



AGENDA
PLANNING AND ZONING COMMISSION
REGULAR MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
WEDNESDAY, FEBRUARY 19, 2020
6:30 PM

CALL TO ORDER

PUBLIC TESTIMONY Members of the public are invited and encouraged to attend all public meetings of the Planning & Zoning Commission that are not closed to the public in accordance with the Texas Open Meetings Act. It is the desire of the Planning & Zoning Commission that citizens actively participate in the City's governance system and processes. Public input to the Commission is encouraged during the Public Testimony, Public Hearings, or Action Item sections of a meeting agenda. Individuals desiring to speak during Public Testimony shall be called upon to speak only after completing a Request to Speak form provided. The Request to Speak form for Public Testimony shall be submitted to the administrative staff prior to speaking. Individuals desiring to speak on an agenda item or during a public hearing shall submit the Request to Speak form prior to the introduction of that respective item by the Chair. Once the form is received by administrative staff, the individual shall be recognized and called upon by the Chair prior to speaking. Any public testimony must occur prior to formal action being taken by the Commission. The Chair shall have the power to suspend citizen comments at any time during the meeting to preserve the order and efficiency of the meeting. Reasonable time limitations may be placed on public testimony by the presiding officer in order to conduct an efficient and effective public meeting.

ROLL CALL

APPROVAL OF MINUTES

1. Consideration of October 23, 2019 Regular Meeting of the Watauga Planning and Zoning Commission Meeting Minutes

PUBLIC HEARING

1. **Planning and Zoning Case 20-01:** Consider recommendation from the City Manager's Work Group for amendment to the City of Watauga 2016 Comprehensive Plan.
 - a. Open Public Hearing - allow for staff comments
 - b. Public Comments
 - c. Close Public Hearing

NEW BUSINESS

1. Discussion and action on recommendation of the 2020 Comprehensive Plan Update for **Planning and Zoning Case 20-01**: Consider recommendation from City Manager's Work Group for amendment to the 2016 Comprehensive Plan.
2. Discuss and consider action to create Rules and Procedures for Planning and Zoning Commission members during meetings.

ADJOURNMENT

NOTICE

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (817) 514-5825, OR FAX (817) 514-3625 FOR FURTHER INFORMATION.

I, Andrea Gardner, City Secretary for the City of Watauga, hereby certify that this agenda was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on Friday, February 14, 2020 before 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.



Andrea Gardner, City Secretary





AGENDA MEMORANDUM

DATE: November 14, 2019

TO: Planning and Zoning Commission Members

FROM: Randy Richards, CFM, Building Official
Paul Hackleman, P.E., CFM, Director of Public Works

SUBJECT: Consideration of October 23, 2019 Regular Meeting of the Watauga Planning and Zoning Commission Meeting Minutes

BACKGROUND/INFORMATION:

This item contains Meeting Minutes Draft for Planning and Zoning review and approval.

FINANCIAL IMPLICATIONS:

NA

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the Planning and Zoning Commission review and take action on the item presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. October 23, 2019 DRAFT

REVIEWED BY:

Randy Richards, CFM, Building Official
Paul Hackleman, P.E., CFM, Director of Public Works
Andrea Gardner, City Manager
Approved as to form for inclusion on Agenda

Approved - 2/14/2020
Approved - 2/14/2020
Final Approval - 2/14/2020



“A GREAT PLACE TO LIVE”

**MINUTES
PLANNING AND ZONING COMMISSION
WEDNESDAY, OCTOBER 23, 2019
CITY HALL COUNCIL CHAMBER, 7105 WHITLEY ROAD
REGULAR MEETING
6:30 P.M.**

CALL TO ORDER

Chairperson Larry Clark called the meeting to order at 6:30 p.m.

ROLL CALL

Larry Clark	Chairperson
Cristy McCauley	Vice-Chairperson
Robert Martinez-Merlo	Member
Kay Ivey	Member
Karen Isbell	Secretary
Sharon Gehle	Member
And	
Randy Richards	Building Official
Jeannette Garcia	Planning and Zoning Coordinator
Mark Taylor	Council Liaison
With	
Ron Holland, Member, absent with notice	

PUBLIC TESTIMONY

Members of the public are invited and encouraged to attend all public meetings of the Planning and Zoning Commission that are not closed to the public in accordance with the Texas Open Meetings Act. It is the desire of the Planning and Zoning Commission that citizens actively participate in the City's governance system and processes. Public input to the Planning and Zoning Commission is encouraged during the Public Testimony, Public Hearings, or Action Item sections of a meeting agenda. Individuals desiring to speak during Public Testimony shall be called upon to speak only after completing a Request to Speak form provided. The Request to Speak form for Public Testimony shall be submitted to the administrative staff prior to speaking. Individuals desiring to speak on an agenda item or during a public hearing shall submit the Request to Speak form prior to the introduction of that respective item by the Chair. Once the form is received by administrative staff, the individual shall be recognized and called upon by the Chair prior to speaking. Any public testimony must occur prior to formal action being taken by the Commission. The Chair shall have the power to suspend citizen comments at any time during the meeting to preserve the order and efficiency of the meeting. Reasonable time limitations may be placed on public testimony by the presiding officer in order to conduct an efficient and effective public meeting.

APPROVAL OF MINUTES

1. Consideration of September 18, 2019 Regular Meeting of the Watauga Planning and Zoning Commission Meeting Minutes

Secretary Cristy McCauley made a motion to approve the minutes of the meeting of September 18, 2019. Member Robert Martinez-Merlo seconded the motion with all members present voting aye.

AYES: Martinez-Merlo, Ivey, McCauley, Isbell, Gehle
NAYS: None
ABSENT: Holland
ABSTAIN: Clark

PUBLIC HEARING

1. **Planning and Zoning Case Ord.19-02:** Consider recommendation for amendment to the City of Watauga Code of Ordinances Chapter 115-85, Permitted Use Table, correcting the listed "special conditions" for swimming pools (commercial) and swimming pools (private), from number 26 to number 27.
 - a. Open Public Hearing - allow for staff comments
Chairperson Larry Clark recessed the meeting and opened the public hearing at 6:33 p.m. Building Official Randy Richards presented a brief summary on behalf of staff.
 - b. Public Comments
 - c. Close Public Hearing
Chairperson Larry Clark closed public hearing case Ord. 19-02 and opened public hearing case P. 19-03 at 6:34 p.m.
2. **Planning and Zoning Case P.19-03:** Consider an application for a Final Plat of 6000 and 6001 Hightower Drive. Hightower Estates, an addition to the City of Watauga, being a re-plat of Lot 15-R Block 13 and Lot 1-R Block 16, Echo Hills IV, recorded in volume 388-200, page 1 in the plat records of Tarrant County, Texas which is 11.907 acres in the E.W. Clark Survey A-289, located on the north and south side of Hightower Drive east of Whitley Road and west of Echo Hill Drive. The Planned Development (PD), is proposed to be subdivided into 70 lots for single family residential. Sunscope, LLC owner/applicant.
 - a. Open Public Hearing - allow for staff comments
Building Official Randy Richards presented a brief summary on behalf of staff and then introduced John Pierret, presenting on behalf of Sunscope, LLC. Commission member Sharon Gehle had questions related to parking regulations and location. Staff advised parking was considered and currently parking will not be allowed on Hightower.
 - b. Public Comments

c. Close Public Hearing

Chairperson Larry Clark closed public hearing case P.19-03 at 6:41 p.m. and reconvened the Commission meeting.

ACTION ITEMS

1. Discussion and action on Planning and Zoning Case No. Ord. 19-02: Recommendation for amendment to the City of Watauga Code of Ordinances Chapter 115-85, Permitted Use Table, correcting the listed "special conditions" for swimming pools (commercial) and swimming pools (private) from number 26 to number 27.

Commission Vice-Chairperson Cristy McCauley made a motion to accept the item as presented. Member Kay Ivey seconded the motion, which passed as follows:

AYES: Martinez-Merlo, Ivey, McCauley, Isbell, Gehle
NAYS: None
ABSENT: Holland
ABSTAIN: Clark

2. Discussion and action on Planning and Zoning Case No. P. 19-03: Proposed Final Plat of 6000 and 6001 Hightower Drive, being a re-plat of Lot 15-R Block 13 and Lot 1-R Block 16, Echo Hills IV. The 11.907 acre lots, zoned Planned Development (PD) is proposed to be subdivided into 70 lots for single family residential.

Commission Vice-Chairperson Cristy McCauley made a motion to accept the item as presented. Secretary Karen Isbell seconded the motion, which passed as follows:

AYES: Martinez-Merlo, Ivey, McCauley, Isbell, Gehle
NAYS: None
ABSENT: Holland
ABSTAIN: Clark

3. Report on Comprehensive Plan Update and Timeline by Planning & Zoning Liaison

Cristy McCauley, Planning & Zoning Liaison to the City Manager's Workgroup for the Comprehensive Plan Update, gave a brief update stating the workgroup was in the initial phases of the Comprehensive Plan. The consultant is to be updating the timeline.

Chairperson Larry Clark requested the item continue to be placed on the agendas of upcoming meetings with an update to be given by the liaisons.

ADJOURNMENT

With there being no further business to discuss, Chairperson Larry Clark adjourned the meeting at 6:46 p.m.

APPROVED: this the _____ day of _____, 2019.

SIGNED: this the _____ day of _____, 2019.

