



**AGENDA
PLANNING AND ZONING COMMISSION
REGULAR MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
WEDNESDAY, SEPTEMBER 16, 2020
6:30 PM**

COVID-19 PRECAUTIONS

The operation of a municipality is an Essential Service. The Texas Governor's Order, with the guidance of DSHS Commissioner Dr. Hellerstedt, allows all persons in Texas to obtain essential services, but directs the public to do so by minimizing in-person contact with people who are not in the same household and direct the implementation of social distancing, good hygiene, environmental cleanliness and sanitation. Therefore, the following social distancing rules apply to the public attending this meeting:

- 1) Any member of the public attending the meeting shall maintain a six-foot distance from others (except for those you live in the same household). City Staff and City Officials shall practice social distancing to the extent able without interfering in the ability to carry out the essential governmental functions to be conducted at this meeting.
- 2) To enter City Hall to attend this meeting all persons must wear a face covering (i.e. a cloth mask that effectively covers the mouth and nose with more than one layer of fabric) or equivalent device.
- 3) Attendance in the Council Chamber will be limited to allow for the public in attendance to practice social distancing. Seating may be assigned.
- 4) Coughs and sneezes must be covered with a cloth or tissue, which should then be properly disposed of or washed, and shall not be exposed to others.
- 5) Public courtesies such as handshakes or other greetings shall be respectfully avoided.
- 6) Any member of the public approaching city representatives, whether they be city staff or elected or appointed officials must maintain six-foot social distancing.

Any person who fails to comply with the COVID-19 Precautions may be removed from the meeting.

EXPANDED OPPORTUNITY FOR PUBLIC COMMENT OR PUBLIC TESTIMONY:

The City shall continue to allow expanded opportunities for members of the public who do not attend to participate in Public Comment and Public Testimony. Such participation will be allowed when recognized upon the Mayor's announcement.

ANYONE WHO DOES NOT ATTEND BUT DESIRES TO COMMENT ON A MATTER NOT ON THE AGENDA OR TESTIFY ON A MATTER ON THE AGENDA AT THIS MEETING MUST SEND THEIR COMMENT IN WRITING USING THE FORM AT www.cowtx.org/PZcomments NO LATER THAN ONE (1) HOUR PRIOR TO THE MEETING.

All written comments must comply with applicable decorum rules for comments made during a public meeting of the Watauga Planning & Zoning Commission to be read into the record. Up to three minutes shall be allotted for each written or oral comment to be read/spoken into the record of the meeting. All timely written comments will be read into the record of the meeting at the appropriate time during the meeting. While reasonable efforts will be taken to gather comments received within the hour prior to the meeting or received during the meeting, all such comments are considered untimely and may not be recognized and read during the meeting.

CALL TO ORDER

ROLL CALL

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 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 Body. 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 August 19, 2020 Regular Meeting of the Watauga Planning and Zoning Commission Meeting Minutes.

NEW BUSINESS

1. Discussion and action on selection of Chairperson, Vice-Chairperson and Secretary.
2. Discussion of the Planning & Zoning Commission Rules of Procedure.

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, September 11, 2020, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.



Andrea Gardner, City Secretary





AGENDA MEMORANDUM

DATE: August 21, 2020

TO: Planning and Zoning Commission Members

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

SUBJECT: Consideration of August 19, 2020 Regular Meeting of the Watauga Planning and Zoning Commission Meeting Minutes.

BACKGROUND/INFORMATION:

This item contains Meeting Minutes Draft from the August 19, 2020 workshop 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. August 19, 2020 - Regular Meeting Minutes - 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 - 8/31/2020

Approved - 9/3/2020

Final Approval - 9/11/2020



“A GREAT PLACE TO LIVE”

**MINUTES
PLANNING AND ZONING COMMISSION
WEDNESDAY, AUGUST 19, 2020
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 6:39 p.m.

ROLL CALL

Larry Clark	Chairperson
Cristy McCauley	Vice-Chairperson
Karen Isbell, Secretary	Secretary
Kay Ivey	Member
Sharon Gehle	Member
And	
Randy Richards	Building Official
Jeannette Garcia	Planning and Zoning Coordinator
Art Miner	Mayor
With	
Ron Holland, absent	
Robert Martinez-Merlo, 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.

No online or in person request were received.

