

RESOLUTION 2010-R-58

A RESOLUTION OF THE VILLAGE OF VOLENTE, TRAVIS COUNTY, TEXAS, ESTABLISHING CLARIFICATION OF POLICY FOR ADMINISTRATION AND PROCEDURES BETWEEN THE CITY ADMINISTRATION AND THE PLANNING AND ZONING COMMISSION.

Original

WHEREAS, The Village respects the dedication of volunteers to protect the interests of residents, land owners and applicants involved in the planning and zoning process; and

WHEREAS, The Village seeks to avoid unnecessary time and monetary commitments of volunteers, residents, land owners and applicants involved in the planning and zoning process; and

WHEREAS, The Village expects an orderly process to be consistently followed in accordance with Village regulations and Texas state law,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE VILLAGE OF VOLENTE, TEXAS, THAT THE FOLLOWING POLICIES SHALL BE FOLLOWED:

Administratively Complete Applications

Once the Village administration has deemed an application “administratively complete”, the application may be put on the Planning & Zoning Comm. (P&Z) draft agenda. A copy of the draft agenda, application and completed checklist (showing administrative completeness) should be delivered to the Planning & Zoning Chair for review.

Administratively Non-Complete Applications

Applications that have not been declared “administratively complete”, shall not be placed on the P&Z draft agenda. Instead a memo from the Village administration shall be attached to the incomplete application explaining the special circumstances that cause it to be unable to be completed. It shall be at the sole discretion of the P&Z Chairperson to determine if and how the application shall be placed on the P&Z Agenda.

Public Notices

No public hearings shall be advertised, nor public notices, including meeting agendas, posted without the expressed written authorization of the P&Z Chairperson.

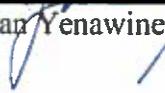
Material Changes in the Application

If at any time the application changes materially, those changes shall be expressly notified to both the P&Z and City Council by the Village administration. Whether a change to the application is material will be determined jointly by the P&Z Chair and the Mayor.

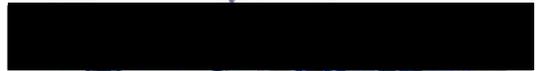
RESOLVED AND APPROVED this 19th day of January, 2010.



Jan Yenawine, Mayor



ATTEST:



Jennifer Zufelt, City Secretary

