

14.02.151 Planning And Zoning Commission

1. Membership and appointment. There is hereby created, in accordance with Texas Local Government Code, Chapter 211, a city planning and zoning commission, which shall consist of 5 members to be appointed by the city council.
2. Terms of office. ~~Members shall be identified by place numbers 1 through 5, and the terms of office shall be staggered with even-numbered places beginning January 1 of even-numbered years, and odd-numbered places beginning January 1 of odd-numbered years, with two-year terms ending on December 31. The terms of 3 of the members shall expire on January 5th of each odd-numbered year and the terms of 2 members shall expire on January 15th of each even-numbered year. The members of the commission shall be identified by place numbers 1 through 5. The odd-numbered places shall expire in the odd-numbered years; the even-numbered places shall expire in the even-numbered years.~~ Newly-appointed members shall be installed at the first regular commission meeting after their appointment. Commission members may be appointed to succeed themselves.
3. Vacancies. Vacancies shall be filled for ~~unexpired~~ ~~the remainder of the vacant~~ term, but no member shall be appointed for a term in excess of 2 years.
4. Removal of members. The city council may terminate any commission member upon cause of an appropriate hearing, or upon the absence from three (3) unexcused, consecutive regular commission meetings within a calendar year.
5. Officers.
 1. A chairperson and vice chairperson shall be elected annually from among the commission's membership and at any other times that these offices may become vacant. In the absence of both the chairperson and vice chairperson, the commission shall select an acting chairperson.
 2. A secretary shall be appointed from the members of the commission or ~~from staff personnel~~ assigned by the City's chief executive officer to serve the commission.
6. Quorum. A quorum for the conduct of business shall be ~~a majority of the~~ ~~at least 3~~ members of the commission.
7. Meetings. The planning and zoning commission shall meet at such times as designated by the chairperson, or, in their absence, the vice chairperson, ~~in the city hall, or if city hall is unavailable, at duly posted alternate location as may be designated by the chairperson or vice chairperson in the absence of the chairperson, and~~ at any regular intervals as may be necessary to orderly and properly transact the business of the commission.
8. Procedure on zoning hearings. The procedure and process for zoning changes and/or amendments shall be in accordance with section 14.02.152.
9. Procedural rules. At its first meeting of each calendar year, the Planning and Zoning Commission shall adopt procedural rules to govern its meetings, provided that such rules are not in conflict with state law or the City's ordinances or policies.

~~10. Recommendations for filling vacancies. The P&Z may vote to make a recommendation to the City Council on filling vacancies on the board.~~

11. Duties.

1. The planning and zoning commission shall be an advisory body to the city council and shall make recommendations regarding changes of zoning and permanent zoning to be given to newly annexed areas, specific use permits, and the approval of the plats of subdivisions as may be submitted to it. The planning and zoning commission shall serve in an advisory capacity on any planning-related item(s) in the City.
2. The commission shall advise the city council on those matters falling within its charged responsibilities in a manner reflecting concern for the overall development and environment of the City as a setting for human activities.
3. The members of the commission shall regularly attend meetings and public hearings of the commission and shall serve without compensation, except for reimbursement of authorized expenses attendant to the performance of their duties.
4. The chairperson, or in his or her absence, the vice chairperson, shall preside at all meetings and shall decide all points of order or procedure. All letters of transmittal from the commission to the city council shall be under the signature of the chairperson.
5. The secretary ~~shall be the custodian of the minutes and other official records,~~ shall attend to the correspondence of the commission, and shall cause to be given such notices as are required and in the manner prescribed by law.

(Ordinance 240 adopted 3/15/94; 2007 Code, sec. 155.60; Ordinance 2019.02.18 adopted 2/18/19)

State law reference—Zoning commission, V.T.C.A., Local Government Code, sec. 211.007.