**From:** Alaina Helton <ahelton@cityoflufkin.com>
**Subject:** FW: Planning & Zoning Meeting Agenda (Monday, February 23, 2026)
**To:** Rosie Maldonado <rmaldonado@cityoflufkin.com>
**Sent:** October 23, 2026 9:42 PM (UTC+00:00)
**Attached:** P&Z Commission Minutes 02-09-26 (Draft).pdf, P&Z Commission By-Laws (2-13-1995).pdf, P&Z Commission Agenda 2-23-2026.pdf


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City of Lufkin
300 E Shepherd | Lufkin, TX 75901


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**From:** Alaina Helton
**Sent:** Wednesday, February 18, 2026 11:37 AM
**To:** Alaina Helton <ahelton@cityoflufkin.com>
**Cc:** Brian Bray <bbray@cityoflufkin.com>; Aimee Cloutier <acloutier@cityoflufkin.com>; Kristi Skillern <kskillern@cityoflufkin.com>; Rosie Maldonado <rmaldonado@cityoflufkin.com>
**Subject:** Planning & Zoning Meeting Agenda (Monday, February 23, 2026)

Bcc: Planning & Zoning Commission

Good morning,

Attached please find the P&Z Agenda, Draft P&Z Minutes (2/9/26), and a copy of the P&Z Commission By-Laws for next week's **P&Z Commission meeting on Monday, February 23rd at 5pm**. If you have trouble opening the agenda you can also find a copy on the city's website here: City of Lufkin, TX

Instead of meeting in the Council Chambers, **we will meet at 5pm at City Hall in Conference Room 202 on the second floor**. This training workshop should last no more than one hour, and we will have refreshments available at the meeting

We look forward to seeing you on Monday!


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**MINUTES OF THE SPECIAL MEETING OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF LUFKIN, TEXAS, HELD ON THE 9th OF February 2026**

On the 9th of February 2026, the Planning and Zoning Commission of the City of Lufkin, TX convened a Special Meeting in the Council Chambers of City Hall with the following members thereof, to wit:

| | |
|---|---|
| Joseph Ceasar | Chairman |
| Kevin Cota | Commissioner |
| Jack Ellis | Commissioner |
| Nathan Gann | Commissioner |
| Keisha Williams | Commissioner |
| Monica Peters-Clark | Commissioner |
| Alaina Helton | City Planner |
| Rosie Maldonado | Planning Asst. |

**INVOCATION -** The meeting was opened at 5:00 PM with a prayer by Chairman Ceasar.

Before proceeding with our P&Z meeting Chairman Ceasar reminded everyone that under the Texas Open Meetings Act the P&Z Commission may only receive public comment and act on matters that have been properly noticed. Therefore, public comments are limited to items on the posted agenda.

**AGENDA**

1. **APPROVAL OF MINUTES –** Commissioner Williams motioned to approve the January 26, 2026, Planning and Zoning Commission minutes. Commissioner Ellis seconded. The minutes were approved unanimously.

2. **Conduct a Public Hearing to consider a request for a Special Use Permit for a Hotel for Lot 4-B, Block 1 of the Garden District Shopping Village Subdivision, Phase IV, totaling approximately 2.8 acres, Request #26-02.**

   City Planner Ms. Alaina Helton presented the item to the Commission.

   Chairman Ceasar opened the hearing to the Committee for questions.

   Commissioner Cota asked if the hotel needed a Special Use Permit because of the zoning, and if there were any deed restrictions that would prevent a hotel from being built at this location. Ms. Helton stated yes that hotels in the Local Business zoning district require a Special Use permit. She also stated that there were no deed restrictions preventing a hotel at this location.

Chairman Ceasar asked the Commission if there were any more questions, there were none.

Chairman Ceasar opened the item for public comment.

Mrs. Fawn Zion spoke and came forward with concerns regarding water usage for the hotel and expressed concerns regarding city-wide water usage and the proposed data center to be located outside the city limits.

Ms. Aimee Padilla came forward and stated that they are not objecting to the hotel but had concerns regarding the hotel owners using part of their land to connect to an access easement.

Chairman Ceaser asked if there were any more public comment. There were none.

