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**City of College Station • Planning & Zoning Commission**

***Rules of Procedure***

*Adopted January 20, 2005*

**Article 1 – Authority**

**1.1** Section 2.2.C.4 of the City of College Station Unified Development Ordinance authorizes the Planning and Zoning Commission to adopt its own rules of procedure.

**Article 2 – Purpose and Powers and Duties**

**2.1** Purpose

The purpose of the Commission is to exercise the powers authorized by the College Station City Council under the City of College Station Code of Ordinances and applicable state statutes regarding planning, zoning and related matters.

**2.2** Powers and Duties

The Planning and Zoning Commission shall have the powers and duties authorized in Article 2 of the Unified Development Ordinance and Chapter 9 of the City of College Station Code of Ordinances, and any other applicable ordinances or laws and to make recommendations in implementing the Comprehensive Plan, and establish subcommittees of the Planning and Zoning Commission.

**A.** Plan of Work

The Planning & Zoning Commission may adopt a Plan of Work. The Plan of Work should consider future tasks for a prescribed period and be updated and revised annually in coordination with the City Council Strategic Planning process.

Upon presentation of a draft Plan of Work by the Commission in a joint meeting the City Council and the Planning & Zoning Commission, the Commission may adopt the Plan by majority vote of the members present.

**B.** Survey and Report

The Commission may conduct an annual survey of residents of the City of College Station to assess needs and desires relevant to purpose of the Commission and report such findings to the City Council.

### **Article 3 – Organization and Officers**

#### **3.1 Appointment**

The Planning and Zoning Commission shall consist of those members appointed by the City Council in accordance with the UDO, and assigned to Positions 1-7 for the purpose of recordkeeping. Appointments are made at times as determined by the City Council. Upon taking the Official Oath of Office given by the City Secretary or designee, the Commissioner shall attend meetings in an official capacity.

- A. A Chairperson shall be appointed annually by the City Council.
- B. A Vice-Chair shall be selected by the Commission from among its members as necessary.

#### **3.2 Membership and Terms**

##### **A. Terms**

Terms of members of the Planning and Zoning Commission shall be as provided in the Unified Development Ordinance. Commissioners with expiring terms seeking reappointment must formally reapply in writing for consideration. Staff shall inform Commissioners of term expiration by January 31<sup>st</sup> of the year in which their term expires.

##### **B. Term Limits**

Terms of office shall be as provided in the Unified Development Ordinance.

##### **C. Vacancies**

Vacancies shall be filled as provided in the Unified Development Ordinance.

### **Article 4 – Meetings and Procedures**

#### **4.1 Meetings**

Members of the Planning and Zoning Commission shall meet twice monthly on the first and third Thursdays. Unless otherwise posted, Workshop meetings will normally be held in the City Hall Administrative Conference Room at 6:00 p.m. and Regular meetings will normally be held in the City Hall Council Chambers at 7:00 p.m. All meetings of the Commission where a quorum is present shall be open to the public. Special meetings or workshops of the may be called by the Chair or upon request of a majority of the Commission to the Chair.

#### **4.2 Quorum**

A quorum is a majority of the number of members of the Commission. Four (4) members shall constitute a quorum for the transaction of any business. Any recommendation advanced to the City Council without a majority of positive votes from those members present shall be deemed a negative report. No business shall be conducted or action taken without a quorum of the Commission present, except.

#### **4.3 Absences**

In accordance with Ordinance No. 2406, Commissioners shall submit an absence request to the staff liaison.

#### 4.4 Conflict-of-Interest

The conflict of interest laws require that a member file an affidavit and abstain from participating in and voting on items in which a member has a substantial interest. Members of the Commission should refer to SECTIONS 114, 115 AND 116 OF THE COLLEGE STATION CITY CHARTER, CHAPTERS 171 ET SEQ. AND 212.017 OF THE TEXAS LOCAL GOVERNMENT CODE to determine whether the member may have a conflict of interest. Additionally, a member is encouraged to contact the Administrator, being the Planning & Development Services Director or designee, and/or the City Attorney prior to the meeting at which the item will be considered by the Commission.

#### 4.5 Order of Business

The order of business shall generally be conducted as follows:

##### A. Workshop Meeting

Discussion of consent and regular agenda items.  
Discussion of minor plats. (as necessary)  
Items  
Discussion of recent City Council actions. (as necessary)  
Discussion and possible action of future agenda items –  
Adjourn

##### B. Regular Meeting

Hear Citizens -  
Absence Requests (as necessary)  
Recognition of Affidavits for Conflict-of-Interest  
Consent Agenda  
Items  
Regular Agenda  
Items  
Discussion and possible action on future agenda items  
Adjourn

##### C. Order of Presentation

Generally, regular items on the agenda shall adhere to the following sequence, unless modified as necessary by the Chair:

Public Hearing Items:

- Presentation of staff report
- Questions of staff by the Commission
- Open Public Hearing
- Applicant Invited to Address the Commission
- Public Invited to Address the Commission
- Close Public Hearing
- Discussion and Action by the Commission

Non-Public Hearing Items:

- Presentation of staff report
- Questions of staff by the Commission
- Applicant Invited to Address the Commission at the discretion of the Chair
- Discussion and Action by the Commission

#### 4.6 Rules of Order

The Commission shall adopt *Robert's Rules of Order* for the conduct of its meetings.

**4.7 Minutes**

The Planning and Zoning Commission shall keep minutes of its proceedings, showing the vote of each member upon each question, or, if absent or failing to vote, indicating that fact and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the office of the Administrator and shall be a public record. Minutes shall be signed by the Chairman after the Commission approves them.

**4.8 Staff**

The Administrator shall provide staff, as needed, to the Planning and Zoning Commission.

**4.9 City Attorney**

The City Attorney is the legal advisor of and attorney for the City and all offices and departments. The Administrator shall consult and cooperate with the City Attorney on legal issues pertaining to planning, zoning and related matters. The City Attorney or his/her designee shall attend all Planning and Zoning meetings.

**Article 5 – Continuing Education**

**5.1 Continuing Education**

As citizen volunteers appointed to the Planning & Zoning Commission, Commissioners are encouraged to attend training and continuing education opportunities, as provided by the City of College Station, the Texas Chapter of the American Planning Association, or other professional organization where Continuing Education Units (CEUs) may be obtained.

**Article 6 - Amendments**

**6.1 Amendments**

The Commission may amend the Rules of Procedure at its discretion by a majority vote of the Commission.

**6.2 Conflict**

In the case of any conflict between any Ordinance or applicable law and these Rules, the Ordinance or applicable law shall take precedence.

PASSED, ADOPTED and APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2005.

APPROVED:

\_\_\_\_\_, Chair  
Planning & Zoning Commission

ATTEST:

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Connie Hooks, City Secretary