

## Planning & Zoning Commission

Appointed by City Council and performs both required and discretionary functions in land use matters (Local Gov. Code 211.007)

Generally, a Recommending Body, as part of legislative process City Council is final approving body for zoning and land use changes and approval of plats (and Comprehensive Plan and annexations)

<p><b><u>Understanding the Job</u></b>          Begin to Understand and Grasp:</p> <ul style="list-style-type: none"> <li>• Legal issues - Open Meetings Act, Conflicts</li> <li>• Basic elements of Planning • Comprehensive Planning • Zoning Ordinance</li> <li>• Subdivision Regulations; Chapter 23 Angleton Code of Ordinances; Land Development Code</li> <li>• Enabling statute Texas Local Government Code for planning/zoning</li> <li>• Charter &amp; City Code of Ordinances</li> <li>• By-laws or rules of procedure not adopted by Angleton at this time</li> </ul>	<p><b><u>Working Effectively</u></b></p> <ul style="list-style-type: none"> <li>• Comply with Texas Open Meeting Act requirements</li> <li>• Conduct fair public hearings</li> <li>• Hear the facts and assess their accuracy</li> <li>• Consider concerns of all who testify</li> <li>• Assess the request against the standards in the ordinance</li> <li>• Render a decision</li> </ul> <p><i>Voting: i.e. Motion vs. Actual vote; Should a motion be made in the affirmative? Can a motion 'er vote "No".</i></p>
<p><b><u>Expectations of P &amp; Z Members:</u></b></p> <ul style="list-style-type: none"> <li>• Be Prepared for Meeting</li> <li>• Ask Questions</li> <li>• Work Together for the Good of the City</li> <li>• Stay on Topic</li> <li>• Assist each Other by asking questions that may seem obvious---if necessary for education</li> <li>• Read packet and materials in advance of the meeting</li> <li>• Give City Staff forewarning of Any Concerns</li> <li>• No blindsiding, limit criticism during public meetings</li> </ul>	<p><b><u>P &amp; Z Supported by &amp; Works in Conjunction With the Following:</u></b>          City Council, City Manager          Zoning Board of Adjustment, Other Boards &amp; Commissions          Building Services Department, City Engineer          Building Inspections &amp; Permitting, Public Works          City Secretary          City Attorney          Public Works, Utilities, Parks &amp; Recreation          Angleton Police Department &amp; Fire Department          [External Agencies such as the County, School District, TXDOT, Neighborhood Organizations]</p>
<p><b><u>P &amp; Z Decisions</u></b></p> <p>What should be considered in making decisions?</p> <ul style="list-style-type: none"> <li>• For Zoning: What is the applicant actually asking for? What effect will it have on the site? What effect will it have on the surrounding land uses? Is it in accordance with the Comprehensive Plan?</li> <li>• For Subdivisions: Does it meet the requirements of the Regulations?</li> </ul> <p>What should not play a part in the decision. The identity of the applicant; the financial capability of the applicant (unless they are asking for incentives from the City Council) What the structures will look like? (If you like pictures, they should be looked at only as a guide.)</p> <p>Timeliness, an applicant must have a council decision (approval or denial) in 30 days or less</p>	<p><b><u>CONFLICT OF INTEREST</u></b></p> <p>You have a potential a conflict of interest if you...</p> <ul style="list-style-type: none"> <li>• Live in the notification area.</li> <li>• Or you or close family member has a financial interest (determined by your city).</li> <li>• Have financial interest in real estate involved in case.</li> <li>• Have financial investments that exceed the local cap.</li> <li>• Work for someone that has financial involvement in the case.</li> <li>• Have oversight of client accounts.</li> <li>• Sit on Board connected to the case before P &amp; Z.</li> </ul>

**The Process**

The planning process is aimed at implementing the comprehensive plan and achieving the desired vision of the community. What may appear straight forward to you, may not to the general public.

Plan Process: Pre-application, plan submittal, work session, public hearing

What the Public Sees: Notice of Application, Neighborhood Meeting Public Hearing

Perception:

Applicant has met with the city several times, modified/convinced staff of proposal, without meaningful comment

While sometimes impossible to involve all parties, you must remember that public participation is more than something to satisfy public process.

You have an ethical obligation of fairness to the public