



Mayoral, Staff or City Council Member
Agenda Item Submission

IN THE MIDST OF THE TEXAS HILL COUNTRY

DATE:	7/1/2024
TO:	City of Woodcreek City Council Members
FROM:	Debra Hines, Mayor Pro Tem
TITLE / SUBJECT of REQUESTED AGENDA ITEM: <i>(Re-Typed From Below)</i>	Discussion and possible action to assign Council Members to individual appointees, Karen Duncan and Jim Miller, on the Planning and Zoning Commission thereby tying these appointments to election cycles per ordinance.

TITLE / SUBJECT of REQUESTED AGENDA ITEM:

Discuss and Take Appropriate Action

Discussion and possible action to assign Council Members to individual appointees, Karen Duncan and Jim Miller, on the Planning and Zoning Commission thereby tying these appointments to election cycles per ordinance.

BRIEF SUMMARY / BACKGROUND of REQUESTED AGENDA ITEM: (3-4 sentences, max):

The motion to appoint Jim Miller and Karen Duncan to the Planning and Zoning Commission was made by a single Council Member. While this motion did result in a vote to approve their appointments, this effort needs to be followed up with a motion to name a Council Member as the designated elected official for each nomination to ensure that terms on advisory bodies coincide with election cycles per ordinance.

STATE YOUR INTENDED MOTION:

I move that Karen Duncan's term on the Planning and Zoning Commission be assigned to Krista Richardson for the purposes of aligning appointments on the P&Z with that of election cycle per ordinance.

I move that Jim Miller's term on the Planning and Zoning Commission be assigned to Debra Hines for the purposes of aligning appointments on the P&Z with that of election cycle per ordinance.

FISCAL IMPACT:

N / A

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

Reviewed by: City Manager, Mayor, Mayor Pro Tem, and City Attorney

ATTACHMENTS:

Current Council Motion:

- 7. Discuss and Take Appropriate Action To Nominate and Appoint Two(2) Regular Full-Term Members To The Planning and Zoning Commission, Under Ordinance 24-330, Including But Not Limited To, Amending The Membership of The Planning and Zoning Commission. (Rasco)**

Motion was made by Council Member Grummert to take the Mayor's recommendation of Karen Duncan and James Miller as appointments to two regular Full-Term Members of the Planning and Zoning Commission. Motion was seconded by Mayor Pro Tem Hines.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 3-0-0.

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

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Current relevant City of Woodcreek ordinance:

(C) Each of Woodcreek's five Councilmembers shall make one regular member appointment to the Planning and Zoning Commission. The Mayor will make two regular member appointments to the Planning and Zoning Commission. All appointments shall be confirmed by a majority vote of the City Council. In the event any Councilmembers or the Mayor fails or refuses to make an appointment, the vacancy may be filled by the majority vote of the remaining members of the City Council.

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

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

(D) Any member of the Commission may resign by submitting written notice to the City Secretary, [the] City Records Management Officer. Resignation will be effective when received. Upon receipt of written notice of resignation, the City Secretary shall, as administratively possible, send such resignation to the Mayor, the Chair of Planning and Zoning and the Commission liaison.

(E) If a vacancy occurs on the Planning and Zoning Commission, that vacancy shall be filled by a recommendation from the Council member who appointed the resigning member. Upon confirmation by a simple majority vote of council, the newly appointed member shall fulfill the unexpired term of that Planning and Zoning Commission seat. All members may serve until their successor is properly appointed.

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

Reviewed by: City Manager, Mayor, Mayor Pro Tem, and City Attorney