Chairman Ceaser closed the public hearing and asked if the Committee has any questions. Commissioner Ellis made a statement that the proposed data center is located outside the city limits and would not be an item reviewed by the Commission.

Commissioner Green motioned to approve the Special Use Permit for the proposed hotel. Commissioner Ellis seconded the motion. The motion passed unanimously.

**Staff Comments**

Chairman Ceasar asked Ms. Helton for any concluding comments from staff.

Ms. Helton stated we would be having a P&Z Commission training workshop at our next meeting that would include updates of recent laws passed during the last Texas legislative session and a refresher of the Commission By-Laws.

There being no other business, the meeting was closed at approximately 5:11pm.

_____
Joseph Ceasar, Chairman

ATTEST:

_____
Alaina Helton, City Planner

DRAFT

# BY- LAWS AND GOVERNING RULES

# OF

# THE PLANNING AND ZONING COMMISSION

Eff: 2/13/95

## ARTICLE I. ORGANIZATION OF PLANNING AND ZONING COMMISSION

### SECTION A. OFFICERS

The officers of the Planning and Zoning Commission shall consist of a Chairman and Vice-Chairman. The membership of the Planning and Zoning Commission shall consist of seven (7) citizens of the City of Lufkin, Texas, who own real property in said City. The members of said Commission shall be appointed by the City Council for a term of three (3) years. Upon the expiration of the term of each member, his place shall be filled by a member appointed for a three (3) year term by the City Council. The Commission shall elect a Chairman and Vice-Chairman from among its member-ship each year at the first regular meeting in July. Vacancies in an unexpired term shall be filled by the City Council for the remainder of the term.

### SECTION B. DUTIES OF OFFICES

1. The Chairman shall preside at all meetings; maintain order at all times; administer oaths, compel the attendance of witnesses; rule on all points of procedure; and dispense the business of the Planning and Zoning Commission in a just and orderly manner. He shall question all witnesses and request other members of the Commission to ask any questions which may assist the Commission in arriving at logical and correct and fair decisions. He shall also sign the minutes of each meeting of the Commission.

2. The Vice-Chairman shall preside in the absence of the Chairman, and shall fulfill all the duties of the Chairman. Should the Chairman resign, or that office become vacant for other reasons, the Vice-Chairman resign, or that office become vacant for other reasons, the Vice-Chairman shall act as Chairman until an election can be held at the next regular meeting of the Commission for the election of a new Chairman.

The City Secretary shall keep the minutes of all meetings in a well-bound book. The Secretary shall conduct all official correspondence, compile the required records, maintain the necessary files, number each application, and furnish each member of the Commission with a copy of such application, and generally supervise the clerical work of the Commission, under the direction of the Chairman. A copy of the minutes of the proceedings of every such meeting shall be promptly forwarded to the City Manager.

## ARTICLE II. MEETINGS

### SECTION A. TIME AND PLACE

The regular meeting place of the Planning and Zoning Commission shall be in the chambers of the City Council at City Hall. Meetings shall be held at the call of the Chairman. All meetings shall be public. The City Manager shall be notified prior to such meeting, of the time and place of such meeting. There shall be prepared by City Manager, or under his direction, an agenda outlining and setting forth the matters to be brought before, and to be discussed, by the Planning and Zoning

Commission at its regular meetings. Such agenda should be prepared not later that 5:00 p.m. on Thursday preceding the regular meetings of the Planning and Zoning Commission, to be held on the 2nd and 4th Mondays* of each month.

Amended 8/5/80 by CC
8/14/80 by P&Z

SECTION B. QUORUMS

Four (4) members shall be necessary to constitute a quorum of the Commission for all public hearings. A majority of any committee shall constitute a quorum for that committee.

SECTION C. NOTICES

Written notices of all public hearings before the Commission on proposed zoning changes shall be sent to owners of real property lying within two hundred (200) feet of the subject property not less than ten (10) days before the date set for hearing, said ownership being determined from the last approved City tax roll.

SECTION D. REPRESENTATION

Any person seeking a change in zoning may appear before the Planning and Zoning Commission in person, or by agent, or by attorney.

