

City of Haltom City  
Planning and Zoning Commission  
New Member Training Manual  
Prepared 2015

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# Foreword

Dear Commissioner:

It is a pleasure to welcome you as a Commission Member for the City of Haltom City. When you became a member, you became part of a team. You are charged with assisting the City Council and staff in carrying out their obligation to the citizens of Haltom City. The Council has the ultimate responsibility for policy decisions, and you serve as a vital link by providing citizen input. As a chosen member of our team, we know that you will take this obligation seriously and adhere to all responsibilities, requirements and rules of conduct. The Council would like to encourage you to communicate with Council Members and staff in assisting with your duties while serving on the Commission.

We are overwhelmed with the response from our citizens and willingness to serve their City in this capacity. The next few years will be a period of growth and development, with all the stresses and problems consequent of such conditions. On behalf of the entire Council, we are extremely appreciative of you and that you will be with us in meeting these challenges. This handbook has been compiled for your reference and use during the coming year. With your commitment and dedication, we are sure to have a very successful year in Haltom City.

Sincerely,

The City of Haltom City

# Executive Summary

This document is created to assist new members appointed to the Planning and Zoning Commission in order to fulfill the duties of the Commission and enrich their experience serving on the Commission. Several references are provided in the Appendix that are available online or in hardcopy by specific request to the Director of Planning and Community Development. This document is intended to provide an introduction to the Haltom City Code of Ordinances and the State of Texas Statutes by which the City of Haltom City is given authorization and provisions by which to conduct City business, including zoning, platting, planning, and capital improvement advisory.

Like other governing boards consisting of citizen volunteers, the Planning and Zoning Commission (P&Z) follows established rules of procedure. P&Z members must take an oath of office and obtain a certificate of completion in open government by watching a training video online. **Members must also sign for the receipt of the City's Ethics Code**, and members are expected to adhere to both the Open Meetings Act and the Haltom City Ethics Code.

The P&Z Commission consists of seven members and two alternates that are to serve when there is an abstention or absence of a regular commission member. Per Haltom City ordinance, four members of the Commission shall be present to constitute a quorum of the Commission and conducting of City business. When serving in the place of a regular commission member, P&Z alternates count toward the determination of a quorum and vote on motions made by the Commission. The Chair of the Commission only votes to break tie votes **by the Commission; however, the Chair's presence also counts toward the determination of a quorum.**

# Foundation

By Ordinance No. O-2001-040-01, City Council created Chapter 2, Article II. Boards and **Commissions to the City's Code of Ordinances, which established the** Advisory Beautification and Revitalization Board, the Animal Advisory Committee, the Fire Services Board, the Park and Recreation Board, and the Library Board as the Boards are known today. This ordinance did not change the pre-existing ordinances that established the Planning and Zoning Commission in Chapter 78 Planning and Development, Article I. In General. The ordinance further expands provisions for the Planning and Zoning Commission. Though the Planning and Zoning Commission was not created in Chapter 2, Article II. Boards and Commissions like other Boards and Commissions, Chapter 2, Article II, Division 4 is the source for the Planning and Zoning Commission having a City Council Liaison and certain other provisions.

On March 27, 1958, adoption of Chapter 78 of the Haltom City Code of Ordinances created the first indication of the Haltom City Planning and Zoning Commission by Ordinance No. 211. Subsequent revisions to this ordinance have occurred in 1960, 1965, 1973, 1986, 1996, and 2000 to make the Planning and Zoning Commissions as the Commission (P&Z) is known today. Chapter 78 establishes the number of P&Z Commissioners, terms of membership, and functions of the Commission. Chapter 2 and Chapter 78 are provided in Appendix A and Appendix B.

The functions of the P&Z are basically to:

1. Hold public hearings to consider requests for plat approval;
2. Make suggestions and assist the City Council in the orderly growth of the City taking into consideration the future growth of the City; and
3. Hold public hearings to consider requests to change zoning of property and zoning provisions regarding the use and development of land.

