



NOTICE TO APPLICANTS AND CONTRACTORS

Subject: Change in Application Deadlines Due to HB 1522 – Effective September 1, 2025

Dear Applicants and Contractors,

This notice is to inform you of an important change in our application submission deadlines due to recent legislation affecting public meeting requirements.

House Bill 1522 (HB 1522), passed by the Texas Legislature and signed into law on June 20, 2025, **amends the Texas Open Meetings Act (TOMA)**. Effective **September 1, 2025**, governmental bodies must now post notice of public meetings **at least three (3) business days** in advance, rather than the previous 72-hour requirement. Please note that **holidays are not considered business days** under this new rule.

As a result of this change, **The Township must adjust internal deadlines for agenda preparation and posting**, which directly impacts the **submission deadlines for applications** that require placement on public meeting agendas (e.g., Development Standards Committee, Residential Design Review Committees, or other TOMA-subject boards and committees).

To ensure compliance with HB 1522, **all application materials must now be submitted earlier** than in the past. Specific deadline changes will vary depending on the meeting date, but as a general guide:

If a Township holiday falls within the three business days, the posting date—and therefore the application deadline—must be adjusted accordingly.

We appreciate your attention to this change and your cooperation in submitting applications in a timely manner. If you have any questions or need clarification on specific deadlines, please contact our office directly.

Sincerely,

Kim McKenna

Director of Covenant Administration

The Woodlands Township