SECTION E. RULES OF PROCEDURE

The Planning and Zoning Commission shall hereby adopt as its rules of procedure, Robert's Rules of Order, which shall govern the business proceedings of the Planning and Zoning Commission, whenever they are not in conflict with the other sections of the By-Laws.

ARTICLE III. POWER AND DUTIES OF PLANNING AND ZONING COMMISSION

SECTION A. THE PLANNING AND ZONING COMMISSION SHALL:

1. Make and amend a master plan for the physical development of the City;

2. Recommend to the Council approval or disapproval of proposed changes in the zoning plan;

3. Submit annually to the City Manager not less than ninety (90) days prior to the beginning of the budget year, a list of recommended capital improvements which, in the opinion of the Commission, are necessary or desirable during the forthcoming five-year period;

4. Require information from the other departments of the City Government in relation to its

work:

5. The Commission shall be responsible to and act as an advisory body to the Council and shall perform such additional duties and exercise such additional powers as may be prescribed by ordinance of the Council not inconsistent with the provisions of these By-Laws. The annual budget for the Commission shall be prepared by the City Manager and be submitted for approval to the City Commission in the manner of the submission of budgets of administrative departments of the City.

## ARTICLE IV. PREPARATION FOR MEETINGS

### SECTION A. REZONING MATTERS

Complete written application for rezoning must be made on the prescribed form and must be presented to the City Secretary of the City on or before fourteen (14) days prior to the date on which application is to be heard.

1. Layouts shall be submitted for all zoning requests so that the Planning and Zoning Commission staff may determine whether ordinance requirements can be met.

2. Location shall be given on maps and layouts and in writing to show relationship to other public and private facilities.

3. A staff determination shall be made on each request on whether it meets ordinance requirements and whether there is a conflict with the public interest.

## ARTICLE V. CONDUCT OF MEETING AND PUBLIC HEARINGS

### SECTION A. ETHICS AND RESPONSIBILITIES OF COMMISSION MEMBERS

1. Declaration of Policy. It is hereby declared to be the policy of the Planning and Zoning Commission that the appointment to membership to the Planning and Zoning Commission and its committees is a distinct honor and trust imposed in the appointee and involves the corresponding obligation of the appointee to serve his community in the capacity of a member of the Commission or Committee by regular attendance and participation in the proceeding of the respective body.

2. Attendance at meetings required; absence from meetings.

a) All members of the Planning and Zoning Commission shall be obligated to attend all regular meetings of said Commission or its committees unless excused by official action of the Commission or committee at the meeting at which a member may be absent.

b) In the event any member of the Commission or its committees shall be absent from three (3) consecutive regular meetings without having been excused for such absence, such member shall automatically cease to be a qualified member of such Commission or committee and

the respective body shall certify such fact immediately following any three (3) consecutive unexcused absences to the City Council to inform the City Council of such vacancy and enable the City Council to fill such vacancy by prompt appointment.

3. Members claiming interest in matters under consideration by body.

a) It is further declared to be the policy of the Planning and Zoning Commission that said Commission and its committees shall be free of influence of any personal financial interest in a matter under consideration by the respective body shall be present during the taking of action by the respective body nor vote as a member of the respective body.

b) Any member having any personal financial interest in a matter before the respective body shall not be prevented from presenting facts or argument as a member of the public

c) In those instances where discussion of the respective body and action by the respective body is taken in the absence of the public, any interested member of the respective body should and must be excused and not permitted to return until the action of the respective body and the particular matter at that meeting shall have been concluded.

d) In the event the final action of the respective body shall be postponed, tabled or otherwise temporarily disposed of, the interested member or members shall be permitted to return for consideration of other matters pending before the respective body.

e) It is further declared to be the policy of this Commission that in the interest of fairness to applicants, proponents, and opponents appearing before this Commission on specific requests for zone changes, annexations, mobile home permits, or subdivision approval, no discussion of the merits or specifics of a case shall be discussed between interested parties and members of the Commission. Generalities of the Planning and Zoning Commissions past decisions, reference to the By-Laws rules of prohibitions, and referral to City Staff or other non-voting member can be mentioned in assistance to any citizen by a Planning and Zoning Commission member. However, this is not intended to prevent a Planning and Zoning Commission member from discussing with the citizenry general policies issues, ordinance creation or revision, or discussion involving city-wide or regional impact which is not brought forward by an applicant in an effort to better his/her land opportunities.

f) When a Commission member is called upon to voice opinions at public or private functions, he shall indicate whether he is speaking for himself or representing the Commission.

