



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Meeting Date:	Department:	Presented By:
November 17, 2025	Administration	Toni Fisher, Interim City Manager

AGENDA ITEM:

Discussion: To discuss and consider An Ordinance Of The City Of Willow Park, Texas Amending The City Of Willow Park Code Of Ordinances, Chapter 14 Zoning, Article 16 “Commissions”, § 14.16.003 “Membership And Terms”, § 14.16.004 “Procedure”, § 14.16.005 “Duties And Powers”, And §14.16.006 “Staff Support”; Providing For Repeal; Providing For Savings And Severability; Providing For Publication And Establishing An Effective Date.

BACKGROUND:

The City of Willow Park currently has no procedures in place for the creation, advertisement, and application process for Planning & Zoning Commission, and the commissioners’ selection process is contradictory and poorly worded. The following Ordinance is aligned with the City of Willow Park Code of Ordinances, Chapter 1, Article 1.05, “Boards, Commissions, and Committees”, presented earlier at this meeting.

Changes in this Ordinance include:

1. Definitive, transparent, and honest procedure for the Commission’s application process
2. Affirmation of authority by the mayor, city council, and city staff for commissioner recommendations
3. Clarifying ambiguous and conflicting language for the appointment of commissioners
4. Elimination of alternate positions to align with the Parks Board (also an advisory board) and the City Council (the city’s governing body), neither of which have alternates
5. More flexible schedule for meetings to meet the city’s needs, and quorum requirements
6. Addition of more defined rules and regulations to increase commission understanding
7. More specific scope of duties and powers to assure proper commission function
8. Amendment of staff liaison reporting requirements

City Staff are confident that these changes will enhance understanding of the Commission, for its body and for the public, and ensure clarity in the commissioners’ roles.

This item is scheduled for presentation by Staff to the Planning & Zoning Commission, and return to City Council with the Commission’s recommendation for passage.

STAFF RECOMMENDATION: N/A

EXHIBITS:

- Redlined and Proposed “City of Willow Park Ordinance regarding Code of Ordinances, Chapter 14, Article 16”