



---

---

## Special Use Permit 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 apply for a zone change in the City of Lufkin, the applicant must submit a minimum of the following information. An application is not to be considered complete until all of the information is submitted.

Fill out and submit completed application form, including the following information (must be submitted at least 30 days prior to the scheduled Planning & Zoning Commission Meeting):

- An accurate legal description of the property to be considered for the zone change with proof of person applying as owner of property such as reported in warranty deed, title, surveyor's report, etc.
- Completed application form.
- A site plan drawn to scale showing the property to be considered for a special use permit. The site plan shall include the following information:
  - a) Border measurements (in feet) of property;
  - b) Existing and proposed structure(s) fully dimensioned, showing distance from property lines as well as any required setback lines;
  - c) Number and location of existing and proposed parking spaces and drive(s) location, fully dimensioned;
  - d) Location of any off-street loading or unloading, as well as any trash dumpsters;
  - e) Location and type of any screening and/or fencing; and,
  - f) Location and type of any landscaping and ground cover materials.
- Building and sign elevations as determined by City Staff.
- Fully dimensioned floor plan if required by City Staff.
- Photos, surveyor plats, or other materials may be required depending on zone change request.
- Acknowledgment of any deed restrictions.
- A filing fee of \$150.00 payable to the City of Lufkin.

All required drawings shall include two (2) copies on 24"x36" as well as two (2) on 8 1/2"x11" paper.

### **Special Use Permit Process**

The Planning Department reviews the application and prepares a Staff Report with a recommendation of approval or denial.

City Staff will place a legal notice in Lufkin Daily News 15 days prior to the scheduled meeting as required by State Law.

City Staff will notify property owners within 200 feet of the subject property as to the meeting dates and location and ask whether they "support" or "oppose" the special use permit. If over 20 percent opposition is given on the special use permit request, six affirmative votes are required by the 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 the applicant or a representative as well as individuals wishing to speak in favor of, or in opposition to the request (either the applicant or a designated representative is required to attend both the Planning & Zoning Commission and City Council meetings);
- d) The Chairman closes the floor for further questioning of Staff if any; and,
- e) The Commissioners vote either to recommend approval as submitted, approval with modifications, 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 Mayor opens the floor for any questions or comments from the applicant or a representative as well as individuals wishing to speak in favor of, or in opposition to the request (either the applicant or a designated representative is required to attend both the Planning & Zoning Commission and City Council meetings);
- d) The Mayor closes the floor for further questioning of Staff if any; and
- e) The City Council votes either to approve as submitted, approve with modifications, 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 special use permit is approved the zoning will be designated on the Zoning Map by the Planning Department. If the special use permit is denied the applicant should contact the Planning Department for options.



## 2006 Planning and Zoning Commission Schedule

<b>Application Deadline</b>	<b>Planning &amp; Zoning Commission Meeting</b>	<b>City Council 1st Reading</b>	<b>City Council 2nd Reading</b>
November 25, 2005	December 26, 2005	January 3, 2006	January 17, 2006
December 9, 2005	January 9, 2006	January 17, 2006	February 7, 2006
December 23, 2005	January 23, 2006	February 7, 2006	February 21, 2006
January 6, 2006	February 13, 2006	February 21, 2006	March 7, 2006
January 20, 2006	February 27, 2006	March 7, 2006	March 21, 2006
February 10, 2006	March 13, 2006	March 21, 2006	April 4, 2006
February 24, 2006	March 27, 2006	April 4, 2006	April 18, 2006
March 10, 2006	April 10, 2006	April 18, 2006	May 2, 2006
March 24, 2006	April 24, 2006	May 2, 2006	May 16, 2006
April 7, 2006	May 8, 2006	May 16, 2006	June 6, 2006
April 21, 2006	May 22, 2006	June 6, 2006	June 20, 2006
May 5, 2006	June 12, 2006	June 20, 2006	July 4, 2006
May 19, 2006	June 26, 2006	July 4, 2006	July 18, 2006
June 9, 2006	July 10, 2006	July 18, 2006	August 1, 2006
June 23, 2006	July 24, 2006	August 1, 2006	August 15, 2006
July 7, 2006	August 14, 2006	August 15, 2006	September 5, 2006
July 21, 2006	August 28, 2006	September 5, 2006	September 19, 2006
August 4, 2006	September 11, 2006	September 19, 2006	October 3, 2006
August 18, 2006	September 25, 2006	October 3, 2006	October 17, 2006
September 8, 2006	October 9, 2006	October 17, 2006	November 7, 2006
September 22, 2006	October 23, 2006	November 7, 2006	November 21, 2006
October 6, 2006	November 13, 2006	November 21, 2006	December 5, 2006
October 20, 2006	November 27, 2006	December 5, 2006	December 19, 2006
November 10, 2006	December 11, 2006	December 19, 2006	January 2, 2007
November 24, 2006	December 25, 2006	January 2, 2007	January 16, 2007
December 8, 2006	January 8, 2007	January 16, 2007	February 6, 2007

**City Holiday**

*Application deadline / Meeting may be cancelled or moved to another date*

- Application Deadline \_\_\_\_\_
- P & Z Meeting \_\_\_\_\_
- City Council (1st Reading) \_\_\_\_\_
- City Council (2nd Reading) \_\_\_\_\_

**All meetings are held at 5:00 p.m. in the Council Chambers at City Hall (Room 102)**