

# **CITY PLAN COMMISSION RULES OF PROCEDURE**



## **TABLE OF CONTENTS**

SECTION 1. INTERPRETATION	2
SECTION 2. DEFINITIONS	2
SECTION 3. OFFICERS	3
SECTION 4. MOTIONS	4
SECTION 5. MEETING PROCEDURE	5
SECTION 6. CANCELLATION OF SCHEDULED MEETING	9
SECTION 7. CONDUCT OF MEMBERS	9
SECTION 8. EXECUTIVE SESSIONS	11
SECTION 9. ATTENDANCE	12
SECTION 10. VOTING AND VOTING QUALIFICATIONS	13
SECTION 11. MINUTES	14
SECTION 12. ENFORCEMENT	14
SECTION 13. COMMITTEES	15
SECTION 14. LIAISON TO LANDMARK COMMISSION	21
SECTION 15. AMENDMENTS AND SUSPENSIONS	21
SECTION 16. OTHER RULES OF PROCEDURE	21

## SECTION 1. INTERPRETATION.

- (a) The powers and duties of the commission are outlined in Chapter XV, Sections 3 and 4 of the City of Dallas Charter and Section 51A-3.101 of the Dallas Development Code, as amended. [Dallas City Charter Chapter XV, Sections 3 and 4; Dallas Development Code §51A-3.101]
- (b) Words used in the present tense include the future tense.
- (c) Words in the singular include the plural, and words in the plural include the singular.
- (d) These rules apply to all committees of the commission, except where the context clearly indicates otherwise.

## SECTION 2. DEFINITIONS.

- (a) "BRIEFING" means the scheduled portion of the commission's meeting at which information is given to the commission regarding items scheduled for consideration by the commission.
- (b) "COMMISSION" means the city plan and zoning commission as described in Chapter XV, Sections 3 and 4 of the City of Dallas Charter, and in Section 51A-3.101 of the Dallas Development Code, as amended. [Dallas City Charter Chapter XV, Sections 3 and 4; Dallas Development Code §51A-3.101]
- (c) "CHAIR" means the presiding officer of the commission unless the context clearly indicates otherwise. [Dallas City Code §8-1(2)]
- (d) "DIRECTOR" means the director of the department of development services, or the director's designee.
- (e) "INSPECTION TRIP" means the scheduled site inspection for items on the commission's agenda.
- (f) "MEETING" means a regular or special meeting of the commission and includes all briefings and the inspection trip.
- (g) "MEMBER" means a duly appointed member of the commission. [Dallas City Code §8-1(4)]
- (h) "SIGNIFICANT CHANGE" means a change to a zoning application that results in any of the following:
  - (1) an increase in the maximum number of dwelling units per acre or per lot.

- (2) an increase in maximum structure height.
- (3) an increase in the maximum floor area ratio.
- (4) an increase or decrease in building setbacks.
- (5) an increase in maximum lot coverage.
- (6) an increase or decrease in the landscaped area.
- (7) an increase or decrease in the number of required parking spaces.

### SECTION 3. OFFICERS.

#### (a) Chair.

- (1) The chair, when present, shall preside at all meetings. In the absence of the chair, the vice-chair shall exercise the powers of the chair. If the chair ceases to preside during a meeting, and no vice-chair is available, the chair may, subject to the approval of the commission, appoint a temporary chair. The first adjournment puts an end to this appointment. [Dallas City Code §8-9(a)]
- (2) In the absence of the chair and vice-chair, the commission shall elect a temporary chair. The election does not survive the meeting in which it is made. [Dallas City Code §8-9(a) and (c)]
- (3) A temporary chair may be removed by a two-thirds vote of the commission. If the temporary chair is removed, the members must elect a new temporary chair. This election does not survive the meeting in which it is made.
- (4) The chair shall rule on points of order and procedures that are brought up in meetings. A member may appeal to the commission from a ruling of the chair. If the appeal is seconded, the member making the appeal may briefly state reasons for the appeal and the chair may briefly explain the ruling, but there may be no debate on the appeal, and no other member may participate in the discussion. The chair shall then put the question, "Shall the decision of the chair be sustained?" If a majority of the members present vote "Aye," the ruling of the chair is sustained; otherwise, it is overruled. [Dallas City Code §8-9(b) and §8-15]
- (5) The chair must be referred to as Mr. or Madam chair. [Dallas City Code §8-1(2) and §8-9(d)]
- (6) The chair shall preserve order and decorum and shall appoint a sergeant-at-arms and a deputy to enforce compliance with the Dallas City Code and these rules.

