

ORDINANCE NO. 2016-07-01

**AN ORDINANCE ESTABLISHING AND FIXING THE DUTIES OF A
CITY PLANNING AND ZONING COMMISSION
WITHIN THE CITY OF JEFFERSON, TEXAS**

AN ORDINANCE OF THE CITY OF JEFFERSON, TEXAS; ADOPTING AND UPDATING A CITY PLANNING AND ZONING COMMISSION; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING FOR THE INCLUSION OF SUCH ORDINANCE IN THE CODE OF THE CITY OF JEFFERSON; PROVIDING FOR A PENALTY CLAUSE; REPEALING AND REPLACING PROVISIONS OF ORDINANCES CONFLICTING HEREWITH; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JEFFERSON, MARION COUNTY, TEXAS:

SECTION

JEFFERSON PLANNING AND ZONING COMMISSION

GENERAL:

The powers and duties of the Jefferson Planning and Zoning Commission are further defined in this Ordinance.

CREATED; MEMBERSHIP; OFFICERS:

There is hereby created in accordance with V.T.C.A., Local Government Code, Sec. 211.007, a City Planning and Zoning Commission, which shall consist of seven (7) members, each of whom shall be a resident of the City or resident of the City's extraterritorial jurisdiction. Members shall be appointed by the Jefferson City Council. The City Council shall appoint the members in the following manner. Each City Council member and the Mayor is entitled to one nomination, for a total of seven (7) nominees. Each nominee shall be approved by a majority vote of the City Council. If a nominee fails to gain approval, that person putting forth the name of a failed nominee shall be entitled to nominate a different individual. Council members are not required to nominate persons from their ward.

The terms of office for the members shall be two (2) years. The terms shall coincide with the council member who nominated them.

The initial terms shall align to current elected officials with staggered replacements and evolve into a normal two-year term as follows:

Fall 2022 – 4 initial appointees will follow their sponsors and serve for a term until July 1, 2024. The other 3 initial appointees will follow their sponsors and serve for a term until July 1, 2023.

Spring 2023 - Beginning with the City of Jefferson council elections in May 2023, each appointed group will serve full two-year terms aligned with their elected officials.

Membership Criteria is someone having the basic background and experience to actively contribute and assist the commission's goal and operations. It shall include persons with experience in municipal zoning and ordinances, historic preservation, architecture, building, construction, remodeling, legal or accounting backgrounds, as well as city, county, or state operations. Citizens currently occupying another City of Jefferson appointed or elected role (mayor, city council, Jedco, or Tourism) are not eligible unless they resign their other role.

Members may be removable at any time, with or without cause, by a majority vote of the Jefferson City Council for any reason. All members shall serve without pay. The Commission's Secretary shall keep minutes of all meetings held by the Jefferson Planning and Zoning Commission and full record of all recommendations to be made by the Jefferson Planning and Zoning Commission to the Jefferson City Council. A Chairman, Vice-Chairman, and Secretary shall be elected by the Jefferson Planning and Zoning Commission from its membership at its first meeting, after new members have been appointed, or as soon thereafter as possible.

QUORUM; VOTING:

Four (4) members of the Jefferson Planning and Zoning Commission shall constitute a quorum, and all members, including the presiding chairman, shall have the right of one vote each, a quorum being present. All actions by the Jefferson Planning and Zoning Commission shall be by a majority vote of those members present. If any member has a conflict of interest regarding any item on the Commission's agenda, he or she shall recuse themselves and refrain from voting only on the item for which a conflict exists.

MEETINGS:

The Jefferson Planning and Zoning Commission shall meet at such times in the Jefferson City Hall or other specified locations as may be designated by the Chairman or Vice-Chairman, and at such intervals as may be necessary to orderly and properly transact the business of the Jefferson Planning and Zoning Commission.

POWERS AND DUTIES:

The Jefferson Planning and Zoning Commission shall be an advisory body to the Jefferson City Council and shall make recommendations regarding amendments to the Jefferson Comprehensive Master Plan or local Strategic Planning process make changes in zoning, and determine permanent zoning to be given to newly annexed areas. The Jefferson Planning and Zoning Commission shall also make recommendations regarding the approval of the plats of subdivisions as may be submitted to it by the Jefferson City Council. The commission shall also make recommendations as to guidelines for construction in the Historic District. It is recommended that the Jefferson Planning and Zoning Commission make an annual study of the City's Comprehensive Master Plan and to be prepared to make recommendations to the Jefferson City Council that it deems necessary to keep the City's Master Plan up-to-date with the City's needs. The Jefferson Planning and Zoning Commission shall serve in an advisory capacity on any planning related item(s) in the City of Jefferson.

EFFECTIVE DATE:

This ordinance becomes effective on the date of its publication, or upon the publication of a summary of the ordinance as provided as it may be amended from time to time.

Passed by the Jefferson City Council on this 16, day of August, 2022



Rob Baker, Mayor

Attested: 

Melissa Boyd, City Secretary

