

## NOTICE OF PUBLIC MEETING

**TO: THE DEVELOPMENT STANDARDS COMMITTEE AND ALL OTHER INTERESTED PERSONS:**

**Development Standards Committee  
March 3<sup>rd</sup>, 2021 at 5:00 p.m.  
The Woodlands Township**

Notice is hereby given that the Development Standards Committee will hold a Regular Meeting on Wednesday, March 3<sup>rd</sup>, 2021, at 5:00 p.m., via video conference within the boundaries of The Woodlands Township in The Woodlands, Texas, which may be viewed online at <http://www.thewoodlandstowship-tx.gov/778/Meeting-Videos> Once selected go to "Watch Virtual Public Meetings"

To call in to the March 3<sup>rd</sup>, 2021 Development Standards Committee meeting to provide public comment or speak on a specific item, you may call any of the numbers listed below. For the best quality audio, it is recommended to use one of the local numbers:

- (346) 248-7799 or (253) 215-8782 or (669) 900-6833 or (312) 626-6799 or (301) 715-8592 or (888) 788-0099 (Toll Free)

Once you have connected, you will need to enter **Webinar ID: 867 4740 8731**, then enter the pound sign "#" on your telephone keypad.

**I. Welcome/Call Meeting to Order.**

Chairman Arthur Bredehoft called the meeting to order at 5:01 pm. Arthur Bredehoft declared that in accordance with state law notice of this meeting was posted 72 hours in advance of the meeting. This posting occurred inside the boundaries of the Township at this office building. In addition, this meeting was posted online and is being held via videoconference in accordance with the declaration made by Texas Governor Gregg Abbott, which temporarily suspends certain requirements within the Texas Open Meetings Act to help reduce the potential transmission of the COVID-19 public health pandemic emergency.

Determination of a Quorum requires that at least four of our Committee members be in attendance to establish a quorum for conducting business. Arthur called role and it was noted that Arthur Bredehoft, Robert Heinemann, John Anderson, Bob Adams, Mary Funderburg and David Smith were present. John A. Brown was not present. It was noted that a sufficient number of members are present to declare that we have a quorum.

**II. Public Comments \*See Guidelines (listed below).**

There were no public comments.

**III. Consideration and action regarding the minutes of the meeting of February 3<sup>rd</sup>, 2021.**

The minutes of the meeting of February 3<sup>rd</sup>, 2021 were presented to the committee. It was moved by Bob Adams and seconded by David Smith to approve the minutes as presented. The motion carried unanimously.

**IV. Consideration and Action of the Commercial and Residential Applications and Covenant Violations in Sections VII and VIII recommended for Summary Action.**

These items were reviewed by The Committee. The lists consisted of Commercial Items A – G and Residential Items 5, 6, 7, 8, 10, 12, 13 – 21.

It was then moved by Bob Adams and seconded by John Anderson to approve the Commercial Summary List in Section VI by staff recommendation for the items listed above. The motion carried unanimously.

It was then moved by David Smith and seconded by Mary Funderburg to approve the Residential Summary List in Section VII as presented by staff recommendation. Mary Funderburg requested to pull Item # 16 for full Committee review. The motion carried unanimously.

**V. Recess to Executive Session to consult with the Development Standards Committee's attorney pursuant to 551.071, Texas Government Code.**

There was no executive session.

**VI. Reconvene in Public Session.**

There was no executive session.

**VII. Consideration and Action of the Commercial Applications and Covenant Violations.**

**A. Consideration and action for a proposed building sign that is not centered over the entrance door.**

Indian Springs at Woodlands LTD / Twin Liquors

6777 Woodlands Parkway, Suite 204

Lot 500 Block 0592 Section 0060 Village of Indian Springs

This item was heard by the Committee under the summary list as presented by staff. It was then moved by Bob Adams and seconded by John Anderson to approve Option 3 on the following conditions:

- Center the building sign between the inside face of the storefront columns.
- Channel letters are to have six-inch-deep returns with the trim and returns painted Koko Brown per the center criteria.
- Clean and repair the façade to like-new condition from any previous tenant sign removal prior to the new sign installation.
- Owner verifies storefront size and boundaries prior to the issuance of permit.
- No other signage is approved other than conditionally approved in this written approval. All exterior signage must be submitted for review and written Committee approval prior to fabrication and installation.

