



City of Garden Ridge

"A way of life, not just a place to live"

AGENDA PLANNING AND ZONING COMMISSION REGULAR MEETING TUESDAY, DECEMBER 11, 2018, 6:00 P.M.

The Garden Ridge Planning and Zoning Commission will meet in a regular session on Tuesday, December 11, 2018, at 6:00 p.m. in the City Council Chambers, 9400 Municipal Parkway, Garden Ridge, Texas. This is an open meeting, open to the public, subject to the Open Meetings Law of the State of Texas, and as required by law, notice is hereby posted on December 7, 2018, before 5:00 p.m. providing time, place, date, and agenda thereof. The meeting facility is wheelchair accessible and accessible parking spaces are provided. Requests for accommodations or interpretative services must be made to the City Secretary 48 hours prior to this meeting.

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Citizen Comment Period – limited to 30 minutes total

Rules for Citizens' Participation:

The Planning and Zoning Commission welcomes citizen participation and comments at all Commission Meetings. The Commission offers citizens the opportunity to address them by signing up to speak prior to the meeting. If you speak, you follow these guidelines:

- a) Respect and courtesy:
 - i. Direct your comments to the entire Commission, not to an individual member, nor to the audience.
 - ii. Show the Commission the same respect that you would like to be shown.
 - iii. End your speaking at the time allotted below.
- b) Speaking:
 - i. First citizen comment period
 1. You are required to sign up to speak.
 2. You are limited to one 3-minute period.
 - ii. Business item period
 1. You are required to sign up to speak.
 2. You are limited to one 3-minute period.
 - iii. Second citizen comment period
 1. You are not required to sign up.
 2. You are limited to one 2-minute period.
 - iv. State your name and address before your comments begin.
 - v. You are only allowed to speak once per topic, unless also speaking during a posted Public Hearing.

NOTE: The Texas Open Meetings Act permits a member of the public or a member of the governmental body to raise a subject that has not been included in the notice for the meeting. However, any discussion of the subject must be limited to a proposal to place the subject on the agenda for a future meeting and any response to a question posed to the Commission is limited to either a statement of specific factual information or a recitation of existing policy. TEX. GOV'T CODE § 551.042.

5. Business Items

The Commission may discuss, consider, and/or take action on the following items:

- a) Approvals/Recommendations.
 - i. Approval of Minutes for November 13, 2018, Planning and Zoning Commission Regular Meeting.
- b) Discussions/Reports/Updates.
 - i. Update on meeting with Freese and Nichols, Inc. for Zoning and Subdivision Ordinance rewrite assistance.
 - ii. An Ordinance of the City Council of the City of Garden Ridge, Texas amending the Comprehensive Planning and Zoning Ordinance for the City, establishing zoning regulations; providing policies and procedures pursuant to the Texas Local Government Code; comprehensive zoning district regulations; zoning map; general provisions; use, height and area regulations; special uses and structures; conditional uses; site plans; visual screening; off-street parking and loading regulations; non-conforming buildings and uses; zoning district boundary verification procedures; zoning of annexed areas; administrative rules and procedures; definitions; appendices; providing other provisions relating to the subject; providing for the administration, enforcement, and amendment thereof; providing a savings clause and for the repeal of all other ordinances in conflict herewith; prescribing a penalty for violations and establishing each day of such violation as a separate offense; providing for severability; and providing an effective date.
 - 1. Receive proposed changes and review the proposed Ordinance.
 - 2. Discuss and make possible recommendation on future meetings or direction regarding Ordinance development process.
 - iii. Items discussed at the December 5, 2018, City Council Regular Meeting.
- c) Future Agenda Items.
 - i. Commissioners input on agenda items.
 - ii. Announce the date, time, and location for next meeting (December 20, 2018, at 6:00 p.m. at City Hall).

6. Citizen Comment Period – limited to 20 minutes total See “Rules for Citizen’s Participation” under Item 4.

7. Adjournment

AGENDA NOTICES:

Decorum Required:

Any disruptive behavior, including shouting or derogatory statements or comments may be ruled out of order by the Presiding Officer. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

Action by Council Authorized:

The Council may vote or act upon any item within this Agenda. The Council reserves the right to adjourn into closed session at any time during the course of this meeting to discuss any of the matter listed above, as authorized by Title 5, Chapter 551, of the Texas Government Code.

Executive Sessions Authorized:

This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

Attendance By Other Elected or Appointed Officials:

It is anticipated that members of the other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the City Council, other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.



Marisa Spencer
Interim City Secretary

This is to certify that I, Marisa Spencer, posted this Agenda at 1:00 p.m. on December 6, 2018, on the bulletin board located at the entrance to the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas.



Marisa Spencer
Interim City Secretary



City of Garden Ridge

"A way of life, not just a place to live"

MINUTES PLANNING AND ZONING COMMISSION REGULAR MEETING TUESDAY, NOVEMBER 13, 2018, 6:00 P.M.

Commissioners Present:

Chair Dr. Jim Miller
Vice-Chair Mark Hausheer
Commissioner Kitty Owen
Commissioner David Ringle
Commissioner David Heier
Commissioner David Dauer

Commissioners Absent:

Commissioner Karen Diaz (Voluntary Announced Absence)

City Staff Present:

Nancy Cain, City Administrator
Cynthia Trevino, City Attorney
Marisa Spencer, Interim City Secretary

Other City Councilmembers or Commissioners Present:

Councilmember Kay Bower
Jesus Valdez, Water Commissioner

1. Call to Order

With a quorum of the Planning and Zoning Commission Members present, Chair Dr. Miller, called the regular meeting of the Garden Ridge Planning and Zoning Commission to order at 6:00 p.m. on Tuesday, November 13, 2018, in the City Council Chambers of the Garden Ridge City Hall, 9400 Municipal Parkway, Garden Ridge, Texas 78266.

2. Roll Call

See above

3. Pledge of Allegiance

Chair Dr. Miller led the Pledge of Allegiance.

4. Citizen Comment Period – limited to 30 minutes total

No one signed up to speak.

5. Business Items

The Commission may discuss, consider/or take possible action on the following items:

a) Approvals/Recommendations.

- i. Approval of Minutes for October 9, 2018, Planning and Zoning Commission Regular Meeting.**

Motion: A motion was made by Commissioner Heier, seconded by Commissioner Owen, to approve the minutes for October 9, 2018, Planning and Zoning Commission Regular Meeting. The Commission voted five (5) for and none (0) opposed. The motion carried unanimously.

- ii. **Consider amending Ordinance 13-062017 of the City of Garden Ridge as follows: 1) Deletion of section 5.1.13. – For purposes of residential construction requiring an Extreme High Voltage electric transmission easement of at least seventy (70) feet from the center of easement and 2) Addition of section 8.7. – For the height and location requirements of flag poles.**

- 1. Hold a public hearing to receive comments for or against amending Ordinance 13-062017.**

Chair Dr. Miller opened the public hearing at 6:04 p.m. and asked if anyone wished to speak.

Commissioner Ringle made a motion to divide the question. Chair Dr. Miller called for a second and Commissioner Ringle stated this is a non-seconded motion and no debate. Chair Dr. Miller called for a vote. The Commission voted five (5) for and none (0) opposed. The motion carried unanimously.

Kay Bower, 8947 Garden Ridge Drive, suggested the Commission explain why the public hearing is being held for anyone that may be new in the audience.

Nancy Cain, City Administrator, explained a public hearing must be held to receive comments for or against amending an Ordinance. She stated due to the Extreme High Voltage electric transmission easement requirement in the current Ordinance, many residents are having to request variances for things such as swimming pools, outbuildings, and flag poles. She further stated that some residences encroached into the current easement since this requirement was added in the Ordinance after the residence was built, and CPS only requires a forty (40) foot easement.

Jesse Valdez, 9035 Cinnabar Court, spoke regarding clarification on CPS wording and plat language.

Commissioner Ringle made a motion of inquiry or point of order to read the plat that states CPS easement language. Commissioner Ringle stated this does not need a second or a vote and can only be dismissed by the Chair. Chair Dr. Miller dismissed Commissioner Ringle's motion of inquiry.

Kay Bower, 8947 Garden Ridge Drive, suggested that Nancy Cain, City Administrator, reiterate what brought this about.

Nancy Cain, City Administrator, stated in order for anyone to construct something in front of their home they have to abide by the front set back and this currently creates issues for people whose residence is built on the set back. She stated if a residence is built on the front set back, under the current requirements they are unable to put a flag pole in their front yard. She further explained a flag pole is not considered a structure and that the height restrictions are equal to those in the current sign ordinance.

Chair Dr. Miller closed the public hearing at 6:35 p.m.

2. Make a recommendation to the City Council.

Motion: A motion was made by Commissioner Owen, seconded by Commissioner Heier, to recommend to City Council the deletion of section 5.1.13. in Ordinance 13-062017. The Commission voted four (4) for and one (1) opposed (Commissioner Ringle). The motion passed by a vote of 4-1.

