/Administrator's designee shall serve as Secretary to the
134 Commission and shall keep minutes of all meetings held by the Commission as well
135 as the full record of all recommendations made by the Commission to the City
136 Council.

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§ 30.39 PARLIAMENTARY PROCEDURE; QUORUM; VOTING.

The Commission will follow the parliamentary procedure adopted by the City Council, and procedures shall not be in conflict with the laws applicable to the Commission on the following.

(A) *Quorum.* A quorum shall consist of a majority of the membership of the Commission, and any issue to be voted upon shall be resolved by a majority of those members present.

(B) *Voting.* All Commission members, including the Chairperson, shall be entitled to one vote each upon any question, upon a quorum being present. Voting procedures shall be in accordance with the parliamentary procedures adopted by the City Council.

Section 3. If any provision of this Ordinance is illegal, invalid, or unenforceable under present or future laws, the remainder of this Ordinance will not be affected and, in lieu of each illegal, invalid, or unenforceable provision, a provision as similar in terms to the illegal, invalid, or unenforceable provision as is possible and is legal, valid, and enforceable will be added to this Ordinance.

Section 4. This Ordinance shall be cumulative of all provisions of ordinances of the City except where the provisions of the Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

Section 5. This Ordinance shall be construed and enforced in accordance with the laws of the state of Texas and the United States of America.

Section 6. It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Texas Open Meetings Act, Chapter 551, Texas Government Code, as amended.

Section 7. This Ordinance shall be in full force and effect after its final passage and approval by the City Council, as duly attested by the Mayor and City Secretary, and any publication required by law.

PASSED AND APPROVED this 28th day of February, 2024, by a vote of 5 ayes to 0 nays to 0 abstentions of the City Council of Woodcreek, Texas.



CITY OF WOODCREEK, TEXAS

By: Jeff Rasco
Jeff Rasco, Mayor

185 ATTEST:

186 
187 _____
188 *Suzanne Mac Kenzie, City Secretary*

189

190 **APPROVED AS TO FORM:**

191 
192 _____
193 *City Attorney's Office*
194 

Item to Forward to City Council: (Select one box)

- Report / Recommendation to Council Request for Item to be Considered by Council

Advisory Group Sending Report/Recommendation or Request to City Council: (Select one box)

- Comprehensive Plan Advisory Work Group Hotel Occupancy Tax (H.O.T.) Committee
 Ordinance Review Committee Parks and Recreation Board
 Planning and Zoning Commission Platinum Roads Panel
 Tree Board Other: _____

Meeting Date Advisory Group Voted to Reach Out to Council: July 3, 2024

Subject of Report/Recommendation OR Request for Item to be Considered:
Biennial Review of the City's Comprehensive Plan

~ FOR CITY HALL STAFF USE ONLY ~	
Date Original Received at City Hall:	7/3/24
Received by (City Staff Member- PRINT):	
Date Reviewed/Signed by City Manager:	
Date of Next City Council Meeting:	

SUMMARY / HISTORY

Planning and Zoning is tasked with reviewing the Comprehension Plan on a Biennial basis. The Comprehensive Plan was adopted in October of 2022, so it was due by October of 2024. Planning and Zoning reviewed the entire document on March 6, 2024. At the July 3, 2024 meeting, Commissioner Johns provided a summary of the plan and the areas of action were reviewed as to items that have been addressed over the course of the two year period. Items in red are information as to the actions taken. Two items of note were the changes of Platinum Panel which has been changed to Infrastructure and Mobility and the Accounting methods of the city has changed to a Fund Balance Accounting method. Infrastructure and Mobility has been tasked with more items than just roads. That is also noted in red.

RECOMMENDATION:

Motion was made by Commissioner Johns to send our Biennial review of the City of Woodcreek's Comprehensive Plan to Council, highlighting the Infrastructure and Mobility as a change and fiscal system. Motion was seconded by Commissioner Carson Bledsoe.

Motion passed unanimously.

Submitted by: Lydia Johns
PRINTED NAME of Chairperson

Submitted by: _____
SIGNATURE of Chairperson

Date of Submission: 07/03/2024

City Manager: _____
(Signature)