

Chapter 2. Review Bodies

2.100 Zoning Commission

A. Creation and Appointment

There is hereby created a Zoning Commission of the City, to be composed of nine qualified electors of the City. It is the declared policy that the City Council will consider for appointment to the Zoning Commission as members only those persons who have demonstrated their civic interest, general knowledge of the community, intelligent judgment, understanding of zoning and planning and availability to prepare for and attend meetings and who, by reason of diversity of their individual occupations, constitute a commission which is broadly representative of the community.

B. Terms of Office

The members of the Zoning Commission shall be identified by place numbers one through nine. The odd-numbered places shall expire October 1 of each odd-numbered year and the even-numbered places shall expire October 1 of each even-numbered year. Zoning Commission members may be appointed to succeed themselves. Vacancies shall be filled for unexpired terms but no member shall be appointed for a term in excess of two years.

C. Organization

The Zoning Commission shall hold an organizational meeting in November of each year and shall elect a chairman and vice-chairman from among its members before proceeding to any other matters of business. The Planning and Development Director, or a designated representative, shall be the secretary of the Zoning Commission. The Zoning Commission shall meet regularly and shall designate the time and place of its meetings. The Zoning Commission shall adopt its own rules of procedure and keep a record of its proceedings in accordance with the state statutes, this Ordinance and the City Charter. Newly appointed members shall be installed at the first regular meeting after their appointment.

D. Meetings and Quorum

Six members of the Zoning Commission shall constitute a quorum for the conduct of business. The members of the Zoning Commission shall regularly attend meetings and public hearings of the Zoning Commission and shall serve without compensation, except for reimbursement for authorized expenses attendant to the performance of their duties.

E. Decision by Zoning Commission

A motion to recommend approval of an amendment to the Zoning Ordinance shall require five favorable votes of the members present. When fewer than nine members are present for the vote and the vote of an absent member or members added to the number voting for the application would equal five, consideration of the application shall be continued to the next meeting. No application shall be continued under this rule beyond the next regular meeting. Failure to secure five concurring votes to recommend approval at the next regular meeting shall constitute a recommendation of denial.

F. Staff Responsibilities

The Planning Director and any designated representatives shall be the regular technical advisors to the Zoning Commission. When the Zoning Commission deems it necessary to obtain information from other City departments, it shall transmit such request through the Planning and Development Director.

G. Attendance Reports

Each month a report shall be submitted to the City Council showing the cumulative attendance of each member of the Zoning Commission, with notation of members who have been absent from three consecutive meetings.

H. Powers and Duties

The Zoning Commission is hereby charged with the duty and invested with the authority to:

1. Inspect the property and premises where required in the discharge of its responsibilities under the laws of the state and of the City;

2. Advise the City Council relating to the creation and amendment of these zoning regulations and districts as the Zoning Commission may deem beneficial and in the best interests of the City; it shall consult with the Plan Commission as necessary to ensure proper coordination of zoning with the long-range planning of the City;
3. Procure information, hold public hearings and make recommendations to the City Council relating to the creation, amendment and implementation of zoning regulations and districts as provided in Chapter 211, Texas Local Government Code, together with all amendments thereto, authorizing cities and incorporated villages to pass regulations and all powers granted under such act are specifically adopted and made a part hereof as contemplated by Section 31A of Chapter XXVII of the Charter of the City;
4. Ensure that all of its recommendations are in accordance with the provisions of Chapter 211, Texas Local Government Code, and to that end shall refer all proposals for initial zoning classification of newly annexed areas to the Plan Commission and shall not make its final recommendation thereon until the Plan Commission's recommendation is received, and shall refer such other matters to the Plan Commission as may be necessary to ensure that its recommendations shall be in accordance with such comprehensive plans as the City Council may approve. A copy of the Plan Commission's recommendation on newly annexed areas shall be forwarded to the City Council as a preliminary report prior to the Zoning Commission's public hearing.
(Ord. No. 13896, Eff. 10/12/99; Ord. No. 17522, 04/24/07)