

DRAFT

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 shall attend all regular meetings in person at the location designated on the posted agenda unless the chair approves virtual attendance on a case-by-case basis.
- (c) 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)]
- (d[e]) 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]
- (e[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]
- (f[e]) A member absent from the meeting room because of a conflict of interest is not absent for purposes of the attendance rules.

SECTION 13. COMMITTEES.

- (a) Standing committees. The standing committees of the commission are:
 - (1) Arts District Sign Review Committee.
 - (2) [~~Comprehensive Land Use~~] Plans Advisory Committee ([~~CLU~~]PAC).
 - (3) Rules Committee.
 - (4) Special Sign District Advisory Committee.
 - (5) Subdivision Review Committee.
 - (6) Thoroughfare Committee.

DRAFT

- (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.
 - (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.

DRAFT

- (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) It is the goal of city plan commission to include geographically diverse representation on standing committees from a broad variety of council districts across the city while avoiding overrepresentation of any districts on any one committee.
 - (ii) 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.
 - (iii) Appointments to the arts district sign review committee are made by the commission in accordance with Section 51A-7.1204(d).
 - (iv[~~ii~~]) Appointments to the special sign district advisory committee are made by the commission in accordance with Section 51A-7.504(a).
 - (~~ii~~]v) 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.

DRAFT

(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] Plans Advisory Committee ([CLU]PAC). The committee shall provide oversight and guidance for ~~[developing or]~~ updating the citywide comprehensive land use plan and for developing and updating ~~[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 seven ~~[a minimum of 12 and a maximum of 17]~~ City of Dallas residents including at least two ~~[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.

DRAFT

- ~~[(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 its their role to accomplish the stated purpose of the committee.]~~

DRAFT

- (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.

DRAFT

- (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 at least 11 City of Dallas residents including at least [~~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.

DRAFT

- (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.