The motion carried unanimously.

**B. Variance request to allow the repair of existing dumpster enclosures that do not fully shield dumpsters from the view of the adjoining sites.**

CH Realty VII / R Houston College Park LP

3091 College Park Drive

Lot 9051 Block 0555 Section 0000 Village of College Park

This item was heard by the Committee under the summary list as presented by staff. It was then moved by Bob Adams and seconded by John Anderson to approve on the following conditions:

- Tenant has been cited for trash dumpsters being visible from public view. Per The Woodlands Standards, trash dumpsters shall be hidden from public view and adjacent properties.
- All trash and storage enclosures are to match. The applicant shall construct four (4) new masonry enclosures to match the building's architecture OR repair the existing enclosures to a like-new condition with new wood slats. All enclosures shall have doors.
- Revise and Resubmit with plans to construct masonry enclosures OR to refurbish existing enclosures. All enclosures are to have steel frame doors with wood slats attached.
- Allow owner one year from this date of approval to complete the modifications.
- No exterior modifications are approved at this time. All exterior modifications must be submitted for review and written Committee approval prior to fabrication and installation.

The motion carried unanimously.

**C. Consideration and action for the conceptual proposal to renovate the existing driving range and practice area that will include the removal of trees and vegetation.**

CC Woodlands LLC / Player Course

8900 Sterling Ridge Drive

Lot 0701 Block 0499 Section 0046 Village of Sterling Ridge

This item was heard by the Committee under the summary list as presented by staff. It was then moved by Bob Adams and seconded by John Anderson to approve the concept design to modify the practice area and the putting course of The Woodlands CC Players Course on the following conditions:

- Provide a tree survey with indications of any tree removal required. Provide site demolition plans, as

necessary.

- Detailed plans of each area to be modified are to be submitted for committee review.
- Architectural, landscaping, irrigation, hardscape, and civil (including drainage) plans are to be included.
- Lighting plans with a photometric plan and lighting specifications are required with any lighting modifications or additions
- Any structures to be added or modified are subject to the review and approval of the committee.
- No other concept modifications are approved other than conditionally approved in this written approval.
- All exterior modifications must be submitted for review and written Committee approval prior to construction.

The motion carried unanimously.

- D. Variance request for the proposed replacement of a monument sign that will not match the existing second monument sign or building sign.

EDRY B&K-2 GP / Take 5 Oil Change

7940 Research Forest Drive

Lot 0650 Block 0257 Section 0047 Village of Alden Bridge

This item was heard by the Committee under the summary list as presented by staff. It was then moved by Bob Adams and seconded by John Anderson to WITHDRAW THE ITEM. The motion carried unanimously.

- E. Variance request for the existing parking lot and wall pack lighting that exceeds the maximum foot candle levels allowed at the property line.

CEC Entertainment Inc. / Chuck E Cheese

16790 IH 45

Lot 9025 Block 0390 Section 2000 Village of College Park

This item was heard by the Committee under the summary list as presented by staff. It was then moved by Bob Adams and seconded by John Anderson to TABLE THE ITEM. The motion carried unanimously.

- F. Variance request for the existing landscaping with integrated rocks and crushed granite that crosses through the forest preserve.

The Woodlands Land Development Company

2000 Woodlands Parkway

Lot 4400 Block 0547 Section 0999 Village of Town Center

This item was heard by the Committee under the summary list as presented by staff. It was then moved by Bob Adams and seconded by John Anderson to approve as presented. The area must be maintained in the existing design that looks more like a landscaped area with integrated rock and must be maintained in good order and repair. Staff reserves the right to reevaluate surrounding vegetation to ensure compliance with the Commercial Planning and Design Standards. No other exterior modifications are approved other than conditionally approved in this written approval. All exterior modifications must be submitted for review and written Committee approval prior to fabrication and installation. The motion carried unanimously.

