
MEETING NOTICE

The Planning and Zoning Commission 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, October 02, 2024 at 5:00 PM.

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

<https://zoom.us/j/92257354740?pwd=J3iYdgcQUHLx2wNvln93f8PmMeQSSD.1>

Meeting ID: 922 5735 4740; Passcode: 020430

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).

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.

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.

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 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.

AGENDA

CALL TO ORDER

ROLL CALL and ESTABLISH QUORUM

PUBLIC COMMENTS

CONSENT AGENDA

1. Approval of Regular Planning and Zoning Commission Meeting Minutes From July 3, 2024.
2. Approval of Regular Planning and Zoning Commission Meeting Minutes From August 7, 2024.
3. Approval of Regular Planning and Zoning Commission Meeting Minutes From September 4, 2024.

REPORTS FROM LIAISON AND OFFICERS

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

REGULAR AGENDA

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

ANNOUNCEMENTS

ADJOURN

POSTING CERTIFICATION:

IT IS HEREBY CERTIFIED that the foregoing agenda has been posted on the outdoor Notice Board of Woodcreek City Hall on the **24th day of September 2024 at 3:00PM.**

By: 

Suzanne MacKenzie, City Secretary

This Notice and Meeting Agenda, and the Agenda Packet, are posted online at:

<https://www.WoodcreekTX.gov/Meetings>



Scan me!

PLANNING AND ZONING COMMISSION MEETING (CITY HALL)
July 03, 2024; 5:00 PM
Woodcreek, Texas

MINUTES

CALL TO ORDER

Vice-Chairperson Johns Called the Meeting To Order at 5:04 PM.

ROLL CALL and ESTABLISH QUORUM

PRESENT

Vice-Chairperson, Lydia Johns
Commissioner Carson Bledsoe
Commissioner Tomas Palm
Commissioner Tamara Robertson
Commissioner Russell Scott
Alternate Commissioner Karen Duncan
Alternate Commissioner James Miller

STAFF PRESENT

City Secretary, Suzanne MacKenzie

PUBLIC COMMENTS

No Public Comments were offered.

CONSENT AGENDA

1. **Approval of Regular Meeting Minutes from April 3, 2024.**

Motion was made by Commissioner Palm to approve minutes from the previous meeting.
Motion was seconded by Commissioner Bledsoe.

Vice-Chairperson Johns Called for vote by Show of Hands.
Motion Passed: 5-0-0.

REGULAR AGENDA

2. **Discuss and Take Possible Action To Accept The Resignation of Chairperson Andy Davenport From The Planning and Zoning Commission, Effective June 6, 2024.**

Motion was made by Commissioner Duncan that the letter be accepted. Motion was seconded by Commissioner Miller.

Vice-Chairperson Johns Called for vote by Show of Hands.
Motion Passed: 5-0-0.

3. **Workshop to Discuss City Council's Request To Research The Possibility Of Re-Zoning "The Triangle" From A Right-of-Way to A City Park.**

- a) Email request from Vice-Chairperson to Staff
- b) Email of Hays County Response
- c) Hays County Plat for Triangle
- d) Next Step For Planning and Zoning Commission

Workshop Opened at 5:10 PM.

Workshop Closed at 5:14 PM.

4. **Discuss and Take Appropriate Action On The City Council's Request To Research The Possibility Of Re-Zoning "The Triangle" From A Right-of-Way to A City Park.**

Motion was made by Commissioner Duncan to recommend to Council that this space be rezoned from a City right-of-way, to a City park. Motion was seconded by Commissioner Bledsoe.

Vice-Chairperson Johns Called for vote by Show of Hands.
Motion Passed: 5-0-0.

5. **Discuss and Take Possible Action To Recommend To Council To Host A Joint Public Hearing To Re-Zone The Triangle From A Right-of-Way To A City Park (P-1).**

Motion was made by Commissioner Bledsoe that we have a Joint Public Hearing about the park with Council. Motion was seconded by Commissioner Palm.

Vice-Chairperson Johns Called for vote by Show of Hands.
Motion Passed: 5-0-0.