Motion: A motion was made by Commissioner Ringle, seconded by Commissioner Heier, to recommend to City Council to eliminate the double negative language in the proposed section 8.7. of Ordinance 13-062017. The Commission voted five (5) for and none (0) opposed. The motion carried unanimously.

Motion: A motion was made by Commissioner Owen, seconded by Commissioner Hausheer, to recommend to City Council the addition of section 8.7. to Ordinance 13-062017 with the elimination of double negative language. The Commission voted five (5) for and none (0) opposed. The motion carried unanimously.

b) Discussions/Reports/Updates.

i. Direction from City Council regarding Zoning and Subdivision Ordinance rewrites.

Nancy Cain, City Administrator, stated City Council discussed the various options provided by Pegasus. The Commission agreed by consensus to recommend to City Council to go forward with recommendation of option 1 provided by Pegasus.

Motion: A motion was made by Commissioner Ringle to recommend to City Council to not consider the medium and heavy build out options from Pegasus. There was no second; therefore, the motion died.

- ii. An Ordinance of the City Council of the City of Garden Ridge, Texas amending the Comprehensive Planning and Zoning Ordinance for the City, establishing zoning regulations; providing policies and procedures pursuant to the Texas Local Government Code; comprehensive zoning district regulations; zoning map; general provisions; use, height and area regulations; special uses and structures; conditional uses; site plans; visual screening; off-street parking and loading regulations; non-conforming buildings and uses; zoning district boundary verification procedures; zoning of annexed areas; administrative rules and procedures; definitions; appendices; providing other provisions relating to the subject; providing for the administration, enforcement, and amendment thereof; providing a savings clause and for the repeal of all other ordinances in conflict herewith; prescribing a penalty for violations and establishing each day of such violation as a separate offense; providing for severability; and providing an effective date.**

1. Receive proposed changes and review the proposed Ordinance.

Cynthia Trevino, City Attorney, stated the Commission was provided a draft that included the proposed changes in order to see where they are now with the rewrites. She went over the areas the Commission has previously discussed and changed. She stated City Council approved an agreement for professional services with Freese and Nichols, Inc. The Commission discussed the mixed-use limited district and stated they would like to have further discussions with Freese and Nichols, Inc.

2. Discuss and make possible recommendation on future meetings or direction regarding Ordinance development process.

Motion: A motion was made by Commissioner Ringle to divide C-1 Light Retail District from the Ordinance and consider that as written. Commissioner Ringle amended the motion to defer this to when Commissioner Diaz will be back. There was no second; therefore, the motion died.

ii. Items discussed at the November 7, 2018, City Council Regular Meeting.

Nancy Cain, City Administrator, stated City Council approved an Agreement for Professional Services with Freese and Nichols, Inc. to assist with the Zoning and Subdivision Ordinance rewrites. She stated the agreement has been sent to Freese and Nichols, Inc. and believes the next step is to have a meeting with Freese and Nichols to allow them to develop a plan about the best way to proceed in a timely and concise manner. She further stated this initial meeting would involve herself, two people from Freese and Nichols, the City Attorney, Chair Dr. Miller, and one Commissioner that Chair Dr. Miller chooses. Chair Dr. Miller stated he would like Mark Hausheer, Vice-Chair, to be a part of the meeting, and the Commission agreed by consensus.

- iii. **Discussion on the possibility and legal requirements within Texas Government Code 551 of using the City's website to publicly discuss the Zoning and Subdivision Ordinance rewrites (Ringle).**

Cynthia Trevino, City Attorney, stated online message boards are currently only limited to use by City Council.

- iv. **Discussion on the designation of one social media site for City communications (Ringle).**

Cynthia Trevino, City Attorney, discussed the presentation "Drafting Social Media Policies: Traps for the Unwary" (see attached).

Motion: A motion was made by Commissioner Ringle to recommend to City Council review of their policies and use of social media as it relates to Texas Government Code 551.006, to only use the City's website, and to grant the Planning and Zoning Commission access for an online message board. There was no second; therefore, the motion died.

c) Future Agenda Items.

i. Commissioners input on agenda items.

Chair Dr. Miller suggested revisiting and reviewing the definitions in the Zoning and Subdivision Ordinance rewrites. The Commission agreed to work on light industrial and that be their focus for their next meeting on Thursday, November 15.

ii. Announce the date, time and location for next meeting (November 15, 2018, at 6:00 p.m. at City Hall).

Chair Dr. Miller announced the next Planning and Zoning Commission Regular Meeting will be on Thursday, November 15, 2018, at 6:00 p.m. at City Hall.

6. Citizen's Participation: - limited to 20 minutes total.

Shelby Trial, 21657 Forest Waters Circle, spoke regarding the Commission's objectives for Freese and Nichols, Inc.

7. Adjournment

Motion: A motion was made by Commissioner Owen, seconded by Commissioner Ringle, to adjourn. The Commission voted five (5) for and none (0) opposed. The motion carried unanimously. There being no further business, the Tuesday, November 13, 2018, Planning and Zoning Commission Regular Meeting was adjourned at 8:47 p.m. by Chair Dr. Miller.

Dr. Jim Miller, Chair

ATTEST:

Marisa Spencer
Interim City Secretary

Drafting Social Media Policies: Traps for the Unwary

Stephen M. Hines, Sr. Assistant City Attorney
City of Garland, Texas



International Municipal Lawyers Association
2018 Annual Conference
Houston, Texas



© 2018 International Municipal Lawyers Association. This is an informational and educational report distributed by the International Municipal Lawyers Association during its 2018 Annual Conference, held October 17-21, 2018 in Houston, Texas. IMLA assumes no responsibility for the policies or positions presented in the report or for the presentation of its contents.

Should a municipality have social media accounts?

- *“There’s going to be case law on this. I’d prefer it not be case law with the City of Redondo Beach in the title.”*

– Mike Webb

City Attorney, Redondo Beach, CA

- It is not a magical cure-all for city issues.
- It carries certain risks, including:
 - Liability for violating citizen’s rights
 - Liability for violating state or federal laws
 - The expense to monitor and maintain compliance social media accounts to ensure compliance with state and federal laws



Should a municipality have social media accounts? (cont.)

- So, why do it?
 - Around 75-80% of US adults have at least one social media account
 - To broadcast information online
 - To obtain citizen reaction to municipal events
 - To streamline information to and from the municipality
 - To inform the public of street closures, construction, or other matters
 - And much, much more.

If you have social media, you need a social media policy. Why?

- To protect the City from unintentional liability
- To give City employees and officials an understanding of their rights and obligations with regards to social media accounts
- To protect elected officials from civil and, in some cases, criminal liability
- To have consistent standards between departments and across platforms

Types of Social Media

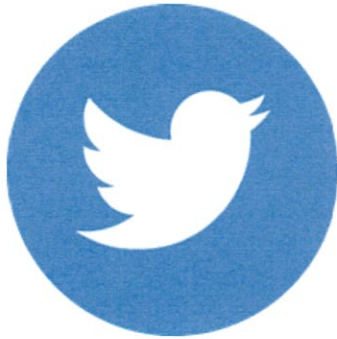


Popular Social Media providers



- Facebook – 2.2 billion active users per month.
- Facebook users may post events, text, photos and videos. Typically, user comments are also allowed
- Municipal and other special accounts can have moderators, limit comments, etc. Blocking prevents blocked user from seeing anything posted by blocking user and deletes content containing both the blocking and blocked users' names
- Terms of service include particular provisions applying only to governmental entities

Popular Social Media providers (cont.)



- Twitter – 328 million active users each month
- Users may publish “tweets” of up to 280 characters, plus graphics, videos, photos, etc.
- Other Twitter users may republish or respond (or both)
- A user can block other users
- Users can choose to “like” a tweet
- Blocking prevents a user from seeing anything posted by blocking user and vice versa, though there are workarounds

Popular Social Media providers (cont.)



- YouTube – 1.5 billion users
- Allows videos along with related captions describing the videos.
- YouTube videos can be embedded on a municipality's web page
- Users can “subscribe” to other users, getting notification of new video postings
- Municipalities can decide whether to permit comments by other users, and whether to allow other users to “rate” a video

Popular Social Media providers (cont.)



- Instagram – 800 million monthly users
- Users can upload photographs and videos, as well as caption and modify the materials
- Other users can view and comment upon the photos and videos
- Viewers may also indicate they “like” a video or photo, and may share them with their followers
- Accounts may be public or private
- Comments can be deleted, and users blocked; however, blocking a user doesn’t delete that user’s comments

Popular Social Media providers (cont.)