The chair shall take such disciplinary actions as may be necessary to ensure that decorum is preserved at all times. [Dallas City Code §8-10]

- (7) The chair shall state all questions submitted for a vote, call for an affirmative and negative vote, and announce the result. A roll call vote must be taken when requested by a member. [Dallas City Code §8-11]
- (b) Vice-chair. In the absence of the chair, the vice-chair shall preside and fulfill all the duties of the chair. [Dallas City Code §8-9(a)]
- (c) Commission secretary.
  - (1) The commission secretary shall be generally responsible for the clerical work of the commission, under the direction and supervision of the director. The commission secretary shall:
    - (A) keep the minutes of all meetings and proceedings showing the vote of each member, insuring that the minutes are filed with the city secretary's office within the time required by the commission rules;
    - (B) keep track of the time expended by members on questions, discussion, deliberation, and debate in accordance with Section 5(d)(3);
    - (C) maintain the original audio and video tape recording of all meetings;
    - (D) prepare the agendas to be distributed to the members and type letters and memoranda requested by the commission; and
    - (E) inform members of meetings.

#### SECTION 4. MOTIONS.

- (a) Motion initiates debate. Before any deliberation or debate begins on an item (including questions to staff or speakers), a motion must be made and seconded.
- (b) Equal right to make motions. All members have an equal right to make a motion on any item before the commission.
- (c) Reconsideration.
  - (1) Unless the city council refers an item back to the commission, a motion to reconsider is the exclusive method by which an item can again be brought before the commission after a final vote has been taken.
  - (2) A motion to reconsider may not be made later than the next meeting.

- (3) A motion to reconsider can only be made by a member who voted with the prevailing side.
  - (4) A motion to reconsider can be seconded by any member.
  - (5) An item may not be twice reconsidered, except by unanimous consent of the commission.
  - (6) The motion to reconsider must be on an agenda that is publicly posted. In order to reconsider the action in the same meeting at which the motion to reconsider is made, the subject matter of the reconsideration must be on the agenda that is publicly posted.
  - (7) A motion to reconsider may be placed on the agenda using the procedure outlined in Section 5(b).
  - (8) Once an action reaches the floor of the city council, the commission may not change it. Once an action can no longer be changed by the commission, it may not be reconsidered.
- (d) Two-year limitation. Except as provided in Section 51A-4.701(d) of the Dallas Development Code, after a final decision is reached by the commission or city council denying a request for a change in a zoning district classification or boundary and all possibilities of reconsideration have been exhausted, no further applications may be considered for that property for two years from the date of the final decision. [Dallas Development Code §51A-4.701(d)]
- (e) Remanded item. An item remanded to the commission by the city council is a new item.

## SECTION 5. MEETING PROCEDURE.

- (a) Items taken in order. The items on the agenda must be acted upon in the order in which they appear, except upon a ruling of the chair or majority vote of the commission.
- (b) Agenda.
  - (1) Members may have an item placed on the agenda if the request is in writing and provided to the assistant director or the commission secretary. The following items must be placed on the agenda within 30 days after delivering the request to the assistant director or commission secretary:
    - Consideration of the authorization of a public hearing may be placed on the agenda if the request is signed by three members.

- Any other item may be placed on the agenda if the request is signed by five members.

An item to be reconsidered must be delivered to the assistant director or commission secretary by 4:00 p.m. the Friday preceding the meeting at which the members want the item reconsidered. An item to be reconsidered must be placed on the agenda if the request is signed by one member.

- (2) Notice of all special and regular meetings of the commission must be published in accordance with the Texas Open Meetings Act. [Texas Government Code Chapter 551; Dallas City Code §8-6(c) and §8-7]

(c) Calendar.

- (1) The commission shall adopt a calendar of meeting times and events on a regular basis. This calendar should cover no less than a 90-day period from the date it is adopted.
- (2) The chair may call special meetings at any time. The chair shall call a special meeting upon the written request of one-third of the members. [Dallas City Code §8-3]

(d) Discussion of motion.

