

**PLANNING COMMISSION TECHNICAL ADVISORY COMMITTEE  
ESTABLISHMENT AND GOVERNANCE**  
April 2021

**FUNCTION:**

The Planning Commission Technical Advisory Committee (PCTAC) is established to advise the Planning Commission (PC) on matters relating to the Unified Development Code, Major Thoroughfare Plan, and Transportation Plan.

**MEMBERSHIP:**

1. The Committee shall consist of eighteen members. Three members shall be appointed from the Planning Commission, one member shall be appointed from the following boards: Zoning Commission, Board of Adjustment and the Parks and Recreation Board. The other twelve members, who shall be considered non-City Official voting members, shall consist of:
  - two (2) development or real estate professionals
  - three (3) registered professional engineers
  - one (1) planning professional (AICP certification must remain current during the term of office)
  - one (1) registered architect
  - one (1) member specifically representing environmental and/or historic preservation interests, and
  - four (4) representatives of the community at-large who shall not qualify under any of the active professional membership categories (real estate/development, engineering, planning, architectural) nor have an economic interest in land development activities.

The members shall be appointed by resolution of the Commission for overlapping two-year terms. Appointees must reside within the City of San Antonio or its extraterritorial jurisdiction provided that at least ten reside within the corporate limits of San Antonio.

2. In appointing members to the Planning Commission Technical Advisory Committee, the Planning Commission shall strive for a balance between members with and without economic interests in the development process regulated by the City of San Antonio. The Planning Commission will make every effort to appoint members in those aforementioned categories who have technical background, expertise or understanding of the Unified Development Code.
3. Members may be given Performance Evaluations to ensure quality participation in the PCTAC and to assist the Planning Commission in the reappointment process. The evaluation will be on actual attendance record and active participation in PCTAC discussions. The Planning Commission members on the PCTAC will be responsible for assessing evaluations and reporting to the Planning Commission.

4. All members shall be responsible for informing organizations which they represent and the citizens in general of the Committee's activities.
5. The Planning Commission, from its own membership, shall appoint the Chair of the Committee. The PCTAC shall, from its own membership, appoint a Vice-Chair who shall preside in the absence or at the request of the PCTAC Chair. New PCTAC officer position(s) shall be open for appointment upon the expiration of the membership term of either the PCTAC Chair or Vice-Chair.
6. Should a member have two or more unexcused absences in the course of a year, the Chair of the PCTAC may recommend to the Planning Commission that the Commission remove the member and appoint a replacement. Furthermore, it is the responsibility of the PCTAC member to contact the chairperson of the PCTAC or City staff liaison if they are unable to attend any particular meeting for the absence to be excused.
7. In addition to the regular members of the Committee, the Planning Commission may appoint one (1) alternate member from its own membership, as it deems appropriate.
8. Due to the size of the City of San Antonio and its ETJ, there may be additional individuals who may bring valuable insight to PCTAC meetings. Therefore, in addition to the regular members of the PCTAC, the Planning Commission may, at their discretion, appoint up to two (2) additional non-voting "Experience" members that the Commission deems appropriate. These "Experience" members shall reside inside the city limits of San Antonio, its ETJ, or the otherwise incorporated or unincorporated areas of Bexar County.
9. The Commission may appoint up to one (1) Alternate member for each non-City Official Category voting member(s) who may take the place of an appointed non-City Official voting member at a PCTAC meeting only when the non-City Official voting primary member is not in attendance.
10. Any non-City Official voting member who ceases to meet the qualifications for their appointment or otherwise becomes ineligible shall immediately be removed from the PCTAC. If the member in question has an alternate, that alternate member shall immediately be promoted to replace said removed member and assume the remainder of the removed member's term. In these instances, the Planning Commission may, at the next available meeting, decide whether to replace the alternate member.
11. Due to the unscheduled or unexpected removal, replacement, or resignation of committee members, to preserve the integrity of the committee and to avoid having a significant number of positions expiring in any one year, it may be necessary from time to time to extend the term of existing members for up to one additional year.
12. Extensions may be considered during major UDC amendment updates, UDC amendment cycles, or during any major throughfare plan amendments to avoid having a significant number of positions expiring during these crucial processes.
13. The Chair of the PCTAC has the authority to call for one-year extensions of up to eight (8) existing

members, provided that no more than one sitting member from each of the categories is granted the extension, with the exception that two registered engineers and two community representation members may be extended. The approval of the one-year extension must be by majority vote of the PCTAC members in attendance. Board and Commission member representatives are ineligible for one-year extensions.

14. Members of the PCTAC shall not be eligible for more than one extension per term. After the first extension, they shall be required to reapply for their positions on the PCTAC. If a member who has had their term extended then reapplies to the PCTAC following the expiration, they will again be eligible for another one-year extension.