6. **Discuss and Take Possible Action On City Council's Request For Review and Approval of A Preliminary Replat of Lots 9A and 11A in the Oak Orchard Enclave.**

Motion was made by Commissioner Scott that we approve the replats of lots 9A and 11A in the Oak Orchard Enclave. Motion was seconded by Commissioner Bledsoe.

Vice-Chairperson Johns Called for vote by Show of Hands.
Motion Passed: 5-0-0.

7. **Discuss and Take Appropriate Action on The Planning and Zoning Commission's Biennial Review of the City of Woodcreek's Comprehensive Plan, Adopted October 12, 2022.**

Motion was made by Vice-Chairperson Johns that we send our biennial review of the City of Woodcreek's Comprehensive Plan to City Council, highlighting Infrastructure and Mobility as a change and in Fiscal Systems highlighting what we are actually doing as a City. Motion was seconded by Commissioner Bledsoe.

Vice-Chairperson Johns Called for vote by Show of Hands.
Motion Passed: 5-0-0.

ANNOUNCEMENTS

Vice-Chairperson Johns asked Commissioners to consider who may want to fill the Chairperson role. Vice-Chairperson Johns will take care of the next agenda.

ADJOURN

Vice-Chairperson Johns Adjourned the Meeting at 5:35 PM.

Lydia Johns, Vice-Chairperson

Suzanne MacKenzie, City Secretary

**PLANNING AND ZONING COMMISSION MEETING (CITY HALL)
August 07, 2024; 5:00 PM
Woodcreek, Texas**

MINUTES

CALL TO ORDER

City Administrator, Jim Burton Called the Meeting to Order at 5:03PM.

ROLL CALL and ESTABLISH QUORUM

PRESENT

Commissioner Karen Duncan (via Zoom)
Commissioner James Miller
Commissioner Russell Scott

ABSENT

Commissioner Carson Bledsoe
Commissioner Tomas Palm
Commissioner Tamara Robertson
Council Liaison Chrys Grummert

STAFF PRESENT

City Secretary, Suzanne MacKenzie
City Administrator, Jim Burton

** Due to a lack of physical quorum, according to the Open Meetings Act Handbook 2024, page 2, "Quorum and Majority Vote" and pages 24-25, "Video Conference Call Meetings", this meeting did not continue.*

ADJOURN

City Administrator, Jim Burton Adjourned the Meeting at 5:05 PM.

City Administrator, Jim Burton

Suzanne MacKenzie, City Secretary

PLANNING AND ZONING COMMISSION MEETING (CITY HALL)
September 04, 2024; 5:00 PM
Woodcreek, Texas

MINUTES

CALL TO ORDER

Planning and Zoning Commission Council Liaison, Chrys Grummert, Called the Meeting to Order at 5:01PM.

ROLL CALL and ESTABLISH QUORUM

PRESENT

Commissioner Karen Duncan (via Zoom)
Commissioner James Miller
Commissioner Tamara Robertson
Council Liaison Chrys Grummert

ABSENT

Commissioner Carson Bledsoe
Commissioner Tomas Palm
Commissioner Russell Scott

STAFF PRESENT

City Secretary, Suzanne MacKenzie

** Due to a lack of physical quorum, according to the Open Meetings Act Handbook 2024, page 2, "Quorum and Majority Vote" and pages 24-25, "Video Conference Call Meetings", this meeting did not continue.*

ADJOURN

Planning and Zoning Commission Council Liaison, Chrys Grummert, Adjourned the Meeting at 5:02PM.

Chairperson

Suzanne MacKenzie, City Secretary

Council Liaisons 411

Goal:

To facilitate two-way communication between City Council and all City boards, panels, committees, and commissions.

Role:

Working in coordination with the chair of the board, panel, committee, or commission, assist in generation of agenda items and packet materials for both City Council meetings and the meetings of the respective board, panel, committee, or commission.

Attend designated board, panel, committee, or commission meeting to answer questions during discussion or clarify motions and requests sent by Council.

Provide discussion and reports on items sent from their respective boards, panels, committees, and commissions to City Council.

Guidelines:

ALL City boards, panels, committees, and commissions shall function autonomously. They will set their own agendas and run their own meetings. Liaisons are NOT to be running their assigned boards, panels, committees, and commissions, nor are they to be setting agendas. They are to be resources to their respective City body.

