



## PLANNING & ZONING COMMISSION AGENDA ITEM BRIEFING SHEET

<b>Meeting Date:</b> January 13 <sup>th</sup> , 2026	<b>Department:</b> Administration	<b>Presented By:</b> Toni Fisher, Interim City Manager
---	--------------------------------------	---

### **AGENDA ITEM:**

**Discussion: to 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”, which was presented to the City Council at the November 17, 2025 meeting.

Changes in this Zoning 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  
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
4. More flexible schedule for meetings to meet the city’s needs, and quorum requirements
5. Addition of more defined rules and regulations to increase commission understanding
6. More specific scope of duties and powers to assure proper commission function
7. 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, allow for consistency in procedures, and ensure clarity in the commissioners’ roles.

This item was presented to the Planning & Zoning Commission on December 16, 2025, and was passed with a unanimous vote of 4-0.

### **STAFF RECOMMENDATION:**

The City Staff have reviewed this request, concur with the advice of P&Z Commissioners, and recommend its approval.

### **EXHIBITS:**

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

### **RECOMMENDED MOTION:**

Motion to approve the amendment to The City of Willow Park Code of Ordinances, Chapter 14, Article 16 as presented.