All meetings of the board, commission or committee appointed by the City Council shall be open to the public. The place, date, and time of the meeting must be posted at least 72 hours prior to the meeting on the official City website, the bulletin board at the southwest end of City Hall and on bulletin boards in the building where the board meetings are held.

A statement regarding assistance for disabled persons should be on all agendas as well as a statement of the time posted and the name of the person posting it. The notice should include a brief agenda of business to be discussed including approval of the minutes of the prior meeting.

As well as being posted, the agenda should be sent to each member of the board or commission and **a copy furnished to the City Secretary. The City Secretary's copy should show** the time the agenda was posted as well as the name of the person posting it. If necessary, the staff support personnel assigned to you will be able to assist you with the typing, copying, mailing and posting of the agenda. Please contact staff at least two weeks prior to your scheduled meeting so they will have ample time to assist you.

If a meeting is canceled after it has been posted, the agenda shall remain posted until after the scheduled time of the meeting, and **“cancelled”** shall be marked across the face of it. Everyone that was initially notified of the meeting shall be notified of the cancellation. The support staff personnel can assist in locating a convenient place for the Commission to meet for work session, regular session, or other reasons. The purpose of the work session is to allow Commissioners time to discuss regular agenda items with each other and the City staff prior to the regular session, which may include public hearing and nonpublic hearing agenda items.

Each Commission should elect a secretary at their organization meeting. That person can be responsible for recording the action minutes at all meetings of the Commission and typing them in proper format. Audio equipment is available to assist with documenting the minutes. In the event the audio equipment is inoperable or does not record, the P&Z Secretary and/or the support staff shall take notes and record for preparation of the action minutes. The signed minutes shall be made available to the office of the City Secretary for permanent filing.

The minutes of all board and commission meetings are open records and must be made available for public **inspection in the City Secretary’s office during regular business hours**. If at any time you need secretarial assistance with the recording or processing of the minutes, contact your staff support personnel. The bylaws herein presented do not specify any rule of order or **procedure for conducting a meeting**. **A chairman’s script has been provided in Appendix W** and may be used as a guide for conducting a Planning and Zoning Commission meeting.

Both the City Charter and the Texas Local Government Code speak to the matter of conflicts of interest. In general terms of state law, any person violating the conflict of interest provisions of the Charter is guilty of malfeasance in office and shall be removed from his/her office. Furthermore, any violation, with the knowledge of the person or corporation contracting with the City, renders said contract voidable by the City Council. Planning and Zoning Commission members also have a specific, additional conflict of interest statute which applies to agenda items concerning plats. This provision, found in Section 212.017 of the Texas Local Government Code, is similar to the general conflict of interest statute. Section 212.017 can be found in Appendix F.

It is necessary for all board and commission members to take the **Texas Attorney General’s Open Meetings Act** training. The training is required to be taken within 90 days of appointment. The training is a video that runs about 60 minutes. Commissioners must write down the completion number at the end of the training session and use this number to print a certificate for yourself. The Office of the City Secretary is required to keep a copy on file.

The City of Haltom City does not typically have legal representation at Planning and Zoning Commission meetings unless the Zoning Administrator is convinced that having a legal representation is necessary to conduct the meeting. Therefore, any Commissioner having a request for a legal opinion should submit the request as soon as possible to the designated City support staff, so the City Attorney may formulate a response and possibly prepare to attend the meeting.

# Zoning

Per Section 211.004, Compliance with Comprehensive Plan, Zoning regulations must be adopted in accordance with a comprehensive plan and must be designed to:

1. Lessen congestion in the streets;
2. Secure safety from fire, panic, and other dangers;
3. Promote health and the general welfare;
4. Provide adequate light and air;
5. Prevent the overcrowding of land;
6. Avoid undue concentration of population; or
7. Facilitate the adequate provision of transportation, water, sewers, schools, parks, and other public requirements.