APPROVED: _____
Larry Clark, Chairperson

ATTEST: _____
Karen Isbell, Secretary



AGENDA MEMORANDUM

DATE: January 31, 2020

TO: Planning and Zoning Commission Members

FROM: Randy Richards, CFM, Building Official
Paul Hackleman, P.E., CFM, Director of Public Works

SUBJECT: **Planning and Zoning Case 20-01:** Consider recommendation from the City Manager's Work Group for amendment to the City of Watauga 2016 Comprehensive Plan.

- a. Open Public Hearing - allow for staff comments
- b. Public Comments
- c. Close Public Hearing

BACKGROUND/INFORMATION:

The Public Hearing Notice was duly posted and published by the City Secretary's Office on January 31, 2020 in the Fort Worth Star Telegram.

FINANCIAL IMPLICATIONS:

NA

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend allowing for staff and public participation as published and posted.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Randy Richards, CFM, Building Official
Paul Hackleman, P.E., CFM, Director of Public Works
Andrea Gardner, City Manager
Approved as to form for inclusion on Agenda

Approved - 2/14/2020
Approved - 2/14/2020
Final Approval - 2/14/2020



AGENDA MEMORANDUM

DATE: January 31, 2020

TO: Planning and Zoning Commission Members

FROM: Randy Richards, CFM, Building Official
Paul Hackleman, P.E., CFM, Director of Public Works

SUBJECT: Discussion and action on recommendation of the 2020 Comprehensive Plan Update for **Planning and Zoning Case 20-01:** Consider recommendation from City Manager's Work Group for amendment to the 2016 Comprehensive Plan.

BACKGROUND/INFORMATION:

This project was launched in August 2019 with multiple meetings of the Comprehensive Plan Update Workgroup.

The City is proactively anticipating the unfortunate but inevitable continued decline of big box retail uses along SH 377 by adopting a new land use category entitled Retail Transitional Mixed-Use or RT-MU. While nothing changes in this area as long as the retail tenants continue to operate, the City has developed the RT-MU land use to accommodate future development and redevelopment opportunities in this area in a manner that not only reflects the community's vision for improving quality of life and increasing property values, but to also capitalize on the emerging mixed use markets that will ensure the continued vitality of the community.

Moving through the public input stage, the City continues to provide a wide range of opportunities to review and provide input on the updates before going to City Council for consideration. Tonight's meeting is the third public meeting being held allowing for Public Review and Input Opportunities. Public Meetings were also held December 3, 2019 and January 28, 2020. The public has also had opportunity to submit comments in person, phone message and online.

The Comprehensive Plan will continue to serve as the master plan regarding future development and zoning considerations within the City of Watauga.

FINANCIAL IMPLICATIONS:

NA

RECOMMENDATION/ACTION DESIRED:



AGENDA MEMORANDUM

City staff respectfully recommends the Commission consider the comments received during the public hearing and make final report on the request for Council's use at their meeting on April 13, 2020.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. P&Z Public Hearing Notice 02192020
2. 2020_02_14_WAG_P&Z Hearing PDF

REVIEWED BY:

Randy Richards, CFM, Building Official

Paul Hackleman, P.E., CFM, Director of Public Works

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 2/14/2020

Approved - 2/14/2020

Final Approval - 2/14/2020

notices

BURLERSON

HEARING

May, Febru-
20 at 7:00

City Coun-
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TX 76028

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legals & public notices

CITY OF NORTH RICHLAND HILLS

ORDINANCE NO. 3631

AN ORDINANCE OF THE CITY

COUNCIL OF THE CITY OF

NORTH RICHLAND HILLS,

TEXAS, AMENDING THE ZON-

ING ORDINANCE OF THE CITY

OF NORTH RICHLAND HILLS,

AND THE ZONING MAP OF THE

CITY OF NORTH RICHLAND

HILLS, TEXAS BY REZONING

0.46 ACRES OF LAND LOCATED

AT 8309 SAYERS LANE FROM

R-3 (SINGLE-FAMILY RESIDEN-

TIAL) TO R-1-PD (RESIDENTIAL

INFILL PLANNED DEVELOP-

MENT); PROVIDING THAT THIS

ORDINANCE SHALL BE CUMU-

LATIVE OF ALL ORDINANCES;

PROVIDING FOR SEVERABILITY;

ESTABLISHING A PENALTY;

PROVIDING FOR SAVINGS;

PROVIDING FOR PUBLICATION;

AND PROVIDING AN EFFECTIVE

DATE.

Any person, firm or corporation

violating any provision of the

Zoning Ordinance and the zon-

ing map of the City of North

Richland Hills as amended here-

by shall be deemed guilty of a

misdemeanor and upon final

conviction thereof fined in an

amount not to exceed Two

Thousand Dollars (\$2,000.00).

Each day any such violation

shall be allowed to continue

shall constitute a separate viola-

tion and punishable hereun-

der.

PASSED AND APPROVED on

this 27th day of January, 2020.

CITY OF NORTH RICHLAND

HILLS

By: /s/ Rita Wright Oujesky

Mayor Pro Tem

ATTEST:

/s/ Alicia Richardson

City Secretary

APPROVED AS TO FORM AND

LEGALITY:

/s/ Mareshia B. McGinnis

City Attorney

CITY OF NORTH RICHLAND HILLS

ORDINANCE NO. 3637

AN ORDINANCE OF THE CITY

COUNCIL OF THE CITY OF

NORTH RICHLAND HILLS,

TEXAS, AMENDING THE COM-

PREHENSIVE PLAN AND THE

ZONING ORDINANCE OF THE

CITY OF NORTH RICHLAND

HILLS BY APPROVING A SPE-

CIAL DEVELOPMENT PLAN FOR

AN ELEMENTARY SCHOOL

WITHIN THE SMITHFIELD

TRANSIT ORIENTED DEVELOP-

MENT DISTRICT ON APPROX-

legals & public notices

PROVED AND ADOPTED by the

City Council of the City of Ro-

anoke, Texas, on this the 28TH

day of January, 2020. /s/ Carl E.

Gierisch, Jr., Mayor /s/ April S.

Hill, City Secretary /s/ Jeff

Moore, City Attorney

IN THE CIRCUIT COURT OF

COFFEE COUNTY, ALABAMA

ENTERPRISE DIVISION

CV-2019-900054

Plaintiff: Yong H. Jones

vs.

Defendant: Jason David Rooks

You are hereby given notice of

the filing of the Complaint in

this case by publication in the

Ft. Worth Star Telegram, a

newspaper published in Ft.

Worth, Texas, for FOUR consec-

utive weekly issues of said

newspaper, commanding you to

appear in this Court on or before

the 30th day of April, 2020, and

to serve a copy of a written

Answer to the Complaint upon Ru-

fus R. Smith, Jr., Plaintiff's at-

torney of record, whose address

is PO Drawer 6629, Dothan, AL,

36302, (334) 671-7959, and to

file the original of said written

answer with the Clerk of this

Court at the time of service of

the Answer upon the attorney

of record for the Plaintiff or

within a reasonable time there-

after. If any defendant fails to

do so, a judgment by default

may be entered against that de-

fendant for the relief com-

plained of in the Complaint.

/s/ Amy Reeves, Circuit Clerk of

Coffee County, Alabama

IN THE UNITED STATES

BANKRUPTCY COURT

FOR THE NORTHERN DISTRICT

OF TEXAS

FORT WORTH DIVISION

IN RE:

MID-CITIES HOME MEDICAL

EQUIPMENT

CO., INC.

DEBTOR.

CHAPTER 11 CASE

CASE NO. 19-41232-elm11

PUBLICATION NOTICE OF (I)

HEARING TO CONSIDER CON-

FIRMATION OF THE PLAN; AND

(II) DEADLINE FOR FILING OB-

JECTIONS TO THE PLAN PLEASE

TAKE NOTICE OF THE FOLLOW-

ING:

The Debtor, Mid-Cities Home

Medical Equipment Co., Inc. (the

"Debtor") is a debtor under

Case No. 19-41232-elm11 pend-

ing in the United States Bank-

legals & public notices

attempt to provide the necessary

accommodations.

Es accesible con silla de ruedas.

Se solicita a las personas con

discapacidades que planean

asistir a esta reunion y que

necesitan acomodaciones, ayu-

das auxiliares o servicios tales

como intérpretes, lectores o im-

presiones con letra grande, que

se comuniquen con el

Coordinador del Acto de Ameri-

canos con Discapacidades

(ADA) de la Ciudad llamando

al teléfono (817) 392-8552 o

por correo electrónico a AD

A@FortWorthTexas.gov por lo

menos 48 horas antes de la re-

union, de modo que puedan

hacerse los arreglos adecuados.

Si la Municipalidad no recibe

una notificación por lo menos 48

horas antes de la reunion, ésta

hara un intento razonable para

proporcionar las acomodaciones

necesarias.

NOTICE OF PUBLIC HEARING

WATAUGA PLANNING &

ZONING COMMISSION

CITY HALL COUNCIL CHAMBER

7105 WHITLEY ROAD,

WATAUGA, TEXAS 76148

FEBRUARY 19, 2020

6:30 P.M.

Notice is hereby given that

there will be a public hearing be-

fore the City of Watauga Plan-

ning and Zoning Commission at

their regularly scheduled meet-

ing on Wednesday, February 19,

2020, beginning at 6:30 p.m. in

the City Council Chambers at

7105 Whitley Road, Watauga,

TX. This public hearing is for

the 2020 City of Watauga Com-

prehensive Plan Update. The

specific action proposed is the

recommendation to City Council

for adoption of the updated

Comprehensive Plan. Written

comments regarding the Com-

prehensive Plan Update must be

submitted no later than 5:00

p.m., February 18, 2020. Public

testimony will be taken on the

Comprehensive Plan Update at

the Hearing on February 19,

2020. This hearing or portions

thereof may be continued at the

discretion of the P&Z Commis-

sion.