- G. Variance request for the existing parking lot and wall pack lighting that exceeds the maximum foot candle levels allowed at the property line.

Bank of America

4085 College Park Drive

Lot 9034 Block 0051 Section 0067 Village of College Park

This item was heard by the Committee under the summary list as presented by staff. It was then moved by Bob Adams and seconded by John Anderson to approve on the following conditions:

- All LED replacement fixtures are to be 4000K color temperature. All exterior lighting temperature color is to be within 500K of each fixture.
- Fixtures against brick or that are pole-mounted are to be dark bronze. Fixtures at the underside of the drive-through canopy are to be white. Fixtures on the side of the drive-through canopy are to be

silver. Cameras to be painted to match substrate material mounted to.

- Light output at the property line is not to exceed 0.1 fc. A variance is approved for lighting levels to exceed 0.1 fc up to 3.6 fc at the southeast property line.
- The DSC reserves the right to limit light output and/or require additional shielding and screening if light pollution becomes an issue with adjacent properties.
- Revise and Resubmit Landscaping Plan to clarify what landscaping is being proposed to be cleared and what the replacement landscaping will be that can be maintained at 36" in height.
- No other exterior modifications are approved other than specifically submitted and approved within this written approval. All exterior modifications must be submitted for review and written Committee approval prior to fabrication and installation.

Must comply with Commercial Planning and Design Standards. This approval does not constitute the approval of the other entities. It is the owner's responsibility to obtain those approvals.

The motion carried unanimously.

#### **VIII. Consideration and Action of the Residential Applications and Covenant Violations.**

1. Variance request for existing paving that is located in the rear and side yard easements.

John Staton

7 North Morning Cloud Circle

Lot 13, Block 03, Section 20 Village of Cochran's Crossing

This item was heard by the full Committee. The Homeowner and neighbors were present to address the Committee. The Committee deliberated regarding the improvement, impact to adjacent properties, history of the issue and applicable standards. After deliberation, it was then moved by John Anthony Brown and seconded by David Smith to grant the variance on the encroachment to the side and rear easements on the condition the improvement must not halt or materially impede drainage as defined the Standards, enforcement is by the affected property owner. The Committee recommends that the owner and affected party use neighbor to neighbor solution to further mitigate any additional drainage concerns and suggests the homeowner install a French drain from corner of neighbors home near master bedroom towards the grassy area to tie into existing French drain system. The motion carried unanimously.

2. Variance request for an existing retaining wall that encroaches into the five-foot side and ten-foot rear yard easement.

Brian J Griffin

15 North Morning Cloud Circle

Lot 12, Block 03, Section 20, Village of Cochran's Crossing

This item was heard by the full Committee. The Homeowner and affected neighbors were present to address the Committee. The Committee deliberated regarding the improvement, impact to adjacent properties, history of the issue and applicable standards. After deliberation, it was moved by Arthur Bredehoft and seconded by Mary Funderburg to grant the variance for the wall in rear and side easement. Additionally, the improvement must not halt or materially impede drainage as defined the Standards, enforcement is by the affected property owner. The Committee recommends that the owner and affected party use neighbor to neighbor solution to further mitigate any additional drainage concerns and suggests on a lot-to-lot solution. The motion carried unanimously.

3. Consideration and action to pursue amending the Initial Land Use Designation for Cochran's Crossing Section 08, to increase the maximum amount of living area allowed, accommodating a proposed room addition and attic conversion.

Brock Anderson

99 E. Shadowpoint Circle

Lot 27, Block 05, Section 08 Village of Cochran's Crossing

This item was heard by the full Committee. The Homeowner was present to address the Committee. Affected neighbors were present to address the Committee. The Committee deliberated regarding the improvement, impact to adjacent properties, and applicable standards. After deliberation, it was moved by Arthur Bredehoft and seconded by David Smith to withdraw the item. The motion carried unanimously.

4. Variance request for a conceptually proposed casualty damage repair that includes a carport that will encroach into the right side five-foot easement, a remodel that includes additional living spaces and an attic conversion, all of which may exceed the maximum amount of living area allowed, and may have an impact on adjacent properties.

