

HISTORICAL PRESERVATION COMMITTEE

1.0 PURPOSE

An Historical Preservation Committee is hereby created, the purpose of which shall be to identify, protect, and preserve the history of the Town of Fairview and to promote an understanding and appreciation thereof.

2.0 FUNCTIONS

- 2.1 The committee shall be strictly advisory in nature.
- 2.2 The committee shall identify and catalog historical sites, homes, farms, structures, facilities, etc. that are worthy of preservation and/or protection.
- 2.3. The committee shall take steps to chronicle the history of the community and to preserve that history in written, photographic, recorded, or other appropriate forms.
- 2.4 The committee shall identify significant or otherwise noteworthy trees, waterways, geographical or topographical features, etc. that are worthy of preservation and protection.
- 2.5 The committee shall make recommendations to the staff and council regarding ordinances, grants, and other tools that shall serve to preserve and protect the history of Fairview.
- 2.6 The committee shall identify opportunities and means to educate the public regarding Fairview's history.

3.0 MEMBERSHIP & OFFICERS

- 3.1 The commission shall consist of five regular members, appointed from among registered voters of the Town of Fairview. All regular members shall be appointed by a majority vote of the town council.
- 3.2 Terms shall be for two years, renewable at the discretion of the Town Council..
- 3.3 A chair shall be selected by the town council following nomination by the mayor.
- 3.4 A vice chair shall be selected by the members of the committee.
- 3.5 The town manager or his/her designee shall serve as an ex officio member of the committee and shall attend all meetings.

3.6 All members shall serve at the discretion of the town council and may be removed at any time without cause.

4.0 PUBLIC MEETINGS

All meetings of the committee shall be open to the public and an agenda shall be posted a minimum of seventy-two (72) hours in advance of any meeting.

5.0 REPORTS

The committee shall complete its work in a timely manner and make reports to the mayor and council. Said reports shall include a roster listing all sites, facilities, structures, etc. that have been identified as worthy of protection and/or preservation; a list of actions recommended to be taken by the town to ensure protection and preservation occurs; and a summary of all historical information gathered or otherwise identified. The committee shall also, at its discretion or at the discretion of the mayor, make periodic interim reports to the town council as needed or with respect to other matters requested by council or the mayor.

PLANNING & ZONING COMMISSION

1.0 PURPOSE

Pursuant to the laws of the State of Texas, a Planning & Zoning Commission is hereby created the purpose of which shall be to recommend zoning and land use regulations for the Town of Fairview, consistent with the Texas Local Government Code, Section 211.007, and to assist the town staff and council in reviewing specific applications for zoning and development.

2.0 FUNCTIONS

- 2.1 The commission shall be advisory in nature.
- 2.2 The commission shall be responsible for the development and timely update of the town's Comprehensive Plan. This plan is the primary working document for guiding and implementing land use and development within the community. While it is not the responsibility of the commission to prepare the plan, it shall recommend adoption of the plan and periodic updates thereto prior to council adoption.
- 2.3 The commission shall be responsible for developing and enforcing, in conjunction with the town staff, subdivision regulations for the town. These regulations, which shall be in ordinance form, aid in determining the physical layout of public and private land uses, including the necessary public rights-of-way, easements, and drainage systems to serve residential, commercial, industrial, and public land uses.
- 2.4 The commission shall review all plats brought before it and act in a timely manner thereon, consistent with local ordinances and relevant state statutes.
- 2.5 The commission shall be responsible for developing and enforcing, in conjunction with the town staff, zoning regulations for the town, including making recommendations to the council on all zoning requests. In addition to implementing the land use patterns consistent with those identified in the comprehensive plan, zoning includes standards for permitted uses, density, height, setbacks, landscaping, signs, and parking.
- 2.6 The commission shall review and make recommendations on an annexation plan, which shall be updated annually.
- 2.7 The commission shall help develop enforceable urban design standards that deal with the "visual image" of the community, including regulations involving landscaping, signs, screening, and architectural standards.