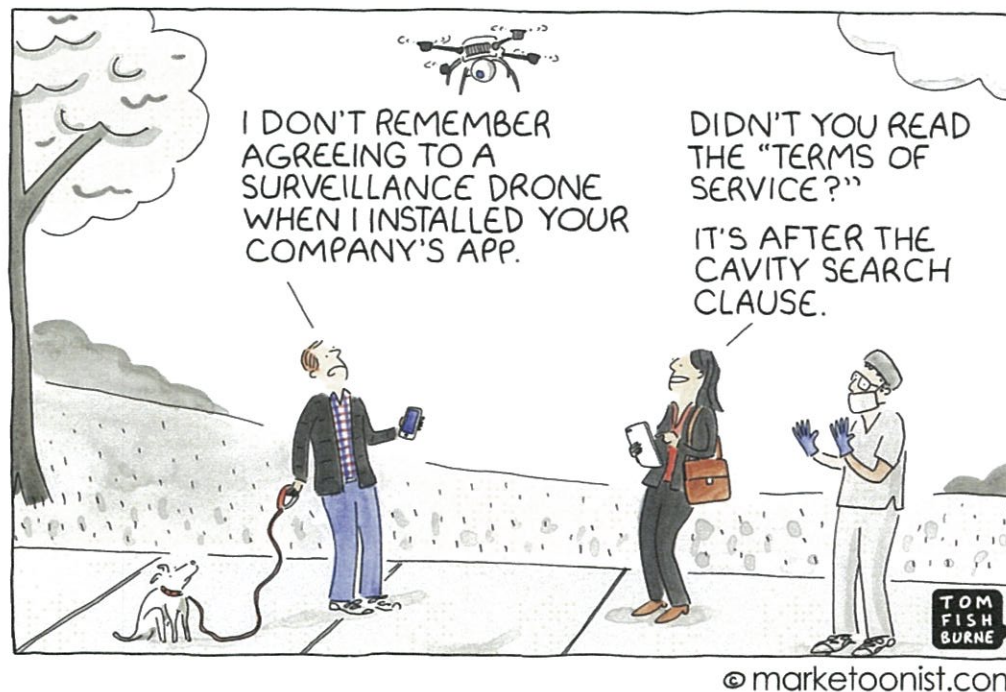


- NextDoor – Geographic-based social media. Groups people into “neighborhoods” based on their location
- “Neighborhoods” are residential homes in close proximity
- 200,000 neighborhoods are covered by NextDoor
- Average neighborhood is 700 homes
- Municipalities can open an “Agency” account
- Agency accounts can cover multiple neighborhoods in their jurisdiction

And now, on to the traps!

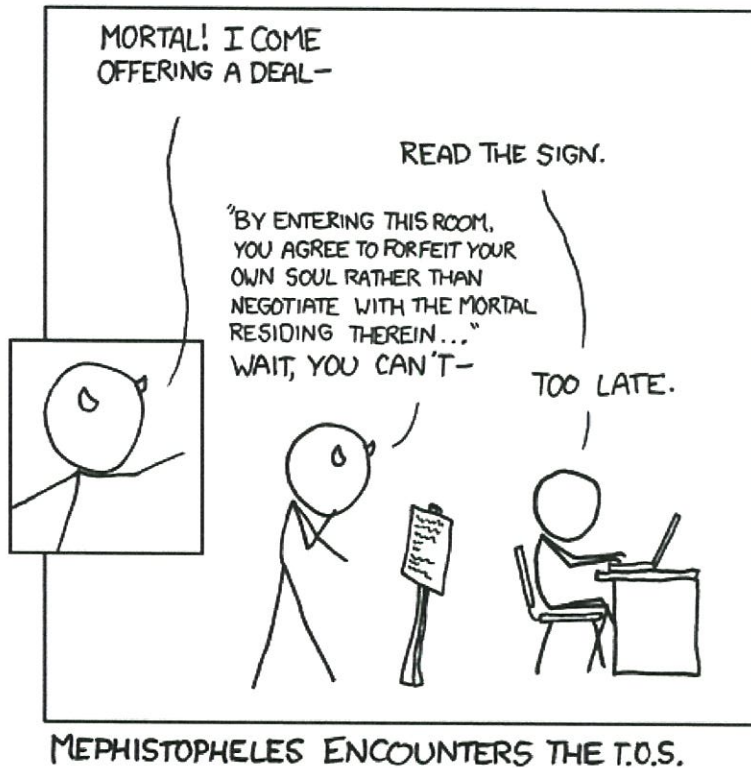


Trap # 1 – Ignoring social media providers' "Terms of Service"



Always read the terms of service before creating an account!

Trap # 1 – Ignoring social media providers’ “Terms of Service” (cont.)



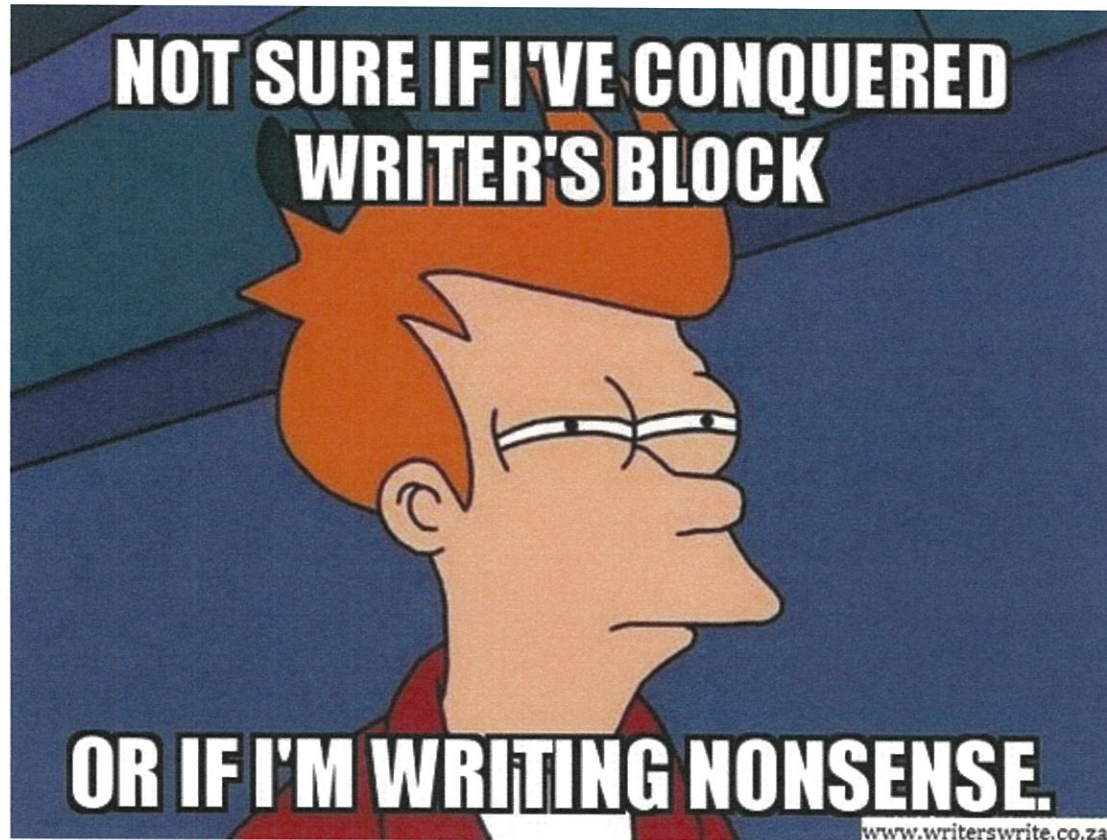
- Not all Terms of Service are the same.
- Terms will vary from provider to provider (and even between different types of accounts on the same provider).
- But, Terms of Service are generally still enforceable contracts.
- *See Bassett v Elec. Arts, Inc.*, 93 F Supp.3d 95, 101 (E.D.N.Y. 2015); *see also Food Safety Net Servs. v. Eco Safe Sys. USA, Inc.*, 209 Cal. App. 4th 1118, 1126 (2012).

Trap # 1 – Ignoring social media providers’ “Terms of Service” (cont.)

Common terms that impact municipalities:

- Indemnification terms requiring the user indemnify the service provider
- Disclaimers of warranties
- Privacy terms for the collection, dissemination and protection of personally identifying information or other personal or sensitive data
- Venue, choice of law and dispute resolution terms
- Service provider limits on liability
- Service provider licensing rights to posted content
- Automatic censoring of materials

