



City of San Antonio

Agenda Memorandum

File Number:19-4394

Agenda Item Number: 25.

Agenda Date: 6/12/2019

In Control: Planning Commission

DEPARTMENT: Development Services

DEPARTMENT HEAD: Michael Shannon, PE, CBO

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Consider applicants for and possibly make appointments to the Planning Commission Technical Advisory Committee (PCTAC), to include receiving the recommendation of the PCTAC Nominating Committee

SUMMARY:

The PCTAC currently has openings for several regular members and alternates across several categories. This agenda item is to allow the Planning Commission to consider the applicants for these positions, with the advice of the PCTAC Nominating Committee. Additionally, the Planning Commission may, at their discretion, appoint up to three (3) additional non-voting "Experience" members regardless of residency or professional background that the Commission deems appropriate.

BACKGROUND INFORMATION:

The PCTAC is established to advise the Planning Commission on matters relating to the Unified Development Code, Major Thoroughfare Plan, and Transportation Plan.

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 Planning Commission for overlapping two-year terms. Appointees must reside within the City of San Antonio or its extraterritorial jurisdiction provided that at least nine reside within the corporate limits of San Antonio.

Applications for the open seats were accepted from April 1, 2019 to May 1, 2019, which exceeds the minimum two week application timeframe as required in the PCTAC establishment and governance document.

The Planning Commission Nominating Committee was appointed by the Planning Commission on April 10, 2019, and met to review the applications of the candidates on May 22, 2019.

Once the recommendation from the nominating committee has been reviewed by the Planning Commission, the Chair of the Planning Commission 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 is approved for interviews, such interviews shall be scheduled at the next regular Planning Commission 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 Planning Commission.

Categories shall be voted on in the following order:

- development or real estate professionals
- registered professional engineers
- registered architect
- representing environmental and/or historic preservation interests
- community at-large
- experience

In cases where the Planning Commission is voting on more than one nomination per category, Planning Commission 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 Planning Commission 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 Planning Commission 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.

ISSUE:

The Planning Commission must make the following appointments:

- one member to the development or real estate professionals category
- two members to the registered professional engineers category
- one member to the registered architect category
- one member to the environmental and/or historic preservation interests category
- two members to the community at-large category

The Planning Commission may appoint one member as an alternate to any of the above categories. Additionally, the Planning Commission may appoint two experience members.

ALTERNATIVES:

The Planning Commission may choose to appoint members or interview candidates.

FISCAL IMPACT:

None.

RECOMMENDATION:

Staff recommends appointing members or interviewing members in accordance with the PCTAC establishment and governance document.