- (1) Before any deliberation or debate begins on an item (including questions to staff or speakers), a motion must be made and seconded.
- (2) A member desiring to speak shall address the chair and, upon recognition by the chair, shall limit discussion to the question under consideration. All discussion must be addressed to the chair and not to individual members. [Dallas City Code §8-10 and §8-13]
- (3) No member may speak more than once upon any one item until every other member choosing to speak on the item has spoken, and no member may speak more than twice upon any one item, nor for longer than five minutes each time, without a two-thirds vote of the members present. The first round is limited to five minutes, and the second round is limited to five minutes. The [10-minute limitation includes time expended by the member on questions, discussion, deliberation, and debate. A member's questions to staff and speakers are included in the member's speaking time, responses by staff or speakers to a member's questions are not included in the member's speaking time. [Dallas City Code §8-16]
- (4) A member, once recognized by the chair, may not be interrupted while speaking unless called to order by the chair or a point of order is raised by another member. If a member is called to order while speaking, the member shall cease speaking immediately until the question of order is determined. If ruled to be in order, the member may proceed. If ruled to be not in order, the member shall remain silent

or shall alter the remarks so as to comply with rules of the commission. [Dallas City Code §8-15]

- (5) No member may address the chair or demand the floor while a vote is being taken. [Dallas City Code §8-13]
- (e) Intermissions. Intermissions may be taken at regular intervals during meetings. The chair shall announce the length of the intermission. Members must promptly return to the meeting room after the intermission.
- (f) Public nature of meetings.
  - (1) All hearings of the commission are open to the public unless pertaining to matters authorized under the Texas Open Meetings Act to be discussed in executive session. [Texas Government Code Chapter 551; Dallas Development Code §51A-3.101(d)(1); Dallas City Code §8-6(a) and §8-25(a)]
  - (2) Generally, meetings are held every other Thursday in the city council chambers at the time designated on the posted agenda, or as often, and at another place, as the chair or commission may determine.
- (g) Closed public hearings. A person may not address the commission after the public hearing has been closed unless the public hearing is renotified.
- (h) Citizen speakers.
  - (1) Each member of the public who desires to address the commission regarding an item on an agenda shall be allowed to address the commission before or during the commission's consideration of the item. [Dallas City Code §8-6(d)]
  - (2) No person may speak for more than three minutes. For the public hearing items, those persons wanting the commission to approve the application shall speak first. The applicant has the right to be the first speaker. After all opposition speakers have spoken, the applicant shall have two minutes for rebuttal.
  - (3) In the case of a commission or city council authorized hearing, there is no rebuttal time. Proponents of the proposed zoning will have a total of three minutes per person to address the commission and opponents will have a total of three minutes per person to address the commission.
  - (4) Any member of the public requiring the use of a translator to relay public comments shall be afforded twice the amount of time as a member of the public who does not require a translator. [Dallas City Code §8-6(e)]
  - (5) The commission may shorten or extend the time for public speakers by a majority vote of the members present or ruling of the chair.

- (i) Uncontested cases. The commission secretary may place items that are recommended for approval by city staff on an uncontested agenda. When the planning department representative calls the uncontested agenda, the representative shall state the item number, the applicant, the location, the nature of the item, and the staff recommendation. An item on the uncontested agenda must be considered individually as a regular agenda item if there is anyone present to speak in opposition to staff's recommendation or a member so requests. Any items remaining on the uncontested agenda must be approved as a group.
- (j) Action of the commission. Each item must be decided upon its own merits and upon the circumstances of the item, and therefore no action of the commission sets a precedent for another item.
- (k) Public records. The decisions and official records of the commission are public records except as provided by the Texas Open Records Act. [Texas Government Code Chapter 552; Dallas Development Code §51A-3.101(d)(2); Dallas City Code §8-6(a)]
- (l) Quorum. At the beginning of each regular or special meeting, the chair shall determine whether a quorum exists. A quorum exists when there are physically present a simple majority of the members officially appointed to the commission, regardless of the total number of members actually provided for the commission, except that a quorum may not be fewer than six members. If a quorum does not exist 30 minutes after the time for which the meeting was called, the chair shall adjourn the meeting and either re-schedule the meeting at its next regular time or call a special meeting, depending on the circumstances. [Dallas City Code §8-4]
- (m) When zoning cases shall be held.
  - (1) Except as otherwise provided in this subsection, the commission shall hold a zoning case under advisement for at least two meetings if the applicant requests any of the following changes to a zoning application after staff has finalized the case report:
    - (A) a request for a zoning district classification that neither the applicant, staff, or a member had proposed beforehand.
    - (B) a request for a significant change.
    - (C) a request for any other changes that the commission finds individually or collectively, alter the fundamental character of the proposal, or that significantly affect the impact of the proposal on adjacent properties or on area transportation facilities.
  - (2) The requirement in Subsection (m)(1)(B) does not apply if the commission determines by a majority vote that the impact of the proposed change in the commission's judgement is *de minimus* in nature.