SECTION B. PRESENTATION PROCEDURE

1. Prior to each regular meeting, the staff representative shall prepare an agenda of all matters which he knows may be considered at the meeting.

2. Applicant has the responsibility to appear at the public hearing to present his request and answer questions, having been duly notified by letter indicating the time and place of the hearing.

3. In the absence of applicant at scheduled hearing of the Planning and Zoning Commission, the Commission staff shall submit any pertinent information available on the matter. Once legally advertised, the hearings shall be held even if the applicant, or his representative, does not appear; but this shall not constitute grounds for denial of the request or application.

4. Applicant appearing for various requests before the Planning and Zoning Commission may personally represent his request or be represented by legal counsel, or other designated person.

5. Applicant will be made aware of his position on the agenda.

6. Applicant should be prepared to review the circumstances of his request and may desire to refer to various visual aids in the Council Chambers or other similar aids to assist in presentation.

7. Applicant should be knowledgeable of his request and prepared to answer questions from members of the Commission regarding same.

8. If Applicant or Witness desires to have a court reporter present to take proceedings of meetings, the members of the Planning and Zoning Commission should have 48-hour advance notice. Applicant or witness should be in a position to present completed copies of the transcript to members of the Commission for record purposes, should a court case evolve from proceedings.

9. The Chairman or Vice-Chairman shall call each agenda item, and the staff representative shall read the public notice or description, and present the staff recommendations or comments; the public hearing to proceed as follows:

a) Proponents of a rezoning application or other matter up for public hearing or consideration shall have 20 minutes to present their case or proposal, or 10 minutes each if there is more than one spokes man. The Chairman may rule out irrelevant matters such as lengthy history, unless a majority of members present vote to hear such matter;

b) Opponents of a rezoning application or other matters shall present their statements of opposition under the same limitations as the proponents;

c) Proponents shall then be permitted a 10-minute rebuttal. Following rebuttal, the Commission and/or its staff may then receive or direct questions to the applicant.

d) The public hearing shall then be closed by the Chairman;

e) If it is determined by the Commission that there is insufficient information for proper decision, the hearing or other matter may be continued to the next meeting.

f) After the hearing on each application has been held and closed, the Chairman shall call for a summary of applicable planning and zoning considerations by any member wishing to make a motion, by the Chairman or by the staff representative.

g) The Chairman shall then call for a motion from the members. Shall no action be made or a motion made but not seconded, the recommendation of the Planning and Zoning Commission shall be against approval to the City Commission.

10. Discussion and Questions. During Commission meetings no person other than a member of the Planning and Zoning Commission or its staff shall be heard on any matter or proposition coming before the meeting or public hearing, unless invited to speak by the Commission and then he shall come to the bar to speak so as to be heard distinctly by the Commission, giving his name and address. The preceding sentence shall not apply to answer given by persons present and responding to specific questions by the Commission or staff.

## ARTICLE VI. WITHDRAWAL, POSTPONEMENT, ENLARGEMENT OR CHANGE IN THE APPLICATION

SECTION A.

1. The applicant may, between the date of the filing of the application and the notification by the city of the proposed zone change to the owners of real property lying within 200 feet of the subject property, change, alter, amend, enlarge, partially withdraw or withdraw in full, the application. If the applicant withdraws at this stage of the proceedings, all filing fees will be returned in full.

2. If the applicant withdraws for application after notification by the City, to the adjoining owners of real property lying within 200 feet of the subject property, change, alter, amend, enlarge, partially withdraw or withdraw in full, the application. If the applicant withdraws at this stage of the proceedings, all filing fees will be returned in full.

3. If the applicant withdraws at any time after 72 hours prior to the date set for hearing, the applicant shall forfeit all application fees and there shall be a prohibition against refiling the application for a period of sixty (60) days after the date of withdrawal. (no provision in Section A shall abrogate the right of postponement set out in Section B).

