

# Agenda

City of Hudson Oaks  
210 North Lakeshore Drive  
Hudson Oaks, Texas 76087  
Planning & Zoning Commission Meeting  
Tuesday  
January 10, 2012  
7:00 p.m.

## **Workshop Session:**

1. Presentation and training on new paperless agenda process

## **Regular Session-immediately following the workshop session**

1. Call to order/announce a quorum is present  
(4 of the 6 member being present constitutes a quorum)
2. Citizen comments
3. Consideration of Planning & Zoning Commission minutes for November 08, 2011
4. Review and discussion of a draft ordinance amending the Hudson Oaks Code of Ordinances Section 1 Permitted Use Table and Section 27.2 Carports
5. Future agenda items
  - a. Joint P&Z-City Council meeting on February 23 for consideration of the proposed Comprehensive Plan.
6. Adjournment

I, Sheila Elmore, City Secretary, do hereby certify that notice of the above meeting was posted on the front window of the City Hall of the City of Hudson Oaks, a place readily accessible to the public at all times, on the 6th day of January 2012 at 5:00 p.m. and remained continuously posted for at least 72 hours preceding said meeting, and that said notice was posted in accordance with chapter 551 of the Texas Government Code.

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the city secretary at 682-229-2425 or fax 682-682-2429 for further information.

Sheila Elmore  
City Secretary

# Planning & Zoning Commission Meeting Staff Agenda Report



<b>Minutes of the November 8, 2011 Planning &amp; Zoning Commission meeting</b>		
<b>Meeting date:</b> January 10, 2012	<b>Agenda Item #:</b> 3	<b>Action being considered:</b> Adoption of November 8, 2011 Minutes

**Staff Recommendation:**

Review and adopt the minutes of the November 8, 2011 Planning & Zoning Commission meeting.

**Prior Board or Council Action:**

Board has not previously acted on this item.

**Background Information/Analysis:**

Meeting was held at 7 p.m. on Tuesday, November 8, 2011 at Hudson Oaks City Hall.

**Financial Considerations:**

None

**Attachments:**

Minutes of the November 8, 2011 Planning & Zoning Commission meeting

**Staff Contact:**

Sheri Campbell-Husband, city administrator  
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Sheila Elmore, city secretary  
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# Planning & Zoning Commission Meeting Staff Agenda Report



## Minutes

City of Hudson Oaks  
210 North Lakeshore Drive  
Hudson Oaks, Texas 76087  
Planning & Zoning Commission Meeting  
Tuesday  
November 08, 2011  
7:00 p.m.

1. Call to order/announce a quorum is present  
(4 of the 6 member being present constitutes a quorum)

**Meeting was called to order at 7:02 p.m.**

<b>Present were:</b>	<b>Vice-Chairman</b>	<b>Matthew Judy</b>
	<b>Board Member</b>	<b>Jim Jones</b>
	<b>Board Member</b>	<b>Jo Alice Davis (arrived at 7:10 p.m.)</b>
	<b>Board Member</b>	<b>Tricia Pitts</b>
	<b>Board Member</b>	<b>Marc Povero</b>
	<b>Board Member</b>	<b>Glen Sutton</b>
<b>Absent was:</b>	<b>Chairman</b>	<b>Tim Carter</b>
<b>Staff:</b>	<b>City Administrator</b>	<b>Sheri Campbell-Husband</b>
	<b>Asst. City Administrator</b>	<b>Patrick Lawler</b>
	<b>City Secretary</b>	<b>Sheila Elmore</b>

2. Consideration of Planning & Zoning Commission minutes for October 18, 2011

**Board Member Pitts made a motion to approve the Planning & Zoning Commission minutes for October 18, 2011. Board Member Sutton seconded the motion. All present voted "aye."**

3. Citizen comments

**There were no citizen comments**

4. Review and discussion of a draft ordinance amending the Hudson Oaks Code of Ordinances Section 11 Permitted Use Table and Section 27.2 Carports

**The assistant city administrator gave a report.**

**Staff and board members reviewed/discussed a draft caport ordinance. Staff will take the boards comments and revise the draft ordinance and present it at the next Planning & Zoning Commission meeting.**