- (3) The requirement in Subsection (m)(1)(B) does not apply if the commission determines by a majority vote to deny the application.

#### SECTION 6. CANCELLATION OF SCHEDULED MEETING.

- (a) The chair may, in inclement weather, cancel a meeting if the chair notifies the director by 10:00 a.m. the morning of the meeting.
- (b) Upon receipt of notification of cancellation, the director shall immediately:
  - (1) notify all members, applicants or their representatives, and any other person the director deems necessary to be notified of the cancellation of the meeting; and
  - (2) post a notice of the cancellation with the posted agenda in all entrances to the city council chambers.

#### SECTION 7. CONDUCT OF MEMBERS.

- (a) The commission is governed by the rules of procedure and decorum for city commissions in Chapter 8 of the Dallas City Code, as amended. [Dallas City Code Chapter 8]
- (b) While in the meeting room, members shall:
  - (1) not use telephones;
  - (2) refrain from reading materials not pertinent to business of the commission; and
  - (3) refrain from any other activity that could divert their attention or that of other members from the matters before the commission.
- (c) A member temporarily absent from a meeting shall return to the meeting as soon as possible.
- (d) A member prevented from voting on a matter for reasons of a conflict of interest shall:
  - (1) refrain from further participation in the item;
  - (2) refrain from discussing the matter at any time with any other member of the commission or any other body that will consider the item;
  - (3) leave the room during debate and hearing;
  - (4) refrain from voting on the item; and

- (5) file the appropriate disclosure form with the city secretary through the commission secretary before a vote or decision on the item. [Texas Local Government Code §212.017(d); Texas Local Government Code §171.004; Dallas City Code §8-14; Dallas City Code §12A-24]
- (e) Members desiring to speak shall address the chair. When recognized by the chair, a member shall confine remarks to the question under debate, avoid personalities and indecorous language, and refrain from impugning the motives of other members' argument or vote. [Dallas City Code §§8-13 and 8-22(b)]
- (f) Members shall maintain the confidentiality of any file, record, or other data that pertains to a land purchase, security, personnel, or legal matter. [Dallas City Code §8-14.1(a); Dallas City Code §12A-17]
- (g) The right of a member to address the commission on a question of personal privilege is limited to cases in which the member's integrity, character, or motives are assailed, questioned, or impugned. [Dallas City Code §8-19]
- (h) During meetings, members shall preserve order and decorum and shall neither, by conversation or otherwise, delay nor interrupt the proceedings nor refuse to obey the orders of the chair or the rules of the commission. [Dallas City Code §8-22(a)]
- (i) A member, once recognized by the chair, may not be interrupted while speaking unless called to order by the chair or a point of order is raised by another member. If a member is called to order while speaking, the member shall cease speaking immediately until the question of order is determined. If ruled to be in order, the member may proceed. If ruled to be not in order, the member shall remain silent or shall alter the remarks so as to comply with rules of the commission. [Dallas City Code §8-22(c)]
- (j) All members shall accord the utmost courtesy to each other, to city employees, and to members of the public appearing before the commission and shall refrain at all times from rude and derogatory remarks, reflection as to integrity, abusive comments, and statements as to motives and personalities. [Dallas City Code §8-22(d)]
- (k) Members shall confine their questions and remarks to the issues before the commission. [Dallas City Code §8-22(e)]
- (l) All recommendations, resolutions, reports, and findings of the commission must be submitted through established administrative procedures within the city to the appropriate city department or the city council. In no event may the members of the commission, either individually or as a commission, circumvent the administrative procedure through which such information is to pass. If no action is taken, or the resolution or suggestion is not properly passed to the city council or appropriate city officials, then, upon motion duly made, seconded, and passed by a majority of the members, the chair shall make known the wishes of the commission to the city council or appropriate city official. [Dallas City Code §8-26(a)]

- (m) Unless approved by the city council, members, either individually or as a commission, shall not present commission recommendations, resolutions, reports, or findings to persons or agencies outside the city organization except in the ordinary course of official commission meetings. [Dallas City Code §8-26(b)]
- (n) Under no circumstances shall members interfere in any manner with the employees who work with the commission. Members shall make their wishes known to the director, who shall handle the matter with the employees. [Dallas City Code §8-27]
- (o) If the city attorney has rendered a legal opinion regarding the commission's powers, duties, or responsibilities, the commission shall conform its actions with the legal opinion unless the legal opinion conflicts with a decision by a court of competent jurisdiction. [Dallas City Code §8-28]

