

Planning & Zoning Meeting Information

The City of Rockwall Planning & Zoning Commission has two meetings per month. It is imperative that you or your representatives attend both meetings to answer questions the Commission may have. Failure to attend these meetings will delay the application.

The first meeting is the Planning & Zoning work session. This informal meeting gives the Commission an opportunity to review the request, ask questions of the applicant and recommend any changes. Additionally, applicants will receive written comments and/or plan mark-ups from City staff at the work session. As part of the regular development cycle, no action is taken at the work session meeting.

The second meeting is the Planning & Zoning regular meeting / public hearing. This is a formal meeting where action is taken on the application. As a part of the decision making process, the Commission may receive comments during the meeting from the applicant as well as those interested in issues affecting the City.

To ensure that the meeting proceeds in an orderly manner the Commission generally follows the format below:

1. The Chairman will call the Commission to order.
2. The minutes of the preceding meeting shall be submitted for approval.
3. The Chairman shall direct attention to the items on the agenda.
4. The Commission will receive summary comments from planning staff.
5. The Chairman will declare the public hearing open if the item is a public hearing.
6. The Chairman will announce time for the applicant/representative to come forward to make comments and answer questions regarding the application.
7. At this time, the applicant/representative should address the Commission from the podium. Clearly state name, address for the record, and proceed with comments.
8. The applicant / representative should be prepared to present sufficient documentation and evidence to justify the proposal.
9. For public hearings, the Chairman will then call on any persons present who wish to speak to the Commission regarding the proposal. This allow others interested persons the opportunity to address the Commission with any questions or concerns regarding the proposal.
10. For those agenda items that are not public hearings, the Chairman will decide if public comments are taken.
11. The Chairman will declare the public hearing closed, regarding the proposal.
12. At this time, the Commission will take action on the proposal.
13. The next step is to attend the City Council Meeting (see schedule for dates)