



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** October 18, 2023  
**PREPARED BY:** Scott Dunlop, Director  
**DEPARTMENT:** Development Services

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an ordinance amending Chapter 1, General Provisions, of the Manor Code of Ordinances to modify Planning and Zoning Commission membership and terms of its members.

### BACKGROUND/SUMMARY:

Due to a couple of no quorum meetings by the Planning and Zoning Commission, staff was directed by the City Council to propose an ordinance amendment that allows for the appointment of two (2) P&Z alternate positions that can fill in when a regular P&Z commission is vacant to help reduce the number of no quorum meetings. This ordinance adds language to authorize the City Council to appoint two (2) P&Z alternates, how those alternate positions are filled and held, and when the terms of those positions expire.

**LEGAL REVIEW:** Yes, Paige Saenz, City Attorney  
**FISCAL IMPACT:** No  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- Ordinance No. 723

### STAFF RECOMMENDATION:

It is the City Staff's recommendation that the City Council approve Ordinance No. 723 amending Chapter 1, General Provisions, of the Manor Code of Ordinances to modify the Planning and Zoning Commission membership and terms of its members.

**PLANNING & ZONING COMMISSION:**      **Recommend Approval**      **Disapproval**      **None**

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