SECTION 8. EXECUTIVE SESSIONS. [Texas Government Code Chapter 551; Dallas City Code §8-6]

- (a) The commission may remove itself from an open meeting by moving to go into an executive session. Only matters authorized under the Texas Open Meetings Act may be discussed in executive session.
- (b) All communication in an executive session is privileged information. The privilege can only be waived by a member by formal waiver. Members are cautioned that discussing the privileged communication with the public, the media, or any other person not privy to the executive session may damage or waive the privilege.
- (c) The commission may only hold an executive session when:
  - (1) seeking the advice of its attorney about pending or contemplated litigation, settlement offers, or any matter in which the duty of the commission's attorney to his client under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act;
  - (2) deliberating the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the city in negotiations with a third person;
  - (3) deliberating a negotiated contract for a prospective gift or donation to the city if deliberation in an open meeting would have a detrimental effect on the position of the city in negotiations with a third person;
  - (4) deliberating the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, or to hear a complaint or

charge against an officer or employee unless the officer or employee who is the subject of the deliberation or hearing requests a public hearing;

- (5) deliberating the deployment, or specific occasions for implementation, of security personnel or devices; or
  - (6) discussing or deliberating commercial or financial information that the city has received from a business prospect that the city seeks to have locate, stay, or expand in or near the city and with which the city is conducting economic development negotiations; or deliberating the offer of a financial or other incentive to a business prospect. [Texas Government Code Chapter 551, Subchapter D]
- (d) A motion to go into an executive session must be seconded and requires a majority vote. If the motion passes, the commission shall follow the following procedure:
- (1) The chair shall announce that the commission is going into an executive session, identifying the section of the Texas Open Meetings Act under which the executive session is held.
  - (2) The chair shall announce the date and time.
  - (3) Members shall move quickly to the location of the executive session with no discussion among themselves or with members of the public or media.
  - (4) The chair shall announce the date and time at the beginning of the executive session.
  - (5) The executive session must be tape recorded.
  - (6) The chair shall announce the date and time at the end of the executive session.
  - (7) After the executive session, members shall return quickly to the meeting room with no discussion among themselves or with members of the public or media.
  - (8) The chair shall announce the date and time when the commission resumes the open meeting. [Texas Government Code Chapter 551, Subchapter E; Dallas City Code §8-6(b)]

#### SECTION 9. ATTENDANCE.

- (a) All members shall comply with the attendance rules set forth in Chapter XXIV, Section 17, of the City of Dallas Charter and Chapter 8 of the Dallas City Code, as amended.

- (b) Members may not be excused from attendance at a meeting unless for medical reasons certified to by a physician or unless excused by the commission and the city council. [Dallas City Charter Chapter XXIV, §17; Dallas City Code §8-20(a)]
- (c) A member who certifies visiting one or more, but not all, of the scheduled sites visited by the inspection trip is absent for the purpose of the attendance rules. A member will be counted absent unless the member attends both the inspection trip and the meeting, or the member represents that a personal inspection has been made of each location visited by the inspection trip and attends the meeting. A member can certify inspection trip attendance by submitting a "Personal Inspection of Sites" form to the commission secretary. [Dallas City Code §8-20.1]
- (d) A member may not leave a meeting without acknowledgment by the chair. A member who leaves a meeting after the commission has been duly called to order and is absent for the remainder of the meeting, without first obtaining the consent of the chair, will be charged with an unexcused absence for that meeting. The consent of the chair may be given only in an emergency beyond the control of the member that requires the member to leave the meeting. [Dallas City Code §8-21]
- (e) A member absent from the meeting room because of a conflict of interest is not absent for purposes of the attendance rules.

#### SECTION 10. VOTING AND VOTING QUALIFICATIONS.

- (a) Every member present when a question is put shall vote either “yes” or “no,” unless the member is prevented from voting because of a conflict of interest. [Dallas City Code §8-17; Dallas Development Code §51A-3.101(b)]
- (b) A member who is absent from the meeting during a vote and returns to or arrives at the meeting before adjournment shall, upon returning or arriving, vote on every question for the record unless prevented from voting by a conflict of interest. A member recorded present during a meeting who does not vote and who is not prevented from voting by a conflict of interest, will be recorded as having voted in the affirmative, unless the member has obtained the consent of the chair to leave the meeting and is absent for the remainder of the meeting. [Dallas City Code §8-17]
- (c) Whenever a vote is taken on an item, the chair shall call out the votes of each member in favor and each member in opposition, and shall announce the result. Members may not explain their votes during the voting. [Dallas City Code §8-18]
- (d) A member not present on the inspection trip may vote only on the items the member has personally inspected or the items not visited by the inspection trip.