APPROVAL OF MINUTES

1. Consideration of June 17, 2020 Workshop Meeting of the Watauga Planning and Zoning Commission Meeting Minutes

Vice-Chairperson Cristy McCauley made a motion to approve the minutes of the workshop meeting of June 17, 2020. Member Kay Ivey seconded the motion with all members present voting aye.

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

2. Consideration of June 17, 2020 Regular Meeting of the Watauga Planning and Zoning Commission Meeting Minutes.

Vice-Chairperson Cristy McCauley made a motion to approve the minutes of the workshop meeting of June 17, 2020. Member Sharon Gehle seconded the motion with all members present voting aye.

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

PUBLIC HEARING

1. Planning and Zoning Case Z. 20-02 with SUP: Consider request for a zoning change from General Business (GB) to Commercial (C) with a Specific Use Permit (SUP) for Frontier States Development Services, to allow a facility for the storage of ice and water for retail sale for individual or family use, at 6527 Watauga Rd. commonly known as 6531 Watauga Rd, being Lot 1 of the Regency Square Addition. The property is located west of Rufe Snow Drive. Tan B. Le, owner. Mark Sellers, applicant.
 - a. Open Public Hearing allow for staff comments – Chairperson Larry Clark opened the public hearing at 6:45 p.m. Building Official Randy Richards introduced Mark Sellers, applicant, Frontier States Development Services to begin the public hearing with a brief overview of the request being made. The business will construct a 251 sq. ft. building with an additional 60 sq. ft. of customer approach under a front awning with bollards for customer safety. This will remove four (4) parking spaces at no effective loss to the shopping center. He also noted the Public Hearing notice was duly posted and published by the City Secretary's Office on July 31, 2020.

- b. Public Comments – No public comment was received. Members of the Commission followed up with questions and comments of their own. Questions were asked by commission members Sharon Gehle, Cristy McCauley and Chairperson Larry Clark. Member Gehle asked why trash cans were not included in the plans. Mr. Sellers advised when trash receptacles are available on site, littering appears to be worse. In other locations it has been observed that visitors will place un-needed bags over the bollards for someone else to use if and when needed. Chairperson Clark request that curb be included to match the retail strip in place rather than the use of bollards. Mr. Sellers advised that the building will be raised 1.5” off of the ground surrounded by the bollards. Official Randy Richards advised staff will work with Frontier States Development with regards to plans considering use of a curb or bollards.
- c. Close Public Hearing – Chairperson Clark closed the public hearing and reconvene the regular meeting at 6:56 p.m.

NEW BUSINESS

- 1. Consideration and action on case Z. 20-02 with SUP: Request for a zoning change for Frontier States Development Services, from General Business (GB) to Commercial (C) with a Specific Use Permit (SUP) to allow a facility for the storage of ice and water for retail sale at 6527 Watauga Rd. commonly known as 6531 Watauga Rd., being Lot 1 of the Regency Square Addition.

Public Comment was made by resident, Chuck Hubbard, 5948 Hillglen.

Vice-Chairperson McCauley made a motion to approve the item as presented. Member Karen Isbell seconded the motion which passed as follows: Roll call vote was taken with all present voting aye.

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

The recommendation for approval of Z.20-02 w/SUP will go to Council at the September 14, 2020 regular meeting.

- 2. Discuss and consider action to accept the Planning and Zoning Commission Rules of Procedures for members during meetings.

Chairperson Larry Clark introduced the Rules of Procedures red-lined packet with members to allow corrections be noted.

Additional items were included with regards to Standards of Conduct and use of Social Media. Attention was brought forth by Member Gehle to delete Sec. 4.06 –

Use of Social Media in its entirety. The three (3) other members chose for the section to remain. Mayor Miner reminded all of the importance of rules being in place for protection of all who serve.

Vice-Chairperson McCauley made a motion to approve taking of changes to the Rules of Procedure back to the Planning Coordinator for revisions as noted. Member Kay Ivey seconded the motion which passed as follows: Roll call vote was taken with all present voting aye.

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

3. Discussion and action of Members of the Commission with two consecutive absences requiring commission determination if reasons for absences are sufficient to be excused or constitute failure to exhibit a general interest in the endeavors of the commission.

