



CITY OF KYLE

An Equal Opportunity Employer
POSITION DESCRIPTION

#TeamKyle Core Values: *Knowledge, Yes-Attitude, Leading Edge and Employee Accountability*

Position: ***Planning & Zoning Commission***

GENERAL STATEMENT:

The City of Kyle Planning & Zoning Commission's approves or disapproves plats of proposed subdivisions; reviews and makes recommendations on the zoning of land; drafts rules and regulations governing platting and subdividing of land and recommends them to the city council for adoption; drafts rules and regulations regarding zoning; helps to amend the comprehensive plan for the physical development of the city and recommends the comprehensive plan to the council for approval.

ROLES AND RESPONSIBILITIES:

- Review and make recommendations to the council regarding the adoption and implementation of a comprehensive plan or elements or portions thereof prepared under authorization of the city council and under the direction of the city manager and responsible staff.
- After a comprehensive plan or element or portion thereof has been adopted in conformity with this article:
 - Review and make recommendation to the council on all amendments to such plan or elements or portions thereof.
 - Review and make recommendations to the council on all proposals to adopt or amend land development regulations for the purpose of establishing the relationship of such proposal to, and its consistency with, the adopted comprehensive plan or elements or portions thereof. For purposes of this article "land development regulations" includes zoning, subdivision, building and construction, environmental including water conservation, and other police power regulations controlling, regulating, or affecting the use or development of land.
- Pursuant to ordinances adopted by the council, exercise control over platting and subdividing land within the corporate limits and the extraterritorial jurisdiction of the city to insure the consistency of any such plats or subdivision with the ordinances and comprehensive plan or element or portion thereof.
- Pursuant to ordinances adopted by the council make recommendations to the council regarding the zoning of land and land uses within the corporate limits of the city to insure the consistency of any such land use with the adopted comprehensive plan or element or portion

thereof.

- May submit annually to the city manager, not less than one hundred fifty days prior to the beginning of the budget year, a list of recommended capital improvements, which in the opinion of the commission are necessary or desirable to implement the adopted comprehensive plan or element or portion thereof during the forthcoming five-year period.
- Monitor and oversee the effectiveness and status of the comprehensive plan and recommend annually to the council any changes in or amendments to the comprehensive plan as may be desired or required.
- Prepare periodic evaluation and appraisal reports on the comprehensive plan, which shall be sent to the council at least once every five (5) years after the adoption of the comprehensive plan or element or portion thereof.
- Obtain information relative to its duties, from the city manager.
- Act as an advisory body to the council and perform such.

Must exemplify the Team Kyle Core Roles as a Volunteer by:

- **Knowledge** – Knowledgeable in all aspects of job and City operations; maintains high quality of work; follows health and safety guidelines.
- **Yes-Attitude** – Demonstrates superior customer service; treats other employees and citizens with kindness; promotes goodwill; solves conflict with tact.
- **Leading Edge** – Continually looking for areas to improve upon; decisive and adaptive; supports new ideas; a driver for change. Innovative
- **Employee Accountability** -Actively seeks and gives performance feedback in order to determine developmental opportunities; uses feedback as an opportunity for continuous improvement.

COMMISSION TERMS:

The Planning and Zoning Commission consists of seven members serving two-year terms. A minimum of five of the members shall be citizens not directly or indirectly connected with real estate and land development. The members of the Planning and Zoning Commission are appointed by the Council and serve without compensation. In making appointments to the Commission, the Council shall seek to ensure broad representation and expertise among the membership. The Commission shall exercise the following powers pursuant to Section 10.05 of the City Charter.

BOARD MEMBER QUALIFICATIONS:

An individual shall not be eligible for appointment to a board or commission unless the individual meets the following qualifications on the day prior to the date of appointment: (1) be at least 18 years of age; (2) be a citizen of the United States; (3) have been a resident of the State of Texas for at least 6 consecutive months; (4) and not be delinquent on any indebtedness to the city. An appointee may not be a city employee. Specific residency requirements to serve on each board and commission must be contained in the board or commission bylaws and shall be approved by the city council. If any appointee ceases to possess any of these qualifications, such position to which the appointee was appointed shall, upon such fact being determined by the council, immediately become vacant.

ATTENDANCE:

Unexcused Absences - If a member of a board is absent for three regular consecutive meetings, the regular member office will be considered vacant unless the member is sick or has first obtained a leave of absence from the majority of the Commission members present at a regular meeting. The Commission shall decide whether the member qualifies for three consecutive unexcused absences.