- (e) Once cast and called out, no vote may be changed except through a reconsideration. Votes called out in error must be corrected immediately on the public record. Votes registered improperly in the minutes may be corrected by the procedure set forth in Section 11.

#### SECTION 11. MINUTES.

- (a) Within five days after any meeting, the commission secretary shall submit a list of members absent and a draft of the minutes to the city secretary. [Dallas City Code §8-8]
- (b) The draft of the minutes must be distributed to the commission not later than its next regular meeting.
- (c) Corrections to the minutes may be submitted to the commission secretary at any time up until the second regular meeting after the meeting at which the draft was distributed.
  - (1) Unless the corrections address changes in the registration of votes or changes in the wording of a motion, the commission secretary shall incorporate the changes.
  - (2) If corrections address changes in the registration of votes or changes in the wording of a motion, the commission secretary shall prepare the portion of the official record relied on in the preparation of the draft and present it to the commission. The commission shall vote, after hearing the record, whether to accept the correction as submitted, modify the correction, or let the minutes stand.
- (d) The approved minutes must be filed in the office of the city secretary within five days after the meeting at which the minutes were finally approved. [Dallas City Code §8-8]

#### SECTION 12. ENFORCEMENT.

- (a) The chair shall have members removed from the meeting for failure to comply with decisions of the chair or continued violations of the rules of the commission. If the chair fails to act, any member may move to require the chair to enforce the rules, and the affirmative vote of a majority of the commission will require the chair to act. [Dallas City Code §8-22(f)]
- (b) The chair shall have a member of the public making personal, impertinent, or slanderous remarks, or who becomes boisterous while attending a commission meeting, removed from the room. The chair shall not permit unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations, and shall have offenders removed from the room. The chair shall bar the person removed from attendance for the balance of the meeting. Aggravated cases will be prosecuted on appropriate complaint signed by the chair. If the chair fails to act, any member may move to require enforcement of the rules, and the affirmative vote of the majority of the commission will require the chair to act. [Dallas City Code §8-25(b) and (c)]

### SECTION 13. COMMITTEES.

(a) Standing committees. The standing committees of the commission are:

- (1) Arts District Sign Review Committee.
- (2) Comprehensive Land Use Plan Committee (CLUP).
- (3) Rules Committee.
- (4) Special Sign District Advisory Committee.
- (5) Subdivision Review Committee.
- (6) Thoroughfare Committee.
- (7) Zoning Ordinance Advisory Committee (ZOAC).

(b) Ad hoc committees. The chair may create ad hoc committees from time to time to study and make recommendations on specific issues. An ad hoc committee must have at least three persons, one of whom must be a member. An ad hoc committee must be established for a designated time, which may be extended by the chair.

(c) Placing an item on a committee agenda.

- (1) Any member may have an item placed on the committee's agenda if the request is in writing, signed by five members or a majority of the committee, and the request is provided to the commission secretary by 4:00 p.m. the Friday preceding the meeting at which the five members or a majority of the committee wants the item considered.
- (2) Items to be considered by a committee must be scheduled on the committee's agenda in the order received, unless otherwise directed by the commission or city council.

(d) Committee rules.

- (1) All committees shall determine their meeting times. The date, time, and place of each committee meeting must be published in the commission's agenda.
- (2) The attendance rules in Chapter 8 of the Dallas City Code apply to all committees.
- (3) A majority of the appointees constitutes a quorum of any committee.

