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## 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 Tuesday, February 07, 2023 at 2:30 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://www.microsoft.com/microsoft-teams/join-a-meeting;>

Meeting ID: 248 191 585 679; Passcode: LK34E9

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).

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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.

It is anticipated that members of other City Boards, Commissions, Panels and/or Committees may attend the meeting in numbers that may constitute a quorum of the other City Boards, Commissions, Panels and/or Committees. Notice is hereby given that this meeting, to the extent required by law, is also noticed as a meeting of the other City Boards, Commissions, Panels and/or Committees of the City, whose members may be in attendance. The members of the City Boards, Commissions, Panels and/or Committees may participate in discussions on the items listed on this agenda, which occur at this meeting, but no action will be taken by those in attendance unless such action item is specifically listed on an agenda during a regular or special meeting for the respective Board, Commission, Panel and/or Committee subject to the Texas Open Meetings Act.

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The City Council may retire to Executive Session any time during this meeting, under Texas Government Code, Subchapter D. 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.

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Any citizen shall have a reasonable opportunity to be heard at any and all meetings of the Governing Body in regard to: (1) any and all matters to be considered at any such meeting, or (2) any matter a citizen may wish to bring to the Governing Body's attention. No member of the Governing Body may discuss or comment on any citizen public comment, except to make: (1) a statement of specific, factual information given in response to the inquiry, or (2) a recitation of existing policy in response to the inquiry. Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting per Texas Local Government code Sec. 551.042

Citizen comments will be allowed at the beginning of every meeting, or alternatively, before an item on the agenda upon which the citizen wishes to speak is to be considered. All citizens will be allowed to comment for **three (3) minutes** per person and shall be allowed more time at the Mayor or Chair's discretion. In addition, citizens may pool their allotted speaking time. To pool time, a speaker must present the names individuals present in the audience who wish to yield their three(3) minutes. Citizens may present materials regarding any agenda item to the City Secretary at or before a meeting, citizens attending any meeting are requested to complete a form providing their name, address, and agenda item/concern, but are not required to do so before speaking and presenting it to the City Secretary prior to the beginning of such meeting. Comments may only be disallowed and/or limited as per Government Code § 551.007(e).

Submit written comments by email to [woodcreek@woodcreektx.gov](mailto:woodcreek@woodcreektx.gov) by **NOON**, the day prior to the meeting. Please include your full name, home or work address, and the agenda item number. Written comments will be part of the official written record only.

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# AGENDA

## CALL TO ORDER

## ROLL CALL and ESTABLISH QUORUM

## PUBLIC COMMENTS

## CONSENT CALENDAR

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

## REPORTS FROM OFFICERS AND COUNCIL LIAISONS

Report by Ordinance Review Committee Liaison.

Report by City Manager.

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

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

## SPECIAL ORDERS

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

## UNFINISHED BUSINESS AND GENERAL ORDERS

## NEW BUSINESS

5. Workshop and Take Appropriate Action on Revisions to Important Woodcreek City Ordinances Worksheet. *(Hector)*

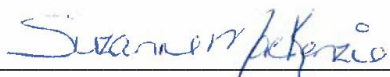
## ANNOUNCEMENTS

## ADJOURN

## POSTING CERTIFICATION

I certify that the above notice was posted on the **4th day of February, 2023 at 08:00AM**

By: \_\_\_\_\_



**Suzanne MacKenzie, City Secretary**

**ORDINANCE REVIEW COMMITTEE**  
**January 03, 2023; 2:30 PM**  
**Woodcreek, Texas**

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**MINUTES**

**CALL TO ORDER**

Chair Davenport called the meeting to order at 2:34 P.M.

**ROLL CALL AND ESTABLISH QUORUM**

**PRESENT**

Chairperson Emma Davenport  
Committee Member Karen Duncan  
Committee Member Randy Renter

**ABSENT**

Vice-Chair Donna Hector  
Member Steve Passalacqua  
Alternate Committee Member David Lowe

**CITY STAFF PRESENT**

City Manager, Kevin Rule  
City Secretary, Suzanne Mac Kenzie

**PUBLIC COMMENTS**

No Public Comments were offered.

**CONSENT CALENDAR**

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

Vice-Chair Hector arrived at 2:37 P.M.

Motion was made by Vice-Chair Hector to approve the meeting minutes from November 1, 2022. Motion was seconded by Member Duncan.

A roll call vote was held.

Voting Yea: Member Duncan, Member Renter, Chair Davenport, Vice-Chair Hector  
The motion carried with a 4-0-0 vote.

**REPORTS FROM OFFICERS AND COUNCIL LIAISONS**

2. **Report by Ordinance Review Committee Liaison.**  
No report given.