Further information on the up-

dates to the City of Watauga's

Comprehensive Plan can be

found at <https://www.cowtx.org>.

Published on Friday, January 31,

2020, in the Star Telegram, Le-

legals & public notices

2007 CHRYSLER 4DR

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2007 CHRYSLER 4DR

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2000 DODGE 4DR

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2001 DODGE 2DR

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2005 DODGE 2DR

1D7HE48K65S232010 4DR

2007 DODGE 4DR

1D8HD38K57F566937 4DR

2009 DODGE 4DR

1B3LC56B99N555220 2DR

2013 DODGE 2DR

2C3CDYAG60H613371 4DR

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1993 FORD 4DR

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2009 FORD 4DR

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City of Watauga

Comprehensive Plan Update

P&Z Hearing

February 19, 2020



Public Meeting Agenda

- Comprehensive Plan Overview
- Public Process
- Growth Imperatives
- Draft Future Land Use Map (FLUM)
- Retail Transitional Mixed Use (RTMU)
 - Northern Gateway
 - Southern Gateway
- Economic Development Tools
- Questions



Comprehensive Plan Overview

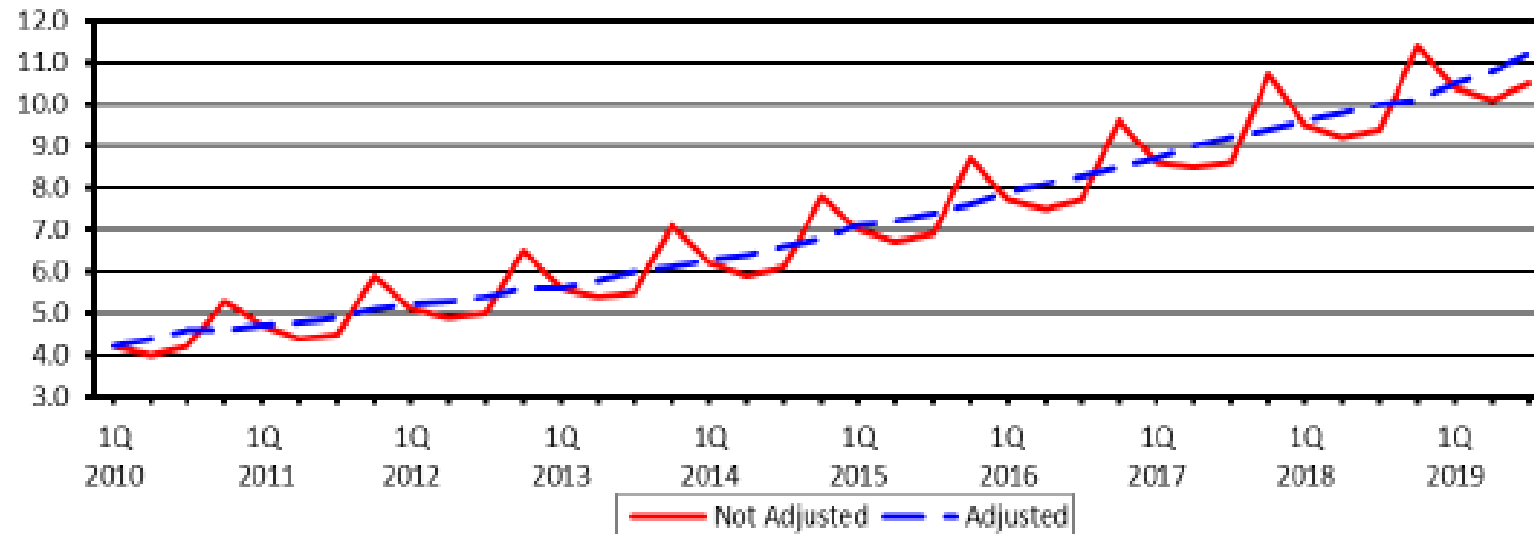
- A Comprehensive Plan:
 - Guides the City Council on policy decisions regarding growth of the City
 - Is a planning document to help facilitate development
 - Does not change the zoning ordinance and does not represent a zone change
 - Does not introduce new entitlements, nor change existing ones
- New development in the RTMU still has to go through zoning process
- It will remain the City Council's discretion to approve or reject any potential development



Why Now?

- Traditional Retail is changing – especially big box tenants
- As Retail uses change, the City wants to avoid large vacant buildings in strip shopping centers
- The Comprehensive Plan Update is designed to provide new, high quality uses, primarily in the 377 Corridor that are likely to transition

Understanding Retail Trends



- 2019 Q3, 11.2% of all retail sales was via E-commerce, 16.9% growth from Q3 2018
- 59% of all sessions on ecommerce sites are done via mobile sessions. ([Smart Insights](#))
- Gen Z shoppers are twice as likely to complete an online purchase using a mobile wallet like Apple Pay than the average consumer. ([BigCommerce](#))
- 79% of smartphone users have made an online purchase using a mobile device in the last six months. ([OuterBox](#))
- Mobile offers are redeemed 10x more frequently than print offers. ([eMarketer](#))

Source: US Census Bureau



Financial Sustainability

- Sales tax revenue represents 24% of the City's General Fund revenues
- The City is planning ahead to replace this revenue stream should it continue to decline

Sales Tax Decline	Sales Tax Revenue ¹	Revenue Shortfall	Property Tax Rate Increase to Meet Shortfall
0%	\$ 6,139,000	\$ -	0.0000
20%	\$ 4,911,200	\$ 1,227,800	0.0812
50%	\$ 3,069,500	\$ 3,069,500	0.2029
70%	\$ 1,841,700	\$ 4,297,300	0.2841

