



PLANNING AND ZONING COMMISSION WORKSHOP AGENDA

Tuesday, November 19, 2024

Notice is hereby given that the Planning and Zoning Commission of the City of Big Spring, Texas will meet in Regular Session on Tuesday, November 19, 2024, at 5:30 PM at the City Council Chambers Located at 307 East 4th Street, Big Spring, Texas.

PLANNING AND ZONING COMMISSION MEETING ETIQUETTE

Gentlemen are requested to remove their hats inside the City Council Chambers. As a courtesy to those in attendance, please place your cell phone on "Silent" or "Vibrate." Please, no talking during the meetings. Take all conversations outside so that others can hear.

Thank you!

Open Session

1. Call to Order

Announcements, Presentations and Public Hearings

Public Hearings – The Commissioners will take Input on Items Requiring Public Hearing Items **Prior** to any Action.

2. Intro to Planning 2024 Presentation

Adjourn

I hereby certify that this agenda was posted on the official bulletin board at the City of Big Spring, City Hall Building, located outside 310 Nolan Street. Given by order of the Planning and Zoning and Posted on Friday, November 15, 2024 at 5:30 p.m. in accordance with Title 5, Texas Government Code and Chapter 551.

In addition, this agenda and supporting documents are posted on the City of Big Spring's Website, www.mybigspring.com, in accordance with legal requirements.

Angela Brown, Public Works Coordinator

PERSONS WISHING TO HAVE AN INTERPRETER SHOULD CONTACT ANGELA BROWN AT 264-2501 or abrown@mybigspring.com. REQUESTS FOR AN INTERPRETER SHOULD BE MADE AT LEAST 72 HOURS IN ADVANCE OF THE MEETING TIME.

City of Big Spring

Introduction to Planning 2024

2024 Commissioner
Training 101

Overview

- **Introductions and Why Plan**
- **Authority & Role of the Commission**
- **Legal Issues**
- **Governing Documents**
- **Staff's Role**

Why Plan?

- **To develop community vision and achieve goals**
- **To protect the public and preserve quality of life**
- **To protect private property rights**
- **To encourage/continue economic development**
- **To facilitate decision-making on land use**

Why Plan?

“Planning provides confidence that individual decisions bring you closer to the desired future of the community.”

Commission Authority

- In Texas, a *Planning Commission* is:
 - a group of citizens appointed by the legislative body to perform required & discretionary functions in land use matters.
 - May also include zoning matters and be called *Planning and Zoning Commission*.



Role of the Commission

Take Action – plats – state law/city code

If State Law and Local code are met – must approve

Make Recommendations

(approve/disapprove)

- **Proposed zoning changes**
- **Comprehensive Plan revisions**

Role of the Commission

2024 Commissioner
Training 101

Maintain Vision – Keep long range goals in mind

Represent Community Values - Public Input

Consider Training & Education

Texas APA Conference; other – ULI, etc

Authorities

- **State Law: Texas Local Government Code**
- **3 Key laws**
 - **Chapter 211 – Zoning Regulations**
 - **Chapter 212 – Subdivision Regulations**
 - **Chapter 213 – Comprehensive Planning**
 - + **City Charter – Authorized Key Duties**

Authorities Ch. 211

**Chapter 211 – Zoning Regulations –
Adopted by Ordinance; amended by
same**

**Governs use of property; lot size; height;
setbacks; list of permitted uses by
district; *not* building materials. Can
include signs, landscaping. Always
includes parking and Special Districts**

Authorities Ch. 212

**Chapter 212 – Subdivision Regulations –
Adopted by Ordinance; amended by
same.**

**Dividing properties into 2 or more lots.
Platted lots are tied to Zoning
Regulations.**

**Commission may have sole authority for
plats if authorized- except when
variances are requested**

Authorities Ch. 213

- **Comprehensive Plan**
 - **Comprehensive in scope:**
 - **Land use, transportation, economic development, utilities, community facilities, housing, etc.**
 - **Covers the entire planning jurisdiction (City/ETJ)**

Ch. 213. II

A Comprehensive Plan will:

- **State the community's values, goals and objectives**
- **Become a policy guide for development**
- **Provide an orderly basis for decision-making**
- **Establish policies for providing public facilities and services**

Issues to Actions



2024 Commissioner
Training 101

Plan Participants



2024 Commissioner
Training 101

Texas Open Meetings Act

General Rule

A governmental body or appointed commission must be open to the public unless a statute permits an executive session

Quorum – majority of the entity; notice requirements

Meeting – gathering of a quorum of members. Act does not apply to social gatherings, public business not discussed

Record Keeping – minutes; votes/attendants

Citizen Involvement

Citizens have a right to participate in decisions that affect them.

Provides citizens with opportunities to identify issues and express their goals, needs, concerns, and solutions.

Enables governmental agencies to better respond to the needs and desires of the community.

Builds trust, understanding, and open communication between local officials and the community.

Recap of Responsibilities

- **Implement land use patterns**
- **Monitor current zoning ordinance**
- **Make recommendations on zoning changes**
- **Approve (or recommend approval of) subdivisions**
- **Meet with public on community values through public meetings, focus groups, and neighborhood organizations**

Working Effectively as a Commission

- **Adopt rules of procedure and operate accordingly**
- **Comply with Open Meeting requirements**
- **Conduct fair public hearings**
 - **Hear the facts and assess their accuracy**
 - **Consider concerns of all who testify**
 - **Assess the request against the standards in the ordinance**
 - **Render a decision**



Ethical Conduct Standards

- **General Statement of Ethical Principles**
- **A. Serve the Public Interest:**
 - **Recognize the rights of citizens to participate in planning decisions**
 - **Give citizens full, clear, and accurate information**
 - **Expand opportunity for all persons**
 - **Assist in the clarification of community goals**
 - **Ensure that information available to decision makers is also available to the public**
 - **Pay special attention to the interrelatedness of decisions and the long-range consequences of present actions.**

Ethics Standards Pt. 2

- **B. Strive to achieve high standards of integrity and proficiency:**
 - Exercise fair and honest judgment
 - Publicly disclose any personal interests
 - Abstain from participation in a matter in which you have a personal interest and leave the chamber when discussed
 - Seek no gifts or favors
 - Serve as advocate only when the objectives are legal and serve the public interest

THE FUN PART

- **Most of all – Have Fun with your role and responsibility of making the City of Big Spring a great city for families and businesses.**

Questions and Answers