Chairperson Larry Clark brought the item to the agenda for discussion. Article II. – PLANNING AND ZONING COMMISSION Sec. 101-23.-Commission established. (c) (2) The commission shall recommend to the mayor and city council removal of any member who is absent from two consecutive meetings without first notifying the chair or the city secretary's office by 12:00 noon of the meeting date and/or fails to exhibit a general interest in the endeavors of the commission. Two consecutive absences by a member, whether or not the member first notifies the chair or the city secretary's office by 12:00 noon of the meeting date, shall require a specific agenda item at the next regularly scheduled meeting to determine if the reasons for the absences are sufficient to be excused or constitute a failure to exhibit a general interest in the endeavors of the commission. Members serve at the pleasure of the city council and may be removed at the sole discretion of the council. Discussion was held with regards to recent commission member absences. Reminder was brought to attention that when a member misses two (2) consecutive meetings, an agenda item with specific names will be placed on the following regularly scheduled meeting agenda to determine the reasoning and if the absences are sufficient to be excused. Recently, the commission has had members who have been absent for two consecutive meetings. The member's absences were discussed and noted to excuse. Chairperson Larry Clark brought this item to the agenda for this particular reason as stated in City ordinance.

Vice-Chairperson McCauley made a motion to approve the item as presented. Member Kay Ivey seconded the motion which passed as follows: Roll call vote was taken with all present voting aye.

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

ADJOURNMENT

With there being no further business to discuss, Chairperson Larry Clark adjourned the meeting at 7:44 p.m.

APPROVED: this the _____ day of _____, 2020.

SIGNED: this the _____ day of _____, 2020

APPROVED: _____
Larry Clark, Chairperson

ATTEST: _____
Karen Isbell, Secretary

NOTE: Original Audio Recording of this meeting is preserved and maintained by the City Secretary's Office.



AGENDA MEMORANDUM

DATE: August 21, 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 selection of Chairperson, Vice-Chairperson and Secretary.

BACKGROUND/INFORMATION:

Article II.-Planning and Zoning Commission - Section 101-23 (e) Officers (1) Composition. The officers of the commission shall be a chairperson, vice-chairperson and secretary. (2) Membership; term. At its first meeting in September of each year, the membership of the commission shall determine by majority vote the chairperson, vice-chairperson and secretary. Those positions shall be for a period of one year, or until the first meeting after September 1 of the following year.

FINANCIAL IMPLICATIONS:

NA

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend selection of officers.

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 - 8/31/2020
Approved - 9/3/2020
Final Approval - 9/11/2020



AGENDA MEMORANDUM

DATE: August 21, 2020

TO: Planning and Zoning Commission Members

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

SUBJECT: Discussion of the Planning & Zoning Commission Rules of Procedure.

BACKGROUND/INFORMATION:

During the June 17, 2020 and August 19, 2020 Planning and Zoning Commission Meetings, recommendations were made as attached for consideration of the P&Z Rules of Procedure Manual.

FINANCIAL IMPLICATIONS:

NA

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the Planning and Zoning Commission review the item presented and provide direction to staff.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Rules of Procedure - DRAFT - 3rd REV

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 - 8/31/2020

Approved - 9/3/2020

Final Approval - 9/11/2020



CITY OF WATAUGA PLANNING AND ZONING COMMISSION RULES OF PROCEDURE MANUAL

As Adopted by City Council Resolution No. 2020-XX

TABLE OF CONTENTS

Section 1 – GENERAL	2
Section 2 – AUTHORITY	2
Section 3 -MEETINGS	
3.01. Texas Open Meetings Act	2
3.02. Regular Meetings	2
3.03. Workshop Meetings	2
3.04. Special Meetings	3
3.05. Agenda	3
3.06. Minutes	3
Section 4 - STANDARDS OF CONDUCT	
4.01. Commission Members	3
4.02. Commission Members Relations with the Media	3
4.03. City Staff	4
4.04. Citizens and Visitors	4
4.05. Commission Members Absences, Late Arrival and Conduct during Meetings	4
4.06. Use of Social Media	4
Section 5 - DUTIES AND PRIVILEGES OF COMMISSION MEMBERS	
5.01. Seating Arrangement	7
5.02. Conflict of Interest	7
5.03. Voting	7
5.04. City Council Liaisons	87
Section 6 - CHAIRPERSON AND DUTIES	
6.01. Chairperson	87
6.02. Preservation of Order	8
Section 7 - ORDER OF BUSINESS	
7.01. Regular and Special Meetings	8
7.02. Addressing the Planning and Zoning Commission	98
Section 8 - RULES SUSPENSION	109
Annexes:	
A – Fundamental Principles of Parliamentary Law	1140
B – Chief Purposes of Motions	1244
C – Parliamentary Strategy	1342

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 ~~R~~ules 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 Commission 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 Commission.