Brock Anderson

99 E. Shadowpoint Circle

Lot 27, Block 05, Section 08 Village of Cochran's Crossing

This item was heard by the full Committee. The Homeowner was present to address the Committee. Affected neighbors were present to address the Committee. The Committee deliberated regarding the improvement, impact to adjacent properties, and applicable standards. After deliberation, it was moved by Arthur Bredehoft and seconded by David Smith to deny the improvements as presented, but has approved the improvements on the condition the homeowner revise and resubmit to include the following:

- Redesign the plans to enclose stairwell at rear and to remove or modify the balcony to deter impact to adjacent properties. The Owner could consider adding a living wall that includes a trellis for the purposes of screening.
- Remove the windows from the rear and side view to deter any impact to adjacent properties.
- Require an executed memorandum of agreement for finished attic space not to be converted to livable space without first obtaining approval and requiring the amendment of the Initial Land Use Designation. Please see attached document.
- Owner should install fencing in accordance with new home construction and major remodeling. Including construction fencing and erosion control fencing.
- Owner must coordinate with the staff to adhere to the major remodeling Standards, including but not limited to hours of operation, fencing, dumpster enclosures etc.
- Require significant vegetation at the rear of the garage addition to soften and screen the view to the adjacent property. Planting should be 7-foot-tall at the time of installation and staff to review final plantings for compliance with the Committee's actions.

The motion carried unanimously.

5. Variance request for an existing fence built with the construction side facing outward from the lot.

Brock Anderson

99 E. Shadowpoint Circle

Lot 27, Block 05, Section 08 Village of Cochran's Crossing

This item was heard by the Committee under the summary list as presented by staff. It was then moved by David Smith and seconded by Mary Funderburg to approve on the condition the construction side members are not visible to the street in the event a neighboring fence is modified and causes the construction members of the fence to become visible, the owner will be required to modify the fence to meet the standard so that it is not construction side out visible to the street. Fence must meet code and pass final inspection. Owner must maintain a temporary security Barrier while home is under construction. The motion carried unanimously.

6. Variance request for proposed patio cover with incorporated summer kitchen that encroaches into the 20-foot rear building setback line.

Gregory Wilson

6 Flatcreek Place

Lot 26, Block 02, Section 24 Village of Cochran's Crossing

This item was heard by the Committee under the summary list as presented by staff. It was then moved by David Smith and seconded by Mary Funderburg to approve on the following conditions:

- All improvements must meet code and pass final inspections.
- Owner must plant and maintain native vegetation to the rear of the structure to soften and screen the view. Planting must be 7ft foot tall at the time of planting. Staff to review final plantings for verification of compliance with the committee's conditions of approval.  
Owner must ensure placement of the improvement does not halt or materially impede drainage as defined in the Residential Development Standards.

The motion carried unanimously.

7. Variance request for proposed patio cover with incorporated fireplace that encroaches into the 20-foot rear and 6-foot side building setback lines and exceeds the maximum amount of hard surface area allowed.

David Foster

63 Shearwater Place

Lot 20, Block 05, Section 04 Village of Cochran's Crossing

This item was heard by the Committee under the summary list as presented by staff. It was then moved by David Smith and seconded by Mary Funderburg to table. The motion carried unanimously.

8. Variance request for an existing above ground spa that encroaches into the ten-foot rear easement and exceeds the maximum amount of hard surface area allowed.

David Foster

63 Shearwater Place

Lot 20, Block 05, Section 04 Village of Cochran's Crossing

This item was heard by the Committee under the summary list as presented by staff. It was then moved by David Smith and seconded by Mary Funderburg to table. The motion carried unanimously.

9. Variance request for a proposed play structure that has an elevated platform that exceeds the maximum square footage allowed and was determined it may cause an unreasonable or disproportionate impact on neighboring properties when it was acted upon by the Residential Design Review Committee.

