



About the Planning and Zoning Commission

April 23, 2024

Planning & Zoning Commission
Established & Governed by:
City Charter
City Code of Ordinances

City Charter Article VII [\(LINK\)](#)

Commission is established.

- Appointed by City Council
- 3-year staggered terms
- Must live in San Marcos 5-years prior to appointment
- Chair / Vice-Chair Elections Annually
- Must adopt bylaws (coming soon!)
- Must hold open, public, meetings
- 5 members required for quorum

City Charter Article VII Cont. [\(LINK\)](#)

Powers & Duties of the Commission.

- Act as advisory board / Make recommendations to City Council
- Take final action on certain items, defined in City Codes
- Follow all City Codes
- Annually review Capital Improvement Program (CIP)
- Annually review Development Code
- Ongoing review of Comprehensive Plan

Code of Ordinances, Chapter 2 [\(LINK\)](#)

Membership; eligibility; term of office; training requirements

- 9 members, appointed by City Council
- 3-year staggered terms
- Must live in San Marcos 5-years prior to appointment & continue to reside in San Marcos
- Orientation with Director is required (prior to first meeting)
- Attend Director approved seminar within 6-months of appointment

**Planning & Zoning
Commissioner Orientation
Refresher**

Commissioner Training Refresher

Topics available for discussion:

- Zoning
- Preferred Scenario Amendments
- Conditional Use Permits
- Alternative Compliance
- Historic Preservation
- Capital Improvement Program
- Subdivision
- Long Range Planning
- Others...

Seminar Attendance

Mandatory Seminar Attendance

*“A newly appointed regular member, must attend an orientation meeting with the director of planning and development services, and **must attend a seminar on land use, environmental and planning issues approved by the director.** The director will advise newly appointed members who do not already meet these requirements of the date and location of approved seminars, and will facilitate their registration and attendance at the seminars. The members are entitled to reimbursement for reasonable costs of attendance. **If a newly appointed member fails to fulfill these attendance requirements within six months of being appointed, the appointment is automatically rescinded and the city council will make a new appointment.**”*

*Staff has previously offered a grace period due to availability of seminars

Seminar Options

- Texas American Planning Association Conference (TXAPA)
 - Annually in October / November
- UT Land Use Conference
 - Annually in March / April
- American Planning Association Short Courses / Workshops for Officials (APA)
 - Not held regularly
- Certain events held by City Hall Essentials & other private organizations
 - Not held regularly
- National APA & CNU conferences depending on location and budget availability