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## MEMORANDUM

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**TO:** Planning & Zoning Commission

**FROM:** Garrett Langford

**DATE:** September 27, 2021

**SUBJECT:** ZTA 2021-04 Landmark Commission  
ZTA 2021-06 Administrators and Review Bodies  
ZTA 2021-07 Municipal Arborist  
ZTA 2021-08 1-300 Nonconforminities

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On September 7, 2021, City Council adopted Ordinance Number 4984, creating a new chapter of the Mesquite City Code called Chapter 20 – Boards, Commissions, and Committees. The purpose of Ordinance Number 4984 was to create a single ordinance that incorporates all boards and commissions, updating requirements, aligning terms and term limits, and updating duties and responsibilities. As a result of the new ordinance, city staff is seeking to amend the Mesquite Zoning Ordinance to correspond with what was adopted in Chapter 20. Text amendments 2021-04, 06, 07, and 08 are as follows:

**ZTA 2021-04:** Amend the Zoning Ordinance by referencing Chapter 20 related to new State legislation limiting landmark recommendations to one Commission. Currently, the Zoning Ordinance requires both the Landmark Commission and Planning and Zoning Commission to make recommendations to the City Council. This amendment would designate the Landmark Commission as the one recommending body.

**ZTA 2021-06:** Amend the Zoning Ordinance by referencing Chapter 20 for member requirements, term limits, and duties and responsibilities.

**ZTA 2021-07:** Amend the Zoning Ordinance by changing the name of “Municipal Arborist” to “City Certified Arborist.” It also establishes that appeals of the decisions of the Arborist will go to the Board of Adjustment instead of the Tree Board.

**ZTA 2021-08:** The By-Laws for the Board of Adjustment are included in Chapter 20. The only portion of the Board’s By-laws that still need to be included in the

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zoning ordinance is the Amortization Hearing Procedures which would be codified with this amendment.

A handwritten signature in cursive script, appearing to read "Garrett Langford".

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Garrett Langford, AICP  
Manager of Planning and Zoning