



Zone Change Request

An application can be made to change the zoning on any piece of property within the city if the proposed use is not permitted under the current zoning. Zoning information regarding any property in Lufkin may be obtained from the Planning Department, 936-633-0247. The zone change process can take up to 45-60 days from the date of application.

Requirements

To be placed on the Planning & Zoning Commission Agenda, the complete application must be made and presented to the City Planning & Zoning Department prior to the deadline as specified by the P&Z schedule. An application will not be accepted until all of the following items are submitted:

- An accurate legal description of the property to be considered for the zone change. If an area other than an entire piece of property is being requested, field note description of the property will be required.
- Proof of property ownership as reported in warranty deed, title, surveyor's report, etc.
- A completed Application.
- Non-refundable filing fee in the amount of \$150.00 payable to the City of Lufkin.

Zone Change Process

Staff reviews the application and completes the work necessary to have the request ready for the Planning and Zoning Commission's meeting. This includes a Staff report with a recommendation for approval or denial of the request.

As required by State Law, Staff advertises the request in the Lufkin Daily News at least 15 days prior to the meeting.

Property owners within 200 feet of subject property are notified of the meeting and asked whether they support or oppose the zone change. If over 20 percent opposition (of property owners) is given on the zone change request, six affirmative votes are required by City Council (the 20 percent is calculated by including the area of all of the property owners in opposition, not the number of people responding).

The Planning & Zoning Commission holds a Public Hearing to discuss the issue, with the following:

- a) Staff presents its Staff Report;
- b) Commissioners ask Staff any questions;
- c) The Chairman opens the floor for any questions or comments from individuals wishing to speak in favor to, or in opposition to the request;
- d) The Chairman closes the floor for further questioning of Staff if any; and,
- e) The Commissioners vote either to recommend approval or denial (the recommendation is forwarded to the City Council).



The City Council holds two readings of the Ordinance, the first is a Public Hearing, the second is considered on consent agenda unless otherwise requested prior to the meeting or at the request of the Mayor or Council member.

The Public Hearing is held to discuss the issue, with the following:

- a) Staff presents the Planning & Zoning Commission's recommendation along with the Staff Report;
- b) Council members ask Staff any questions;
- c) The Chairman opens the floor for any questions or comments from individuals wishing to speak in favor to, or in opposition to the request;
- d) The Mayor closes the floor for further questioning of Staff if any;
- e) The City Council votes either to approve or deny (to overturn a Planning & Zoning Commission recommendation or in the case of 20 percent opposition, 6 affirmative votes are required of the City Council).

If the zone change is approved the Official Zoning Map will be updated to reflect the change(s).

You can download a Zone Change Application from the Planning Department's website or pick one up at City Hall, Room 221.