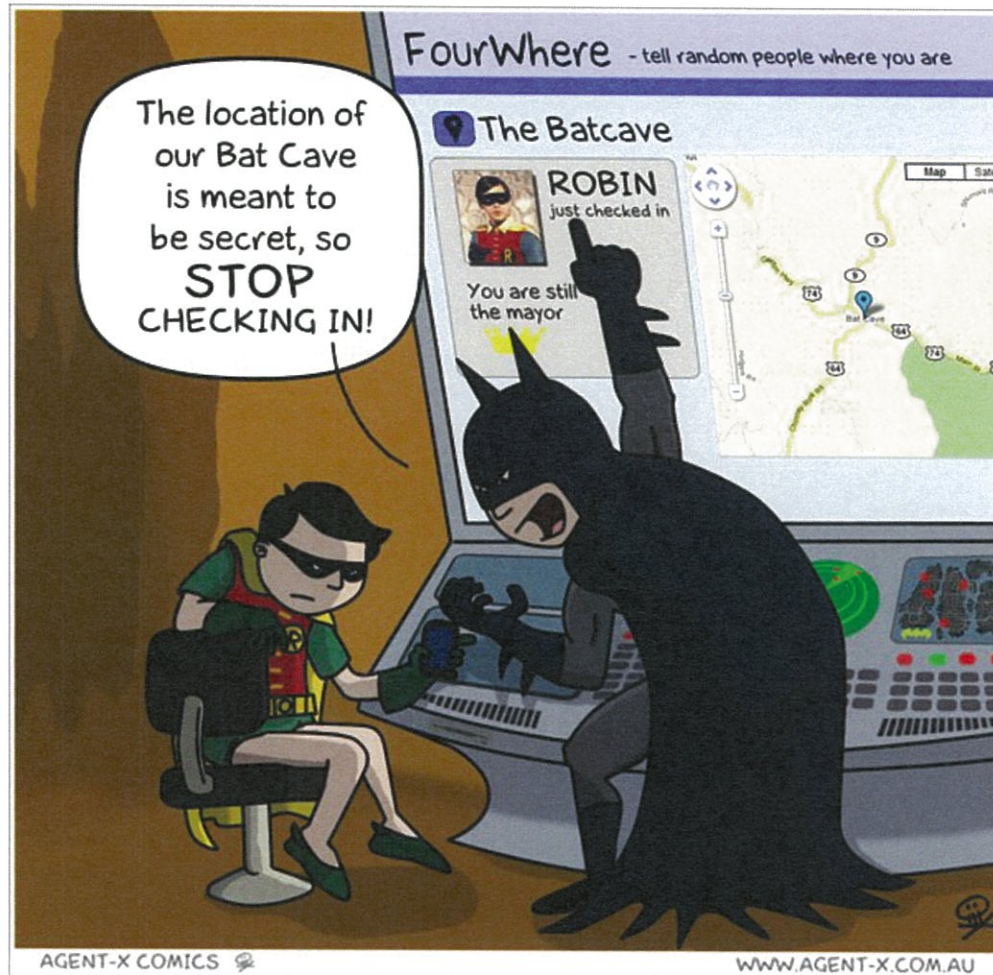
Trap #2 – Drafting a social media policy



Trap #2 – Drafting a social media policy (cont.)

- When drafting a new social media policy, start with a model policy from a reputable organization – but note when the policy was prepared (or last modified). Examples include:
 - [National League of Cities Model Policy \(2011\)](#)
 - [California Institute for Local Government Sample Social Media Policies \(2015\)](#)
 - [Florida League of Cities – Sample Social Media Policies \(2016\)](#)
 - [The United States Office of Personnel Management Social Media Policy \(July 2017\)](#)
 - [Social Media and Digital Images, League of Minnesota Cities' Model Policy for Fire Departments and Emergency Medical Services \(2018\)](#)
- Design a single policy for the entire municipality so that there is uniformity of policies and expectations. Not all departments will necessarily use the same social media platforms, but all should have the same policy.
- Keep in mind – one size does not fit all. Tailor your policies to your city's needs, resources and social media presence.

Trap # 3 –Controlling Content



Trap # 3 –Controlling Content (cont.)

Who has authority to post content to official Social Media Accounts?

- Needs to be clearly delineated
- Number of persons able to post on social media will vary by the size of the municipality. Some municipalities may have a single person; others may have one or more per department.
- Designated individuals should also monitor public comments to social media to ensure compliance with the policy
- Train anyone with rights to post on the municipality's behalf.

Trap # 4 – Failing to address municipal employees' use of social media accounts

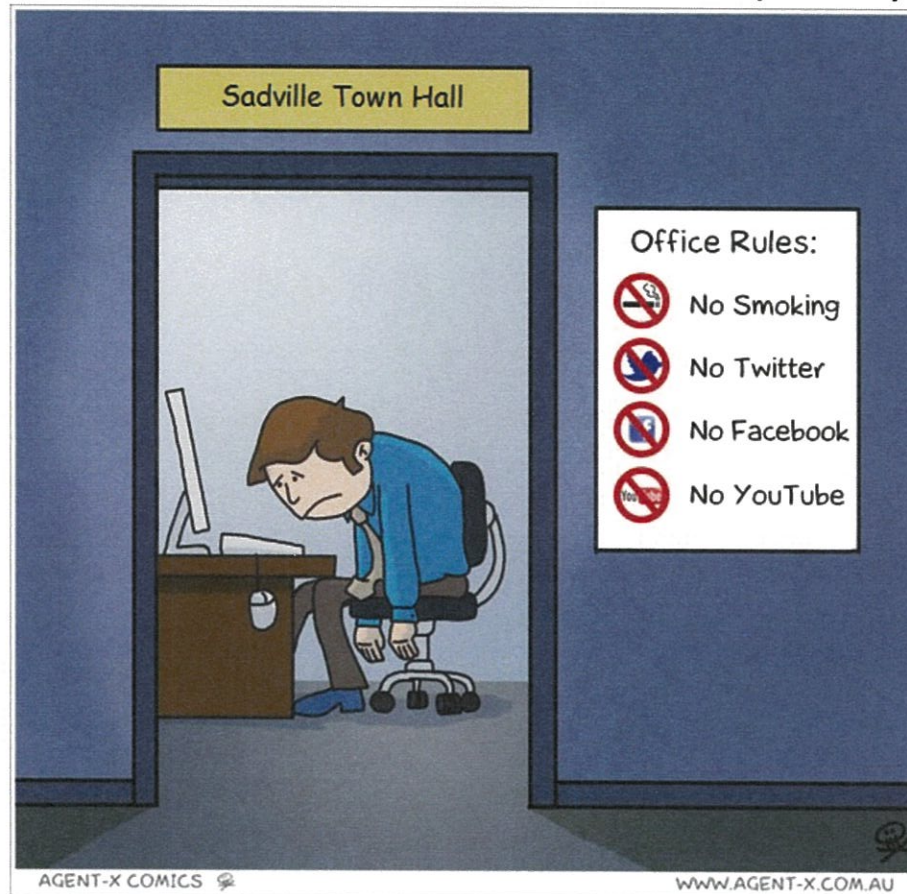
THE WORLD OF SOCIAL MEDIA



Trap # 4 – Failing to address municipal employees' use of social media accounts (cont.)

- Policy should cover municipal employee's use of social media at the office, both personally as well as an professionally
 - Will municipality allow employees to access personal social media accounts on work time?
 - If so, set policies and advise employees that
 - They have no expectation of privacy if using employer equipment (See, e.g., U.S. v. Hamilton, 778 F.Supp.2d 651, 652 (E.D. Va. 2011)).
 - Internet usage on government computers is probably subject to Open Records Requests (addressed below)
 - Set policies regarding content which may be accessed (i.e., no pornography or sexuality explicit sites, no hate sites, no games, etc.).
 - Depending on the jurisdiction's laws, it may be difficult to discipline an employee absent a clear policy

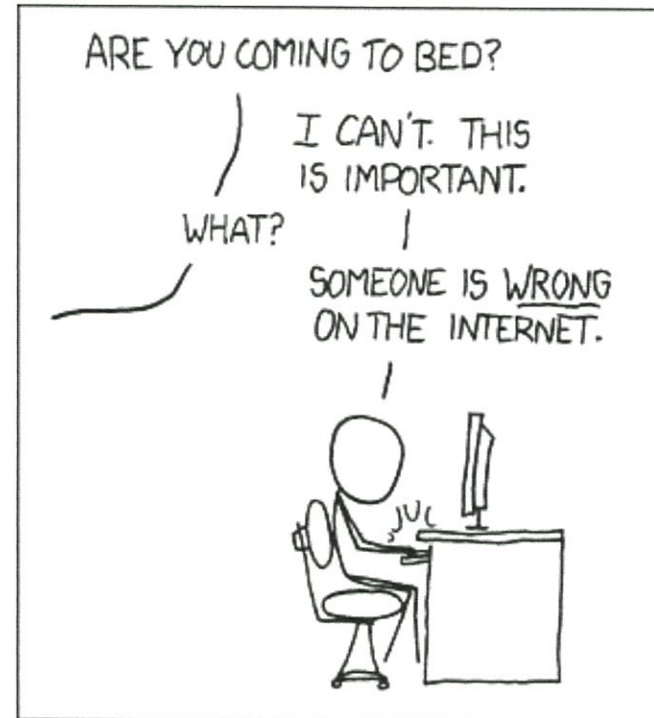
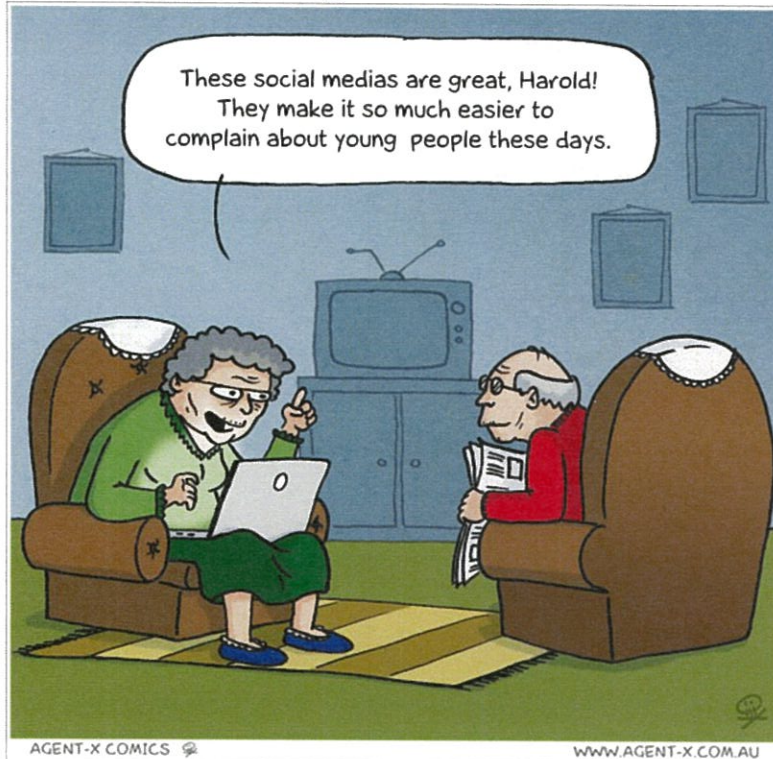
Trap # 4 – Failing to address municipal employees' use of social media accounts (cont.)