1) Sales Tax Revenue based on FY 2019-2020 Budget

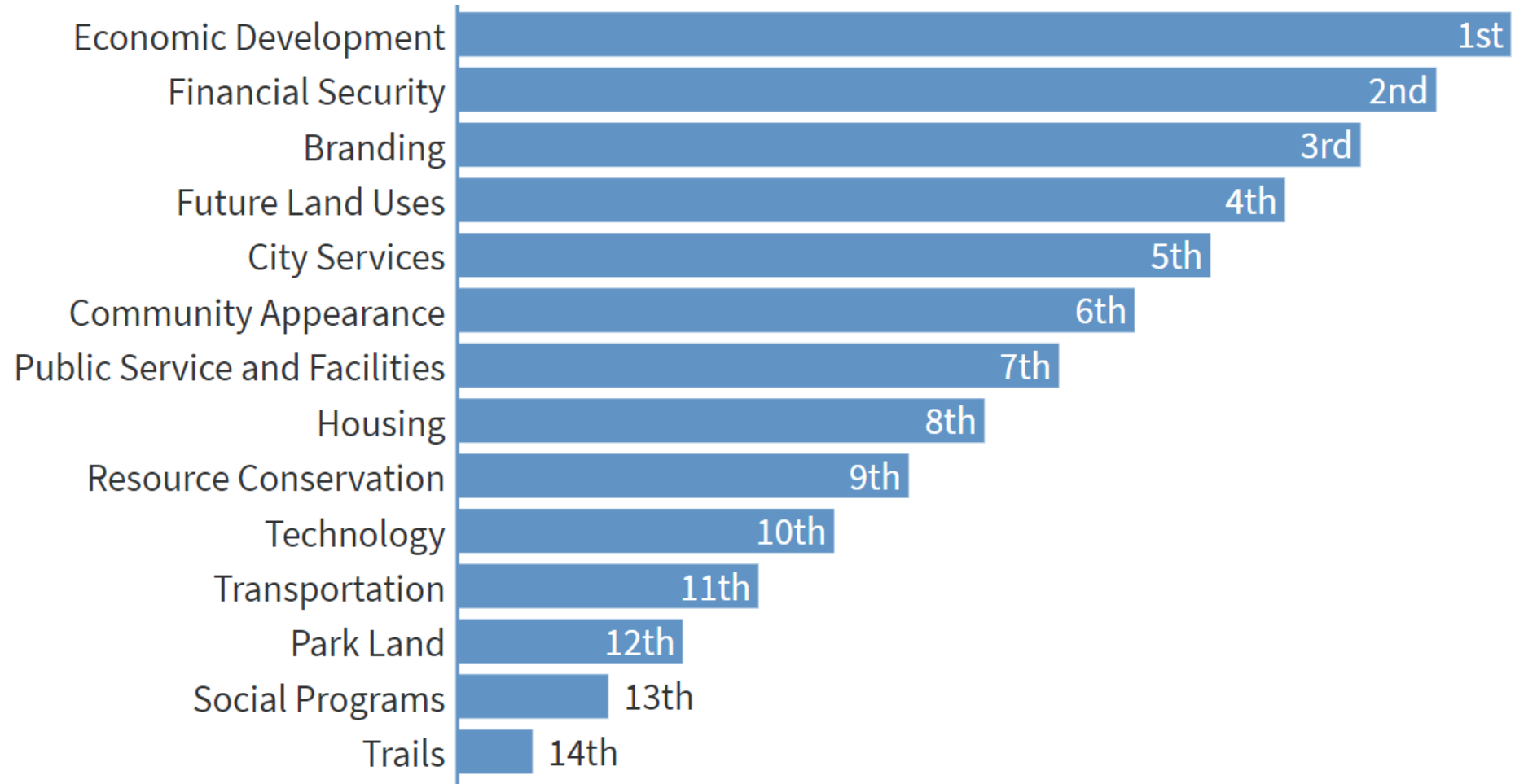


Public Process

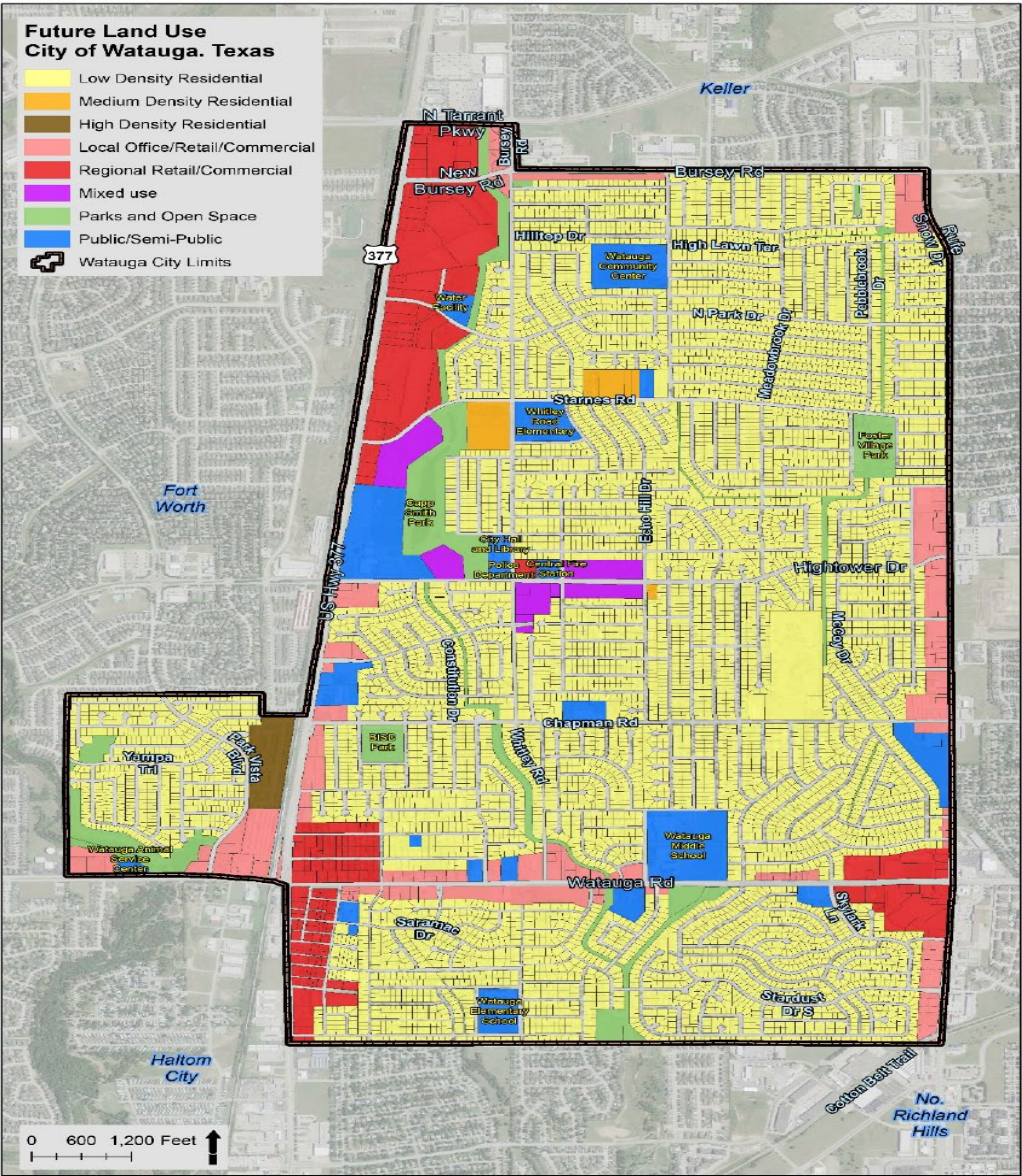
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|-------------------------|--|
| • January 29, 2019 | City Council / P&Z Joint Workshop |
| • February 19, 2019 | Park Development Corporation Workshop |
| • May 15, 2019 | City Staff Meeting |
| • June 11, 2019 | Comprehensive Plan Update Workgroup Meeting #1 |
| • July 30, 2019 | Comprehensive Plan Update Workgroup Meeting #2 |
| • September 24, 2019 | Comprehensive Plan Update Workgroup Meeting #3 |
| • November 14, 2019 | Comprehensive Plan Update Workgroup Meeting #4 |
| • December 3, 2019 | Public Meeting #1 |
| • January 28, 2020 | Public Meeting #2 |
| • February 19, 2020 | P&Z Hearing |
|
Future: | |
| • <i>April 13, 2020</i> | <i>City Council Meeting</i> |



