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## CITY COUNCIL CONSIDERATION ITEM

### CITY OF FAIR OAKS RANCH, TEXAS

February 3, 2022

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AGENDA TOPIC:      Consideration and possible action on filling the Planning & Zoning Commission's Place 5 unexpired term

START DATE:        February 3, 2022

DEPARTMENT:       City Secretary

PRESENTED BY:     Mayor Gregory Maxton  
                             P&Z Chairperson Bobbe Barnes

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### **INTRODUCTION/BACKGROUND:**

Section 3.04 (d) of the City Charter provides the Mayor shall appoint, upon nomination by majority vote of the City Council, the members of citizen advisory boards and commissions.

- On March 19, 2018, under Resolution 2018-06, the City Council appointed Douglas Leonard to serve on the P&Z Commission as Commissioner, Place 5.
- On September 17, 2020, under Resolution 2020-19, Commissioner Leonard was re-appointed to serve October 1, 2020 through September 30, 2023.
- On December 29, 2021, the City received notification of Commissioner Leonard's resignation from the Commission.

Section 2.1 of the Commission's Rules of Procedure states, "*The Planning and Zoning Commission was established, under Ordinance 2018-03, and members serve at the will of the City Council. Appointments/reappointments to the Planning and Zoning Commission shall be made annually based on the term expiration and expressed interest of members to continue to serve, or at such other times as may be authorized by State Law. Terms shall coincide with the city's fiscal year (October 1 through September 30). Appointments to fill unexpired terms will be made on an as need basis.*"

Tonight's agenda item is to receive guidance from the City Council on how staff is to proceed with the unexpired term:

- Appoint to fill the unexpired term
  - City Council to appoint directly; or
  - City Council to perform the standardized appointment process (interviews)
- Leave the unexpired term unfilled until October 2022.

Note: There are no open applications on file in the City Secretary's office and all candidates interviewed in September 2021 were placed on a city committee, board, or commission.

This agenda item was originally brought for council consideration at the January 20, 2022, council meeting. Council deferred the item at that time, desiring feedback from the P&Z Chairperson. Mayor Maxton reached out to Chairperson Barnes, who expressed interest in filling the position as soon as possible.

**POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

1. Complies with Section 2.1 of the Planning and Zoning Commission's Rules of Procedure relative to a filling a Commissioner's unexpired term.
2. Provides the City Council with two options on addressing the unexpired term.

**LONGTERM FINANCIAL & BUDGETARY IMPACT:**

None.

**LEGAL ANALYSIS:**

N/A

**RECOMMENDATION/PROPOSED MOTION:**

Two potential motions:

- A. I move to fill Place 5 P&Z Commissioner's unexpired term *by direct appointment or by utilizing the city's standardized appointment process.*
- B. I move to leave Place 5 P&Z Commissioner's unexpired term unfilled until October 1, 2022.