The purpose and intent of the City Council by enacting zoning regulations and districts have been made in accordance with a comprehensive plan for the purpose of promoting the public health, safety, comfort, morals, and general welfare of the City. They have been made with reasonable consideration of the right to use the land subject to reasonable regulations. The provisions of the Zoning Ordinance constitute minimum requirements.

In order to regulate and restrict the location of land uses, the location of buildings erected, reconstructed, altered or enlarged for specific uses, and to regulate the height, bulk, and density of development, the City is divided into the following zoning districts:

**“SF-1”** Single family residential district

**“SF-2”** Single family residential district

**“D”** Duplex residential district

**“TH”** Townhouse residential district

**“MF-1”** Multi-family residential district

**“MF-2”** Multi-family residential district

**“MH”** Manufactured housing district

**“O”** Office district

**“C-1”** Commercial district

**“C-2”** Commercial district

**“C-3”** Commercial district

**“C-4”** Commercial district

**“C-5”** Commercial district

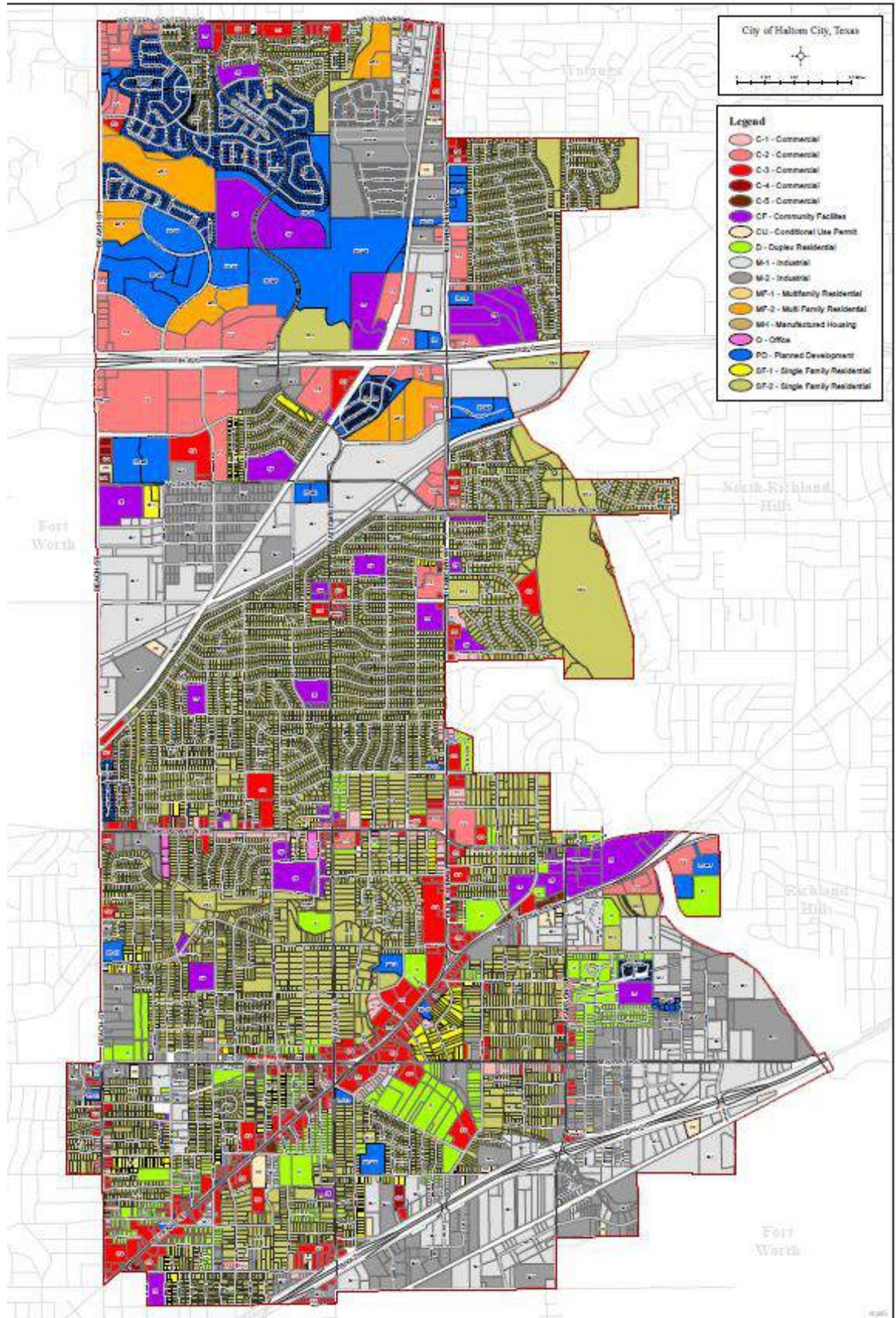
**“M-1”** Industrial district

**“M-2”** Heavy industrial district

**“BP”** Business park district

**“PD”** Planned development district

The boundaries of these zoning districts are shown on the Zoning Map.



**The Zoning Ordinance is one implementation tool for the City's Comprehensive Plan and be** consistent with the goals and objectives of the Comprehensive Plan. Typically, rezoning of a property is initiated by a property owner desiring to be allowed a use of the property that is not **allowed under the property's current zoning designation; however, occasionally,** the City may initiate a rezoning of private property in accordance with a specific public interest and the Comprehensive Plan.

Section 9, Use matrix, of the Zoning Ordinance identifies permitted uses in the zoning districts, while Section 11 through Section 27 provides the purpose and the requirements of each zoning district. The Zoning Ordinance in its entirety is included in Appendix J.