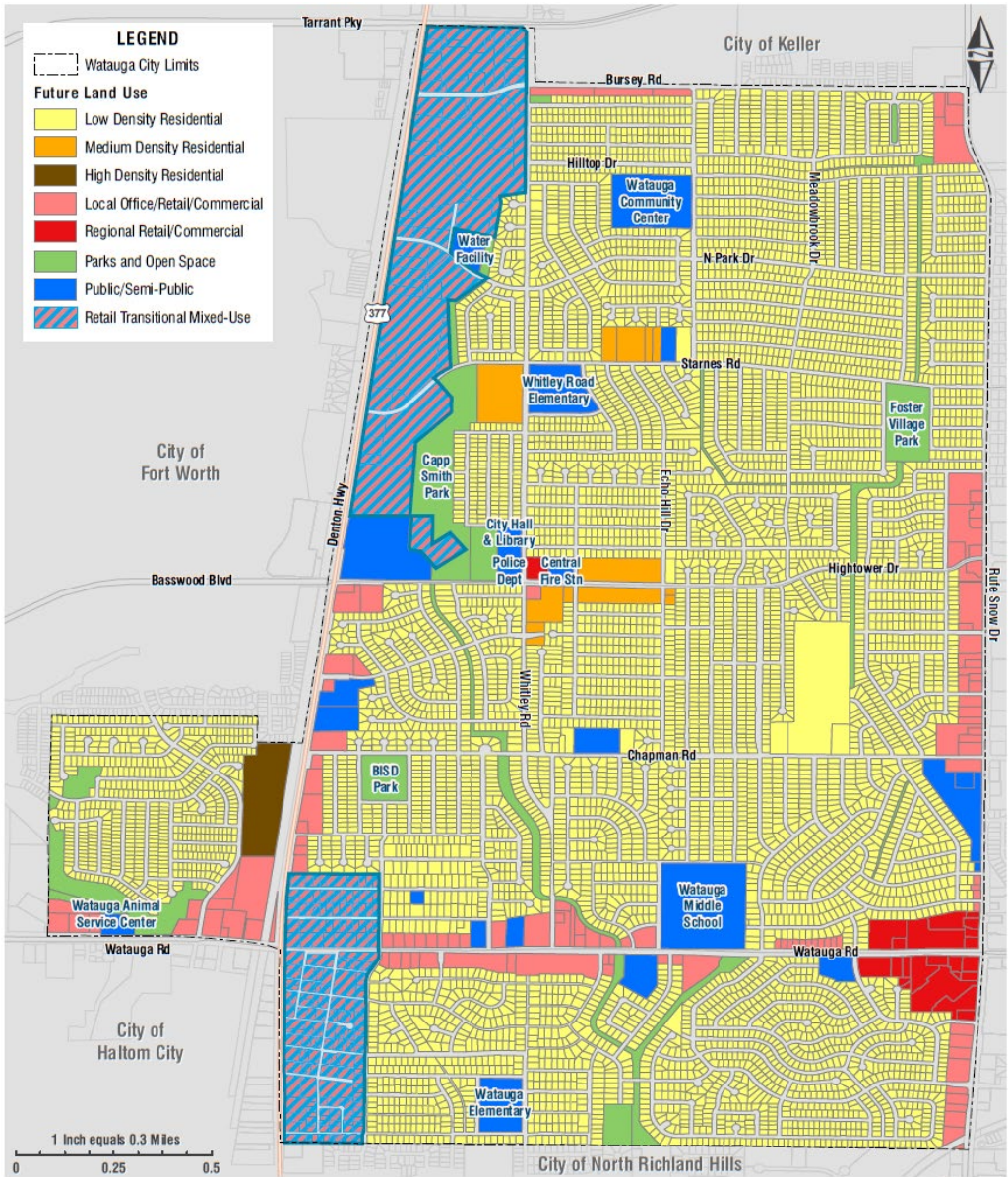
Growth Imperatives Ranking



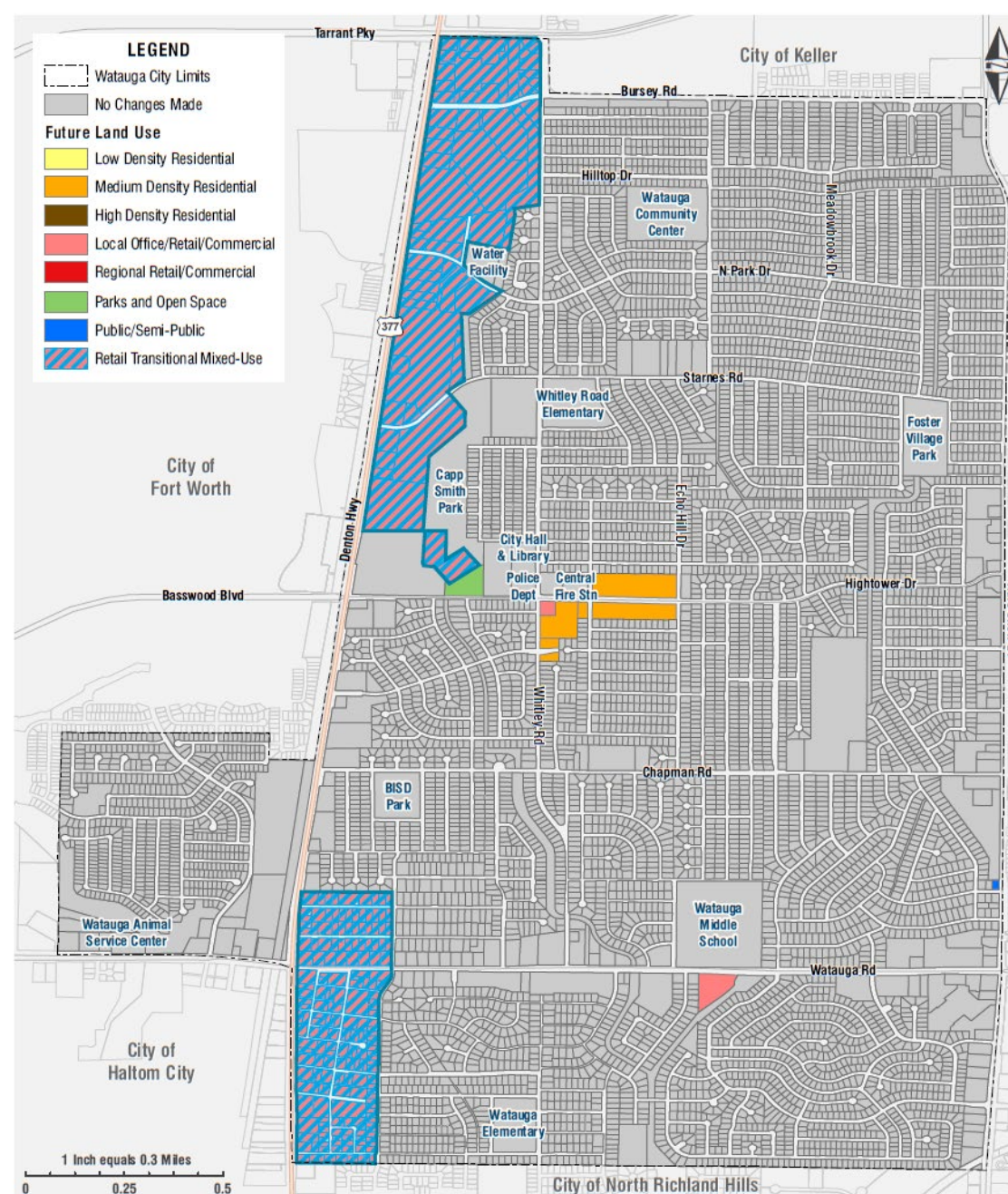
2016 Future Land Use Map



Draft Future Land Use Map



Differences between the 2016 FLUM and the Proposed FLUM



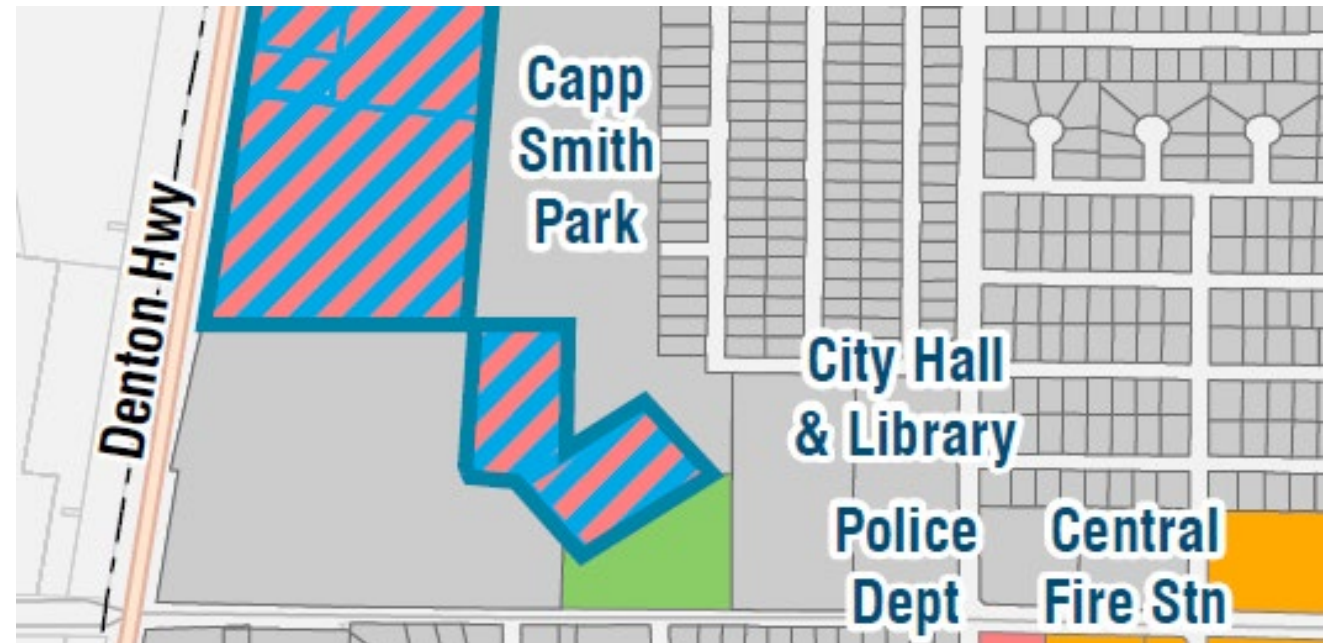
Hightower Tracts

- Recommended to change these parcels from Mixed-Use to Medium Density Residential
- More accurate designation of development potential
- Help accommodate potential future development of the area
- Medium Density Residential includes smaller single-family detached lots and attached dwelling units



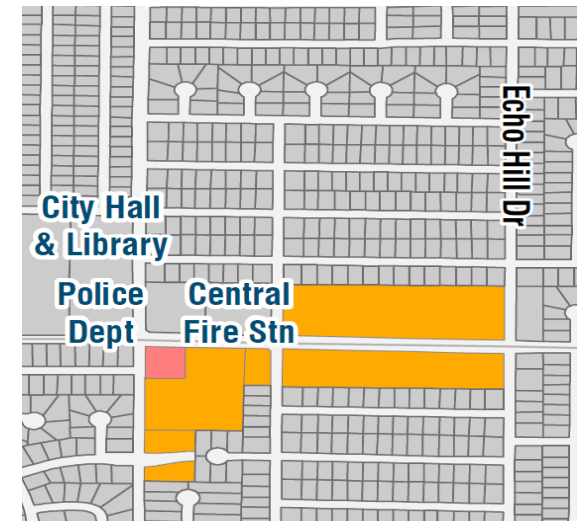
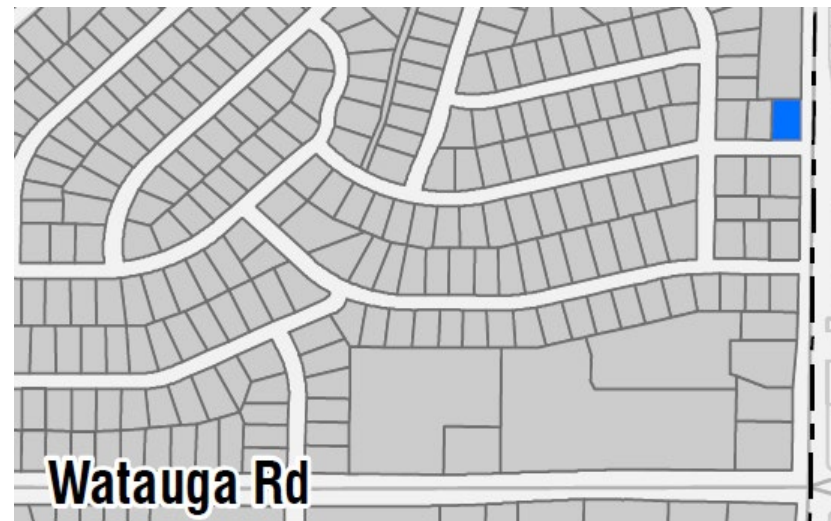
RTMU Parcel

- This parcel has been changed to RTMU due to anticipated development



Correcting Errors from previous FLUM

- The park near City Hall has been corrected to be Open Space
- One parcel has been amended to be Public/Semi-Public, due to utility use
- One parcel has been corrected to be Local Business