Trap # 4 – Failing to address municipal employees' use of social media accounts (cont.)

- If using personal social media accounts to leave comments on municipal matters, employees should provide a clear disclaimer make clear that their comments are their opinion only and do not necessarily represent the views of the City.
- Suggest or require a disclaimer for employees to use on their accounts.
- Finally, employees should receive a copy of the Social Media policy and sign an acknowledgment of having received it. Every time it is updated, provide the employee a copy of the new policy and have them sign a new acknowledgment.

Trap # 5 –Failing to set guidelines for moderating public comments



Some social media users can take winning an argument to the extreme. Your municipality shouldn't be one of them

Trap # 5 – Failing to set guidelines for moderating public comments (cont.)



- So, should you block other users from municipal accounts?
 - Blocking members of the public is generally a bad idea; however, in designated (or limited) public forums, municipalities may impose content neutral restrictions and delete, hide or disallow some comments.
 - Possible solution: use the social media provider's language regarding comments or posts that it prohibits.

Trap # 5 – Failing to set guidelines for moderating public comments (cont.)

- The [U.S. Office of Personnel Mgmt.](#) policy on moderating comments is a good model to follow.
- The OPM social media policy states the government “reserves the right to hide, delete or not allow comments that contain:
 - Vulgar or abusive language;
 - Personal or obscene attacks of any kind;
 - Offensive terms targeting individuals or groups;
 - Threats or defamatory statements;
 - Links to any site;
 - Suggestions or encouragement of illegal activity;
 - Multiple successive off-topic posts by a single user or repetitive posts copied and pasted by multiple users, or spam;
 - Unsolicited proposals or other business ideas or inquiries;
 - Promotion or endorsement of commercial services, products, or entities; or
 - Personally identifiable information that has been inappropriately posted”

Trap # 6 – Not informing public officials' about issues that might arise from their use of social media accounts



Trap # 6 – Not informing public officials’ about issues that might arise from their use of social media accounts (cont.)

- Are elected officials using personal accounts being used to conduct City business?
 - If so, blocking people from the officials’ personal social media accounts may be problematic. See *Knight First Amendment Inst. at Columbia Univ. v. Trump*, 302 F. Supp. 3d 541 (S.D.N.Y. 2018)(President's actions in barring access of users to his account were the result of viewpoint discrimination in violation of free speech clause);
 - But see *Morgan v. Bevin*, 298 F. Supp. 3d 1003 (E.D. Ky. 2018)(Kentucky Governor’s banning members of the public from viewing his official Facebook page and blocking them from his Twitter feed did not state a cause of action based on violation of the blocked citizens’ constitutional rights sufficient to justify entry of preliminary injunctive relief).
- If an elected official (or even an city employee) uses a city-controlled account for political purposes, it may violate state law.
 - See, e.g., Chapter 255 of the Texas Election Code, prohibiting public officials and employees from spending public funds or using an internal mail system for political advertising (among other things).
 - Every state’s laws will be different; the municipalities must know what the laws say and incorporate appropriate provisions in any social media policy.

Trap # 6 –Not informing public officials’ about issues that might arise from their use of social media accounts

- Council members (or their equivalent) using personal social media accounts (or text messages or emails) to discuss pending public business with other may violate state open meetings or sunshine laws.
 - See, e.g. Fla. AGO 2009-19 (Fla.A.G.), finding communications on a city's Facebook page are subject to both Florida’s records retention laws and, with regards to discussions of city business by city commissioners, such discussion are likely to violate Florida's Sunshine Laws
 - Tex. Atty. Gen. Op. OR2016-23161 (Tex.A.G.) found that comments posted by members of the public on municipal social media pages are subject to the Texas open records laws as well as Texas laws regarding document retention. The city also argued that, because the comments were posted on a social media platform operated by a private company, the city had no obligation to retain those comments or to produce them in response to an open records request. The AG rejected this position on several grounds, including that the city’s social media page engaged in public business by facilitating communications with members of the public

Trap # 7 – Not including social media records in municipal record retention policies



Trap # 7 – Not including social media records in municipal record retention policies (cont.)

- Most state record retention statutes probably would be interpreted to include a duty to the preservation of posts and comments from the public.
 - Georgia: Ga. Code. Ann. § 50-18-71(g)(2017): requires municipalities to produce any electronic messages, whether email, text message, or other format
 - Texas: Tex. Atty. Gen. Op. OR2016-23161 (2016):
 - Determines that social media posts, being data regarded as open to the public, must be produced in response to open records request
- Records retention policies should be modified as municipalities adopt new social media accounts – one size DOES NOT fit all!
- Keep in mind the more social media accounts the municipality owns, the greater the amount of storage that will be required.
- If the social media is moderated, it is probably a good idea to retain copies of deleted or hidden comments
- Periodic review of terms of service for various social media platforms – most, if not all, explicitly disclaim any obligation to retain a user's data. Do not rely upon the social media company to retain records!

Trap # 8 – Failing to comply with DMCA “safe harbor” requirements



- Don't let this happen to your municipality!

Trap # 8 – Failing to comply with DMCA “safe harbor” requirements (cont.)

- Under the Digital Millennium Copyright Act of 1998 (**17 U.S.C. §§ 501, et. seq.**) (“DMCA”), anyone who violates a copyright owner’s exclusive rights in the protected material may be held liable. Intent only applies to the level of damages, not liability.
 - **17 U.S.C. § 501(a)** says the term “anyone” “includes any State, any instrumentality of a State, and any officer or employee of a State or instrumentality of a State acting in his or her official capacity. Any State, and any such instrumentality, officer, or employee, shall be subject to the provisions of this title in the same manner and to the same extent as any nongovernmental entity.”
 - Successful claimants can obtain injunctive relief, as well as actual damages (including lost profits), or anywhere from \$750 to \$150,000 in statutory damages, depending upon the nature of the infringement. **17 U.S.C. § 504.**
 - Violators are also subject to paying the copyright holder’s actual costs and reasonable attorney’s fees. **17 U.S.C. § 505.**
 - Municipality can potentially be held liable for posting or allowing members of the public to post copyright materials or links to materials on a social media pages it controls. **17 U.S.C. § 512.** ‘i[i]f a computer system operator learns of specific infringing material available on his system and fails to purge such material from the system, the operator knows of and contributes to direct infringement’ and can be held liable. *Venus Fashions, Inc. v. ContextLogic, Inc.*, 2017 WL 2901695, at *12 (M.D. Fla. Jan. 17, 2017).

Trap # 8 – Failing to comply with DMCA “safe harbor” requirements (cont.)

- The DMCA was enacted to preserve copyright enforcement on the internet. It also provides immunity to content providers for “passive” copyright infringements by a third party (but only if the content provider jumps through certain hoops.. These protections do not mean the municipality didn’t infringe; they mean the innocent municipality is protected from paying damages
- So, what are the safe harbor provisions? They are set out in 17 U.S.C. § 512:
 - “Safe harbor” is the name for provisions in the Digital Millennium Copyright Act that protect content providers (including social media users) from running afoul of copyright laws.
- These steps include:
 - Providing contact information for the municipality (or department)) to viewers of the social media site
 - Developing effective “notice and takedown” procedures
 - Promptly removing any infringing materials when the copyright owner provides notice of an infringement
 - Not knowing the materials are copyright protected prior to receiving the notice of infringement; and
 - Avoiding receipt of any financial benefit directly attributable to the infringement.