- 2.8 The commission shall provide an opportunity for public input into the physical development of the community, and shall be responsible for ensuring local community values are inserted therein.
- 2.9 The commission shall review the town's master thoroughfare plan, as well as periodic updates thereto, and submit its recommendations prior to town council adoption.
- 2.10 The commission may from time to time, as directed by the council, either in whole or in part and with or without additional citizens, act as a Capital Improvements Advisory Committee.
- 2.11 The commission shall perform all other services as directed by the council.

3.0 MEMBERSHIP

- 3.1 The commission shall consist of seven members, appointed from among registered voters of the Town of Fairview. All regular members shall be appointed by a majority vote of the town council. Any council member may recommend a candidate for the commission.
- 3.2 Terms shall be for two years, renewable at the discretion of the Town Council.
- 3.3 All members shall serve at the discretion of the town council and may be removed at any time without cause, after notice to the member and an opportunity to respond.
- 3.4 Members are encouraged to attend all commission meetings, and to arrive at or before the meeting's opening. Failure to attend three consecutive regularly scheduled meetings without specific authorization from the chair, or an unexcused absentee rate at regularly scheduled meetings of more than 25% during any twelve month period, shall cause a member's position to be automatically vacated.

4.0 OFFICERS

- 4.1 A chair shall be selected by the town council following nomination by the mayor or a council member.
- 4.2 A vice chair shall be selected by the members of the commission.
- 4.3 The chair, or vice chair in his/her absence, shall open and close each meeting. The action of closing a meeting does not require a vote of the commission. In the absence of both officers from a meeting, the commission shall elect a moderator for that meeting only.
- 4.4 The chair, or vice chair in his/her absence, shall moderate each meeting, including recognizing speakers, maintaining order and decorum, stating motions, ensuring time is well spent and that each commission member and the town staff is allowed to provide

input into discussions as appropriate, determining points of order, stating each agenda item, and stating each question prior to a vote.

- 4.5 The chair shall have no additional authority over other commissioners except in his/her role as moderator of commission meetings.
- 4.6 The chair shall have the same voice, responsibilities and vote as any other commission member and shall count toward determination of quorum for meetings.

5.0 MEETINGS

- 5.1 All meetings of the commission shall be open to the public and an agenda shall be posted a minimum of seventy-two (72) hours in advance of any meeting.
- 5.2 Though a significant portion of agenda items coming before the commission shall be generated by developer applications (the timetable of which is governed by state law), the commission chair and planning director shall consult on and agree to the placement of items on upcoming agendas. The chair may add items to the agenda provided said request is made in writing and at least twenty-four (24) hours prior to posting of the agenda. Any two commissioners besides the chair may add an item to an agenda, provided said request is made in writing and at least forty-eight (48) hours prior to posting of the agenda. Town staff liaison shall advise the Chair if any proposed agenda item has not met legally mandated advertising requirements.
- 5.3 At least seventy-two (72) hours prior to the opening of a commission meeting, town staff shall be responsible for providing backup data to the commissioners to assist in their deliberations or provide notice that such information is not available at that time. Chair and/or the planning director, within the constraints of 5.2, may recommend 'no action' on any item that is incomplete or not sufficiently documented seventy-two (72) hours prior to the opening of a commission meeting.
- 5.4 Meetings may not take place unless a quorum exists, said quorum consisting of a minimum of four (4) members.
- 5.5 Any person making personal, slanderous, or impertinent remarks, or who shall be boisterous, vulgar, or otherwise behave in an inappropriate manner, shall be warned to cease such behavior, and failing to do so, may be requested by the chair or a majority of the commission members present, to leave the meeting.
- 5.6 Any commissioner desiring to speak shall be first recognized by the presiding officer, and shall confine his/her remarks generally to the subject under consideration.
- 5.7 Any question before the commission shall be decided by a majority vote. The presiding officer shall vote, and may submit or entertain motions.