The remainder of the Zoning Ordinance is divided into the following with the Sections in bold being the most utilized by Planning and Zoning Commissioners:

Section 28 Definitions

Section 29 Supplementary district regulations

Section 30 Site plan requirements

Section 31 Supplementary parking regulations

Section 32 Landscaping and screening requirements

Section 33 Fence regulations

Section 34 Non-conforming uses, lots and structures

Section 35 Board of adjustment

Section 36 Conditional uses

Section 37 Certificate of occupancy

Section 38 Building permits/subdivision requirement

Section 39 Changes and amendments

Section 40 Violations, penalties, and enforcement

Section 41 Injunction

Section 42 Fees, charges, and expenses

Section 43 Cumulative clause

Section 44 Severability clause

Section 45 Savings clause

Section 46 Reapplication

Section 47 Publication in pamphlet form

Section 48 Publication in the official newspaper

Section 49. Effective date

Definitions are often important to determine land uses and clarify yards and setback requirements. Definitions in the Zoning Ordinance are key to technical and legal implementation and must be updated regularly as new technology, trends, and land uses replace older terminology. At times, the Zoning Administrator, who is the City Manager or his/her designee (Director of Planning and Community Development) must make interpretations when a definition is not provided in ordinance or needs clarification.

The supplementary regulations in Section 29 regard regulation of accessory buildings, storage, display, access, surfaces, antenna facilities, natural gas compressor stations, performance standards, and exceptions to regulations. Performance standards include regulation of noise, vibration, smoke, particulate matter, visible emissions, toxic matter, noxious matter, odor, glare, effluent, and additional standards established by the Planning and Zoning Commission to protect neighboring areas and land uses from potential uses which may be hazards and/or nuisances.