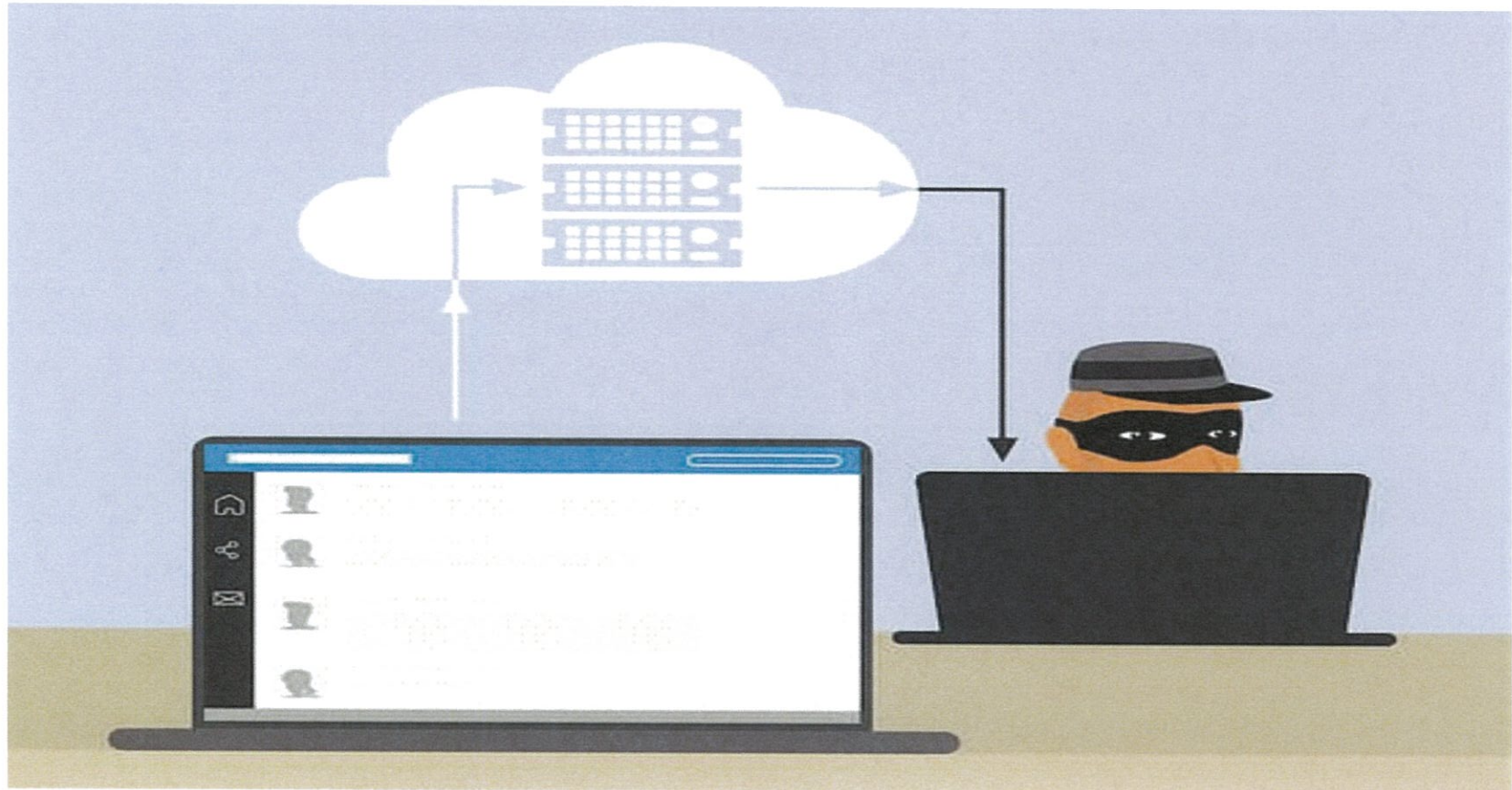
Trap # 9 – Failing to review and update social media policies as necessary



"We've updated our privacy policy."

- Law in this area is constantly changing
- Technology is constantly changing
- Policies should be modified as municipalities adopt new social media accounts – one size DOES NOT fit all
- Periodic review of terms of service for various social media platforms is absolutely necessary

Trap #10 – Failing to address defunct municipal social media accounts



Trap #10 – Failing to address defunct municipal social media accounts (cont.)

- Once a municipality stops actively using a social media account, it is still probably a good idea to do whatever is necessary to keep the account name from being recirculated.
- Why? Because identity theft can happen to municipalities just as it can to individuals. Some social media providers will automatically delete an account if there hasn't been any activity over a set period of time.
- Twitter, for example, reserves the right to recycle accounts with no activity for the preceding six months.
- Some US government accounts that were no longer being used were recycled; a few months later, [the accounts were reactivated by unknown persons who began tweeting in Russian.](#)

Conclusion



- Social media, like most new technology, is a tool that carries both risks and benefits
- Drafting a municipal social media policy is absolutely necessary to protect the municipality and its employees and political leaders
- While having a social media policy will not magically solve all your problems, it can protect a municipality, it can set uniform standards, and inform both employees and elected officials of expectations for use of social media.

These are the documents that I promised you at the last meeting. They are raw, loosely edited and the numbering and lettering is completely arbitrary. In many cases they are copied verbatim from other cities offerings. Nonetheless, I think they are a good template. My intent is to get us started. The numbering and lettering was inserted to facilitate discussion at our meeting(s) in December.

The architectural design standards for LIGHT INDUSTRIAL was added this weekend. I also had done some work on **SITE DESIGN STANDARDS** previously which I will get to you in approximately one week. Again, these are templates and I desire them to be picked apart, added to and adjusted as we as a group deem necessary.

Some of the web sites I perused follow:

WWW.TOWNOFFARRAGUT.ORG

WWW.CHARLESCOUNTYMD.GOV

WWW.SARATOGASPRINGSCITY.ORG

WWW.SANDYUTAH.GOV

WWW.QUEENCREEK.ORG

Thanks, Dr. Jim

ARCHITECTURAL DESIGN STANDARDS

This section addresses the following design issues:

- General design standards
- Building massing
- Building orientation
- Façade design
- Building entryways
- Material and colors
- Roof treatments
- Service and mechanical equipment
- Ancillary structures
- Canopies

1. General design standards/Building massing/Building orientation

Buildings are required to incorporate good architectural design with respect to scale, proportion, massing and balance. They shall be human scaled and designed to serve both the needs of the buildings' intended users and to create a positive contribution to the street upon which they sit in Garden Ridge. Each building design will be considered from all sides.

These standards seek to transform the present character of the FM 2252 and FM 3009 corridors from the current rural, highway oriented, auto dominated development to a somewhat more suburban and pedestrian friendly pattern of development. New development will be required to set a somewhat new aesthetic standard and may be required to start a new community pattern that can be added to over time by other new projects and by renovations of older sites.

Properties along this corridor are subject to the following attributes:

- They are located along or visible from the major roadways.
- They are located adjacent to residential development.
- They are located in a corridor that is key to the community image.

The apparent mass and scale of buildings shall be designed to fit within the context of its setting to create a consistent scale to other buildings in the community and along the corridor. Further, building mass should varied to create a logical hierarchy of building forms; break up long unadorned expanses of the façade; to create visual interests through shade and shadow; and to create a "human scale" in pedestrian active areas.

2. Façade design

A. Big box buildings and buildings generally over 30,000 square feet, shall be designed such that the exterior façade has the appearance of several smaller, human scale, buildings through the use of vertical treatments and elements to break up the horizontal wall.

B. The front facade and primary pedestrian entrances of buildings should generally be oriented to face the street. The longest dimension of the building shall be oriented parallel to the street wherever feasible.

When approved by the planning and zoning committee and city council, certain building facades or building sites that are hidden or screened from view from adjoining development parcels and streets may be designated as **low priority areas**. It may be permitted to utilize appropriate materials and construction methods that are more economical on building sides that are not visible to the public or neighbors now or in the future.

C. All facades of larger buildings, which are visible from adjoining properties and/or public streets, should be designed in a manner that visually reduces the massive bulk and uniform appearance typical of large scale, to create a consistent scale and rhythm to the facades along each street.

All visible sides of a building should be equally attractive. Architectural design details such as texture, pattern, color, and building form used on the front facade should be incorporated on all building facades. Such requirements shall not apply to any facade that has been approved as a **low priority designed area**, such as those facing service courts or other areas not visible to the public.

D. Each building or development shall have sufficient architectural relief designed to interrupt the horizontal and vertical plane of the wall.

No wall surface shall exceed 40 feet in length without an interruption in the horizontal plane of the wall of a minimum of 3 feet and a vertical change in height of at least 4 feet for a length of at least 15 feet, unless the city agrees the design warrants a departure.

E. For industrial buildings no wall surface shall exceed 75 feet without interruption in the horizontal plane of the wall by a minimum of 10% (i.e. a 200 foot wall should have at least two wall breaks approximately 75 feet apart and offset approximately 7.5 feet per wall step) unless the city agrees the design warrants such wall length.

Commercial developers are encouraged to create two story buildings or where this is not feasible they are encouraged to create visual impression of a second story on sections of the building. They are encouraged to create a design that gives the impression of several small common wall buildings rather than one monolithic building. Such vertical variety shall give visual emphasis to the primary customer entrance. Large commercial buildings with sides over 100 feet in length are also encouraged to add a second usable story, but at a minimum should have the appearance of two stories for at least 30% of their length.

F. Building facades should include in their detailing some form of a repeating pattern that should include no less than one of the following design elements that shall repeat horizontally and one that shall repeat vertically.

