

36 **§ 30.38 CREATION; MEMBERSHIP; OFFICERS; RULES AND BYLAWS.**

37 (A) There is created, in accordance with Tex. Local Gov't. Code Ch. 211, the
38 Planning and Zoning Commission, hereafter sometimes referred to as the
39 "Commission", which shall consist of ~~five people~~ seven regular voting members
40 residing within the City limits.

41
42 (B) Commission members shall reside within the City Limits. Members and
43 alternates shall be nominated by the Mayor and appointed by the City Council.

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45 (C) All appointments to the Commission shall serve as a member of the
46 Commission for a term of office of three ~~two~~ years. Members may be reappointed
47 with no limitation on the number of terms one may serve. When a term expires
48 without request for renewal or resignation from the member, the City Council
49 may, at its discretion, extend the member's term for a one-year period. Each of
50 Woodcreek's five Councilmembers shall make one regular member appointment
51 to the Planning and Zoning Commission. The Mayor will make two regular
52 member appointments to the Planning and Zoning Commission. All appointments
53 shall be confirmed by a majority vote of the City Council. In the event any
54 Councilmembers or the Mayor fails or refuses to make an appointment, the
55 vacancy may be filled by the majority vote of the remaining members of the City
56 Council.

57
58 (1) The terms of each regular member of the Planning and Zoning
59 commission shall coincide with the term of the appointing officer and shall expire
60 upon the end of the appointing Officer's term of office. One year, the three newly
61 elected members of council shall make recommendation for a regular member of
62 the Planning and Zoning commission. The next year, the two newly elected
63 members of council shall make a recommendation for a regular member of the
64 commission, and the newly elected Mayor shall make recommendation for two
65 regular voting members.

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67 (2) In order to be considered for appointment to the Commission, a
68 Volunteer Application shall be filled out and submitted to the City Records
69 Management Officer. City staff shall present all volunteer applications to City
70 Council for their consideration.

71
72 (D) Any vacancy(s) on the Commission shall be filled via appointment by a
73 simple majority vote of the City Council. Any member of the Commission may
74 resign by submitting written notice to the City Records Management Officer.
75 Resignation will be effective when received. Upon receipt of written notice of
76 resignation, the City Records Management Officer shall within 48 hours send
77 such resignation to the Mayor, the Chair of Planning and Zoning and the
78 Commission liaison.

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80 (E) If a vacancy occurs on the Planning and Zoning Commission, that vacancy
81 shall be filled by a recommendation from the Council member who appointed the

82 resigning member. Upon confirmation by a simple majority vote of council, the
83 newly appointed member shall fulfill the unexpired term of that Planning and
84 Zoning Commission seat. All members may serve until their successor is
85 properly appointed.

86
87 ~~(E)~~(F) Members of the Planning and Zoning Commission may be removed from
88 office at any time by a simple majority vote of the full City Council either upon
89 its own motion or upon recommendation of the Commission. Failure to attend
90 three consecutive scheduled meetings shall be deemed as neglect and cause for
91 removal from office, unless such absences were due to unusual circumstances
92 beyond the member's control such as sickness of the member or someone within
93 the member's immediate family, or if the Commission or Council approves the
94 absence(s) as excused. A vote to remove a Commission member shall be placed
95 on the appropriate agenda as a regular item, and shall be voted upon accordingly.

96
97 ~~(F)~~(G) The members of the Commission shall regularly attend meetings and
98 public hearings of the Commission, shall serve without compensation and shall
99 not hold any other office within, or serve as an employee of, the City while
100 serving on the Commission. Appointments to non-voting commissions and/or
101 boards seats ~~(e.g., the Beautification Committee)~~ shall be permitted. The
102 Commission shall meet a minimum of twice per year at a time established by ~~the~~
103 ~~City Council~~ the Planning and Zoning Chairperson. If there have been no
104 applications filed for review by the Commission, the City Secretary shall notify
105 the Chairperson and no meeting shall be required.