Site plan approval by the City Council is required when an applicant submits an application for a Conditional Use Permit or a Planned Development. The purpose and scope of the site plan is in Section 30 of the Zoning Ordinance. While Section 36, Conditional uses, only requires the form and content from Section 30, Site plan requirements, **Section 27, “PD” Planned development district**, may require the form and content from Section 30 and additional requirements found in Section 27. Requests for Conditional Use Permits (CUP) approval and rezoning to or within the Planned Development district may also have requirements from Section 29.R Performance standards, as determined by the Zoning Administrator and/or the P&Z. Section 32, Landscaping and screening requirements, and Section 33, Fence regulations are often referred to and **compliance with is often demonstrated with requests for CUP approval and “PD” approval.**

Other miscellaneous provisions that regard regulation typically associated with zoning regulations are independently referenced in the Texas Local Government Code and the Haltom City Code of Ordinances. For example, Section 211.0035, Zoning Regulations and District Boundaries Applicable to Pawnshops, states pawnshops must be an allowed use in one or more zoning districts and a municipality may not impose a specific use permit requirement or any requirement similar in effect to a specific use permit requirement on a pawnshop that has been licensed to transact business by the Consumer Credit Commissioner under Chapter 371, Finance Code.

The below Articles of Chapter 78, Planning and development, provide City Code provisions to specifically identified land uses, land development, and business operations.

Article II. Used automobile or mobile home sales lots

Article III. Bingo as a special use

Article IV. Neighborhood Parkland Dedication

Chapter 62, Occupational Licenses and Regulations, provides City Code provisions to specifically identified land uses, land development, and business operations.

Article III. Amusement Machines

Article V. Dance Establishments

Article VI. Carnivals

Article VIII. Sexually Oriented Businesses

Article X. Hotels

Chapter 50, Junked Vehicles and Motor Vehicle Junkyards, Article III, provides City Code provisions specifically to Motor Vehicle Junkyards.

Chapter 54, provides City Code provisions specifically to the land use of, land development of, and business operation of Mobile Home Parks and Travel Trailer Parks. Provisions are also provided for keeping of Mobile Homes and Travel Trailer at a single family residence or elsewhere outside of a Mobile Home and/or Travel Trailer Park.

Chapter 90, Traffic, Article III, Parking, provides City Code provisions specifically to parking as a primary or ancillary land use.

Chapter 22, Cemeteries, Mausoleums or Crematories, provides City Code provisions specifically to the land use of, land development of, and business operation of Cemeteries, Mausoleums or Crematories.

Section 29.S of the Zoning Ordinance and Chapter 19, Telecommunications, provide City Code provisions specifically to the land use of, land development of, and business operation of Antenna Facilities and Telecommunication.

The Zoning Ordinance and Chapter 10, Animals, provides City Code provisions specifically to the land use of, land development of, and operation of Animal-related uses and structures.

Chapter 14, Buildings, Structures and Appurtenances, Article I In General, provisions City Code provisions related to typical zoning regulation. Several of the zoning-related provisions in Chapter 14 of the City Code of Ordinances are out-of-date, obsolete, and replaced by the Zoning Ordinance, which is Appendix B of the Haltom City Code of Ordinances.

# Platting

Chapter 212 of the Texas Local Government Code provides the general framework within which municipalities, such as the City of Haltom City, may adopt ordinances governing the subdivision of land and the public infrastructure necessary to subdivide land and build. Subdivision Ordinance No. O-2006-011-15 **provides the City of Haltom City's current** subdivision or plat regulations. This ordinance defines **subdivision (also referred to as addition) as, "a division** of any land, whether vacant or improved, by metes and bounds, deed, contract for deed, lease, or by any other instrument or method, into two or more lots, parcels, sites, units, plots, parts, or interests, for the purpose of offer, sale, lease, development, or establishment of record ownership. Subdivision includes re-subdivision and includes any division of land under Section 212.004 of the Texas Local Government Code. Subdivision shall not include the division of land into parts greater than five acres which are exempted from platting.

