

**CITY OF SAN ANTONIO
ZONING COMMISSION
RESOLUTION NO. _____**

PROVIDING FOR POLICIES INCREASING THE EFFICIENCY OF ZONING COMMISSION PUBLIC HEARINGS

Whereas, it is necessary for the City Zoning Commission to conduct its meetings in an efficient and productive manner while providing a fair and comprehensible process for the public; NOW THEREFORE BE IT RESOLVED BY THE ZONING COMMISSION OF THE CITY OF SAN ANTONIO:

That the following processes shall be implemented:

1. The staff presentation will include the map illustrating the area to be rezoned, pictures of the current uses surrounding the area to be rezoned, and any other supplemental information (i.e. site plans) applicable to the case. Staff comments will include a summarized recommendation. The staff recommendation shall be included in the on-screen presentation.
- ~~2. The staff presentation will be reduced by summarizing the recommendation.~~
- ~~2. After the Chair opens the meeting, and roll call is conducted, staff will review meeting procedures for the benefit of the public.~~
- ~~3. A handout will be provided to the public explaining the meeting procedures and process by which Zoning Commission makes recommendations.~~
4. Speaker Time Limits shall be adjusted as such:
 - ~~A. 5 minutes for applicant/representative~~
 - ~~B. 3 minutes per speaker~~
 - ~~C. 3 minutes rebuttal limited to one person only~~
- ~~3.5. Uncontested Combined Hearing (Consent) Zoning Cases Open Hearing and Motion.~~
 - A. Uncontested Combined Hearing (Consent) Cases Definition: Those cases which have:
 1. staff approval
 2. are not SAWS related
 3. have no opposition (to speak in person or call in during a virtual meeting)
 4. Have the approval of the respective District Commissioner.
 - B. Process: After staff reviews the ~~citizen's~~ sign-in list, the Chairperson will call for staff to submit the list of Uncontested Combined Hearing (Consent) Zoning Cases by Agenda Item number and address. Each Commissioner will be asked to withdraw confirm any cases on the list. Commissioners can amend the list and move items for an individual hearing. The Chair will open the hearing for the uncontested Combined Hearing (Consent) cases.
 1. For in-person meetings: Staff will and will have staff read review the Zoning ordinance items and ask if there is anyone for or against the consent items that has not signed in to speak. approval of the ordinance. If any wish to be heard,

then the chair will determine if the case will be pulled for an individual hearing. If there are no responses, Staff will read into the record ~~review~~ the Combined Hearing (Consent) items including the number of letters received in support of opposition next case. After all cases have been reviewed, the Chair will call for a motion to approve the uncontested Combined Hearing (Consent) cases.

2. For virtual meetings: Staff will read into the record the consent items and indicate for the official written record the number of letters received in support or opposition.

C. The motion for approval will include the case agenda item numbers and accept the recommendations of the Zoning Staff.

~~D. Any case which has been heard using the above procedure, and that has been approved for reconsideration, may not be heard until the next regularly scheduled Zoning Commission meeting. When appropriate, re-notifications will be made.~~

~~D.E.~~ Individual hearings will continue as usual.

4. Speaker Time Limits shall be as follows. The Chair may, at their discretion, limit all residents signed up to speak less than the minutes defined below:

A. 10 minutes for applicant/representative

B. 3 minutes per speaker for in-person meetings. 2 minutes per speaker for virtual meetings for all letters, voicemail and callers. Commissioner questions of each speaker shall be limited to 5 minutes each.

C. 3 minutes rebuttal limited to one person only for in-person meetings. 2 minutes for virtual meetings.

D. Commissioner questions of the applicant and staff shall be as follows:

1. First Round of questions is limited to 10 minutes per Commissioner. Second Round of questions is limited to 5 minutes per Commissioner.

2. After the motion is made, Commission discussion of the motion is limited to 3 minutes for the Commissioner of the District in which the case is located in and 2 minutes for all other Commissioners.

~~6. Staff shall take the appropriate steps to request a speaker timer system be purchased and installed in the Board Room.~~

PASSED AND APPROVED THIS _____ DAY OF _____

Joy McGhee
Chair, Zoning Commission

Michael Shannon
Director, Development Services

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