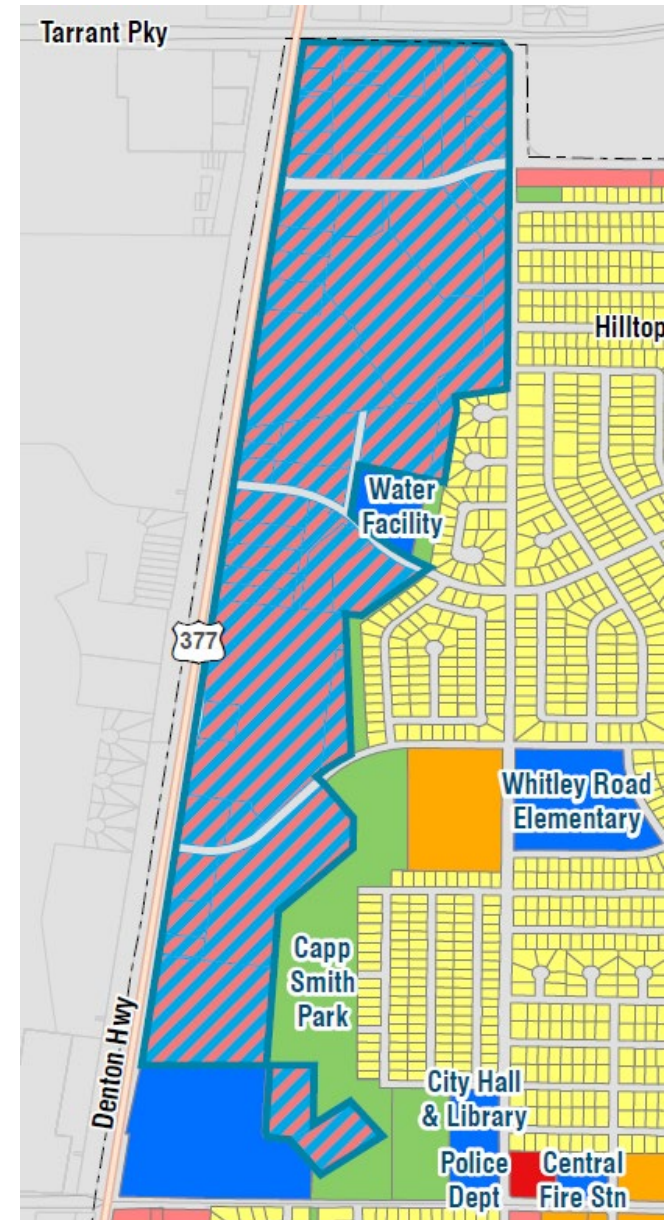


Retail Transitional Mixed-Use (RTMU)

- Enhance redevelopment of large existing retail areas to accommodate transitioning retail market
- Bundle small, adjacent parcels into unified projects
- Minimize impact on existing development
- Prepare City for potential retail decline
- Create market-driven growth
- Encourage redevelopment of properties
- Foster creativity in property design and landscape

Northern Gateway

- Iterative approach to accommodating retail market transformation
- Create an active street life
- Reduce vehicular traffic
- Develop Town Center feel in Watauga
- Improve housing options
- Flexible and adaptable retail stores



Southern Gateway

- Prime redevelopment potential
- Enhance boundary through landscaping and streetscaping
- Transitional land uses
- Emphasize neighborhood goods and services



RTMU Uses

- **Permitted:**

- Retail, restaurant, and related uses
- Retail commercial sales
- Personal service businesses
- Restaurants and other food or beverage establishments,
- Professional, administrative, medical and business offices
- City administrative uses, post offices, community centers, and libraries
- Financial institutions
- Hotels, bed and breakfast facilities, convention centers, meeting space, and banquet facilities
- Galleries and museums
- Theaters
- Day care centers
- Studios for dance, music, fitness, art, or photography
- Indoor sports facilities, including bowling alley, racquet sports, and health club
- Attached single-family townhomes
- Two and three family housing
- Urban living residential
- Civic open space uses, and plazas
- Structured parking

- **Conditional:**

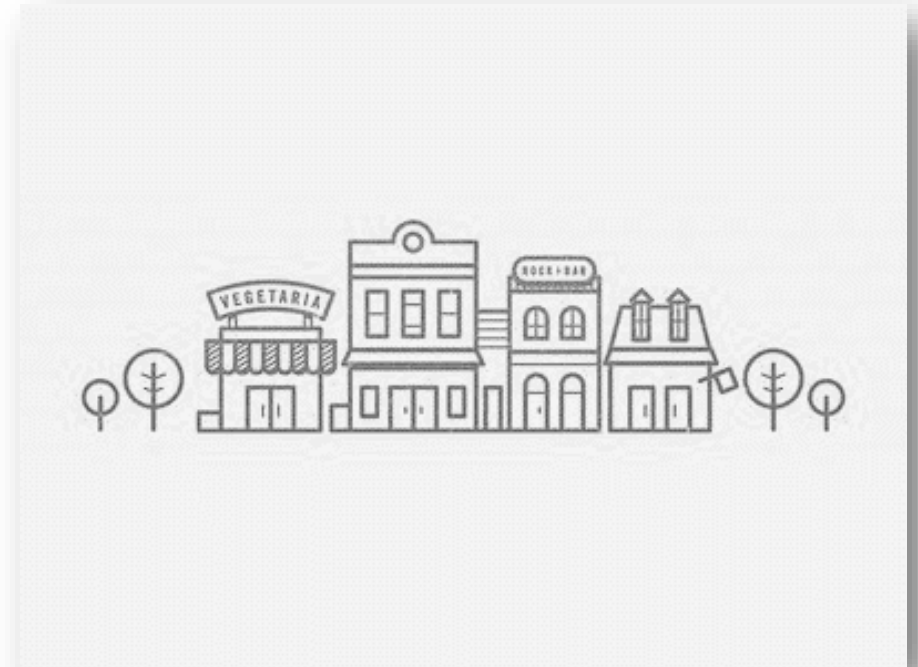
- Amusement center indoor. Ex. bowling alley, racquet sports, and health club
- Bar, tavern, microbrewery or nightclub
- Amusement center (outdoor)
- Community center
- Farmers market, community garden

- **Prohibited:**

- Drive-up facilities associated with any allowed commercial use
- Self-storage facilities climate controlled or otherwise
- Thrift stores, second-hand stores and pawnshops
- Adult entertainment and sexually oriented business
- Automobile or other vehicle sales, service, or repair
- Automated fueling centers, bulk fuel dealers, gas stations
- Motor vehicle sales, service or repair businesses
- Sales of manufactured and modular homes
- Hookah lounges
- Vape bars
- **Garden style apartments**
- Veterinary clinics with outdoor kennels

RTMU Design Standards

- Land uses shall be laid out and spaced for walkability
- Maximum residential area of 30% of entire RTMU, unless City Council designates an exception
- Retail shall be close to existing retail areas, high traffic areas, and proposed plaza areas
- Single-use residential buildings will buffer off-site residential and non-residential uses
- Streets shall enhance connectivity across RTMU



RTMU Conceptual Master Plan

- Created when a property is proposed for a subdivision or land development
- Subdivided properties intended to be developed later are subject to initial Conceptual Master Plan
- Land area proposed must have single ownership or a joint application with only one Conceptual Master Plan
- May be completed in phases as long as development complies with Conceptual Master Plan
- Conceptual Master Plan:
 - Requires new development of one or more parcels to have a mix of uses
 - Shows proposed buildings, land uses, lots, streets and open space for entire tract



RTMU Guidelines

- Every project must address:
 - Noise
 - No late offensive noise from traffic or late night activities
 - Security
 - Must include secured entries and exits for all residential uses
 - Lighting
 - Sufficient lighting for access and security
 - Odors
 - No offensive odors/dust/fumes
 - Refuse Storage and Location
 - Must be provided with refuse storage containers
 - Parking and Traffic
 - Sufficient for both residential and non-residential uses



Economic Development Tools

- Tax Increment Reinvestment Zone (TIRZ)
 - Designates a certain area in the City as a reinvestment zone
 - Additional value generated within the zone that exceeds the base value of the zone is diverted into a specific TIRZ fund based on the contribution percentage
 - Can be used to incentivize high quality development
- 380 Agreements
 - Typically take the form of loans, grants, commitments for infrastructure or performance based sales tax rebates generated from the project



Questions

- *Why is residential included in the RTMU?*
 - All development within the RTMU will be required to submit a master development plan to the City Council, and is at the City Council's discretion to accept or reject
 - There is no requirement for residential, and a cap on the total amount of residential that can exist within the RTMU
- *Will there be a residential component to the parcel between Capp Smith Park and Lifestyle Christianity?*
 - This area is not being rezoned, and any potential development will be at the discretion of the City Council to accept or reject
- *Can the Local Office/Retail/Commercial zone be expanded along Watauga Road?*
 - This designation was not expanded in order to protect the integrity of current residential housing and prevent traffic on residential streets

Questions

- *What is the difference between Garden Style Apartments and Attached Townhomes?*
 - Attached Townhomes are attached buildings intended for single family occupancy, while Garden Style Apartments are multiple buildings with open space and parking between buildings

Attached Townhomes



Garden Style Apartments



Questions

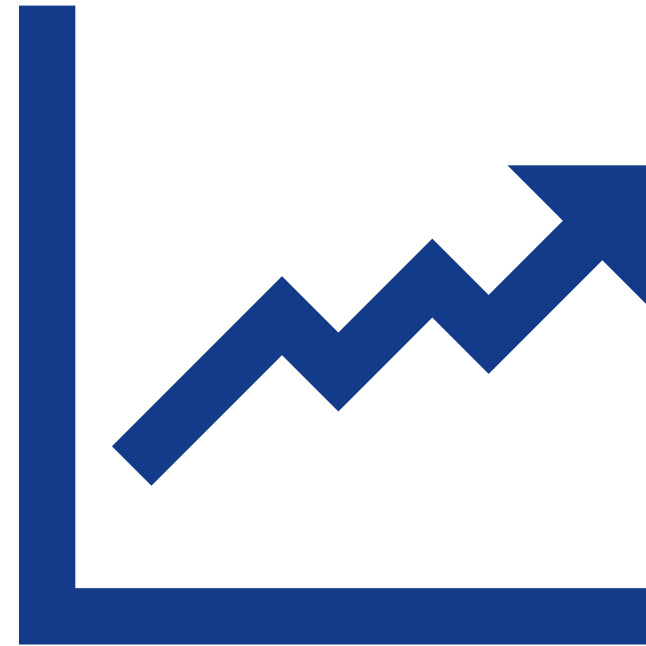
- *What is two and three family housing?*
 - Duplexes and Triplexes
- *Are Churches a permitted use?*
 - Federal law prohibits cities from discriminating against churches by land use designation
- *What will the future of the RTMU look like?*
 - A family oriented assortment of smaller stores, restaurants and businesses that are connected with sidewalks and walking trails.