A plat is a legal document that defines boundaries using lot and block descriptions, establishes easements for public and private infrastructure, and (generally speaking) prepares land for development. It is typically during the platting process that municipalities identify and require adequate public infrastructure to support and protect land development. One means of providing adequate public infrastructure is by exaction, which is a requirement imposed as a condition for approval of a plat. The responsibility of ensuring adequate public infrastructure to platted lots of record is that of the **City staff's**. **The Planning and Zoning Commission (P&Z) has a ministerial role** in recommending plat approval; however, occasionally a plat application may have discretionary matters the P&Z wishes to enact to deny or modify a plat application. These insinuations are managed on a case-by-case basis.

The ministerial role that the P&Z plays in the platting process means the P&Z is confirming **the City's staff application of the Haltom City Subdivision Ordinance**. **The P&Z, by its own initiative, cannot table action or continue a public hearing for a plat application without determining that the plat application is incomplete, which should never occur because City staff should only schedule plat applications for P&Z consideration that are administratively complete.** Action by the P&Z on a plat application shall be to approve or deny and with any motion to deny **a basis for the denial shall be stated**. **The City staff's role is to inform and assist the P&Z in their decision making process, so feel free to ask questions and seek needed information prior to acting on a plat.**

The most utilized section of the Subdivision Ordinance by P&Z Commissioners is Section 3-100 Purpose and Policy, which is provided with each plat staff report to the P&Z. There are various types of plats for different purposes, and Home Rule cities, like the City of Haltom City, often create their own their own plat types, definitions, and procedures that can vary slightly from Chapter 212 of the Texas Local Government Code. The Haltom City Subdivision Ordinance identifies the following plat types and a definition of each is provided:

Preliminary Plat – precursor to final platting, a preliminary plat is a plat to substantially identify the general scope and detail of a proposed development that is most often utilized with large scale developments that may be final platted in phases according to the construction of public infrastructure.

Final Plat – a plat to record the preliminary plat or a portion of the preliminary plat. A short form plat and amending plat may also be considered a final plat.

Replat – a plat that changes a plat of record.

Short Form Plat – a plat that is records the first plat of record for a site and is minor in scope in that there is no need to extend municipal facilities to the site to provided adequate public infrastructure.

Plat Vacation – the documentation of striking a plat of record from the record.

Amending Plat – a plat that alters or corrects within the boundaries of a plat of record without creating a new lot or dedicating/abandoning easements.

Home-rule cities are those cities which have adopted a home rule charter for their local self-governance. The citizens of a home rule city are free to choose their own form of municipal government, choose between a large or small city council, fix the terms of office of council members, decide on the method of election of the Mayor, provide for creation of more boards and commissions which they feel is essential for proper city functioning, etc. In the United States, most of the states have home-rule cities.

A Home-rule city is a municipality operating under a municipal charter that has been adopted or amended as authorized by Article XI, Section 5, of the Texas Constitution. Home-rule cities must have a population more than 5,000 inhabitants and may levy, assess, and collect such taxes but no tax for any purpose shall ever be lawful for any one year, which shall exceed two and one-half per cent of taxable property of such city.

Cities and towns having a population of 5,000 or less may be chartered alone by general law in Article XI, Section 4, of the Texas Constitution. They may levy, assess and collect such taxes as may be authorized by law, but no tax for any purpose shall ever be lawful for any one year which shall exceed one and one-half per cent of the taxable property of such city.

# Planning

Chapter 213 of the Texas Local Government Code is regarded as Texas's version of **comprehensive planning enabling legislature, where, "a municipality may define, in its charter or by ordinance, the relationship between a comprehensive plan and development regulations and may provide standards for determining the consistency required between a plan and development regulations."**

Section 8. Consistency with comprehensive plan, of the Haltom City Zoning Ordinance states, **"As the Zoning Ordinance is one implementation tool for the City's comprehensive plan,** the Zoning Ordinance shall be kept current and consistent with the goals and objectives of the comprehensive plan.

