

**City of Woodcreek Planning and Zoning Commission Meeting**  
**July 17, 2019; 5:00 p.m.**  
**Minutes**

1. **Call to Order.** Chairperson Anne Greene called the meeting to order at 5:00 p.m.
2. **Pledges**
3. **Roll Call. Present:** Chairperson Anne Greene, Vice Chairperson Joe Kotarba, Commissioner Larry Alford, Commissioner Jack Boze, Commissioner Jeff Rasco, Alternate Commissioner Kathy Maldonado, City Manager Brenton Lewis, City Secretary Linda Land  
**Absent:** Alternate Commissioner Carl Weldon
4. **Approval of Minutes of March 20, 2019.** Commissioner Boze moved to approve the minutes of March 20, 2019. The motion was seconded by Vice Chairperson Joe Kotarba and passed with a vote of 5-0-0.
5. **Discussion and Take Possible Action on Proposed Regulations for Short-Term Rentals and a Possible Recommendation to City Council.** The following citizen communications were received and noted:  
Suzanne Gordon – in favor of proposed regulations; against allowing short term rentals in other residential areas  
Beth & Jim McJunkin – in favor of regulations to protect the city from STR's

City Manager Lewis, Councilmember Cyndi Jackson and Councilmember Aurora F. LeBrun explained the process for developing the proposed regulations. After discussion, the Planning and Zoning Commission suggested the following changes to the proposed regulations:

- Persons leasing must be over 21 years old and a person of that age must be on the property at all times.
- No gunfire.
- No pets except those allowed by the City of Woodcreek.
- (f)(8) Parking needs further work. Also, advertising should be required to state how many parking spaces are available.
- Rental regulations – define large parties. Change “unruly gathering” to “unruly behavior”.
- Fire prevention in application doesn't match regulations.
- Application fee is too low.
- Questioned authority of planning and zoning commission to approve applications.
- Add that violations result in revoking permit.
- Ask Fire Marshall for recommendations and if inspections should be required.
- Needs consistency between documents and more specific expectations – ex. quiet hours.

6. **Discussion and/or Take Appropriate Action on Procedures for Amending and/or Repealing Ordinance No. 00-65P – Special Use Permit #4 – Island House for 155 Champions Circle.** The following citizen communications were received and noted:  
Suzanne Gordon – in support of repealing Ord. No. 00-65P.  
Judy Roach – in support of repealing Ord. No. 00-65P  
City Manager Lewis explained the procedures for amending and/or repealing an ordinance. Commissioner Rasco moved to set a public hearing for August 13, 2019 at 5:00 p.m. The motion was seconded by Commissioner Alford and passed with a vote of 5-0-0.
7. **Adjourn.** There being no further business, the meeting was adjourned at 6:10 p.m.

  
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Anne Greene, Chairperson

  
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Linda Land, City Secretary