



ZONING COMMISSION RULES AND GUIDELINES

Staff, Chair and Commissioner Roles and Responsibilities

Staff's Role prior to a Meeting:

- Review application and provide recommendations based off Zoning principles:
 - Consistency with the neighborhood plan
 - Adverse impact to surrounding properties
 - Health, safety, and welfare
 - Public policy
 - Size of tract
- Review Comprehensive/Neighborhood Plan for consistency determination
- Notify relevant agencies
- Take photos of the property and post signage
- Survey the land use
- Prepare maps
- Attend neighborhood meetings when invited and as directed by the Development Services Director.
- Conduct or help initiate community meetings when necessary
- Publish hearing dates in the newspaper
- Develop mailing list for notification to owners of property within 200 feet and registered neighborhood associations
- Prepare recommendation
- Answer questions from residents, commissioners, etc. as needed

Staff's Role during the Meeting:

- Present the Case and answer questions as needed
- Know whether the applicant is present
- Report number of notices received for the presentation. Staff will read notices into the record upon a majority vote of the commission.
- Speak with applicant and residents at conclusion of case to explain next steps.

The Chair's Role:

- Chair provides leadership, is impartial, is responsible for understanding process and procedures and providing guidance and direction, and encourages participation by members;
- Members participate by assisting chair in clearly defining agenda.
- Whenever any question of procedure or qualification is raised at a commission meeting, the chair shall be the final decision. A member may move to overrule the chair's decision which may be done only by a majority vote of the members present.
- The Chair is the only member allowed to release or make statements to the public or press in the name of the commission.

Commissioner Role:

- Recommending body to the City Council regarding zoning cases and certain changes to the Unified Development Code
- Prior to the meeting:
 - Review Packet: Study meeting agenda; Read staff reports
 - Visit Sites (not required): Become familiar with the area
- Staff is available to answer questions throughout the application process.
- Proponents and Opponents may attempt to communicate opinions prior to meeting
 - Commissioners shall not declare voting preference or intention outside of the public hearing
- Only a quorum of commissioners can discuss commission business and only at a public meeting; Commissioners will not violate the Texas Open Meetings Act.
- During the meeting:
 - Comments and Questions should be limited to land use principles. Focus on zoning issues. If the requested zoning does not require a site plan, the applicant cannot be held to one if they provide it.
 - Consider community needs and long term goals.
 - Try to avoid questions regarding areas the Commission has no purview over, such as rental rates, contracts between private parties, or components of the project that are unrelated to zoning.
 - Recuse as necessary
 - Do not direct staff regarding actions outside of the meeting.
 - Remember that applicants are only required to fulfill obligations of the City, State or Federal Codes.

Rules of Conduct

- Adhere to all State regulations (including the Texas Open Meetings Act) and City of San Antonio Codes (including the Unified Development Code).
- Adhere to the City of San Antonio Ethics Code.
- Robert's Rules of Order are to be followed. Motions are guided by these Rules.
- No member can speak until recognized by the Chair.
- Only 1 member may speak at a time – no interrupting.
- The Chair may interrupt commissioners/speakers as necessary to maintain order and decorum.
- Commissioners can redirect speakers during their question period to ensure their questions are answered.
- Direct all comments to the Chair. Avoid directing comments to another member.
- Don't be disruptive. Disruptive members shall be called to order by the Chair.
- Politely make corrections if you hear inaccurate info.

- In order to avoid confusion, Commissioners should ask only 1 question at a time of any speaker.
- No one can speak a second time during commissioner questions if another commissioner is still waiting to speak a first time.

Meeting Procedures

- Chair opens the meeting; roll call conducted.
- Translation services are introduced.
- Review of meeting procedures, including speaker time limit.
- Chair reviews Combined Hearing (Consent) Zoning Cases.
 - Items eligible for Consent:
 - have staff approval;
 - are not SAWS related;
 - have no opposition (to speak in person);
 - and have no objection or request for additional information by a commissioner.
 - For in-person meetings:
 - Staff will confirm that those in audience have signed in.
 - Staff will read into the record the Combined Hearing (Consent) items including the number of letters received in support of opposition.
 - Chair will call for a motion.
 - The motion for approval will include the agenda item numbers and accept the recommendations of the Zoning Staff.
- Chair then calls for Individual hearing Items. Staff makes presentation including number of letters received in support or opposition for the official written record.
- Speaker Time Limits shall be as follows. The Chair may, at their discretion, change the times below.
 - 10 minutes for applicant/representative
 - 3 minutes per person with public comment for in-person meetings.
 - 2 minutes per person with public comment for virtual meetings for all letters, voicemail and callers.
 - 5 minutes per Commissioner for questions of each person with public comment.
 - 3 minutes rebuttal for applicant for in-person meetings.
 - 2 minutes rebuttal for applicant for virtual meetings.
- Commissioner Time Limits for questions of the applicant and staff shall be as follows. The Chair may, at their discretion, change the times below.
 - 10 minutes for First Round of questions
 - 5 minutes for Second Round of questions.
- Hearing is closed. Commissioner discussion and question(s) time period shall be as follows. The Chair may, at their discretion, change the times below.

- 3 minutes for the Commissioner of the District in which the case is located in
 - 2 minutes for all other Commissioners.
- A Motion and second are made. Commissioner discussion of the motion shall be as follows. The Chair may, at their discretion, change the times below.
 - 3 minutes for the Commissioner of the District in which the case is located in.
 - 2 minutes for all other Commissioners.