Michael Dodd

6 Bridle Oak Ct

Lot 11, Block 01, Section 61 Village of Grogan's Mill

This item was heard by the full Committee. The Homeowner was present to address the Committee. The Committee deliberated regarding the improvement, impact to adjacent properties, and applicable standards. After deliberation, it was moved by Arthur Bredehoft and seconded by David Smith to table the item until the following questions and concerns can be addressed and to allow the owner or their representative an opportunity to attend and engage with the Committee:

- Will railing be included? Please submit drawings that include railings, and all portions of the structure and walkway. Identify any materials or safety measures.
- Are their intentions for a future zip line or zip line equipment? What is the purpose for the extended walkway along the side most adjacent to the neighboring property?
- Can the location be revised so that is less impactful to adjacent properties? The Committee suggests the homeowner revise the location so that it is less impactful to adjacent properties.
- The Committee suggests homeowner or contractor attend the meeting in order to discuss plans and address any questions the committee may have.

The motion carried unanimously.

10. Variance request to appeal staff conditions requiring the owner to replant two thirty gallon native trees.

Douglas and Susan Colvin

102 Quiet Oak Circle

Lot 78, Block 02, Section 05 Village of Cochran's Crossing



This item was heard by the Committee under the summary list as presented by staff. It was then moved by David Smith and seconded by Mary Funderburg to allow the requested modification to plant 2-15-gallon crepe myrtles in the specified areas at the front corners of the home in place of the previous replants required. The motion carried unanimously.

11. Variance request for a proposed pool that would be located within the easements.

Zachary and Krissy Behnke

34 Wakerobin Court

Lot 70, Block 02, Section 20 Village of Grogan's Mill

This item was heard by the full Committee. The Homeowner was present to address the Committee. The Committee deliberated regarding the improvement, impact to adjacent properties, and applicable standards. After deliberation, it was moved by Arthur Bredehoft and seconded by David Smith to deny the improvement as presented and require the owner revise and resubmit to either of the following Committee suggestions:

1. Shift the pool closer to the screened porch and rear of the home in order to respect the rear and side yard easement.
2. Shift the pool to the side of the home where the screened porch and paving are located where no encroachment would be necessary.
3. Allow for the current location, and only allows for a three-foot encroachment variance approval in the rear easement and no encroachment to the side easement, provided the following are included:
  - o Reduce the overall size of the pool so that it respects that side yard easement.
  - o Reduction should accommodate the saving a minimum of two trees located in the rear easement.
  - o Redesign should save as many trees as possible.
  - o The owner should obtain all documents for a release of easement or consent to use of easement from the appropriate utility companies.

Additionally, the owner will be required to plant and maintain 1- 15 gallon native trees for any trees approved for removal in future submissions. This is for the purposes of reforestation as defined in the Residential Standards regarding tree removals. The motion carried unanimously.

12. Variance request for a proposed pool that will exceed the maximum amount of hard surface area allowed.

Roland Thatcher

18 Flowertuft Ct

Lot 05, Block 04, Section 28 Village of Grogan's Mill

This item was heard by the Committee under the summary list as presented by staff. It was then moved by David Smith and seconded by Mary Funderburg to approve the allowance, on the condition all improvements must respect the easement. Additionally, the homeowner must provide a drainage plan in accordance with the Standards. Drainage plans must be comprehensive site plans that define the overall site and any site topography. Drainage plans should show any natural change in grade and define the direction the water flows onto and off of the property. Drainage plans should include any specifications for drainage swales, piping, catch basins and drain outlets. Additionally, the owner must plant and maintain 1-15 gallon native trees anywhere on the lot for reforestation. Staff can review final submission for verification of compliance with committee's action. All improvement once permitted must meet code and pass final inspection. Advise staff to revise the Criteria to increase the maximum hard surface area allowed to 45%. Owner must ensure placement of the improvement does not halt or materially impede drainage as defined in the Residential Development Standards. The motion carried unanimously.