Duplex



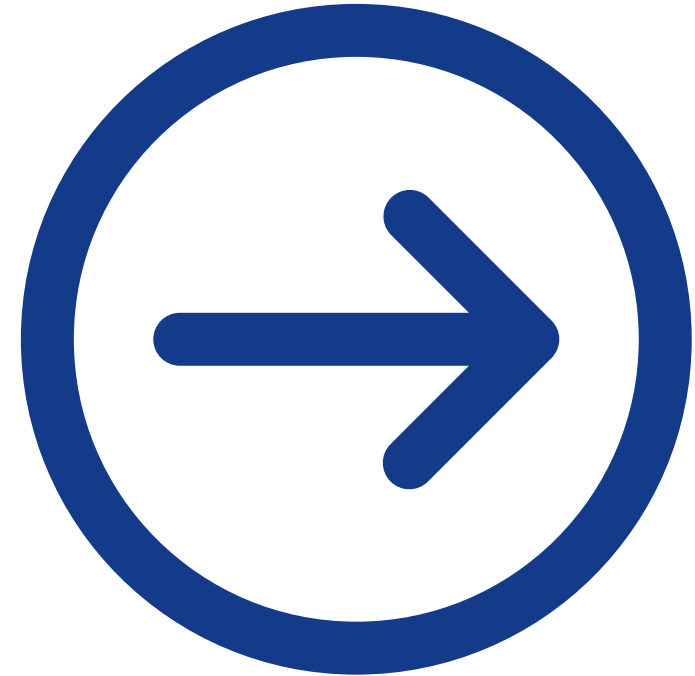
Conclusion

- RTMU designation does not change current zoning
- RTMU District will emphasize high quality development over quantity
- High quality development requires a residential component
- Incentives can help entice Developers to create high quality developments



Next Steps

- Sites for Public Comment
 - Community Center
 - City Hall
 - Library
 - Website
- City Council Meeting.....April 13, 2020



Questions?





AGENDA MEMORANDUM

DATE: January 31, 2020

TO: Planning and Zoning Commission Members

FROM: Randy Richards, CFM, Building Official
Paul Hackleman, P.E., CFM, Director of Public Works

SUBJECT: Discuss and consider action to create Rules and Procedures for Planning and Zoning Commission members during meetings.

BACKGROUND/INFORMATION:

Consideration and action on Rules and Procedures of the Planning and Zoning Commission.

FINANCIAL IMPLICATIONS:

NA

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the Planning and Zoning Commission review and take action on the item presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Draft Rules of Procedure

REVIEWED BY:

Randy Richards, CFM, Building Official
Paul Hackleman, P.E., CFM, Director of Public Works
Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

Approved - 2/14/2020

Approved - 2/14/2020

Final Approval - 2/14/2020



CITY OF WATAUGA PLANNING AND ZONING COMMISSION RULES OF PROCEDURE MANUAL

As Adopted by City Council Resolution No. 2020-XX

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Section 1 – GENERAL

Parliamentary law and the rules of procedure derived from such law are essential to all deliberative organizations so that they may consider all matters before them in an effective and efficient manner and produce results that are legal and binding. Moreover, such procedural safeguards ensure due process during deliberations among members of the organization while at the same time protecting the rights of both the group and each member. Accordingly, these rules of procedure establish guidelines to be followed by all persons attending Planning & Zoning Commission meetings, including members of the Commission, administrative staff, news media, citizens and visitors.

Section 2 – AUTHORITY

The City Charter of Watauga, Texas [Adopted: January 19, 1980 and last amended November 5, 2019] provides in Article XI (Planning and Zoning, Board of Adjustment), Sections 11.01 (The planning and zoning commission) - 11.05 (Zoning board of adjustment). Section 101.23(g) of the City of Watauga Code of Ordinances (Meetings) requires the commission to hold meetings whenever necessary to effectively address matters...The Meetings shall be conducted under the requirements of Robert’s Rules of Order as adopted by the city council...All meetings shall be open to the public and shall be conducted in accordance with the Texas Open Meetings Act, V.T.C.A., Government Code ch. 551.” Thus, this Planning and Zoning Commission rules of Procedure Manual is established. This Planning and Zoning Commission Rules of Procedure Manual shall be reviewed by the Commission every two years in an open meeting. In the event of any conflict between Texas state law, the City Charter and/or this Rules of Procedures Manual, Texas State law shall prevail and control. In the event of any conflict between the City Charter and this Rules of Procedures Manual, the City Charter shall prevail.

The parliamentary reference for the City Council is the most recent edition of *Robert’s Rules of Order Newly Revised* (RONR) (issued in odd-numbered years). When any issue concerning procedure arises that is not covered by the Rules of Procedure, the City Charter or state law, the Commission will refer to RONR, which shall determine such procedural issue. RONR is merely a parliamentary reference and any failure to explicitly follow RONR shall not serve to negate any action taken by the City Council.

For clarification purposes, Commission members will affirmatively state “I second” in order for a motion to be seconded.

Section 3 – MEETINGS

3.01. Texas Open Meetings Act

The Planning and Zoning Commission shall follow both the letter and the spirit of the Texas Open Meetings Act.

3.02. Regular Meetings.

The Commission shall conduct regular meetings generally on the third Wednesday of every month. Regular meetings shall commence at 6:30 p.m. The regular meetings of the Commission shall be held at City Hall and are open to the public. No commission action shall be taken prior to a 6:30 p.m. regular meeting.

3.03. Workshop Meetings.

Workshop meetings may be scheduled by the Chairperson, a majority of Commission Members or by the City Manager. Workshop meetings are normally conducted prior to regular meetings at 5:30 p.m. but may also be conducted at other times as well. The purpose of a workshop meeting is to exchange information

between the Commission, staff, vendors or other groups. No official action is taken by the Commission during these meetings, but workshops shall be posted, and are open to the public.

3.04. Special Meetings.

Any additional meetings may be scheduled by the Chairperson, a majority of Commission Members or by the City Manager to occur outside of the third Wednesday of the month. Such meetings shall be posted and are open to the public.

3.05. Agenda.

- a. Agenda packets will be available to the Commission Members the Friday before each Regular Commission Meeting and at least 72 hours in advance of any Special City Commission Meeting.
 - 1) Any person wishing to make a presentation that includes video or another form of electronic media must provide that information in digital format to the City Secretary's Office no later than three (3) hours prior to the scheduled starting time of the meeting for review by the staff. City staff shall review the information as to form and content. The information shall not contain any statements, graphics or pictures that are offensive or reflect personal attacks on other individuals, the Commission members or City staff. The digital format must be compatible with the City's technology equipment. The presentation will be tested prior to the meeting to ensure that it is compatible with the City's equipment.
- b. All matters of planning and zoning business (agenda items), including supporting materials, shall be submitted to the City Secretary not later than 5:00 p.m. fourteen (14) business days preceding the Commission Meeting during which the matter is to be considered. The City Manager may make exceptions to this requirement for Special City Council meetings, and in emergency cases

3.06. Minutes.

- a. Minutes of the Commission meetings will be recorded and maintained by the City Secretary. The Minutes will include final motions with voting results. The minutes will also reflect the names of those citizens presenting public testimony. Minutes of meetings will generally be submitted to the Commission for approval at the next regularly scheduled meeting.

Section 4 - STANDARDS OF CONDUCT

4.01. Commission Members.

Commission Members shall demonstrate civility to one another as individuals, for the validity of different opinions, for the democratic process, and for the community and citizens being served. Appointed officials should exhibit appropriate behavior. All members of the Commission have equal votes and all Commission Members speak only for themselves.

4.02. Commission Member Relations with the Media.

All City press releases, media advisories, story suggestions, or similar items should be submitted through the Public Information Officer for distribution.

4.03. City Staff. (During Meetings)

All remarks and questions addressed to the City Commission by staff members shall be addressed to the Commission as a whole and not to any individual member. City staff shall follow proper parliamentary procedure during meetings. The City Manager shall have the right to participate in all matters coming before the Commission. The City Attorney, City Secretary, or his/her designee shall serve as the parliamentarian guide for all meetings. All Development Services staff shall take part in discussions of the Commission relating to their respective offices, departments or agencies, subject to the provisions of the Texas Open Meetings Act.

4.04. Citizens and Visitors.

- a. The presiding officer will ensure that the decorum of the meeting is maintained and is appropriate.
- b. No placards, banners, or signs will be permitted in the City Council chamber or in any other room in which the Commission is meeting. Exhibits, displays, and visual aids used in connection with presentations to the Commission, however, are permitted.

4.05. Commission Members Absences, Late Arrival & Conduct during Meetings

- a. Each meeting shall commence with a roll call for Commission members.
- b. Notification of intent to be absent shall be provided in writing to the City Secretary prior to the meeting at which the Commission will not be in attendance.
- c. Notification of a late arrival to a meeting shall be provided via City-issued devices to the City Secretary prior to the meeting at which the Commission Member will arrive late.
- d. There shall be no use of mobile phone devices, or electronic devices by Commission members during an official meeting of the Commission in a manner which would create a Texas Open Meetings Act Violation.

Section 5 - DUTIES AND PRIVILEGES OF COMMISSION MEMBERS

5.01. Seating Arrangement.

The Members shall be placed in order of seat appointment.