- (4) Any item may be taken from a committee and considered by the commission upon a majority vote of all members.
  - (5) Committees shall undertake the responsibilities as directed by the commission.
  - (6) Recommendations made by committees are not binding on the commission.
  - (7) Appointees shall promptly disclose any conflict of interest to the committee, shall refrain from further participation in the item, and may not be present during any discussion or voting on the matter. [Dallas City Code §12A-24]
  - (8) Committee agendas must be posted on a bulletin board at a place convenient to the public in the city hall in accordance with the Texas Open Meetings Act. [Texas Government Code Chapter 551]
- (e) Committee creation, membership, and appointment.
- (1) Except as provided in this section and by applicable provisions of the Dallas City Code, all committees are created by the commission.
  - (2) Appointment.
    - (A) Ad hoc committees. The chair shall appoint appointees to ad hoc committees and the chair and vice chair of ad hoc committees.
    - (B) Standing committees.
      - (i) Except for the arts district sign review committee and the special sign district advisory committee, the chair shall appoint appointees to standing committees and shall appoint the chair and vice chair of standing committees.
      - (ii) Appointments to the arts district sign review committee are made by the commission in accordance with Section 51A-7.1204(d).
      - (iii) Appointments to the special sign district advisory committee are made by the commission in accordance with Section 51A-7.504(a).
      - (iv) If no objection is raised within 30 days after the appointments by any member, the appointments are approved for a two-year period that runs concurrently with the terms of the commission. To raise an objection to any appointments made by the chair, a member must submit a letter identifying the appointment objected to, and the grounds for which such objection is made, to the commission secretary. The commission secretary shall present any objection to the commission for consideration.



- (C) Vacancies. Any vacant position on a committee must be filled using the applicable procedure described in Subparagraphs (A) and (B), regardless of when the vacancy arises.
- (D) Temporary members. The chair or vice chair of any committee may appoint any member of the commission as a temporary member of such committee for the sole purpose of meeting quorum requirements. The first adjournment puts an end to this appointment.
- (3) Each member, with the exception of the chair, must be appointed to at least one committee unless excused by the chair at the request of the member.
- (f) Standing committees.
  - (1) Arts District Sign Review Committee. The committee is governed by Section 51A-7.1204 of the Dallas Development Code, as amended. If there is a conflict between this section and Section 51A-7.1204 of the Dallas Development Code, Section 51A-7.1204 controls. [Dallas Development Code §51A-7.1204]
  - (2) Comprehensive Land Use Plan Committee (CLUP). The committee shall provide oversight and guidance for developing or updating the citywide comprehensive land use plan or area-based land use plans, to facilitate their passage and implementation, and to monitor their progress, in order to advance future land use goals that promote economic vitality, environmental sustainability, and equity throughout Dallas.
    - (A) Membership.
      - (i) The chair shall appoint a minimum of 12 and a maximum of 17 City of Dallas residents including three members and at least one member or resident with knowledge or expertise in each of the following areas:
        - (a) Urban design or urban planning.
        - (b) landscape architecture, architecture, or other related engineering disciplines.
        - (c) Neighborhood stabilization or revitalization.
        - (d) Real estate development, finance, or economics.
        - (e) Multimodal transportation.
        - (f) Environmental sustainability.

- (g) Social equity.
    - (h) Other areas of knowledge or expertise relevant to the comprehensive land use plan.
  - (ii) The committee chair must be a member.
  - (iii) The overall committee composition will strive to reasonably reflect Dallas's current racial and ethnic diversity and will solicit views from a wide range of socio-economic backgrounds and geographic areas.
- (B) Roles. The CLUP will achieve its stated purpose by performing the following roles and recommending commission action as necessary:
- (i) Providing oversight and guidance during the comprehensive land use plan update process by:
    - (a) Providing feedback to staff through regular review meetings and work with staff who will provide periodic progress updates to the commission and city council.
    - (b) Serving as a forum for formal stakeholder input including, but not limited to, allowing public comment during regular meetings and, if necessary, holding special meetings for public input.
    - (c) Reviewing the draft comprehensive land use plan update and forwarding it to the commission with recommendations.
  - (ii) Monitoring, reporting on, and making recommendations regarding the implementation of the comprehensive plan after adoption by:
    - (a) Reviewing an annual staff evaluation of the comprehensive plan implementation program against established metrics.
    - (b) Reviewing updates to the comprehensive plan implementation program, including, but not limited to, updating areas to be considered for an authorized hearing for rezoning based on adopted land use plans.
    - (c) Reviewing area-based land use plans brought forward by staff for incorporation into the comprehensive land use plan.