13. Variance request for the proposed rear yard fence will be located beyond the platted building line.

Jimmy Horn

75 North Elm Branch Place

Lot 29, Block 01, Section 51 Village of Grogan's Mill

This item was heard by the Committee under the summary list as presented by staff. It was then moved by David Smith and seconded by Mary Funderburg to approve fence over the building line as presented. Fence must be installed in accordance with all other Residential Development Standards, other than the Building Line Variance. Approval by this committee does not constitute approval by any other entity or easement holder. It is the Owner's responsibility to obtain those approvals. The motion carried unanimously.

14. Variance request for a proposed enclosure of a front entry and courtyard that exceeds the maximum living area allowed.

Craig J Calligan

19 E Racing Cloud Court

Lot 25, Block 01, Section 46 Village of Panther Creek

This item was heard by the Committee under the summary list as presented by staff. It was then moved by David Smith and seconded by Mary Funderburg to approve on the condition the improvements comply with the Standards, meet code and pass final inspection. Owner must ensure the improvements do not halt or materially impede drainage as defined in the Residential Development Standards. The motion carried unanimously.

15. The existing rear fence exceeds the maximum height allowed and was built with the construction side facing outward from the lot.

Thomas Coale

108 N Deerfoot Circle

Lot 30, Block 01, Section 28 Village of Grogan's Mill

This item was heard by the Committee under the summary list as presented by staff. It was then moved by David Smith and seconded by Mary Funderburg to approve as presented and recommend the neighborhood criteria be modified to allow 8-foot-tall fencing along all properties that back to the reserve adjacent to the I-45 flyover. The motion carried unanimously.

16. Consideration and action regarding a home business.

Shannon Jones

5 Kearny Brook Place

Lot 28, Block 03, Section 01 Village of Cochran's Crossing

This item was heard by the full Committee. The Homeowner was present to address the Committee. The Committee deliberated regarding the improvement, impact to adjacent properties, and applicable standards. After deliberation, it was moved by Arthur Bredehoft and seconded by Mary Funderburg to approve the home business on the following conditions:

- The owner must sign the memorandum regarding the conditions of a home business application noting the owner certification for compliance and licensing with The Federal Bureau of Alcohol, Tobacco, Firearms and Explosives. The memorandum will be recorded at the courthouse and binding on the land.
- In accordance with the Residential Development Standards and Covenants, Restrictions, Easements Charges and Liens of The Woodlands, the Home Business is subject to revocation for the following reasons:
  - A violation of the Standards occurs
  - The Business does not adhere to the conditions of approval
  - Or at the discretion of the Plan Review Committee.
  - A violation of the agreement.
  - Owner must submit a home business renewal no later than May 2022 for continued operation.
  - No signage on vehicle.

The motion carried unanimously.

17. Consideration and action regarding a Short-Term Rental application.

Mohammed M. Khan



49 Blue Fox Drive

Lot 0013, Block 0002, Section 0026 Village of Grogan's Mill

This item was heard by the Committee under the summary list as presented by staff. It was then moved by David Smith and seconded by Mary Funderburg to approve on the condition that the owner must sign the Short-Term Rental Maintenance and User Agreement, pay compliance deposit, submit insurance certificate and must provide a secondary responsible party in order to accommodate the possible absence of the primary responsible party. Owner must also comply with all the Short-Term Rental regulations per Section 3.7 of The Woodlands Residential Development Standards. This approval is valid for a period not to exceed one year. Owner must reapply by January 2021. Short Term Rental application may be revoked at any time for failure to comply with the conditions of approval, as a result of impact or at the discretion of the Development Standards Committee. The motion carried unanimously.

18. Consideration and Action to proceed with legal action, regarding failure to comply with the Covenants and Standards for outstanding violations on the property.

Michael McCormick

1 Royal Tern Lane

Lot 58, Block 01, Section 24 Village of Grogan's Mill

This item was heard by the Committee under the summary list as presented by staff. It was then moved by David Smith and seconded by Mary Funderburg to approve the pursuit of legal action and authorize our attorneys and staff to notify the owner of the Committee's action, what is required to cure the violations and establish a reasonable timeframe for resolution to resolve. Correspondence will include that failure to correct these violations will result in a lawsuit filed and a court hearing scheduled. Furthermore, we recommend the Township Board authorize funding of legal action, as necessary, to correct these violations of the Woodlands Covenants and Commercial Planning and Design Standards, if the initial correspondence by the Strong Firm and the staff does not resolve these violations prior to filing the lawsuit. The motion carried unanimously.