106
107 ~~(G)~~(H) The Commission shall elect a Chairperson and a Vice-Chairperson from
108 among the Commission membership, ~~and each officer shall hold office for a term~~
109 ~~of three years upon or until replaced by a two-thirds vote of the full Commission.~~
110 ~~The City Manager's/Administrator's designee shall serve as Secretary to the~~
111 ~~Commission, and shall keep minutes of all meetings held by the Commission as~~
112 ~~well as the full record of all recommendations made by the Commission to the~~
113 ~~City Council.~~

114
115 (1) Chairpersons shall be elected for terms of one year by simple majority
116 vote of its membership present, or until replaced by a two-thirds vote of the full
117 Commission. Chairpersons shall include Chairperson and Vice-Chairperson.

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119 (2) The Chairperson's sole duty shall be to preside over all meetings in
120 accordance with any rules the Commission may establish. If the Chairperson fails
121 or refuses to act, the Vice-Chairperson shall perform the duties of the
122 Chairperson. If the Chairperson and Vice-Chairperson are absent, any committee
123 member may be appointed by the committee to preside over the meeting.

124
125 (3) Chairpersons retain all rights given to them as regular voting
126 members.

127

128 ~~(H)~~(I) The Commission shall have the power to make rules, regulations and
129 bylaws for its own governance, which shall conform with those set forth by the
130 City Council, and such rules, regulations and bylaws shall be subject to approval
131 by the City Council. Such rules and bylaws shall include, among other items,
132 provisions for the following:

- 133 (1) Regular and special meetings, open to the public;
- 134 (2) A record of its proceedings, to be open for inspection by the public;
- 135 (3) Reporting to the City Council and the public, from time to time and
136 annually; and
- 137 (4) Reporting to the City Council and the public, from time to time and
138 annually; and
- 139 (3) Reporting to the City Council and the public, from time to time and
140 annually; and
- 141 (4) Reviewing the City's municipal Comprehensive Plan on a biennial
142 basis.

143
144 (J) The City Manager's/Administrator's designee shall serve as Secretary to
145 the Commission and shall keep minutes of all meetings held by the Commission
146 as well as the full record of all recommendations made by the Commission to the
147 City Council.

148
149 **§ 30.39 PARLIAMENTARY PROCEDURE; QUORUM; VOTING.**

150 The Commission will follow the parliamentary procedure adopted by the City
151 Council, and procedures shall not be in conflict with the laws applicable to the
152 Commission on the following.

153
154 (A) *Quorum.* A quorum shall consist of a majority of the membership of the
155 Commission, and any issue to be voted upon shall be resolved by a majority of
156 those members present.

157
158 (B) *Voting.* All Commission members, including the Chairperson, shall be
159 entitled to one vote each upon any question, upon a quorum being present. Voting
160 procedures shall be in accordance with the parliamentary procedures adopted by
161 the City Council.

162
163
164 **Section 3.** If any provision of this Ordinance is illegal, invalid, or unenforceable under
165 present or future laws, the remainder of this Ordinance will not be affected and, in lieu of each
166 illegal, invalid, or unenforceable provision, a provision as similar in terms to the illegal, invalid,
167 or unenforceable provision as is possible and is legal, valid, and enforceable will be added to this
168 Ordinance.

169 **Section 4.** This Ordinance shall be cumulative of all provisions of ordinances of the City

170 except where the provisions of the Ordinance are in direct conflict with the provisions of such
171 ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

172

173 **Section 5.** This Ordinance shall be construed and enforced in accordance with the laws of
174 the state of Texas and the United States of America.

175

176 **Section 6.** It is officially found, determined, and declared that the meeting at which this
177 Ordinance is adopted was open to the public as required and that public notice of the time, place,
178 and purpose of said meeting was given as required by the Texas Open Meetings Act, Chapter
179 551, Texas Government Code, as amended.

180

181 **Section 7.** This Ordinance shall be in full force and effect after its final passage and
182 approval by the City Council, as duly attested by the Mayor and City Secretary, and any
183 publication required by law.

184

185 **PASSED AND APPROVED** this _____ day of _____, 2024, by a vote of ____
186 ayes to ____ nays to ____ abstentions of the City Council of Woodcreek, Texas.

187

188

CITY OF WOODCREEK, TEXAS

189

190

191

By: _____
Jeff Rasco, Mayor

192

193 ATTEST:

194

195 _____

196 Suzanne Mac Kenzie, City Secretary

197