- Color change
- Texture change
- Material module change

G. Transparency standards will require a minimum amount of window space on buildings on all the ground floor facades between the height of 3 feet and 8 feet on the side facing the public street or street like drives internal to the site as follows:

- Retail buildings should have no less than 70% transparency
- Office buildings should at no less than 50% transparency
- Industrial buildings should have no less than 30% transparency

Side and rear walls that will be visible to public streets, highways, and pedestrian areas, should include windows and shall be articulated with recesses, 3 dimensional trim, cornice lines, chimneys, down sprouts, or other architectural features which provides interest contrast and shadow patterns on an otherwise plain side. Such detailing shall be consistent with the style and level of finish on the front facade.

Blank wall area limitations will require no blank wall areas visible to public streets, highways and pedestrian areas that measure more than 20 feet horizontally or 30 feet vertically without a change in color, texture detailing, material change or changes in façade planes.

H. Murals may be used for side facades located in areas away from pedestrian activity or existing blank facades in need of renovation, and when approved by a city review. Faux detailing may be created with paint to simulate 3 dimensional relief. Realistic architectural style detail consistent with that on the front facade is recommended. **Such murals may not be used as signage.**

Coordinated facade treatments are required to include auxiliary structures, including free-standing pad structures. These structures shall be architecturally consistent with the primary structures on the site in the use of color, material, and detailing, if not form. Where multi-building developments require updating, auxiliary and pad buildings shall be remodeled in conjunction within the upgrade of the entire development.

3. Building entryways

Entrances define where pedestrian activity will occur and how pedestrian movement will happen. Entrance design also creates architectural focal points and breaks up large facades. On larger buildings, multiple entrances reduce walking distances from cars, facilitate pedestrian and bicycle access from public sidewalks, and provide convenient access to individual businesses, or identified departments in the business. Entryway design elements and variations should give orientation and aesthetically pleasing character to the building.

All commercial buildings shall feature at least one customer entrance on the side of the building directly abutting the primary street. Each principal building on a site shall have clearly defined, highly visible customer entrances featuring no less than three of the following elements:

- Canopies or porticos
- Overhangs
- Recesses/projections
- Arcades
- Raised corniced parapets over the door
- Peaked roof forms
- Arches
- Outdoor patios
- Windows
- Architectural details such as tile work and moldings integrated into the building structure and design
- Integral planters or wing walls that incorporate landscaped areas and/or places for sitting

Where additional stores are located in the principle building each such store shall have at least one exterior customer entrance, which shall conform to the above requirements.

All sides of a principle building that directly face an abutting public street should feature at least one customer entrance. Where a principal building directly faces more than two abutting public streets, this requirement shall apply only to 2 sides of the building, including the side of the building facing the primary street and another side of the building facing a second street.

4. Materials and colors

Exterior materials and colors shall be well designed and of good quality in order to contribute positively to the visual impact a building makes in the community in addition to defining an identity of that development. Exterior material and colors shall be coordinated to create a comprehensive design style for projects with more than one building and shall be used on all building faces without abrupt transitions. They shall harmonize with the design of the surrounding area in order to instill a sense of quality and sense of place to the larger community.

Building materials shall be generally consistent with the materials of the existing structures in the area. Dissimilar material may be permitted if the design incorporates other characteristics of area structures such as scale, form, architectural detailing and color to make the new building compatible with the area.

Materials requiring low/no maintenance are recommended over high maintenance materials. For instance, materials with integral color are generally recommended over materials that require painting.

Predominant materials should include but are not limited to

- Brick or stone
- Stucco or stucco substitutes such as “Dryvit” and similar modern products of proven durability
- Masonry units that are tinted, polished, textured and/or ribbed but not with a smooth cast finish
- Other materials as approved by the city

Prohibited predominant building materials include

- Plastic siding
- Corrugated or reflective metal panels
- Smooth cast faced concrete block
- Applied stone veneer in an obviously false façade

Plausible use of materials shall require that such building materials shall not be implemented in a manner so just to satisfy a minimum materials requirement yet be applied in a nontraditional manner or in a manner inconsistent with sound judgment and proven structural applications. For example, artificial brick or stone applied in a manner so as to be structurally impossible had authentic materials been utilized. Such brick, masonry, stone, or other decorative facing shall extend to at least the first structural break along the sides of the structure.

Color standards

Exterior paint colors should be compatible with those used on other buildings in the area. The natural colors of brick and stone are more appropriate than bright hues. The choice of a base color and hue should begin with the natural colors of the building itself, or traditional colors used on other buildings in the community. Built in features, such as doors, window frames, moldings, and cornices can be contrasted with an accent color that is a shade lighter or darker than the base color. As a general rule, masonry surfaces such as brick, stone, or terra cotta that are unpainted should not be painted to avoid making a low maintenance surface material into a high maintenance surface.

Predominant building colors are encouraged to be

1. Earth tones
2. Light pastel colors

Predominant building colors **SHALL NOT INCLUDE**

1. Black or fluorescent colors

2. Intense primary colors shall generally be restricted to trim and secondary colors and to no more than 10% of the façade area except by approval of the city.

Color bands used as building trim and accent colors may feature any color provided that they are limited to 10% of the affected façade segment and have a height of no more than 24 inches.

5. Roof treatments

The following standards require that roof design treatments and features help to provide interests and an appropriate sense of scale and mass for each buildings' function, location and context within the community. Roofs ought to be constructed of durable, high quality, materials that will enhance both the immediate and long-term attractiveness of the community.

For all rooflines that are over 30 feet in length and are visible from a public street or neighboring development, there shall be at least one change in roof edge treatment and/or parapet treatment. Changes shall be a minimum of 4 feet in apparent roof height from the dominant roof height. One additional change in roof edge treatment and/or parapet treatment shall be added for each additional 60 feet in length. These treatments shall be coordinated with façade designs to provide emphasis to the buildings primary customer entrances.

All roofs should meet at least two of the following requirements. Selection of options should reflect and harmonize with conditions of nearby building roofs where possible.

- A parapet that conceals flat roofs and all roof top equipment.
- Where overhanging eaves are used, overhang shall be two (2) or more feet beyond the supporting wall with a minimum fascia width of 8 inches.
- Three or more roof planes per façade.
- Sloping roofs which do not exceed the average height of the supporting walls with an average height of one (1) foot of vertical rise for every three (3) feet of horizontal run and less than an average slope equal to one (1) foot of vertical for every one (1) foot of horizontal run.
- Additional three dimensional vertical roof changes that have a minimum vertical change of two (2) feet.

Prohibited roof treatments and materials

- Translucent, backlit fixed awnings used as a mansard or canopy roof
- Sloping roofs of less than two to twelve pitch unless combined with a parapet of at least 3 feet in height
- Mansard roofs unless they have a minimum height of 8 feet and an angle of that least 25 degrees and no more than 75 degrees

All penetrations, except for chimneys but including plumbing vents, exhaust ventre, pipes, and flues, must be located on the least visible side and painted to match the sloped roof.

6. Service and mechanical equipment

All rooftop heating, air conditioning and ventilating equipment shall be located in a manner to be able to be screened from all views above and below. This includes all air handling equipment, compressors, duct work, transformers,. and elevator equipment. They must also be screened from view from all public rights of way and adjoining properties.

Screening shall consist of or be constructed of materials consistent with primary building materials depending on the location of the equipment to be screened. Noise, odor and heat generating equipment shall be located well away from pedestrian areas and set well above such areas where possible. Roof mounted photovoltaic solar panels are not considered roof mounted mechanical equipment for the purposes of this district, but any other form of electrical conveyance equipment shall be screened.

7. Ancillary structures

All ancillary on-site structures for storage that are over 120 square feet in floor area should meet the basic design standards for buildings of this section and should be designed to complement the designs of the primary structure.

The use of sea crates or trailer boxes or unlicensed trucks for on-site storage (or advertising) is prohibited unless they are stored in an area not visible to the public and screened with an opaque fence.

Play structures, either indoors or outdoors, shall not be permitted to be the dominant feature of a building façade.

Shopping cart storage structures shall be designed as low key elements on the site. Any signage, other than identification of the function, will count in the site's signage area calculation in accordance with **City Ordinance 55-122017**.

8. Canopies

Awnings or canopies must function as true awnings or canopies by being placed over a doorway or window and under certain circumstances may be allowed over a walkway or outdoor seating area. All awnings or canopies must be attached to a vertical wall. Canopies must lead to a bonafide business entrance. Awnings and canopies shall project at least 4 feet from the building when located over a pedestrian traffic area and no less than 2 feet otherwise.

All awnings or canopies shall maintain a minimum clearance above sidewalk grade of 8 feet to the bottom of the framework when located over a pedestrian traffic area. The bottom of the framework shall not be more than 8 feet above covered grade or the maximum height of the protected window, door, or recessed building entry otherwise. The top of the framework may

not extend above a vertical wall terminus nor cover any architectural elements. Such shall be designed to fit within the architecture of the buildings to which they are attached and serve to enhance the exterior of the building as an articulation and aesthetic element, not as a advertising medium.

