

PLANNING & ZONING COMMISSION REQUIREMENTS AND DUTIES

(Taken from Zoning & Land Development Regulations)

Sec. 3-1 Planning and Zoning Commission

- A. Planning and Zoning Commission Created. There is hereby created and established a planning and zoning commission for the city consisting of five members appointed by the City Council. In addition to the five regular members, one or more alternate members may be appointed to serve in the absence of one or more regular members when requested to do so by the Mayor or Chairperson of the Planning and Zoning Commission.
- B. Members. Each regular and alternate member shall be a resident of the city qualified to vote, hold no other paid, incompatible, or elected public office for the city, and shall not be in arrears in payment of taxes or any liability due to Kaufman or Dallas County or the City of Combine.
- C. Terms of Office. The term of office of regular and alternate members of the commission shall be for two years. Three regular members and one alternate member shall be appointed for two-year terms beginning on July 1st in even-numbered years and two regular members and one or more alternate members may be appointed for two-year terms beginning July 1st in odd-numbered years. In the event of a vacancy on the commission, the alternate member with the longest tenure shall, without further formal action, become a regular member until the expiration of the term of the office assumed by the alternate member. In the event of a vacancy in two offices, the alternate member with the longest tenure shall assume the office of the member with the longest remaining term of office. In the event of any vacancy on the commission, the City Council shall appoint new members to fill the vacant offices as soon as practicable to fill such vacancies for the remainder of the unexpired terms of office. Members of the commission may be removed from office by the City Council by majority vote.
- D. Meetings. Meetings of the commission shall be held as often as necessary to conduct the business of the commission at the call of the Chairperson and at such other times as the Mayor, the council or the commission may determine. All meetings of the planning and zoning commission shall be public, unless otherwise authorized by law, and the commission shall keep minutes of the proceedings showing the vote of each member upon each question coming before the commission. The minutes of the commission shall be public record.
- E. Quorum. A majority of three members of the commission, whether regular or alternate, shall constitute a quorum to do business. Alternate members may vote on matters before the commission only in the absence of regular members when requested to do so by the Mayor or Chairperson of the planning and zoning commission. The alternate member with the longest tenure on the commission present at the meeting shall be the alternate voting member.
- F. Chairperson Selection. The planning and zoning chairperson shall be selected by the City Council. The commission shall identify one of its regular members to be vice Chairperson to serve in the absence of the Chairperson. No regular member shall be qualified to serve as Chairperson or vice Chairperson unless that member has first served on the commission for a period of at least six months.

Planning and Zoning Commission as Advisory Body to the City Council. The planning and zoning commission shall be an advisory body to the City Council and shall make recommendations to the City Council on those issues that come before it. Those issues may include but are not limited to: requests for changes in zoning district boundaries, changes to the zoning ordinance, revisions and updates to official maps, the comprehensive plan, variance requests, subdivision regulations and applications for platting and other items that the council or commission deem appropriate.