Adopted in February of 1995, was the 1995 Comprehensive Land Use Plan (CLUP) for the City of Haltom City. Preparation of the 1995 CLUP was assisted by Planning Resource Group and was intended to be a 20-year plan to be reviewed every five years or yearly if deemed appropriate. Since its creation, the CLUP has been review twice, once in 2002 and once again in 2010. The 2002 CLUP was prepared in cooperation with Wilbur Smith Associates. The goal statements in the 2002 CLUP Update were based on the ones established in the 1995 CLUP. The goal statements in the 2010 CLUP were based on the ones established in the 2002 CLUP Update.

# Capital Improvement Advisory Committee

The City Council shall appoint a capital improvements advisory committee prior to a public hearing to consider land use assumptions and capital improvements plan for a designated service area and impose an impact fee. Historically in the City of Haltom City, the Planning and Zoning Commission (P&Z) has been appointed by City Council to serve as this advisory committee; however, more recently, the City Council has not utilized the P&Z as this advisory committee.

The advisory committee must be composed of not less than five members who shall be appointed by a majority vote of the governing body of the political subdivision. Not less than 40 percent of the membership of the advisory committee must be representatives of the real estate, development, or building industries who are not employees or officials of a political subdivision or governmental entity. The P&Z may act as the advisory committee if the commission includes at least one representative of the real estate, development, or building industry who is not an employee or official of a political subdivision or governmental entity. If no such representative is a member of the planning and zoning commission, the commission may still act as the advisory committee if at least one such representative is appointed by City Council as an ad hoc voting member of the planning and zoning commission when it acts as the advisory committee. The advisory committee serves in an advisory capacity and is established to:

- (1) Advice and assist City Council in adopting land use assumptions;
- (2) Review the capital improvements plan and file written comments;
- (3) Monitor and evaluate implementation of the capital improvements plan;
- (4) File semiannual reports with respect to the progress of the capital improvements plan and report to the political subdivision any perceived inequities in implementing the plan or imposing the impact fee; and
- (5) Advise the City Council of the need to update or revise the land use assumptions, capital improvements plan, and impact fee.

The City Council shall make available to the advisory committee any professional reports with respect to developing and implementing the capital improvements plan, while the governing body of the political subdivision shall adopt procedural rules for the advisory committee to follow in carrying out its duties. (Sec. 395.042 and 395.058 TXLGC)

# Frequently Asked Questions

Question: I am a new P&Z member. Can I request a mock meeting with the P&Z Commission prior to serving at my first meeting?

Reply: Yes, this can be arranged by support staff and at the willingness of the Commission members.

Question: What are examples of excused and unexcused absences by P&Z Commissioners?

Reply: Excused and unexcused absences are determined at the discretion of the other Commissioners and at least one P&Z Alternate. This determination is typically made at the next scheduled meeting immediately following the absence.

Question: Must P&Z Commissioners visit sites to be platted or rezoning or are otherwise on their agenda?

Reply: Commissioners are not required to visit properties on their agenda. The staff liaison to the Commission should provide adequate information for the Commission to make an informed decision; however, the more Commissioners know about their City the better the Commission can make informed decisions.

Question: What are the most common actions P&Z Commissioners refrain from to avoid legal trouble?

Reply: Prohibiting due process, not disclosing conflicts of interest, personal attacks or deformation, deliberating on construction value in dollars, stereotyping, expressing hate or intolerance on the basis of race, religion, ethnicity, spoken language, gender, sexual orientation, or political affiliation.

Question: I am a P&Z Alternate. Do I need to attend every meeting?

Reply: P&Z Alternates are strongly encouraged to attend every meeting. Last minute circumstances occur that may place a P&Z Alternate as a voting member on the Commission. P&Z Alternates will gain essential experience and knowledge of City business at every meeting, regardless if the P&Z Alternate serves on the Commission or not.

Question: I am a P&Z Alternate. Can I participate in work sessions even if I will not be a voting member of the Commission in regular session?