- 5.8 While the commission is in session, members should preserve order and decorum, avoiding personality disputes and indecorous language. A member shall neither, by conversation or otherwise, delay or interrupt the proceedings of the commission nor disturb any member while speaking.
- 5.9 Discussions of matters not on the posted agenda, or discussion of matters outside of a posted meeting and in numbers equal to a quorum, are both violations of state law, and shall not be undertaken.
- 5.10 All the work of the commission should take place at public meetings except as permitted by law, such as a sub-committee appointed by the commission or the commission chair performing research and reporting back to the commission.
- 5.11 Because the commission is an advisory body, it should neither discuss nor consider litigation.
- 5.12 In the event of disagreement with the procedures applied by the Chair in the running or moderating of meetings, Robert's Rules of Order, in its most recent edition, shall govern the proceedings of the commission.

6.0 REPORTING

- 6.1 The commission shall complete its work in a timely manner and shall cause its findings to be forwarded to the town council for final action. By state policy, a degree of independence is required between the day-to-day business of the Council and the Commission; therefore commissioners shall not typically appear before the council to discuss or otherwise present actions recommended by the commission; however any councilmember may request, or the commission may appoint one of its members to attend a council meeting to help explain a decision or otherwise answer questions the council may have. Any commissioner has a right to attend Council sessions as a citizen, the same as every other member of the public.
- 6.2 Members of less than a quorum shall not speak on behalf of the remainder of the commission.
- 6.3 The commission has both advisory and administrative duties as set forth herein. Generally these duties do not allow the creation of town policy, but only action to enforce or clarify town policy. However, the commission may make policy suggestions to the Council, or advise the Council on the creation of policy as delegated or requested by the council or town ordinance.
- 6.4 The entire commission shall report, typically in a work session format, to the mayor and council at least twice annually, and in some instances more often, to receive feedback and direction from the council, and to advise the council on its progress and goals for the coming year.

6.5 Commission members either in attendance or who will not otherwise be present at a meeting, can forward comments on any posted item to either the Chair or Planning Director. Such items may be read during the item review and, optionally by commission action, be entered as attachments to the minutes. No absentee commissioner may cast an absentee vote or select a proxy for a vote.

7.0 TRAINING

7.1 All members shall attend an orientation presented by town staff and/or professional consultants.

7.2 Members are encouraged to participate in annual training opportunities as time and budget permits.

PARKS & RECREATION ADVISORY BOARD

1.0 PURPOSE

A Parks & Recreation Advisory Board is hereby created, the purpose of which shall be to recommend to the town staff and council standards for operation and construction of parks, recreation, and open space opportunities.

2.0 FUNCTIONS

- 2.1 The board shall be strictly advisory in nature and shall have all powers enumerated by town ordinances.
- 2.2 The board shall be responsible for the development and timely update of a parks master plan. While it is not the responsibility of the board to prepare the plan, the board shall have a high level of involvement in review and comment during development of the plan and shall recommend adoption of the plan and periodic updates thereto prior to council adoption.
- 2.3 The board shall be responsible for developing, in conjunction with the town staff, a guideline for park use regulations, which shall be in ordinance form.
- 2.4 The board shall view development applications and shall make recommendations on park dedication fees and land dedications.
- 2.5 The board shall be responsible for identifying and developing, in conjunction with the town staff, parks grant opportunities.
- 2.6 The board shall develop master site plans for all town parks and recommend such plans to the council for adoption. The board shall be given the opportunity to review final bid packages prior to the bidding process, as well as the final construction plan prior to submittal to the council for approval. A board representative shall have the opportunity to attend preconstruction meetings.
- 2.7 The board shall provide an opportunity for public input into the development of park and recreation opportunities, thereby ensuring local community values are fully incorporated.
- 2.8 The board, acting as a whole, shall periodically advise the staff and council on park maintenance issues, but in no case shall the board have any authority to instruct the staff to take any specific action.
- 2.9 The board shall make recommendations on capital expenditures for park improvements and for land acquisition, but in no case shall the board have any authority to expend or encumber any public funds.

2.10 The board shall perform all other services as directed by the council.

3.0 MEMBERSHIP

3.1 The board shall consist of seven members, appointed from among registered voters of the Town of Fairview. All regular members shall be appointed by a majority vote of the town council. The board may provide input and nominees to the council for consideration.

3.2 Terms shall be for two years, renewable at the discretion of the town council.

3.3 All members shall serve at the discretion of the town council and may be removed at any time without cause, after notice to the member and an opportunity to respond.