- (d) Reviewing other zoning or development issues relevant to the comprehensive plan implementation as directed by the commission.
  - (iii) Receiving briefings and recommending briefings to the commission as needed.
  - (iv) Fulfilling other roles deemed necessary by the commission in the achievement of the committee's stated purpose.
- (C) Meetings. The committee shall meet at least quarterly in their role to accomplish the stated purpose of the committee.
- (3) Rules Committee. The committee shall make recommendations to the commission on proposed amendments to the commission's rules of procedure.
- (4) Special Sign District Advisory Committee.
  - (A) The committee is governed by Section 51A-7.504 of the Dallas Development Code, as amended. If there is a conflict between this section and Section 51A-7.504 of the Dallas Development Code, Section 51A-7.504 controls. [Dallas Development Code §51A-7.504]
  - (B) The committee shall also make recommendations to the commission on amendments to Article VII, "Sign Regulations," of the Dallas Development Code after carefully considering the impact of proposed amendments; ensuring that amendments meet the spirit and intent of the Dallas Development Code and do not contradict other existing regulations; and receiving input from citizens, interest groups, professional organizations, and any other groups or individuals deemed appropriate.
- (5) Subdivision Review Committee.
  - (A) The committee shall review and make recommendations to the commission on an applicant's appeal of the:
    - (i) city staff's proposed preliminary plat conditions, and
    - (ii) subdivision administrator's determination regarding satisfaction of preliminary plat conditions.
  - (B) The committee shall review and make recommendations to the commission on requests for street name changes.
  - (C) The committee shall make recommendations to the commission on amendments to Article VIII, "Plat Regulations," of the Dallas Development Code after carefully considering the impact of proposed amendments;

ensuring that amendments meet the spirit and intent of the Dallas Development Code and do not contradict other existing regulations; and receiving input from citizens, interest groups, professional organizations, and any other groups or individuals deemed appropriate.

(6) Thoroughfare Committee.

- (A) The thoroughfare committee is a seven-member committee. At least four members must possess knowledge in multimodal transportation, real estate development, finance, economics, or other areas of knowledge or expertise relevant to transportation operation.
- (B) The committee shall review and make recommendations to the commission on proposed amendments to the city's Thoroughfare Plan, or the Central Business District Streets and Vehicular Circulation Plan.
- (C) The committee shall review all traffic management operations, and DART-related transportation issues that would affect or amend the city's Thoroughfare Plan, or the Central Business District Streets and Vehicular Circulation Plan.
- (D) The committee shall make recommendations to the commission on amendments to Article IX, "Thoroughfares," in the Dallas Development Code after carefully considering the impact of proposed amendments; ensuring that amendments meet the spirit and intent of the Dallas Development Code and do not contradict other existing regulations; and receiving input from citizens, interest groups, professional organizations, and any other groups or individuals deemed appropriate.

(7) Zoning Ordinance Advisory Committee (ZOAC).

- (A) Responsibilities. The committee shall make recommendations to the commission on amendments to Article IV, "Zoning Regulations," Article X, "Landscape and Tree Preservation Regulations," Article XII, "Gas Drilling and Production Regulations," and Article XIII, "Form Districts," of the Dallas Development Code after carefully considering and understanding the impact of proposed amendments; ensuring that amendments meet the spirit and intent of the Dallas Development Code and do not contradict other existing regulations; and receiving input from citizens, interest groups, professional organizations, and any other groups or individuals deemed appropriate.
- (B) Membership.
  - (i) The committee must be composed of two or three members and five citizens.

- (ii) The chair and vice-chair of the committee must be members.
- (C) Terms. An appointee who has served on the committee for four consecutive two-year terms is ineligible to serve on the committee until at least one two-year term has elapsed.
- (D) Reporting. Any member serving on the committee may inform the commission about the committee's discussions and recommendations during the briefing of an item.
- (E) Expedited processing of items.
  - (i) City staff shall submit items to the committee within 90 days after submission of a complete application or authorization by the commission or city council.
  - (ii) The committee shall forward its recommendation to the commission within 90 days after submission of the item to the committee. The 90 day deadline may be extended by majority vote of the commission.
- (F) The procedures in this paragraph supplement the procedures in Section 13, "Committees" and apply only to ZOAC. If there is a conflict between this paragraph and Section 13, this paragraph controls.

#### SECTION 14. LIAISON TO LANDMARK COMMISSION.

- (a) The chair shall appoint a liaison to the Landmark Commission.
- (b) Any objections to appointments under this section must be made in accordance with the procedures for making objections outlined in Section 13(e)(2)(B) above.

SECTION 15. AMENDMENTS AND SUSPENSIONS. Any provision of these rules not governed by the City of Dallas Charter, Dallas City Code, Dallas Development Code, or state law may be temporarily suspended by a two-thirds vote of the members present.

SECTION 16. OTHER RULES OF PROCEDURE. The commission shall follow "Roberts Rules of Order Newly Revised" unless otherwise provided in the Dallas City Code, as amended. [Dallas City Code §8-5]

(Revised 8-27-25)