Reply: Yes, P&Z Alternates are members of the Commission and have all expectations as regular members of the Commission though voting rights reserved for regular members only carry over to P&Z Alternates when serving in the absence of the regular member.

Question: I am a P&Z Alternate. If I present for regular session but not needed to fill the absence of a regular members place, can I speak during the public hearing portions of the regular session and voice my support, concerns, or opposition?

Reply: Yes, P&Z Alternates not serving in the place of a regular P&Z member during regular session and public hearings are part of the general public rather than part of the P&Z Commission.

Question: How can I encourage my fellow citizens to serve on the Planning and Zoning Commission with me?

Reply: Share your interests in serving on the P&Z Commission. Explain the significance of the Commission's recommendations to City Council. Direct your fellow citizens to the City's support staff for further understanding of the importance of the P&Z Commission to immediate and future needs of the City.

# Appendix

(Below items are available upon request.)

Appendix A: Haltom City Code of Ordinances, Chapter 2, Administration, Article II. – Boards and Commissions

Appendix B: Haltom City Code of Ordinances, Chapter 78, Planning and Development, Article I. – In

Appendix C: Texas Local Government Code, Chapter 211, Section 211.007 Zoning Commission

Appendix D: Texas Local Government Code, Chapter 211, Section 211.0075 Compliance with Open Meetings Law

Appendix I: Texas Local Government Code, Chapter 211, Sections 211.001 Purpose, 211.003 Zoning Regulations Generally, 211.004 Compliance with Comprehensive Plan, and 211.005 Districts

Appendix J: Haltom City Code of Ordinances, Appendix B Zoning Ordinance

Appendix C: Texas Local Government Code, Chapter 212, Section 212.005 Approval by Municipality Required

Appendix D: Texas Local Government Code, Chapter 212, Section 212.006 Authority Responsible for Approval Generally

Appendix E: Texas Local Government Code, Chapter 212, Section 212.0065 Delegation of Approval Responsibility

Appendix F: Texas Local Government Code, Chapter 212, Section 212.017 Conflict of Interest; Penalty General

Appendix K: Haltom City Code of Ordinances, Chapter 78 Planning and Development, Section 78-6 Subdivision specifications adopted

Appendix L: City of Haltom City Subdivision Ordinance No. O-2006-011-15

Appendix M: Texas Local Government Code, Chapter 213 Municipal Comprehensive Plans

Appendix N: Haltom City 1995 Comprehensive Land Use Plan (CLUP)

Appendix O: Haltom City 2002 Comprehensive Land Use Plan (CLUP) Update

Appendix P: Haltom City 2010 Comprehensive Land Use Plan (CLUP) Update

Appendix Q: Texas Local Government Code, Chapter 395 Financing Capital Improvements Required by New Development in Municipalities, Counties, and Certain Other Local Governments

Appendix R: Haltom City 2001 Land Use Assumptions, Water Capital Improvement Plan, and Sanitary Sewer Capital Improvement Plan

Appendix S: Haltom City 2001 Water and Sanitary Sewer Impact Fees

Appendix T: Haltom City Storm Sewer Master Plan

Appendix U: Haltom City FY2016 Capital Improvement Program

Appendix V: Miscellaneous Regulations in the Texas Local Government Code the Haltom City Code of Ordinances

Appendix W: Suggested Procedures for Conducting a Meeting

Appendix X: Statement of Officer Form

Appendix Y: Oath of Office Form

Appendix Z: Ethics Code

Appendix AA: Acknowledgment Form to Receiving Ethics Code

Appendix BB: Public Access Option Form

Appendix CC: Conflict of Interest Affidavit

Appendix DD: Example Agenda for Work Session and Regular Session

Appendix EE: Example Agenda for Work Session and Minutes Only

Appendix FF: Example Minutes

Appendix GG: Example Staff Report to the Commission

Appendix HH: Example Motions by the Commission