### 3. Report by City Manager.

- a. For consistency with our Council, all agenda items and supporting materials, in accordance with the with our City Code, will need to be submitted to the City Manager for review by NOON, the Monday before the week of the applicable meeting.
- b. In the interest of a single point of contact and the saving of taxpayer dollars, the contact of outside vendors and coordination of presentation for meetings should be discussed with the City Manager prior to scheduling an event.
- c. Each Board, Panel, Commission and Committee will need to attend a one-day mandatory training in January regarding parliamentary procedures.

### 4. Report by Chairperson.

Chair Davenport made the following points:

- a. Access to documents when a meeting is cancelled (i.e. - the December 6, 2022 meeting)
- b. Member Steve Passalacqua resigned his position on the Committee.
- c. Feels that the Committee would better function as a sub-committee to Planning and Zoning.

Discussion was held that the Committee can continue to use the "Workshop" function during meetings in order to freely discuss ideas. Member Duncan requested a documented purpose with a 3-month plan.

Vice-Chair Hector restated her selection to work on Chapter 34 and said she could use Member Duncan's assistance.

## NEW BUSINESS

### 5. Nomination and Vote on Chairperson and Vice-Chairperson for the Year 2023.

Vice-Chair Hector made a motion to defer the nominations of Committee Chairperson and Vice-Chairperson until the nominations to the Committee have been completed. Motion was seconded by Member Duncan.

A roll call vote was held.

Voting Yea: Member Renter, Chair Davenport, Vice-Chair Hector, Member Duncan  
The motion was passed: 4-0-0.

### 6. Review the Short-Term Rental Documents from the Planning and Zoning Commission to Identify Conflicts with Existing Ordinances.

Discussion about the STR documents were as follows:

1. Definition of "short-term rental" in §156.009 versus in the proposed Ordinance;
2. "Bed and Breakfast" definition as a hotel in §110.02 versus in the proposed Ordinance;
3. Will the §110.007 - Use of Tax Revenue be applied to B&Bs and HOT?; and
4. Page 30 does not have a "#1" on the page.

Discussion of where STRs in Woodcreek should be placed: only in Zone SF-4 or open to the City. The regulation of STRs is unbelievably complex.

Motion was made by Member Duncan that Planning and Zoning review completeness of Ordinance and make the determination on how to handle them. Motion was seconded by Chair Davenport.

A roll call vote was held.

Voting Yea: Chair Davenport, Vice-Chair Hector, Member Duncan, Member Renter,  
The motion was passed: 4-0-0.

**7. Workshop on Revising the "Important Woodcreek City Ordinances" Quick Reference Sheet.**

Chair Davenport opened the Workshop at 3:24 P.M.

Discussion was held on: Signs, Fences, Lighting, Garage and Estate Sales. The document in the packet was not live edited. Council Liaison Hines and Chair Davenport will provide their edits for the next meeting.

Discussion was also held about food left outside for pets actually feeding wildlife. Vice-Chair Hector stated that she will work on the "weapons" section.

Chair Davenport closed the Workshop at 4:13 P.M.

**8. Discuss and Take Appropriate Action on Revising the "Important Woodcreek City Ordinances" Quick Reference Sheet.**

Discussion was held that the document would be expanded to two pages and the unoccupied space would include "Helpful Things for New Residents", i.e. Deer Pick-up

Motion was made by Vice-Chair Duncan to approve the items that were discussed during the Workshop session. Motion was seconded by Vice-Chair Hector.

A roll call vote was held.

Voting Yea: Vice-Chair Hector, Member Duncan, Member Renter, Chair Davenport  
The motion passed with a 4-0-0 vote.

**ADJOURN**

Chair Davenport adjourned the meeting at 4:23 P.M.

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**Chairperson, Emma Davenport**

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**Suzanne J. Mac Kenzie, City Secretary**

# IMPORTANT WOODCREEK CITY ORDINANCES

Item 5.

Refer to complete Code of Ordinances at [www.woodcreektx.gov](http://www.woodcreektx.gov) for details – this list is not exhaustive).

## Construction (§151)

- Any building construction (i.e. fences, decks, expansions, sheds, walkways, roofs) requires City approval prior to construction. Applications may be obtained online.
- Construction hours are Monday – Saturday, 7 a.m. to 6 p.m.

## Water Quality Protection Impervious Coverage (§50.37)

- Maximum impervious cover allowed is 30.0% - impervious cover is everything which prevents water from infiltrating into the natural soil (i.e. driveways, decks, paving blocks, sidewalks, structures).
- **Maximum** impervious cover applies in the City and ETJ (Extra Territorial Jurisdiction). ~~?? (ETJ)~~

## Fences (§156.030, §156.057)

- All fences require permits.
- Fence materials **not** allowed are chain link, hog wire, barbed wire, mesh netting, rolled picket, and others.

## Lighting – Dark Skies (§156.041)

- All lights shall be shielded to prevent light trespass or glare and to confine the light to the owner's property.

