



# City of San Antonio

## Agenda Memorandum

**File Number:**  
**{{item.tracking\_number}}**

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**Agenda Item Number:** 2

**Agenda Date:** August 16, 2024

**In Control:** Governance Committee Meeting

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**DEPARTMENT:** Office of the City Clerk

**DEPARTMENT HEAD:** Debbie Racca-Sittre

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Council Consideration Request by Councilmember Phyllis Viagran (District 3) on diversification of members of the Planning Commission.

**SUMMARY:**

Council Consideration Request by Councilmember Phyllis Viagran (District 3) on diversification of members of the Planning Commission.

**BACKGROUND INFORMATION:**

On June 17, 2024, Councilmember Viagran submitted a Council Consideration Request (CCR) for the diversification of the Planning Commission. The CCR states that the Office of the City Clerk increase community engagement and elicit Planning Commission member applications from all areas of the City. The CCR requests that City staff explore options and develop an ordinance establishing a process that allows Council to ensure diverse representation within the City Planning

Commission.

The Planning Commission is comprised of 9 At-Large Citizen Members; the City Manager (ex-officio), a Councilmember (currently D6); the Zoning Commission Chair (ex-officio) and the Zoning Board of Adjustment Chair (ex-officio).

The Planning Commission has the principal duty of acting as an advisory body to City Council regarding both amendments to the Master Plan of the City and the Unified Development Code (UDC).

**ISSUE:**

The CCR requests that the Office of the City Clerk increase community engagement and elicit Planning Commission applications from all areas of the City. In addition, the CCR requests that City staff explore options and develop an ordinance establishing a process that allows Council to ensure diverse representation within the City Planning Commission.

**FISCAL IMPACT:**

**There is no fiscal impact.**

**ALTERNATIVES:**

This item is for briefing purposes only.

**RECOMMENDATION:**

Staff recommends that this CCR be forwarded to the Planning and Community Development Committee.