



PROCEDURES FOR FILING AN APPLICATION TO PLANNING AND ZONING COMMISSION

Deadline for Filing Application: _____

Date of Planning and Zoning Commission Meeting: _____ 6:00 pm

Date of City Council Meeting: _____ 7:00 pm

APPLICATION PROCEDURE

1. A Planning and Zoning Commission meeting is scheduled for the FIRST MONDAY of every month at 6:00 pm in the Council Chamber on the second floor of City Hall (220 Texas Blvd, 3rd & Texas).
2. The zoning application must be received by the City Planning Department at least 17 days prior to meeting.
3. The application must include:
 - a. Signature of the property owner
 - b. Complete legal description of the property (metes & bounds or lot & block in subdivision).
4. The filing fee schedule is:
 - a. **\$90** for Rezoning Requests, Specific Use Permits, and for Amendments to Planned Development Districts. The fee covers the cost to process cases presented to the Planning and Zoning Commission and the City Council.
5. The applicant and/or representative are required to be present at the meeting.

HEARING PROCEDURE BEFORE THE PLANNING AND ZONING COMMISSION

1. The Chairman of the Commission will announce the application to the audience.
2. When your case is called, you should approach the rostrum and state your case giving sound planning reasons why the request should be granted.
3. After stating your case, any person interested in the request in question will be asked to give reasons for either their support or opposition.
4. Staff will have an opportunity to present any pertinent information regarding the case.
5. After everyone has been heard, the applicant will have five minutes in which to answer any arguments against the case.
6. After rebuttals, the Commission will consider the request and either vote upon it or table it for further consideration at an upcoming meeting.

ACTIONS OF THE PLANNING AND ZONING COMMISSION

1. The Planning and Zoning Commission can table a request; approve a request or deny a request.
2. If the Commission approves or denies a request, that request will automatically be placed on the agenda for the City Council to consider.

ACTIONS OF THE CITY COUNCIL

1. The hearing procedure of the City Council is similar to the Commission's procedures.
2. If the Planning and Zoning Commission has recommended for approval of a request, the City Council can approve the request by 4 Council members voting for the request.
3. If the Planning and Zoning Commission has recommended for denial of the request, a 3/4 vote of the City Council (5 members) will be required to approve the request.
4. If the City has received a written protest (petition) in opposition to the request signed by the owners of 20% or more of the land within the area being considered for a zoning change or by the owners of 20% or more of the land within 200 feet of the area being considered for a zoning change, then a 3/4 vote of the City Council (5 members) will be required to approve the request.
5. If the City Council votes to deny a request or fails to have the necessary votes to approve a request, the request is denied. If denied, another zoning change on this property cannot be considered for a period of one year after the denial unless the second request is to a more restrictive zoning classification than was originally voted upon by the City Council. The addition of the Planned Development designation to a zoning district classification shall constitute a more restrictive classification.