19. Consideration and Action to proceed with legal action, regarding failure to comply with the Covenants and Standards for outstanding violations on the property.

Cynthia Wilbanks

2 Cross Fox Lane

Lot 08, Block 01, Section 11 Village of Grogan's Mill

This item was heard by the Committee under the summary list as presented by staff. It was then moved by David Smith and seconded by Mary Funderburg to approve the pursuit of legal action and authorize our attorneys and staff to notify the owner of the Committee's action, what is required to cure the violations and establish a reasonable timeframe for resolution to resolve. Correspondence will include that failure to correct these violations will result in a lawsuit filed and a court hearing scheduled. Furthermore, we recommend the Township Board authorize funding of legal action, as necessary, to correct these violations of the Woodlands Covenants and Commercial Planning and Design Standards, if the Initial correspondence by the Strong Firm and the staff does not resolve these violations prior to filing the lawsuit. The motion carried unanimously.

20. Consideration and Action to proceed with legal action, regarding failure to comply with the Covenants and Standards for outstanding violations on the property.

Travis Russo

38 N Longspur Drive

Lot 05, Block 03, Section 45 Village of Grogan's Mill

This item was heard by the Committee under the summary list as presented by staff. It was then moved by David Smith and seconded by Mary Funderburg to approve the pursuit of legal action and authorize our attorneys and staff to notify the owner of the Committee's action, what is required to cure the violations and establish a reasonable timeframe for resolution to resolve. Correspondence will include that failure to correct these violations will result in a lawsuit filed and a court hearing scheduled. Furthermore, we recommend the

Township Board authorize funding of legal action, as necessary, to correct these violations of the Woodlands Covenants and Commercial Planning and Design Standards, if the initial correspondence by the Strong Firm and the staff does not resolve these violations prior to filing the lawsuit. The motion carried unanimously.

21. Consideration and Action to proceed with legal action, regarding failure to comply with the Covenants and Standards for outstanding violations on the property.

Mathew Perkins

45 Cascade Springs Place

Lot 39, Block 04, Section 02 Village of Cochran's Crossing

This item was heard by the Committee under the summary list as presented by staff. It was then moved by David Smith and seconded by Mary Funderburg to approve the pursuit of legal action and authorize our attorneys and staff to notify the owner of the Committee's action, what is required to cure the violations and establish a reasonable timeframe for resolution to resolve. Correspondence will include that failure to correct these violations will result in a lawsuit filed and a court hearing scheduled. Furthermore, we recommend the Township Board authorize funding of legal action, as necessary, to correct these violations of the Woodlands Covenants and Commercial Planning and Design Standards, if the initial correspondence by the Strong Firm and the staff does not resolve these violations prior to filing the lawsuit. The motion carried unanimously.

**IX. Consideration and action regarding the Residential Development Standards and Commercial Planning and Design Standards and/or any promulgated rules for interim actions during the Coronavirus (COVID-19) Pandemic or resulting from the recent extreme winter weather conditions.**

This item was heard by the full Committee. The Committee deliberated regarding the Residential Development Standards and Commercial Planning and Design Standards and/or any promulgated rules for interim actions during the Coronavirus (COVID-19) Pandemic or resulting from the recent extreme winter weather conditions. The staff presented to the Committee regarding temporary COVID-19 testing facilities through ought the Woodlands including the testing sites at the Windvale Shopping Center. After deliberation, it was moved by Arthur Bredehoft and seconded by Mary Funderburg to table the item until the Committee can properly review the photos and examples provided. The motion carried unanimously.

**X. Member Comments**

A member of the Committee asked if annotations were possible for the meetings.

**XI. Staff Reports**

Thanked staff and Committee.

**XII. Adjourn**

It was then moved by David Smith and seconded by Bob Adams to adjourn the meeting at 8:40pm.

