



**CITY OF FAIR OAKS RANCH  
AGENDA – PLANNING AND ZONING COMMISSION**

**Regular Meeting**

April 12, 2018; 6:30 PM

City Hall Council Chambers

7286 Dietz Elkhorn, Fair Oaks Ranch

**I. ROLL CALL – DECLARATION OF A QUORUM**

**II. DISCUSSION/CONSIDERATION ITEMS**

- A. Discuss and consider drawing for P&Z Place Number 1 – 7.
- B. Discuss and consider the selection of a Planning & Zoning Commission Chairperson
- C. Discuss and consider the selection of a Planning & Zoning Commission Vice Chairperson

**III. WORKSHOP**

- A. Review and discuss the P&Z agenda packet and process.
- B. Review and discuss elements of the Comprehensive Plan Update, Unified Development Code, and Zoning Regulations.

**IV. ADJOURNMENT**

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Signature of Agenda Approval:

A handwritten signature in black ink, appearing to read "A. Picioccio", written over a horizontal line.

I, Christina Picioccio, City Secretary, certify that the above Notice of Meeting was posted on the outside bulletin board at the Fair Oaks Ranch City Hall, 7286 Dietz Elkhorn, Fair Oaks Ranch, Texas, and on the city's website [www.fairoaksranchtx.org](http://www.fairoaksranchtx.org), both places being convenient and readily accessible to the general public at all times. Said Notice was posted by 5:00 PM, April 9, 2018 and remained so posted continuously for at least 72 hours before said meeting was convened.

The Fair Oaks Ranch City Hall is wheelchair accessible at the side entrance of the building from the parking lot. Requests for special services must be received forty-eight (48) hours prior to the meeting time by calling the City Secretary's office at (210) 698-0900. Braille is not available. The City Council reserves the right to convene into Executive Session at any time regarding an issue on the agenda for which it is legally permissible; pursuant to *Texas Government Code* Chapter 551. Section 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development).



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**PLANNING & ZONING CONSIDERATION ITEM**  
**CITY OF FAIR OAKS RANCH, TEXAS**  
**April 12, 2018**

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AGENDA TOPIC: Discuss and consider drawing for Planning & Zoning Place Number 1 – 7  
START DATE: April 12, 2018  
DEPARTMENT: Administration  
PRESENTED BY: City Manager

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**INTRODUCTION/BACKGROUND:**

The enclosed Planning and Zoning Commission Rules of Procedure were adopted by the City Council on March 19, 2018. Section 2.2 establishes a P&Z Commission consisting of seven (7) members serving at staggered three (3) year terms. In order to ensure long-term continuity and provide a smooth start-up of the initial P&Z, Places 1-4 will serve three (3) year terms from the onset with Places 5-7 serving two (2) year terms initially, transitioning to three (3) year terms in 2020.

To ensure Places are selected fairly, P&Z Commissioner's will randomly draw a number to determine their respective Place Number.

**POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

1. Complies with City Council directive to establish P&Z Commission Place Numbers.

**LONGTERM FINANCIAL & BUDGETARY IMPACT:**

None.

**LEGAL ANALYSIS:**

N/A

**RECOMMENDATION/PROPOSED MOTION:**

No formal motion is required. The P&Z Secretary will request each Commissioner randomly draw a number from a container. The number drawn will be your assigned Place Number.



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**PLANNING & ZONING CONSIDERATION ITEM**  
**CITY OF FAIR OAKS RANCH, TEXAS**  
**April 12, 2018**

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AGENDA TOPIC: Discuss and consider the selection of a Planning and Zoning Commission Chairperson

START DATE: April 12, 2018

DEPARTMENT: Administration

PRESENTED BY: City Manager

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**INTRODUCTION/BACKGROUND:**

The enclosed Planning and Zoning Commission Rules of Procedure were adopted by the City Council on March 19, 2018. Section 3.1 states that the Commission shall select from among its members in their first meeting in July, a Chairperson to serve for a period of one (1) year.

Recognizing tonight's meeting is the first regular business meeting of the newly appointed P&Z, a Chairperson needs to be selected to serve until the first regular July 2018 meeting. Per the rules of procedure, another selection process will be held at the first regular July meeting to fill a full one (1) year term.

**POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

1. Complies with City Council directive to establish P&Z Commission Officers per the rules of procedures

**LONGTERM FINANCIAL & BUDGETARY IMPACT:**

None.

**LEGAL ANALYSIS:**

N/A

**RECOMMENDATION/PROPOSED MOTION:**

I make a motion to recommend (INSERT NAME HERE), to serve as the P&Z Chairperson until the first regular P&Z meeting in July 2018.



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**PLANNING & ZONING CONSIDERATION ITEM**  
**CITY OF FAIR OAKS RANCH, TEXAS**  
**April 12, 2018**

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AGENDA TOPIC: Discuss and consider the selection of a Planning and Zoning Commission Vice-Chairperson

START DATE: April 12, 2018

DEPARTMENT: Administration

PRESENTED BY: City Manager

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**INTRODUCTION/BACKGROUND:**

The attached Planning and Zoning Commission Rules of Procedure were adopted by the City Council on March 19, 2018. Section 3.1 states that the Commission shall select from among its members in their first meeting in July, a Vice-Chairperson to serve for a period of one (1) year.

Recognizing tonight's meeting is the first regular business meeting of the newly appointed P&Z, both a Vice-chairperson needs to be selected to serve until the first regular July 2018 meeting. Per the rules of procedure, another selection process will be held at the first regular July meeting to fill a full one (1) year term.

**POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

1. Complies with City Council directive to establish P&Z Commission Officers per the rules of procedures

**LONGTERM FINANCIAL & BUDGETARY IMPACT:**

None.

**LEGAL ANALYSIS:**

N/A

**RECOMMENDATION/PROPOSED MOTION:**

I make a motion to recommend (INSERT NAME HERE), to serve as the P&Z Vice-Chairperson until the first regular P&Z meeting in July 2018.



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**PLANNING & ZONING CONSIDERATION ITEM**  
**CITY OF FAIR OAKS RANCH, TEXAS**  
**April 12, 2018**

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AGENDA TOPIC: Review and discuss the Planning & Zoning agenda packet and process  
START/END DATE: April 12, 2018  
DEPARTMENT: Administration  
PRESENTED BY: City Manager and City Secretary

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**INTRODUCTION/BACKGROUND:**

Section 14 of the Planning and Zoning Rules of Procedure defines City Staff's responsibilities relative to providing the Commission with professional, technical, and clerical series. In this vein, Staff will detail the P&Z agenda and packet (supporting material) process going forward. Items of discussion will include but are not limited to the following:

- Hard copy vs electronic packets
- Commissioner Bio's and contact information
- Packet dissemination
- Others.....

**POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

Transparency and informed decision making

**LONGTERM FINANCIAL & BUDGETARY IMPACT:**

None

**LEGAL ANALYSIS:**

N/A

**RECOMMENDATION/PROPOSED MOTION:**

Review and discuss the agenda and packet process and provide Staff with insight. No formal action is required.



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**PLANNING & ZONING CONSIDERATION ITEM**  
**CITY OF FAIR OAKS RANCH, TEXAS**  
**April 12, 2018**

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AGENDA TOPIC: Review and discuss elements of the Comprehensive Plan Update, Unified Development Code, and Zoning Regulations

START/END DATE: April 12, 2018

DEPARTMENT: Administration

PRESENTED BY: City Manager

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**INTRODUCTION/BACKGROUND:**

Draft copies of the working documents will be disseminated at the meeting. Staff will lead a discussion to introduce the items and detail the charge of the Planning & Zoning Commission relative to advancing recommendations to the City Council for consideration.

**POLICY ANALYSIS/BENEFIT(S) TO CITIZENS:**

Compliance with state law relative to adopting growth management strategies

**LONGTERM FINANCIAL & BUDGETARY IMPACT:**

None

**LEGAL ANALYSIS:**

N/A

**RECOMMENDATION/PROPOSED MOTION:**

Review and discuss elements of the Comprehensive Plan Update, Unified Development Code, and Zoning Regulations. No formal action is required.