

MAYOR AND COUNCIL COMMUNICATION

DATE: December 16, 2025

TO: Mayor and Council

FROM: Dr. Crystal Caldera, City Manager

SUBJECT: Presentation and Discussion on Amending Ordinance Chapter 15 Article 15.02 Zoning Ordinance Division 13. Organization and Enforcement Section 15.020.721

SPONSOR(S): (N/A)

PURPOSE & BACKGROUND

On November 18, 2025, the City Council approved an amendment to Chapter 15 that updates the process for determining whether absences are excused or unexcused for the zoning commission members and alternates.

Below are the changes:

Resignation, generally and by absence.

- (1) When members or alternates of the commission propose to resign, if reasonably feasible, they shall give notice of their intent to the chairman and/ or staff, making the date of resignation effective in such a manner as to allow time for appointment of a replacement.
- (2) Failure to attend three consecutive regular meetings or three of any seven consecutive meetings ~~without the recorded consent of the chairman,~~ shall be construed as resignation from the commission by absence. This provision shall apply to both members and alternates.

a) If a member or alternate can not be in attendance at a meeting. They must contact either the Planning and Zoning Director and/or Chairman.

b) The absence will be placed on the next available Planning and Zoning Commission meeting agenda, and the absences will be determined by the commission to be excused or unexcused.

Agenda, order of business. The zoning administrator shall prepare an agenda for each commission meeting. The order of business shall be as follows:

- (1) Call to order and roll call, with recording of members present and absent ~~and indications as to whether absences are with consent of the chairman;~~

FISCAL IMPACT

N/A

RECOMMENDATION

City Council discretion.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary