



# MEMO

**TO:** Planning and Zoning Commission  
**FROM:** Enrique Velasquez, Recording Secretary – Planning and Development Services Department  
**DATE:** June 11, 2024  
**RE:** City Council Approved Template for Standard City Board/Commission Bylaws

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## Summary

The City of San Marcos Charter, Article VII Section 7.01 (d), states “The *Commission shall establish bylaws to govern rules of procedure*”.

On April 16, 2024, City Council Approved an amended Template for Standard City Board/Commission Bylaws. Today, staff is presenting the Template which has been modified for the Planning and Zoning Commission and are seeking action from the Commission.

The Commission may;

- 1) Approve the bylaws as presented, with no changes.
- 2) Recommend modifications. Any modifications would not be effective unless approved by the Council Finance and Audit Committee.
- 3) Create a committee and postpone until the committee can review and provide direction.

## ATTACHMENTS

Included are the following attachments:

- **Attachment A: 2024 Planning and Zoning Commission Bylaws Draft**– Template for Standard City Board/Commission Bylaws modified for the Planning and Zoning Commission.
- **Attachment B: 2024 City Council Approved Template for Standard City Board/Commission Bylaws**
- **Attachment C: 2014 Approved P&Z Bylaws** – Highlighted in this attachment are sections of bylaws which were changed, reworded, removed, or not mentioned in the City Council approved 2024 Template.
- **Attachment D: Charter and General Ordinances** Charter. Article VII. Section 7.01-7.04 and General Ordinances Chapter 2. Article 3. Division 2. Section 2.091-2.093.