

PLANNING AND ZONING COMMISSION MEETING
December 07, 2022; 5:00 PM
Woodcreek, Texas

MINUTES

CALL TO ORDER

Chair Davenport called the meeting to order at 5:00 PM.

ROLL CALL

PRESENT

Chairperson Andy Davenport
Vice Chairperson Lydia Johns
Commissioner Tomas Palm
Commissioner Tamara Robertson
Commissioner Chris Sonnier
Alt. Commissioner Carson Bledsoe
Alt. Commissioner Josh Erwin

ABSENT

None

STAFF PRESENT

City Manager, Kevin Rule
City Secretary, Suzanne Mac Kenzie

PUBLIC COMMENTS

No Public Comments were offered at this time.

CONSENT AGENDA

1. Approval of Meeting Minutes from November 2, 2022.

Motion was made by Vic-Chair Johns to approve the meeting minutes from November 2, 2022. (2:06)The motion was seconded by Commissioner Bledsoe.

A roll call vote was held.

Voting Yea: Vice-Chair Johns, Commissioner Palm, Commissioner Robertson, Commissioner Sonnier, Chair Davenport.

The motion was passed: 5-0-0

2. **Approval of Meeting Minutes from November 15, 2022.**

Motion was made by Vice-Chair Johns to approve the meeting minutes from November 15, 2022. (3:11) The motion was seconded by Commissioner Bledsoe.

A roll call vote was held.

Voting Yea: Commissioner Robertson, Commissioner Sonnier, Chair Davenport, Vice-Chair Johns

Voting Nay: Commissioner Palm

The motion was passed: 4-1-0

REGULAR AGENDA

1. **Report From the Ordinance Review Committee Council Liaison Regarding Recommendations For, or the Approval of, the Short-Term Rental Documents.**

The Ordinance Review Committee did not meet on December 6, 2022.
No report provided.

2. **Report From the City Attorney Regarding Recommendations For, or the Approval of, the Short-Term Rental Documents.**

The City Attorney, Bud Wymore sent an email (November 29, 2022 2:26PM) stating that the documents were a "good starting point for discussion", but no specific feedback was provided. (pg. 9 in packet)

3. **Report From the City Planner Regarding Recommendations For, or the Approval of, the Short-Term Rental Documents.**

The City Planner, Brandon Melland, sent an email (December 1, 2022 5:01PM) with several suggestions. (pgs. 11 and 12 in packet).

Summary recap was given by Chair Davenport. The City of Woodcreek needs an Ordinance regulating or authorizing, or not, Short-Term Rentals. There are two pieces to the process: 1. The existing zoning definitions only have Short-Term Rentals in SF-4. P & Z is making a recommendation to add the text "Short-Term Rentals not allowed" to all other zoning areas (not including Multi-Family) in the 156.062 Chart and adding "Short-Term Rentals allowed" in the Multi-Family zones. 2. Want to try to accommodate people who wants Short-Term Rentals (STRs), but if the City Planner says it won't work, remove the item from consideration or if it will, get people's opinions in a Public Hearing.

The role of the Ordinance Review Committee in the review of the STR documents is to cross reference existing Ordinances (Noise, Parking, etc.) within our Ordinances and identify any conflicts.

Different scenarios regarding STRs were presented by Commissioners: Full-Time STRs versus Part-Time STRs for residents who need extra income. Chair stated the City will need to be very precise in their definition of STRs.

City Staff summarized that a Public Hearing has to be approved by City Council, as it requires the allocation of City Funds for a mailout, and the item is not on the Council Agenda for their December Meeting. Suggestion was made to host a Town Hall, at a lesser expense than a Public Hearing mailout, to gather feedback from the residents regarding STRs. After a Town Hall hosted by P&Z, and all of the STR documents are completed and feedback is received and processed by P&Z, then the item would go to Council and a Public Hearing would be the next step in their process.

Commissioner Johns mentioned that STRs were included in the Land Use Town Hall as part of the City's Comprehensive Plan and there is feedback from residents.

Discussion was held on the email response from the City Planner. Discussion of #7, "Certificate of Occupancy" for STRs, good suggestion but document should be renamed to not be confused with new construction guidelines.

4. Discuss and Take Action on Setting A Time For A Public Hearing for January 4, 2023 to Hear the Public's Comments on the Possible Addition of the Short-Term Rental Text into the City's Ordinances.

Motion was made by Vice-Chair Johns that Planning and Zoning send to Council a request for a Public Hearing on STRs and the documents that have been drafted so far. (45:45) The motion was seconded by Commissioner Sonnier.

Discussion was held that these are working documents: the public thinks that P&Z wants STRs but the Commission only wants what is best for the City and to build an Ordinance by listening to everyone.

Friendly motion was made by Commissioner Palm and accepted by Vice-Chair Johns to add at the end of the original motion "prior to P&Z finalizing the recommendation to Council on STRs" (48:45).

A roll call vote was held.

Voting Yea: Commissioner Robertson, Commissioner Sonnier, Chair Davenport, Vice-Chair Johns, Commissioner Palm

The motion was passed: 5-0-0

4. Discuss and Take Action on Setting A Time for A Public Hearing for January 4, 2023 to Hear the Public's Comments on the Possible Increase in Minimum Lot Sizes.

As a result of a Council Request, City Staff will research the videos regarding this item under the Ordinance Review Committee and Planning and Zoning Commission Meetings and will report the results in January.

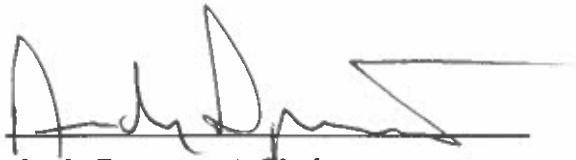
Commission discussed previous decision and reasoning behind the decision regarding this item.

City Staff explained that since P&Z already made a motion on this item, they cannot hold a Public Hearing without rescinding their decision. Since a motion was previously made by P&Z, the item moved to a Council Agenda to be discussed by its members.

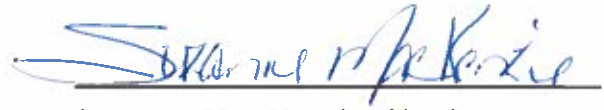
No action was taken on this item.

ADJOURN

Chair Davenport adjourned the meeting at 6:05 PM.

A handwritten signature in black ink, appearing to read 'Andy Davenport', written over a horizontal line.

Andy Davenport, Chairperson

A handwritten signature in blue ink, appearing to read 'Suzanne Mac Kenzie', written over a horizontal line.

Suzanne Mac Kenzie, City Secretary