



# City of Denton

City Hall  
215 E. McKinney Street  
Denton, Texas  
www.cityofdenton.com

## AGENDA INFORMATION SHEET

**DEPARTMENT:** City Secretary's Office

**CM:** Sara Hensley

**DATE:** March 24, 2026

### **SUBJECT**

Consider approval of a resolution of the City of Denton excusing the February 25, 2026, meeting absence of a Planning and Zoning Commission Member; and providing an effective date.

### **BACKGROUND**

Section 2-83(c) of the Denton City Code mandates board, commission, or committee members who cannot attend a meeting must contact the chairperson or an appropriate staff liaison to report the absence before the start of the meeting and provide the reason. Absences can be excused by the City Secretary if the notification is received in advance of the meeting and if the absence is for the following reasons: personal or family illness, death of a family member, jury duty, service in the armed forces, testifying before the legislature, attending a seminar involving municipal matters of importance to the member's duties, or an absence necessary for the member's business or employment. All board, commission, and committee members are provided information on the attendance requirements.

Planning and Zoning Commission Member MaryAnn McDuff reported the absence on February 25, 2026 was due to required attendance and service at Rotary International 2026 Lone Star President Elect Training Seminar. (Member is a board director representing District 5790 and is also Chair of Curriculum). Denton City Code Section 2-83(c)(1)(b) provides that in the event an absence does not meet any of the above excused absence criteria, a member may submit a request to have the absence excused to the City Secretary's Office in writing no later than ten business days after the date the absence occurred, after which the City Secretary will place an item on the next available City Council agenda for consideration, in accordance with the Texas Open Meetings Act. Member MaryAnn McDuff filed the request within the timeline required. The request is being formally presented to City Council.

### **EXHIBITS**

Exhibit 1 – Agenda Information Sheet

Exhibit 2 – Resolution

Respectfully submitted:  
Ingrid Rex  
City Secretary



# City of Denton

## Board and Commission Notification of Absence Request

Planning and Zoning Commission

---

**Absence Date:** 02/25/26

**Submitted On:** 02/22/26 2:03 PM

---

**Name:**

**Phone:**

Mary Ann McDuff

[REDACTED]

**Email:**

[REDACTED]

**Reason for Absence:**

Service at Rotary International 2026 Lone Star President Elect Training Seminar. I am on the LSPETS Board of Directors representing District 5790 and Chair of Curriculum.