SECTION B. If the applicant desires to postpone, he may do so as follows:

1. The applicant shall be allowed one (1) postponement.

2. The request for postponement is made at the time of the hearing on the application, shall be in writing, and shall be delivered to the office of the City Secretary.

3. If the request for postponement is made at the time of the hearing on the application, it

may be dictated into the minutes of the Planning & Zoning Commission.

4. No cause need be shown for the postponement.

5. The postponement shall be effective to postpone the hearing on the application until the next regularly scheduled meeting of the Planning and Zoning Commission.

6. If the postponement is requested after the date of the filing of the application, but before the notification by the City of the owners of real property lying within 200 feet of the subject property, no additional fee need be tendered by the applicant. If the request for postponement is made after the notification by the City of the proposed zone change to the owners of real property lying within 200 feet of the subject property, there shall be tendered to the City an additional fee of $25.00.

SECTION C. The Commission retains in its discretion, the rights to postpone or reschedule any application at any time prior to or during the hearing on any such application.

ARTICLE VII. VOTING PROCEDURE

SECTION A. After a motion has been seconded there may follow discussion on the question. After all discussion has been heard and/or objections have been resolved, the Chairman will ask for the vote. A negative vote by a member of the Commission must be accompanied by a statement of his reason for so voting. On completion of the vote, the Chairman shall announce the results and effect of the motion.

SECTION B. A member on the prevailing side may change his vote from "Yea" to "Nay" and move to reconsider the question. If the motion is seconded, the matter shall be placed on the agenda for the next meeting, and a vote shall be taken at that next meeting on whether the matter shall be reconsidered. If the motion to reconsider is adopted by majority vote, the original question shall be before the Commission.

SECTION C. When a member concludes that a matter before the Commission involved or could involve a conflict of interest on his part or his voting might not be in the public interest, he shall excuse himself from discussion and voting on that matter. He may also excuse himself without conflict of interest by choosing to abstain from voting in accordance with his best judgement.

SECTION D. Members may also abstain if they have been absent from the meeting during the public hearing or the discussion, but members shall not leave the meeting table to discuss pending matters with member of the audience, nor shall members of the audience discuss matters with individual Commission members during the meeting.

SECTION E. Each member of the Commission including the Chairman shall be required to vote, not withstanding a conflict of interest or when choosing to abstain according to his best

judgement, on each item before the Commission and at which that member is present. A majority vote of a quorum shall be adequate for recommendations to the City Council. In the event of a tie vote, the item will be reported to the City Council as a tie, regardless of the vote of the Chairman.

## ARTICLE VIII. COMMITTEE PROCEDURE

Acting in the name of the Commission, all standing and special committees are hereby empowered to conduct public hearings as required by law or as part of their investigation of any matter referred to them. All Committees shall present a written report to the Commission, which report may consist of the approval of a similar report prepared by the staff representative. Where a public hearing was held, a summary of the hearing shall accompany the Committee report. Individual Committee reports shall be a part of the journal of proceedings of the Commission.

## ARTICLE IX. AMENDMENTS

These rules of procedure may be amended. The amendment shall be introduced at one regular meeting and voted upon at the next regular meeting following, and the notice for such regular meeting shall contain a copy of the proposed amendment.

# CITY OF LUFKIN

## REGULAR PLANNING AND ZONING COMMISSION MEETING
## Monday, February 23, 2026 - 5:00p.m.

The Regular Meeting of the Lufkin Planning & Zoning Commission will be convened at 5:00 p.m. on Monday, February 23, 2026, in Room 202 of Lufkin City Hall, 300 East Shepherd Avenue, Lufkin Texas in accordance with Section 551.002 of the Texas Local Government Code.

**INVOCATION**

**AGENDA**

1. Consider Approval of the Minutes for the Planning & Zoning Meeting Held on February 9, 2026.

2. Review and Discuss the Role and Authority of the Planning & Zoning Commission.

3. Review and Discuss the P&Z Commission By-Laws & Hearing Procedures.

4. Review and Discuss Recent Texas Legislation.

**STAFF COMMENTS**

**ADJOURN**