## Traffic (§156.029 and §70:IV)

- Vehicles must be parked in garages, driveways or parallel to the street with all wheels off the pavement.
- Vehicles not in operating condition may not be stored in open view for more than 7 days.
- Temporary parking of buses, commercial vehicles, trailers, boats, motor homes, RVs, campers, jet skis and the like is prohibited without a permit. Permits allow for no more than 7 days parking within a 30-day period.

## Garage Sales (§156.060)

- Garage or yard sales at any location must be separated by a minimum of 6 months and last no more than 3 days.
- Street signs for a garage or yard sale must follow the sign ordinances.
- Auctions are prohibited.

## Signs (§152) and Right of Way Procedures (§152.26)

- Permits for signs in the public right-of-way are required. Applications can be found online.
- ~~No unauthorized sign in any public right-of-way.~~ No posting of **unauthorized** signs on street signs, traffic-control signs, fire hydrants, fences, utility boxes, trees, telephone poles or any other structure in the City's right-of-way.
- ~~Permits are needed for signs in a public right of way and may be obtained online.~~ There is a limit of 72 hours of sign placement and a fee is involved.

## Health and Sanitation (§95.05)

- ~~Prohibits long term storage of construction materials and any open storage of junk, inoperable appliances, broken furniture or trash.~~ **Containers used for weekly garbage collection pick up may be out no longer than 1 day prior to and 1 day after pick up service**
- ~~Property owners must keep dangerous vegetation under 6 inches.~~ **Grasses or other hazardous vegetation that impacts driver visibility, is a fire risk, or other hazard should be kept under 6 inches.**
- **Open storage of junk, inoperable appliances, broken furniture, or trash is prohibited.**

## Animal Control (§90.0)

- **Feeding deer, geese is strictly prohibited.**
- ~~No unreasonable loud dog barking (defined as disturbing to a person in the vicinity of the dog).~~ **Owner/Handler is responsible for managing nuisance barking. through training and enclosing the dog. Barking dogs must be kept indoors between 11PM - 5AM**
- ~~Dogs must be restrained from leaving the owner's property. Dogs must be leashed when walking, and be kept under direct physical control.~~
- ~~No defecation may be left on any privately owned lots or the golf course.~~ **Owner/Handler will sanitarily remove any dog excrement from public and private property, including the Golf Course.**
- ~~Farm animals (for example chickens) or exotic animals may not be kept.~~

## Fire Prevention (§93.18 and §94)

- Open burning of wood, brush or trash is prohibited at all times.
- ~~No fireworks are allowed. without a permit.~~ **Fireworks are prohibited except with special permit.**

## Weapons (§96.05)

- ~~Discharge of firearms is prohibited at all times. weapons is regulated by §96~~
- **Discharge of other airborne weapons as defined by §96 must be confined within property lines.**

## Tree-Trimming or Pruning – Oak Wilt (§91)

- Trimming of oak trees is prohibited from February 1 to June 30. Trimming of other trees is permitted year around. A no-cost permit is required for any tree trimming.
- Specific painting procedures are required when trimming oak trees.
- Citizens must report suspected or confirmed cases of oak wilt.

Item 5.

Rentals (§156.062)

- Short-term rentals of your home are only permitted in zoning district SF-4.

Residential Business

- Any in-home business must comply with §156.061 and §156.80.

Helpful Information:

-What do you do if there is a dead deer in your yard?

-What do you do if you hit a deer in the street?

Review and updated date

**Parking (§70:IV)**

- Parking in the street, even partially, is prohibited. Vehicles parked parallel to the street must have all wheels off the pavement.
- “Junked vehicles” are prohibited, these are defined as without valid license plate and inspection. wrecked, dismantled, partially dismantled, and has remained inoperable for 30 consecutive days on private property.
- Temporary parking of buses, commercial vehicles, trailers, boats, motor homes, RVs, campers, jet skis is permitted. Temporary is defined as no more than seven 24-hour periods total in any 30-day period. Long-term parking of these items inside fully enclosed garages or behind fencing on a durable surface is permitted.
- A long-term parking permit may be obtained from the city for work and commercial vehicles, except for those meant to hold human excrement.

**Garage Sales (§156.060)**

- Garage or yard sales at any location must be separated by a minimum of 6 months and last no more than 3 days. The annual city-wide community garage sale does NOT count in this specification.
- Street signs for a garage or yard sale must follow the sign ordinances: 152.43 (P) and 152.26 (C)
- Auctions require a special event permit and must be held by a licensed auctioneer.

**Tree-Trimming or Pruning and Oak Wilt (§91)**

- Trimming of oak trees is prohibited from February 1 to July 1st.
- A no-cost permit is required for ANY tree trimming or removal.
- Some trees have “Protected” and “Heritage” status. It is important you are in contact with the City PRIOR to any tree work to be sure of the status of your trees. There are significant fines involved for violation of the Tree Ordinance.
- When trimming oak trees, ALL live cuts MUST be painted to prevent the spread of Oak Wilt.
- Citizens MUST report suspected or confirmed cases of Oak Wilt.