#### APPLICATION PROCESS:

1. Outreach to solicit qualified candidates to serve as a Community at Large member include: posting on COSA TV Channel (Channel 21) and the COSA web page. In addition, email notification with a link for additional information and a copy of the application shall be sent to the various Chambers of Commerce, Land Entitlement's Stakeholders, Civic Organizations (such as the Rotary Club, Lions Club, the Kiwanis Club, and the Conservation Society) Neighborhood Resource Center, City Council members, local colleges and universities and registered Neighborhood Associations.
2. The application process shall be open for at least two weeks, with any additional time being specified by the Planning Commission. A reminder notice should be sent to the aforementioned agencies at the halfway point.
3. Candidates for PCTAC members (excluding Planning Commission, Zoning Commission, Board of Adjustment, and Parks Board appointments) will be interviewed by the Planning Commission Nominating Committee.
4. There shall be a Planning Commission Nominating Committee ("Nominating Committee") composed of three (3) members who shall be elected periodically by the Planning Commission at a regular meeting at least ten (10) business days prior to the election of members to the PCTAC. At least one (1) of the three (3) members will also be a PCTAC member. The Nominating Committee shall elect its own chair, who shall serve as the liaison back to the Planning Commission. Should the Planning Commission expand the membership of the Nominating Committee the total membership of the committee shall always be an odd number. A voting alternate will need to be elected by the Planning Commission to serve in the event a member of the Nominating Committee is unable to attend, but such member should only attend and participate provided the original member is unable to do so.
5. The Nominating Committee will review and recommend from the applications, eligible people for each category to be filled and report its nominees, in writing, to the PC at its next scheduled meeting. The Nominating Committee may also state that they have no recommendation and instead recommend that the time period for application submittal be extended so that additional applications may be reviewed. The nomination in writing shall be signed by the chair of the

Revised:  
January 2011  
September 2013  
May 2014  
April 2021

Nominating Committee on behalf of the committee, provided that any Nominating Committee member not in favor of the written recommendation may submit an additional written explanation of their views to the PC prior to the next PC meeting. Additional nominations may be made from the floor at the election meeting by PC members of the Nominating Committee or other PC members, though such nominations shall be viewed as individual nominations and not reflective of the committee.

6. The committee shall be provided the applications of the potential candidates for PCTAC nomination by the Director of Development Services or the designee, along with a list of open vacancies on the PCTAC. The committee shall then meet, review the list of candidates and prepare a written recommendation for the Planning Commission based on the applications, vacancy, and eligibility.
7. The Nominating Committee shall be a standing committee, which shall serve for a period of one year.
8. Once the recommendation from the nominating committee has been reviewed by the PC, the Chair of the PC shall call for a motion to either hold interviews or elections. Voting shall be by voice vote. The Chair shall call for nominations (for interview or election) for each vacancy, taking the vote on the vacancy of each nomination in the order in which it was received. Once all nominations have been received, the Chair shall close the nomination process. If a motion was approved for interviews, such interviews shall be scheduled at the next regular PC meeting. At the conclusion of interviews the chair shall close the interview process and shall then call for a motion regarding elections, additional interviews, or a request to extend time for more applications. If a motion for elections is approved such elections may take place at the same meeting, or at the next regularly scheduled meeting of the PC.
9. Categories shall be voted on in the order listed under Section 1 Membership above. In cases where the PC is voting on more than one nomination per category PC members shall rank candidates according to their preference and the candidates shall be assigned a point value based on the preference stated. If a tie results in more candidates than positions, the candidate(s) with the least number of votes shall be eliminated and another vote for the balance of vacancies shall be taken. This process shall continue until a candidate is chosen or a motion is passed to reschedule the vote for that category to the next regular PC meeting. Once a nominee or nominees have been chosen, the Chair shall call for a motion to ratify the results of the nomination election, which vote must receive the minimum votes required for PC action under Chapter 35 of the city code (Unified Development Code). If ratification is not approved, the nomination election shall automatically be scheduled for the next meeting and the process shall begin again as if the previous un-ratified portions had not taken place.

#### RESPONSIBILITIES:

1. Maintain working knowledge of the Unified Development Code; and, the City's Comprehensive Master Plan, including but not limited to the Master Plan Policies, Neighborhood, Community and Perimeter Plans, other land use plans, the Major Thoroughfare Plan and other transportation plans, and the manner in which these plans are administered.

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April 2021

2. Prepare recommendations to the Planning Commission for changes to the Unified Development Code and the Major Thoroughfare Plan.
3. Undertake such other tasks or studies related to transportation, or the regulation of subdivisions, as may, from time to time, be levied by the Planning Commission and prepare recommendations for the Commission's consideration.

#### PCTAC PROCEDURES:

1. The provisions of the Texas Open Meeting Act shall be observed at all times.
2. The Committee shall meet as often as necessary. The Development Services Department may convene the PCTAC as needed to make recommendations on Unified Development Code amendments or the Major Thoroughfare Plan. Official notice may be given to members by electronic mail, fax or other method deemed appropriate.
3. Reasonable effort will be made to ensure that at least nine members of the PCTAC are present at a meeting during which the PCTAC takes an action. However, at the discretion of the PCTAC Chair, the Committee may proceed to an action with at least seven (7) members being present.
4. Actions of the PCTAC shall take the form of recommendations to the Planning Commission. Approval of the recommendations shall require a majority affirmative vote of the PCTAC members present and voting. A minority report may be included with recommendations to the Planning Commission.
5. Minutes and tape recordings shall be made of each meeting and retained within the Development Services Department. The minutes and tapes shall be made available for public review.
6. Participation by interested citizens in the deliberations of the PCTAC shall be encouraged. Individuals and/or organized groups may register with the Development Services Department for the purpose of receiving notice of meetings. A fee may be charged for this service.

#### STAFF SUPPORT AND LIAISON:

1. Staff support shall be provided to the PCTAC by the Director of the Development Services Department within limitations imposed by budgetary and personnel considerations. The Director shall appoint one or more technical advisors to the PCTAC.
2. The Committee may request advice and assistance from other City departments, public agencies, and private individuals with expertise in areas under consideration by the committee. In all instances, such requests shall be made through the Director of Development Services.

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