3.4 Members are encouraged to attend all board meetings, and to arrive at or before the meeting's opening. Failure to attend three consecutive regularly scheduled meetings without specific authorization from the chair, or an absentee rate of more than 25% for regularly scheduled meetings during any twelve month period, shall cause a member's position to be automatically vacated.

4.0 OFFICERS

4.1 A chair shall be selected by the town council following nomination by the mayor or any council member.

4.2 A vice chair shall be selected by the members of the board.

4.3 The chair, or vice chair in his/her absence, shall open and close each meeting.

4.4 The chair, or vice chair in his/her absence, shall moderate each meeting, including recognizing speakers, maintaining order and decorum, stating motions, ensuring time is well spent and that each member is allowed to provide input into discussions as appropriate, determining points of order, stating each agenda item, and stating each question prior to a vote.

4.5 The chair shall have no additional authority over other board members except in his/her role as moderator of commission meetings.

5.0 MEETINGS

5.1 All meetings of the board shall be open to the public and an agenda shall be posted a minimum of seventy-two (72) hours in advance of any meeting.

- 5.2 The board chair and staff liaison shall consult on and agree to the placement of items on upcoming agendas. Any two board members besides the chair may add an item to an agenda, provided said request is made in writing and at least forty-eight (48) hours prior to posting of the agenda. The Planning and Zoning Commission may request advice and input from the board on proposed developments, concept plans, or land use plans.
- 5.3 At least seventy-two (72) hours prior to the opening of a board meeting, town staff shall be responsible for providing backup data to the board to assist in their deliberations
- 5.4 Meetings may not take place unless a quorum exists, said quorum consisting of a minimum of four (4) members.
- 5.5 Any person making personal, slanderous, or impertinent remarks, or who shall be boisterous, vulgar, or otherwise behave in an inappropriate manner, shall be warned to cease such behavior, and failing to do so, may be requested by the chair or a majority of the board members present, to leave the meeting.
- 5.6 Unless otherwise permitted by the Chair, any board member desiring to speak shall be first recognized by the presiding officer, and shall confine his/her remarks to the subject under consideration.
- 5.7 Any question before the board shall be decided by a majority vote. The presiding officer shall vote, and may submit or entertain motions.
- 5.8 While the board is in session, members must preserve order and decorum, avoiding all personalities and indecorous language. A member shall neither, by conversation or otherwise, delay or interrupt the proceedings of the board nor disturb any member while speaking.
- 5.9 Discussions of matters not on the posted agenda, or discussion of matters outside of a posted meeting and in numbers equal to a quorum, are both violations of state law, and shall not be undertaken.
- 5.10 All the work of the board should take place at public meetings except as permitted by law, such as sub-committee appointed by the board or board chair performing research and reporting back to the board.
- 5.11 Because the board is an advisory body, it should neither discuss nor consider litigation.
- 5.12 In the event of disagreement with the procedures applied by the chair in the running or moderating of meetings, Robert's Rules of Order, in its most recent edition, shall govern the proceedings of the board, unless otherwise noted above.

6.0 REPORTING

- 6.1 The board shall complete its work in a timely manner and shall cause its findings to be forwarded to the town council for final action. Members shall not typically appear before the council to discuss or otherwise present actions recommended by the board; however from time to time the board may appoint one of its members to attend a council meeting to help explain a recommendation or otherwise answer questions the council may have.
- 6.2 Members of less than a quorum shall not speak on behalf of the remainder of the board.
- 6.3 The board has both advisory and administrative duties as set forth herein. Generally these duties do not allow the creation of town policy, but only action to enforce or clarify town policy. However, the board may make policy suggestions to the council, or advise the council on the creation of policy as delegated or requested by the council or town ordinance.
- 6.4 The entire board shall report, typically in a work session format, to the mayor and council at least annually, and in some instances more often, to receive feedback and direction from the council, and to advise the council on its progress and goals for the coming year.
- 6.5 The board will endeavor to meet biannually with the planning & zoning commission to coordinate actions.

7.0 TRAINING

- 7.1 All members shall attend an orientation presented by town staff and/or professional consultants.