**\*Modified Guidelines for Public Comments to be used when the Committee is meeting via videoconference during the COVID-19 Pandemic Emergency**

On March 16, 2020, Texas Governor Greg Abbott temporarily suspended certain requirements within the Texas Open Meetings Act (TOMA) to help reduce the potential transmission of COVID-19. These provisions relate to the public health pandemic emergency. The Township began using videoconferencing for their March 3rd, 2021 meeting, and will continue to use this format until normal Township operations have resumed. The following guidelines will be used to allow the public to provide public comment in accordance with the Open Meetings Act and have been modified for the purpose of the meetings held by videoconference.

Participation by members of the public in open meetings of the Development Standards Committee is welcomed and encouraged. A "public comment" agenda item is included at the beginning of all regular meeting agendas. To produce the most efficient and effective process for allowing constituents to address the Committee, The Committee accepts public comments in accordance with State Law and the following Guidelines for Participating in Public Meetings, which have been adjusted due to the use of videoconferencing during the COVID-19 pandemic emergency:

- Individuals, who wish to make general announcements, address a topic that is not included on the agenda, or who wish to address specific agenda items must do so under the "public comments" agenda item at the beginning of the meeting.
- Individuals will be limited to a total of three (3) minutes regardless of the number of topics, and individuals who provide and utilize a translator will be limited to a total of six (6) minutes.

- State Law prohibits the Committee from formally acting on a specific item or public comment unless it appears on the posted agenda. Therefore, any Committee discussion of items not included on the posted agenda is limited to questions for clarification and whether or not the item should be placed on a future agenda.
- Speakers may express their opinions or viewpoints on an issue, but are not permitted to participate in the debate on an issue.
- Speakers will not use profanity.
- Comments from speakers can be made to the Committee as a whole or to an individual member(s).
- Consistent with in-person meetings, public comment will only be taken during the “public comments” agenda item.

**Additional notes for those wishing to call in for Public Comment:**

- When calling in, you will be placed in a queue. If you are calling for a specific agenda item, we will request what item you are present for; and return you to the call queue until your item is ready to be presented.
- If you receive a busy signal when calling in and the “public comments” period has not concluded, please hang up and call back. The Committee will make every effort to ensure that all callers have an opportunity to speak.
- **If you are watching the video of the meeting when you are called upon to speak, please mute the volume on your computer before speaking to avoid audio feedback for the Committee members. There is a brief lag between the audio and video feeds.**
- After you have been called upon, you may disconnect from the phone call and continue to watch through the live stream broadcast at <http://www.thewoodlandstownship-tx.gov/778/Meeting-Videos>. Once selected go to “Watch Virtual Public Meetings”
- **When your item is being presented, please select \*9 to indicate you are present for that matter and wish to speak.**
- **If your call is engaged and you are muted and wish to speak, \*6 will unmute your call.**

To call in to the March 3rd, 2021, Development Standards Committee meeting to provide public comment, you may call any of the numbers listed below. For the best quality audio, it is recommended to use one of the local numbers:

- (346) 248-7799 or
- (253) 215-8782 or
- (669) 900-6833 or
- (312) 626-6799 or
- (929) 205-6099 or
- (301) 715-8592 or
- (877) 853- 5247 (Toll Free) or
- (888) 788-0099 (Toll Free)

Once you have connected, you will need to enter Webinar ID: 867 4740 8731, then enter the pound sign “#” on your telephone keypad.

To request other accommodations, call (281) 210-3800 or email [ADA@thewoodlandstownship-tx.gov](mailto:ADA@thewoodlandstownship-tx.gov) During the March 3rd, 2021, videoconference Development Standards Committee Meeting, members of the public may provide public comment by calling the numbers shown above and using the Webinar ID #. Calls will be in the order the calls are received and should call in during the “public comment” in order to identify matter for which we have someone present. These phone number are active only for the March 3rd, 2021, Development Standards Committee meeting. New Phone numbers will be issued for each future meeting during the public health pandemic emergency.

  
 Covenant Administration Manager  
 For The Woodlands Township

