

****PUBLIC NOTICE****



**PLANNING & ZONING COMMISSION WORKSHOP
SESSION**

Monday, February 21, 2022 at 6:00 PM

City Hall | 3300 Corinth Parkway

AGENDA

A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

B. DISCUSSION

1. Discuss proposed Rules of Procedures for Planning and Zoning Commission meetings

C. DIRECTOR'S REPORT

D. ADJOURNMENT

As a majority of the Council Members of the City of Corinth may attend the above described meeting, this notice is given in accordance with Chapter 551 of the Texas Government Code. No official action will be taken by the City Council at this meeting.

I, the undersigned authority, do hereby certify that the meeting notice was posted on the bulletin board at City Hall of the City of Corinth, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: **Wednesday, February 16, 2022 at 5:00 PM.**

John S Webb

John Webb, AICP
Director of Planning and Development Services
City of Corinth, Texas

February 16, 2022

Date of Notice

Corinth City Hall is wheelchair accessible. Person with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf, or hearing impaired, or readers of large print, are requested to contact the City Secretary's Office at 940-498-3200, or fax 940-498-7576 at least two (2) working days prior to the meeting so that appropriate arrangements can be made.

BRAILLE IS NOT AVAILABLE



CITY OF CORINTH Staff Report

Meeting Date:	2/21/2022	Title:	Planning & Zoning Commission Meeting Procedures
Ends:	<input type="checkbox"/> Resident Engagement <input checked="" type="checkbox"/> Proactive Government <input checked="" type="checkbox"/> Organizational Development <input type="checkbox"/> Health & Safety <input type="checkbox"/> Regional Cooperation <input type="checkbox"/> Attracting Quality Development		
Governance Focus:	<i>Focus:</i> <input type="checkbox"/> Owner <input type="checkbox"/> Customer <input checked="" type="checkbox"/> Stakeholder		
	<i>Decision:</i> <input type="checkbox"/> Governance Policy <input type="checkbox"/> Ministerial Function		

Item/Caption

Discuss Proposed Rules of Procedure for Planning and Zoning Commission Meetings.

Item Summary/Background/Prior Action

As part of on-going orientation and training for the Planning and Zoning Commission, staff has developed a draft set of meeting procedures. It generally follows the procedures utilized by Planning and Zoning Commissions in Texas to ensure that meetings are conducted in an orderly fashion, and the expectations of applicants and the public are met. The procedural rules will assist members who may be called upon to Chair a meeting in the event of the absence of the Chair and Vice-Chair and assist new members understand how meetings are conducted.

Staff Recommendation/Motion

Staff is seeking feedback from the Commission.

Attachment:

1. Draft Rules of Procedure



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**CITY OF CORINTH
PLANNING AND ZONING COMMISSION
RULES OF PROCEDURE**

ARTICLE I. THE COMMISSION

Sec. 1. Authority

The Planning and Zoning Commission (Commission) is empowered by the State of Texas in accordance with Chapter 211 (Municipal Zoning Authority) of the Local Government Code of the State of Texas. The City's Home Rule Charter establishes the standards governing the Commission within Article X, (Boards, Commissions, and Committees), Section 10.04 as amended. Specific responsibilities of the Commission are established in Section 1.02.02 (Planning and Zoning Commission) of the City's Unified Development Code.

Sec. 2. Commission Composition

- A. The Commission consists of five (5) regular members and two (2) alternates, appointed by the City Council to serve two-year terms. The two alternates are designated as "1st" and "2nd" alternates for the purpose of voting on matters should one (1) or more regular members be absent from a meeting. The alternates are encouraged to attend all meetings and may participate in all discussion but may only vote on a matter in the absence of a regular member.
- B. In October of every year, the Commission shall by a vote, make a recommendation to the City Council for a Chairman and Vice-Chairman. The City Council has final authority on the appointment of a Chairman and Vice-Chairman.
- C. A quorum of the Commission shall consist of three (3) members.

ARTICLE II. OFFICERS AND DUTIES

Sec. 1 Chair

The duties of the Chair are to:

- a. Preside over all Commission meetings in an efficient and orderly manner.
- b. Decide all points of procedure.
- c. Manage the public input portion of the meeting to ensure all in attendance can speak and maintain decorum.
- d. Participate in all discussion, vote and may make a motion on any matter before the Commission.
- e. Sign approved subdivision plats, other papers and necessary documents.
- f. Appoint committees when appropriate.
- g. Represent the Commission in communications with the City Council.

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Sec. 2. Vice-Chair

The Vice-Chair performs the duties of the Chair in his/her absence, or inability to act and assists the Chair with other duties as requested.

ARTICLE III. MEETINGS**Sec. 1. Meeting Notice**

Notice and posting of all meetings shall be made in accordance with Chapter 551 (Texas Opening Meeting Act) of the Texas Government Code, as amended. Posting of the Commission's agenda must occur at least 72 hours in advance of the meeting.

Sec. 2. Regular Business Meetings and Work Session Meetings

- A. Regular business meetings are held on the fourth Monday of each month in the Council Chambers of City Hall beginning at 6:30 PM.
- B. Under special circumstances, such as holidays and special events, the Director of Planning and Development or his/her designee may re-schedule meeting dates. In instances where there are no regular business items, a meeting may be canceled by the Director of Planning and Development or his/her designee.
- C. Work Session meetings may be scheduled by the Director of Planning and Development on as-needed basis and upon confirmation that a quorum of the Commission will be present.