# Planning & Zoning Commission Meeting Staff Agenda Report



5. Future agenda items

**1. Review revised draft carport ordinance**

6. Adjournment

**Board Member Davis made a motion to adjourn. Meeting adjourned at 8:26 p.m.**

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**Matthew Judy, Vice-Chairman**

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**Sheila Elmore, City Secretary**

# Planning and Zoning Commission Staff Agenda Report



<b>Review and discussion of a draft ordinance amending the Hudson Oaks Code of Ordinances Section 11 Permitted Use Table and Section 27.2 Carports.</b>		
<b>Meeting date:</b> January 10, 2012	<b>Agenda Item #:</b> 4	<b>Action being considered:</b> None

**Staff Recommendation:**

Review and discuss the draft ordinance, providing direction to staff regarding any necessary changes.

**Prior Board or Council Action:**

The Commission discussed possible changes to the City’s residential carport regulations at the October and November meeting.

**Background Information/Analysis:**

At the November Commission meeting staff presented a draft ordinance for review and discussion. After receiving feedback from the Commission, staff has made the following revisions to the draft:

- A-6 - Cleaned up the setback and build line language to better reflect the intent of the ordinance.
- A-8 – Added a provision to allow carports to be built closer to the main dwelling if the carport construction meets or exceeds the 2003 International Fire Code.
- B – Removed the construction material and height difference between side yard and rear yard carports.
- B – Changed the terminology from back yard to rear yard.
- B - Maximum Height – Removed garage door height and added soffit (eave) height or less.
- C – Removed petition requirements for residential carports.
- C-4 – Added a provision to allow for an SUP application to exceed the 10’ maximum height.

**Financial Considerations:**

None

**Attachments:**

Carport Ordinance

**Staff Contact:**

Sheri Campbell-Husband, city administrator  
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# Planning and Zoning Commission Staff Agenda Report



## 28.3 Carport Building Regulations

The following regulations shall govern the location, size and use of carports.

A. General Provisions: A carport must comply with the following setback requirements for all zoning districts:

- 1.) Carports shall not be located within any easement.
- 2.) Carports may not be placed so as to negatively impact drainage on any adjacent lot by diversion or impoundment of storm water flows.
- 3.) Carports located on lots where septic systems are utilized must submit a site plan showing the layout of the septic system and the location of the carport.
- 4.) Approval by the City of Hudson Oaks does not constitute approval to violate any deed restriction. It is the responsibility of the applicant to verify compliance with all deed restrictions for his or her property, before starting construction.
- 5.) Carports shall not exceed 400 square feet in floor area and may not be enclosed on any side.
- 6.) Carports must meet all setback and building line requirements in accordance with the residential zoning district in which the site is located.
- 7.) All single-family dwellings hereafter erected shall be provided with enclosed garage space for at least parking two automobiles at the time of original construction. Conversion of garage space into living space shall conform to City building codes; and plans for the conversion shall be submitted at the time of application for a building permit. Conversion of garage space does not relieve the requirement for an enclosed garage space, and said enclosed space must be provided elsewhere on the lot and in compliance with this section.
- 8.) Carports must be built at least five feet from any dwelling in accordance with the 2003 International Building Code (2003 IBC), unless the structure meets or exceeds the 2003 International Fire Code for structure .

B. Building Construction Requirements: A carport must comply with the following construction, material, and height requirements. Construction must also meet the requirements of the 2003 International Building Code (2003 IBC):

# Planning and Zoning Commission Staff Agenda Report



<u>Location</u>	<u>Maximum Height</u>	<u>Materials</u>
Side or Rear Yard	10' or the height of the soffit (eaves), whichever is less.	The color and materials of the carport must resemble the color and materials of the main dwelling. If the main dwelling is constructed of masonry materials, these materials must be used in the construction of the carport in the same proportion that was used in the construction of the main dwelling. The proposed carport roof material must match the roof material of the main dwelling and the proposed carport roof slope must resemble the roof slope of the main dwelling.

## C. Additional Requirements:

- 1.) Front Yard – Carports shall not be located in the front yard.
- 2.) All applications for a carport must meet the requirements of this section and be approved by the building official or his/her designee.
- 3.) No carport may be constructed until a main dwelling exists on the lot.
- 4.) Carports with a soffit (eave) height greater than 10' may apply for a specific use permit (SUP).