Liaisons shall NOT influence voting or sway discussion beyond factual statements or clarification on items sent from Council. Liaisons are NOT members of the board, panel, committee, or commission; nor are they “ex officio.” Liaisons do not have any voting power beyond their role on City Council.

Liaisons should share only the discussion, concerns and/or requests from the full body of Council on an item sent to their designated board, panel, committee, or commission. Their representation on the board is not to be used to pursue their own goals or as a second chance to voice their concerns or opinion on an item beyond a City Council meeting.

If asked, liaisons are permitted to share their own opinion or judgement-based information during a meeting or on an agenda item, but they should refrain from offering this type of advice or influence without being first requested.

When representing their respective board, panel, committee, or commission to City Council in the form of a report or while answering questions on an item sent to Council, liaisons shall remain objective and factual. Councilmember liaisons shall work to support the efforts of their board, panel, committee, and commission and advocate for their work, but are not obligating their vote on City Council in support or against any item simply because they are the Council liaison for the board, panel, committee, or commission from which it came.

Communication Flow:

Agenda packets, and the materials included, are a primary focus for liaisons.

The chair of any board, panel, committee, or commission shall make every effort to send a draft of their proposed upcoming agenda to their designated liaison so that the liaison can collect and provide additional information and materials as needed. The purpose of this collaboration is to improve and facilitate communication on items that are sent between said boards, panels, committees, and commissions and the City Council. If desired, the Chair may ask assistance in drafting the agenda.

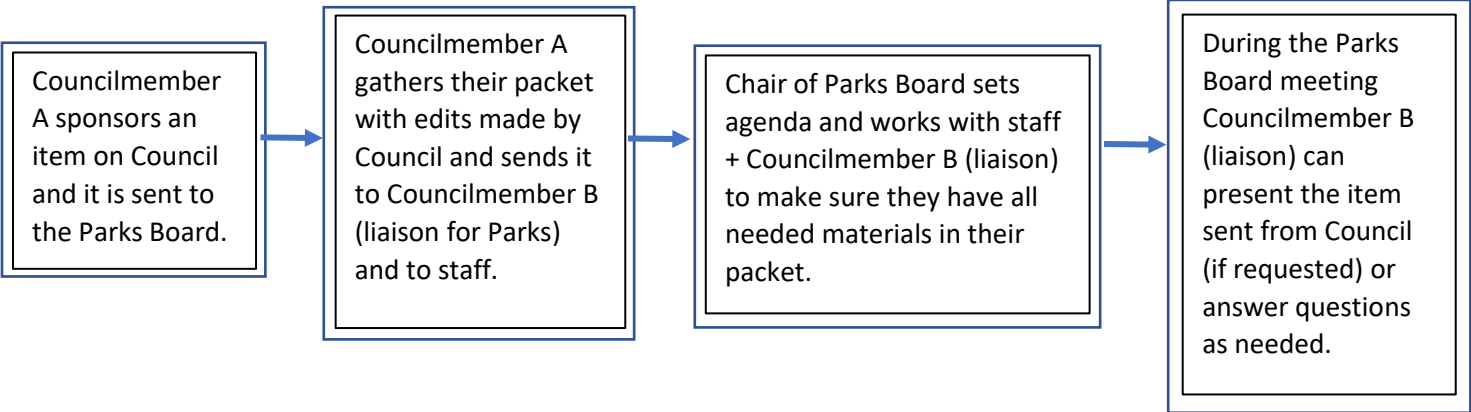
Liaisons shall remind the chair of their designated board, panel, committee, or commission about pending business sent from Council and in turn shall monitor any items sent from their designated board, panel, committee, and commission to be placed on the Council agenda.

City Staff will be responsible for communication between City Council and all boards, panels, committees, and commissions. They are responsible for tracking the flow of city business. However, the designated liaison is there to support this effort, provide additional information for packets when needed, and to help facilitate discussion during meetings. Staff, Chair, and Liaison shall work to keep all “in the loop” by copying on email and making all other efforts to keep all informed.

EXAMPLE OF THIS COMMUNICATION FLOW:

Item 4.

Council to Board



Board to Council