Sec. 3. Information to Members Prior to the Meeting

Members are encouraged to contact the Planning and Development staff at least four (4) hours prior to the business meeting with questions to allow staff adequate time for research. If time permits, staff responses to individual questions will be made to the entire Commission via e-mail prior to the meeting. The staff response will also be presented during the meeting.

Sec. 4. Meeting Procedure

- A. Order of Agenda. Generally, the Commission's meeting agenda will contain the following items:
 - 1. Call to Order and Announce a Quorum Present
 - 2. Establish voting members and designate alternates
 - 3. Pledge of Allegiance
 - 4. Consent Agenda. These are items that are routine in nature which do not require a public hearing. These items could include approval of the previous meeting's minutes and subdivision plats. The Consent Agenda is approved by single motion. Any Commissioner, staff member, or a member of the audience may request that a Consent Agenda item be discussed and acted upon by a separate vote.

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5. Business Agenda. These are items that require individual consideration, a public hearing per State Law and City ordinances, or items which staff deems the need for individual consideration. Generally, these items will pertain to a request to change the zoning on parcel(s) of property, change the text of the Unified Development Code, or to amend the City's Comprehensive Plan.
6. Director's Report. This an opportunity for the Director of Planning and Development to provide a report on previous actions by the City Council and other relevant information.
7. Adjournment.

B. Executive Session. The Planning & Zoning Commission has the right to recess into executive or closed session to seek the legal advice of the City's attorney pursuant to Chapter 551 of the Texas Government Code on any matter posted on the agenda.

Sec. 5. General Public Participation and Conduct During Meetings

Citizens and all interested persons are welcome to attend regular business and work session meetings. The number of persons shall be limited by the room's fire safety capacity. Any person wishing to speak, must complete a Public Input Form prior to the meeting. When speaking, attendees must refrain from making personal, impertinent, speculative and slanderous remarks and must preserve order, decorum, and good conduct. Unauthorized comments from the audience (stamping of feet, whistles, yells, and similar demonstrations) will not be permitted by the Chair.

Sec. 6. Process for Considering and Acting Upon Public Hearing and other Individual Consideration Items

- A. After announcing the agenda item, the Chair will recognize a City staff member who will provide a review of the technical elements of the request, note the staff recommendation, and respond to questions from Commission members.
- B. If a Public Hearing item, the Chair will open the Public Hearing. Non-Public Hearing, Individual Consideration items will follow the same input process as noted below.
- C. The Chairman will request that the applicant's representative provide an overview of the request. Unless additional time is granted by the Chairman, ten (10) minutes is allocated to the applicant's representative. Members of the Commission may ask questions of the applicant's representative.
- D. The Chair will ask for those in the audience to approach the podium to speak. Reasonable time will be allotted for comments from those in favor and from those opposed to the item under consideration. In general, a maximum of three (3) minutes will made available for each speaker on the item. If a large delegation is present to speak on either side of an issue, the Chair may ask the delegation to appoint a spokesperson to represent the delegation during the period of testimony.
- E. The public comment portion of the meeting is to allow for the opportunity for a speaker to express his or opinion. It is not intended to be a debate with the Commission, the applicant's representative or staff. All comments shall be directed to the Commission.

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Any questions posed by the public shall be addressed, if possible, by the Chair or staff at the conclusion of Public Hearing.

- F. The applicant's representative shall be allowed up to five (5) minutes for a rebuttal and to address any questions from the Commission.
- G. It will be discretion of the Chair to allow any further comments from the Public.
- H. At the conclusion of all public comments, the Chair shall close the Public Hearing portion of the meeting. If not a Public Hearing agenda item, the Chair shall note the public comment period has ended.
- I. The Chair shall ask for comments/statements from the Commission. Members are permitted to ask questions of the staff.
- J. After the opportunity for all Commission members to speak, the Chair will ask for a motion. On items requiring the Commission's recommendation to the City, such as all Zoning Map/Text or Comprehensive Plan amendments, the member shall make a motion to,
 - 1. Recommend approval as submitted with or without any staff stipulations for approval;
 - 2. Recommend approval with additional conditions or stipulations; or
 - 3. Recommend Denial
- K. For items requiring final action by the Commission, the motion shall be,
 - 1. Approve as submitted with or without any staff stipulations for approval;
 - 2. Approve with additional conditions or stipulations; or
 - 3. Deny the request
- L. Voting. All members shall vote unless he or she has a valid conflict of interest.

Sec. 7. Continuation of a Public Hearing

The Commission may, at its discretion, continue a public hearing if additional time is needed to provide information pertinent to the case; if the applicant needs additional time to address issues raised during the meeting; or if the applicant will not be available to testify on the date of the hearing. Only the Commission, staff, or the applicant may request a continuance. If continued to a specific date, no additional notification is required. If continued to an unspecified date, notification in accordance with the Texas Local Government Code and City ordinances, as amended, is required.

Sec. 8. Meeting Recess

A recess in the meeting can be taken at the discretion of the Chair or upon a motion approved by a majority of the Commission. When such a recess occurs, it will be for a specific period of time announced by the Chair, after which the meeting will resume.

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ARTICLE IV. AMENDMENTS TO RULES OF PROCEDURES.

The Commission will review the Rules of Procedures on a periodic basis to identify any areas of discussion or possible change.

ARTICLE V. ADOPTION

Upon the adoption of these by-laws by the Commission, a copy will be presented to the City Council. The Rules of Procedures will become effective upon action by the Commission.

Approved by the Corinth Planning and Zoning Commission on _____, 2022.

Chair
Planning and Zoning Commission