



CITY COUNCIL CONSIDERATION ITEM CITY OF FAIR OAKS RANCH, TEXAS

AGENDA TOPIC: Consideration and possible action to approve a resolution amending the Planning and Zoning Rules of Procedure

DATE: March 21, 2024

DEPARTMENT: City Secretary

PRESENTED BY: Christina Picioccio, TRMC, City Secretary

INTRODUCTION/BACKGROUND:

The Planning & Zoning Commission (P&Z) met on March 14, 2024, and approved staff's recommendation to amend Rule 2.2 and 10.3 of its Rules of Procedure.

The language in Rule 2.2 of the Rules of Procedure was written when the Planning and Zoning Commission was originally created. It outlined the original start-up plan to stagger the terms of its members. This is no longer necessary, and staff recommends removing this language from this document.

Rule 10.3 stipulates changes in P&Z meeting dates or times be ratified by the City Council. There are scenarios in which a meeting may need to be cancelled or rescheduled, such as there being no action items on which the P&Z needs to meet, or if the Commission is unable to confirm a quorum.

Staff seeks to eliminate the City Council ratification step because the Council generally meets only twice a month and sufficient advanced notice would be required to fulfill this step. The Open Meetings Act requirement of 72-hour notification further impacts the timeline for placing the ratification request on the City Council agenda. This does not afford the Commission the independence to manage its meetings based on its agenda or based on member availability.

A resolution and amended Rules of Procedure 2.2 and 10.3 are provided in **Exhibit A**.

POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:

This amendment will allow for schedule flexibility of P&Z meetings by eliminating possible delays pending the City Council ratification step.

LONGTERM FINANCIAL & BUDGETARY IMPACT:

N/A

LEGAL ANALYSIS:

Resolution approved as to form.

RECOMMENDATION/PROPOSED MOTION:

I move to approve a resolution amending the P&Z Rules of Procedure as follows by: removing the original staggered term language in Rule 2.2 and removing the requirement that City Council ratify P&Z meeting date changes in Rule 10.3.