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 Planning Coordinator'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 Planning Coordinator ~~City Secretary's Office~~ 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 Commission or City Council meetings, and in emergency cases

3.06. Minutes.

- a. Minutes of the Commission meetings will be recorded by the Planning Coordinator 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 Staff Manager~~ shall have the right to participate in all matters coming before the Commission. The Planning Coordinator~~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 ~~chair~~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 Planning Coordinator, via email or phone at 817.514.5827~~City Secretary~~ prior to the meeting at which the Commission Member will not be in attendance.
- c. Notification of a late arrival to a meeting shall be provided ~~via City issued devices~~ to the Planning Coordinator~~City Secretary~~ prior to the meeting at which the Commission Member will arrive late. ~~Two consecutive absences by a member, whether or not the member first notifies the chair or the Planning Coordinator's city secretary's office by 12:00 noon of the meeting date, shall require a specific agenda item at the next regularly scheduled meeting to determine if the reasons for the absences are sufficient to be excused or constitute a failure to exhibit a general interest in the endeavors of the commission. Members serve at the pleasure of the city council and may be removed at the sole discretion of the council.~~
- 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.

4.06. Use of Social Media

- a. ~~The City Council recognizes and understands that social media is currently a widely used method to share one's life and opinions with family, friends, co-workers, citizens and around the world. However, use of social media to disseminate information related to the city also presents certain risks and carries~~

with it, certain responsibilities. This policy is enacted to establish a set of minimum expectations regarding the behavior of Commission members to serve as a standard of conduct to guide ~~each~~the members in making responsible decisions about its members' appropriate conduct when using social media. This policy is designed to avoid the application of arbitrary rules and to ensure protection of constitutionally protected free speech.

- b.** In the rapidly expanding world of electronic communication, social media can mean many things. Examples of social media networks are Facebook, Twitter, YouTube, Instagram, Nextdoor, and many others. Social media includes all means of communicating or posting information or content of any sort made accessible to others using the Internet, i.e., this access is not limited to certain devices, accounts, or platforms. Platforms include, by way of example, a website blog, a personal web site or webpage, a social networking account or an affinity web site, web bulletin board, or a chat room, whether or not associated or affiliated with the city or a particular City Councilmember or a board/commission member, as well as any other form of electronic communication.
- c.** If a Commission member posts statements, photographs, video, or audio, careful consideration should be had as to whether the post may reasonably be viewed by others as malicious, obscene, threatening or intimidating, whether it disparages officials, employees, members of the public, vendors, suppliers, and any other organizations associated with or doing business with the city, or whether the post might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation, or posts that could contribute to a hostile work environment on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, disability, or any other protected class status in accordance with applicable federal or state law, or posts which violate the City Charter or City policy. A Commission member that takes an active role, rather than a legislative role, in any city matter may expose oneself to personal liability should a post result in a civil tort against a person or organization, such as tortious interference with contractual obligation, slander, and liable or other civil law violation. Such action interferes with and results in a disruption to city business and may involve the city itself in legal claims, impeding efficient and effective delivery of city services. Any post that is determined by the City Council to be reasonably viewed as malicious, obscene, threatening or intimidating or meant to intentionally harm someone's reputation, or could contribute to a hostile work environment on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, disability, or any other protected class status in accordance with applicable federal or state law, or violate the City Charter or city policy is prohibited.
- d.** Commission members, when disseminating information related to the City are required to provide accurate and truthful information to the public. Commission members have access to all information necessary to carry out their duties as Commission members and can reasonably verify any information communicated to the public; therefore, honesty and accuracy is required when posting information related to city business. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched, located and recovered. Never post any information or rumors that you know to be false about the city, fellow elected or appointed officials, employees, members of the public, citizens, vendors, and people working on behalf of the city, as such is prohibited. Communicating

misinformation, hyperbole or exaggeration causes citizen and public confusion and substantially impairs the efficient and effective operation of city government as it is obligated to investigate the statements made, correct misinformation and provide accurate and truthful information to the public.