5.02. Conflict of Interest.

A Commission Member prevented from voting by a conflict of interest, shall not vote on the matter, shall not participate in discussions regarding the matter or attempt to influence the Commission's deliberation of the matter in any way, shall not attend executive meetings regarding the matter, and shall otherwise comply with the state law and city ordinances concerning conflicts of interest including Chapter 171 of the Local Government Code, as now or hereafter amended.

5.03. Voting.

- a. Voting, except on procedural motions, shall be accomplished by show of hands of members of the Commission or by lighting device reflecting the ayes and nays. Tabulation of the voting by the Commission vote shall be announced in open meetings by the Chairperson or his or her duly appointed representative. All members of the Commission may have one vote and only one vote on each item and issue. A majority of the regularly appointed members serving on the Commission, excluding the Council Liaisons present, shall constitute a quorum.

5.04. City Council Liaisons

- a. The City Council may appoint its members to serve as City Council liaisons between the City Council and City boards, commissions, associations, corporations, and other City related organizations and entities. The City Council liaisons will provide communication and exchange of information between the City Council and City related entities. City Council liaisons are encouraged to attend meetings of City related entities.
- b. The duties of a City Council liaison are to act in an advisory capacity and provide guidance, communication and exchange to the City related entity in matters pertaining to City administration. Further, the City Council liaison shall provide interface with City staff, the City Attorney, and the full City Council in any matters that may arise.
- c. City Council liaisons shall not preside over the meetings or vote on any matter that comes before the body of the City related entity, but shall have the right to fully participate in all discussions of matters that come before the respective entity.
- d. At no time shall the City Council liaison act outside the scope of the City of Watauga Home Rule Charter.

Section 6 - CHAIRPERSON AND DUTIES

6.01. Chair.

Shall preside at all meetings of the Commission. In the absence of the Chairperson, the Vice-Chairperson shall preside.

6.02. Preservation of Order.

The chair shall preserve order and decorum, call upon the Police Chief as necessary to enforce compliance with the rules, and confine members in debate to the question under discussion. It is the responsibility of the Chair to keep the comments of Commission Members on topic during public meetings.

Section 7 - ORDER OF BUSINESS

7.01. Regular and Special Meetings.

Regular and Special meetings will generally adhere to the following agenda:

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance (United States and Texas Flags)**
4. **Announcements**
5. **Presentations-** Groups or businesses wishing to make presentations to the Commission should submit a written request to the City Secretary seven (7) days prior to the scheduled meeting (if necessary).
6. **Public Testimony**

7. **Reports-** The Reports portion of the agenda will be for the City Council to receive reports from City staff, consultants, or other individuals.
8. **Approval of Minutes**
9. **Public Hearings** (if necessary)
10. **New Business** (if necessary)
11. **Executive Session/Meeting** (if necessary)
12. **Adjournment**

7.02. Addressing the Commission

Members of the public are invited and encouraged to attend any meetings of the Commission that are not closed to the public in accordance with the Texas Opening Meetings Act. It is the desire of the Commission that citizens actively participate in the City's governance system and processes. Therefore, public input to the Commission, is encouraged through the Public Testimony, during Public Hearings, or during New Business, only after a citizen or person is called upon and recognized by the presiding officer.

a. Public Testimony

Citizens shall have the right to be heard at any and all regular meetings of the Commission regard to matters on the agenda to be considered prior to action being taken.

Members of the public are invited and encouraged to attend all public meetings of the Planning & Zoning Commission that are not closed to the public in accordance with the Texas Open Meetings Act. It is the desire of the Planning & Zoning Commission that citizens actively participate in the City's governance system and processes. Public input to the Commission is encouraged during the Public Testimony, Public Hearings, or Action Item sections of a meeting agenda. Individuals desiring to speak during Public Testimony shall be called upon to speak only after completing a Request to Speak form provided. The Request to Speak form for Public Testimony shall be submitted to the administrative staff prior to speaking. Individuals desiring to speak on an agenda item or during a public hearing shall submit the Request to Speak form prior to the introduction of that respective item by the Chair. Once the form is received by administrative staff, the individual shall be recognized and called upon by the Chair prior to speaking. Any public testimony must occur prior to formal action being taken by the Commission. The Chair shall have the power to suspend citizen comments at any time during the meeting to preserve the order and efficiency of the meeting. Reasonable time limitations may be placed on public testimony by the presiding officer in order to conduct an efficient and effective public meeting.

- (1) Individual citizens presenting information to the Commission during the Public Testimony shall not exceed three (3) minutes in their comments presenting information to the Commission or ten (10) minutes when more than three (3) citizens speak on a single topic. However, the Chairperson may extend the speaker's allotted time. Public Testimony is not established to engage in a conversation with the Commission and no formal Commission action will be taken.
- (2) Individual citizens presenting information to the City Council during Public Hearings, Unfinished Business, or during New Business shall not exceed three (3) minutes in their comments presenting information to the City Council or ten (10) minutes when three (3) or more citizens speak on a single topic. However, the Mayor may extend the speaker's allotted time. Citizens who speak during the Public Hearing, Unfinished Business, or the New Business Sections of a Council meeting shall only speak to the specific topic stated within the applicable item posted within the agenda for that specific Council meeting.

b. Public Comments by Commission Members in Response to Public Testimony

- (1) If a citizen comments on an item which is posted on the agenda for that meeting, the Commission may ask questions of the Citizen and discuss the item at that time; however, citizens are encouraged to speak about agenda items when prompted by the presiding officer during the discussion of the applicable agenda item. The purpose and intent of the Public Testimony is to provide an opportunity for the public to comment on subject matters not placed within the agenda of the applicable commission meeting.
- (2) If a citizen comments on an item which is not posted on the agenda for that meeting, members of the Commission may provide a statement of specific factual information given in response to the inquiry or recite existing policy in response to the inquiry. Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

Section 8 – RULES SUSPENSION

Any provision of these rules not governed by the City Charter, City Code, or state law may be temporarily suspended by a two-thirds vote of the members of the Commission present. The vote on any such suspension shall be taken by “Aye” and “Nay” votes and entered upon the record.

ANNEX A

Fundamental Principles of Parliamentary Law

The Chairperson, Commission Members, City Manager, City Attorney, City Secretary, and City staff members appearing before the various meetings of the Watauga Planning and Zoning Commission should become familiar with following rules and customs:

1. All members have equal rights, privileges, and obligations; rules must be administered impartially.
2. The minority has rights, which must be protected.
3. Full and free discussions of all motions, reports, and other items of business is a right of all members.
4. In doing business the simplest and most direct procedure should be used.
5. Logical precedence governs introduction and disposition of motions.
6. Only one question can be considered at a time.
7. Members may not make a motion or speak in debate until they have been recognized by the chair and thus have obtained the floor.
8. No member may speak a second time on the same question if anyone who has not spoken on that question wishes to do so.
9. Members must not attack or question the motives of other members. Customarily, all remarks are addressed to the presiding officer.
10. In voting, members have the right to know at all times what motion is before the assembly and what affirmative and negative votes mean.
11. The majority vote decides. This is a fundamental concept of democracy.
12. All meetings will be characterized by fairness and good faith.

ANNEX B

The Chief Purposes of Motions

PURPOSE	MOTION
Present an idea for Discussion and action	Main motion Resolution Consider informally
Improve a pending motion	Amend Division of question
Regulate or cut off debate	Limit or extend debate Close debate
Delay a decision	Refer to committee Postpone to a certain time Postpone temporarily Recess Adjourn
Meet an emergency	Question of privilege Suspend rules
Gain information on a pending motion	Parliamentary inquiry Request for information Request to ask a member a question Question of privilege
Question the decision of the presiding officer	Point of order Appeal from decision of the chair
Enforce rights and privileges	Division of assembly Division of question Parliamentary inquiry Point of order Appeal from decision of the chair
Consider a question again	Resume consideration Reconsider Rescind Renew a motion Amend a previous action Ratify
Change an action already taken	Reconsider Rescind Amend a previous action
Terminate a meeting	Adjourn Recess

ANNEX C

Parliamentary Strategy

To Support a Motion	To Oppose a Motion
1. Second it promptly and enthusiastically. 2. Speak in favor of it as soon as possible. 3. Do your homework; know your facts; have handouts, charts, overhead projector slides, etc. if appropriate. 4. Move to amend motion, if necessary, to make it more acceptable to proponents. 5. Vote against motion to table or to postpone, unless delay will strengthen your position. 6. Move to recess or postpone, if you need time to marshal facts or work behind the scenes. 7. If defeat seems likely, move to refer to committee, if that would improve chances. 8. If defeat seems likely, move to divide question, if appropriate, to gain at least a partial victory. 9. Have available a copy of the rules of procedure, City Charter, and <i>Robert's Rules of Order, Newly Revised</i>, most recent edition, in case of a procedural dispute. 10. If motion is defeated, move to reconsider, if circumstances warrant it. 11. If motion is defeated, consider reintroducing it at a subsequent meeting.	1. Speak against it as soon as possible. Raise question; try to put proponents on the defensive. 2. Move to amend the motion so as to eliminate objectionable aspects. 3. Move to amend the motion to adversely encumber it. 4. Draft a more acceptable version and offer as amendment by substitution. 5. Move to postpone to a subsequent meeting. 6. Move to refer to committee. 7. Move to recess, if you need time to round up votes or obtain more facts. 8. Question the presence of quorum, if appropriate. 9. Move to adjourn 10. On a voice vote, vote emphatically. 11. If the motion is adopted, move to reconsider, if you might win a subsequent vote. 12. If the motion is adopted, consider trying to rescind it at a subsequent meeting. 13. Have available a copy of the rule of procedure, City Charter, and <i>Robert's Rules of Order, Newly Revised</i>, most recent edition, in case of a procedural dispute.

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