All awnings that do not contain signed copy shall be made of woven cloth or architectural metal materials. Back lighting of awnings is not permitted. Designed, color, and materials shall be compatible with the building to which it is attached.

The use of free-standing canopies or awnings is discouraged other than to aid in the promotion of **short-term** seasonal/holiday or community events or activities. This would include various short-term fund raising or charitable activities approved by the city.

DESIGN STANDARDS SPECIFIC TO LIGHT INDUSTRIAL DEVELOPMENT

The guidelines for light industrial design do not seek to impose a particular architectural theme or style, but to promote quality development which will be an asset to the city. These guidelines will assist the developer to understand the city's concept of quality design relative to industrial projects.

The general design standards listed elsewhere in the architectural design standards shall be used utilized in addition to the following standards for all light industrial, industrial warehouse, industrial manufacturing, and office/warehouse type developments.

1. Building design

Employ variety in building forms to create entry character and visual interest.

Avoid long (over 200 feet) of unbroken building facades. Facades with varied front setbacks are required. Warehouse should avoid blank front wall elevations on street frontages and those areas visible from streets through the use of indentations and architectural details.

Entries to industrial warehouse buildings should portray a quality office appearance while being architecturally related to the overall building composition.

Alteration of colors and materials can be used to produce diversity and visual interest.

All exterior surfaces of buildings which have the potential of being contacted by vehicles or machinery should be protected by the use of landscaped areas, raised concrete curbs, and traffic barriers.

A. Desirable elements

A variety of building indentations and architectural details

Building entry accentuation

Screening of equipment and storage areas

Landscaping soften building exteriors and buffer between uses

B. Undesirable elements

Large, blank, flat surfaces

Exposed, untreated concrete walls and block walls (except split-faced another architectural block Materials)

Loading doors facing the street

Exposed roof drains

2. Building materials and colors

Use various siding materials such as metal, masonry, concrete texturing, concrete or plaster to produce effects of texture and relief that provide architectural interest.

Use wall materials such as concrete, stone, concrete block that will withstand abuse by vandals or accidental damage by machinery.

A. Preferred building materials

Full veneer brick,

Architectural concrete (with recessed panels and reveal lines)

Colored CMU block and architectural CMU block (split-faced, fluted, scored, honed, etc.)

Architectural metals and **standing seam metal roofing**

Metal walls (insulated architectural metal panels) “aluco” bond

B. Preferred accent materials the

Precast concrete accents

Stucco (EIFS) as an accent materials (not a major building component). Limited amounts of stucco may be considered for a vertical surfaces only, if the quality of the design merits such consideration.

Glass accents

C. Discouraged materials

Plain, gray, black based CMU block (allowed as an accent only, not as a total wall treatment)

Brick tiles

Metal walls (unless it is an insulated architectural metal panel such as “Aluco” bond)

Stucco(EIFS), wood or glass, as more than an accent.

Other materials may be considered after further review, justification, and approval by the city

D. Colors

Blending of compatible colors in a single façade or composition is a good way to add interest and variety while reducing building scale and breaking up plane walls.

Light, neutral colors should be used on industrial buildings to help reduce their perceived size. Contrast and trim and horizontal color bands can help break up the vertical monotony of tall flat walls. Other solutions are encouraged.

3. Metal buildings

- A. All metal buildings (**where such metal materials are allowed**) must be designed to have an exterior appearance of conventionally built structures. Exterior surfaces must include either stucco, plastic, glass, stone, brick, or decorative masonry. Stock, “off the shelf” metal buildings are prohibited.
- B. Metal buildings should employ a variety of building forms, shapes, colors, materials and other architectural treatments to add visual interest and variety to the building.

4. Screening of storage and loading areas

- A. To alleviate the unsightly appearance of loading facilities for industrial uses, these areas shall not be located on the sides of the building facing the public streets. Such facilities shall be located at the rear or side of the site.
- B. Outside storage shall not cover required parking stalls nor block any driveway as approved on the site plan for the development.
- C. All outside storage areas that are visible shall be screened up by the use of opaque fence or solid masonry walls, berms, and landscaping or a combination of the elements mentioned above. Screening walls shall be a minimum of 6 feet in height and shall be at least as high as the stored materials.
- D. A method of screening shall be architecturally integrated with the adjacent building in terms of materials, colors, shape and size.
- E. If walls are not required for a specific screening or security purpose, they should not be utilized.
- F. Trash areas shall be designed to include the screening of large items (e.g. skids and pallets) as well as the trash bins that are needed for the business (unless storage is otherwise accommodated behind required screened storage areas)
- G. Long expanses of fence or wall surfaces should be offset and architecturally designed to prevent monotony. Also, include vines on walls to break up flat surfaces.

5. Parking and circulation

- A. The parking lots and loading facilities should be designed with each other in mind while not dominating the industrial site.
- B. Parking lots and cars should not be the dominant visual element of the site. Large expansive paved areas located between the street and the building should be avoided in favor of a group of smaller parking areas separated by landscaping and buildings.
- C. Six seven six Parking lots adjacent two and visible from public streets shall be screened from view through the use of rolling earth berms, low screening walls, landscape hedges, or combinations thereof

Planning and Zoning Commission Attendance

Commissioner	2/13/18 Regular Meeting	3/13/18 Regular Meeting	4/10/18 Regular Meeting	5-10-18 Regular Meeting	6-12-18 Regular Meeting	7-10-18 Regular Meeting	8/10/18 Special Meeting	8/14/18 Regular Meeting	08/27/18 Special Meeting	9/11/18 Regular Meeting	10/9/18 Regular Meeting	11/13/18 Regular Meeting	11/15/18 Regular Meeting	12/11/18 Regular Meeting
Miller	P	P	P	P	P	P	P-QNM	P	P	P	P	P	P	
Diaz	P	P	P	P	VAA	P	P-QNM	P	P	P	P	VAA	VAA	
Hausheer		P	P	VAA	P	P	P-QNM	P	P	P	P	P	P	
Ringle	P	P	P	P	P	P	UA	UA	P	P	P	P	P	VAA
Heier	P	P	P	P	P	VAA	P-QNM	P	P	UA	P	P	P	
Dauer												P	P	
Owen	P	P	E	P	VAA	UA	VAA	P	P	P	P	P	P	

P	Present
P-QNM	Present but quorum not meet
E	Excused for reasons allowed in Ord. 210
VAA	Voluntary Announced Absence
UA	Unannounced Absence
	Not member yet

Planning and Zoning Commission's Attendance at City Council Regular Meeting

[illegible]

Future Agenda Items

Planning and Zoning Commission

December 20, 2018 Regular Meeting

- | | | |
|-------------------------------|------------|---|
| 14 days before Meeting | (12/06/18) | Commission and Staff items are due |
| 9 days before Meeting | (12/11/18) | City Administrator and Chair review agenda. City Attorney is sent the agenda for approval. |
| 7 days before Meeting | (12/13/18) | Post Agenda on bulletin board and Commission will receive packet
(allowing a day and half for corrections and to request additional information to be added) |
| 6 days before Meeting | (12/14/18) | Post Agenda Packet to City Website |
| 3 days before Meeting | (12/17/18) | (72 hours) – Local Government Code requirement for posting |

City Council = Red

Impact Fee Committee = Pink

Quarry Commission = Purple

Planning & Zoning = Green

Water Commission = Blue

Wildlife Management Advisory Commission = Brown

Christmas Eve/Christmas Day Holiday= City Events

New Year's Eve Holiday= City Events

Sun	Mon	Tues	Wed	Thur	Fri	Sat
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Approval

1. Minutes 11-15-18

Petition/Public Hearings/Recommendation

Discussion/Reports

1. Meeting with Freese and Nichols, Inc. Update
2. City Council Update
3. Future Agenda Items
 - a. Set next meeting (if necessary) January 8, 2018 @ 6

Executive Session

January 8, 2019

Regular Meeting

- | | | |
|-------------------------------|------------|---|
| 18 days before Meeting | (12/21/18) | Commission and Staff items are due |
| 13 days before Meeting | (12/26/18) | City Administrator and Chair review agenda. City Attorney is sent the agenda for approval. |
| 6 days before Meeting | (01/02/19) | Post Agenda on bulletin board and Commission will receive packet
(allowing a day and half for corrections and to request additional information to be added) |
| 5 days before Meeting | (01/03/19) | Post Agenda Packet to City Website |
| 4 days before Meeting | (01/04/19) | (72 hours) – Local Government Code requirement for posting |

City Council = Red

Impact Fee Committee = Pink

Quarry Commission = Purple

Planning & Zoning = Green

Water Commission = Blue

Wildlife Management Advisory Commission = Brown

New Year's Day Holiday= City Events

MLK Holiday= City Events

Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Approval

- Minutes 12-11-18

Petition/Public Hearings/Recommendation

Discussion/Reports

- City Council Update
- Future Agenda Items
 - Set next meeting (if necessary) January 17, 2019 @ 6

Executive Session

PENDING FUTURE AGENDA ITEMS

- MLUP Ordinance clean up (Trevino)