- e. Pursuant to and in accordance with the Texas Public Information Act, and in order to allow the City Manager/Secretary to fulfill duties to protect and preserve public information imposed by Texas law, any social media post made by a City Commission member must be collected and preserved by delivering a full and complete copy of any post to the Planning Coordinator's Office immediately upon posting, if possible, and no later than 48 hours upon posting otherwise. Failing to do so place the public information at risk of loss due to theft, data corruption or device failure. Failing to notify city administration of information disseminated to the public may significantly impair city operations in the event inquiries are made to city staff without knowledge of the representations made by a Commission member; therefore, current information is necessary for the efficient and effective operation of city government.
- f. In posting information, City Commission members shall maintain the confidentiality of the city and county's internal or confidential information. This may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures, or other business-related communications intended for internal use or that may contain confidential, private, or security information.
- g. Abide by all state and federal laws, including but not limited to privacy laws, personal medical/health information under the Health Insurance Portability and Accountability Act (HIPAA), attorney-client confidentiality, copyright, trade secret or other propriety rights, public records laws, retention laws, fair use laws, financial disclosure laws, and any other laws that might apply to the city in connection with any post.
- h. Knowledge of these use of social media rules are presumed. An assertion that a Commission member did not recognize any post as violative of these policies does not serve as a defense to a claim that a Commission member violated this policy. All Commission members are presumed to have carefully read and fully understand the policy and expectations placed upon them as appointed officials of the city. All social media postings must be consistent with these policies. Inappropriate postings may include, but are not limited to, discriminatory remarks, harassment, threats of violence, bullying, misinformation and exaggeration of fact (whether known, should have been known, or reasonably ascertained by the Commission member prior to posting such information) regarding matters connected to city business, and further includes any similarly inappropriate or unlawful conduct.

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.

ARTICLE IV. – OFFICERS AND EMPLOYEES. DIVISION 2.-ETHICS.

Sec. 2-168.-Additional requirements for board members.

(a) Any member of the planning and zoning commission or zoning board of adjustment having interest or having a relative with any interest in any property within 200 feet of the property which is the subject of an amendment to the comprehensive zoning ordinance or on which a change of zoning is requested shall file a written affidavit with the city secretary stating the nature and extent of such interest and shall disqualify themselves from voting or participating in a decision relative to any amendment to the city's comprehensive zoning ordinance or any change in the zoning classification of subject property. Any such member who has any such interest is legally disqualified from participating in any vote or decision to the change in zoning.

(b) If a member of a board or commission is required to file and does file an affidavit as required in the preceding subsection, the member is not required to abstain from further participation in the matter requiring the affidavit if a majority of the members of that board or commission is composed of members who are likewise required to file and who do file an affidavit of similar interests on the same official action.

(c) Members of the planning and zoning commission or zoning board of adjustment are prohibited from meeting individually or as small groups with anyone who is requesting any action by that respective board/commission.

(Code 2001, § 9.204; Code 2010, § 9.03.004)

5.03. Voting.

- a. Voting, except on procedural motions, shall be accomplished by show of hands of members of the Commission or by electronic 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. Workshop Meeting (as needed) Call to Order
2. Call to Order Invocation
3. Roll Call
4. Invocation
- 3-5. Pledge of Allegiance (United States and Texas Flags)
- 4-6. Announcements
- 5-7. Presentations- Groups or businesses wishing to make presentations to the Commission should submit a written request to the Planning Coordinator City Secretary seven (7) days prior to the scheduled meeting (if necessary).
8. Public Testimony – items not on agenda
- 6-9. Consent Agenda (if necessary)

~~7.10.~~ **Reports-** The Reports portion of the agenda will be for the Commission ~~City Council~~ to receive reports from City staff, consultants, or other individuals.

~~8.11.~~ **Approval of Minutes**

~~9.12.~~ **Public Hearings/Action** (if necessary)

~~10.13.~~ **New Business/Action Items** (if necessary)

~~11.14.~~ **Executive Session/Meeting** (if necessary)

~~12.15.~~ **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 ~~Commission~~ ~~City Council~~ during Public Hearings, Unfinished Business, or during New Business shall not exceed three (3) minutes in their comments presenting information to the ~~Commission~~ ~~City Council~~ or ten (10) minutes when three (3) or more citizens speak on a single topic. However, the ~~Chairperson~~ ~~Mayer~~ may extend the speaker's allotted time. Citizens who speak during the Public Hearing, Unfinished Business, or the New Business Sections of a ~~Commission~~ ~~City Council~~ meeting shall only speak to the specific

topic stated within the applicable item posted within the agenda for that specific ~~Commission~~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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