

Legislative Process

Planning and Zoning Commission



Updated: July 23, 2026

Legend

City Council
Action or Task

Planning and Zoning
Commission
Action or Task

Joint Council/P&Z
Action or Task

P&Z Subcommittee
Action or Task

City Staff
Action or Task

Decision Point

City Attorney
Action or Task

End of Process

Process Starts

The Planning and Zoning Commission Chairperson adds an item (on their own initiative or by approving a request from a Commission Member) to the Commission's meeting agenda to allow the Commission to initiate an amendment, supplement, change, or modification to the zoning code (See Code of Ordinances §107-516)

Process Starts

The City Council initiates an amendment, supplement, change, or modification to the zoning code (See Code of Ordinances §107-516) through a motion or by the Mayor adding an item (on their own initiative or by approving a request from a member of Council) to a City Council meeting agenda

Recommended Motion

"I move that the Commission post an item on its agenda for the next regular meeting for discussion and possible action to"

meeting for discussion and possible action to [OPTIONS: amend/ repeal/add a proposed new section] to the Rollingwood zoning code [regarding XYZ, to do XYZ, to amend XYZ, or to repeal XYZ]."

The City Secretary adds the item to the next Planning and Zoning Commission agenda for discussion and development of proposed code language

The Planning and Zoning Commission discusses, with the City Attorney present to discuss any legal considerations, whether to recommend a code change

Is a subcommittee needed?

No

Does P&Z recommend a code change?

Yes

Recommended Motion

"I move that the Commission form a subcommittee consisting of no more than three members, with those members being X, Y, and Z; and direct the subcommittee to discuss the proposal and make a recommendation to the Commission at the earliest meeting after such a recommendation has been determined."

Recommended Motion

"I move that the Planning and Zoning Commission post an item on its agenda for the next regular meeting for discussion and possible action to [OPTIONS: amend/ repeal/add a proposed new section] to the Rollingwood zoning code [regarding XYZ, to do XYZ, to amend XYZ, or to repeal XYZ]."

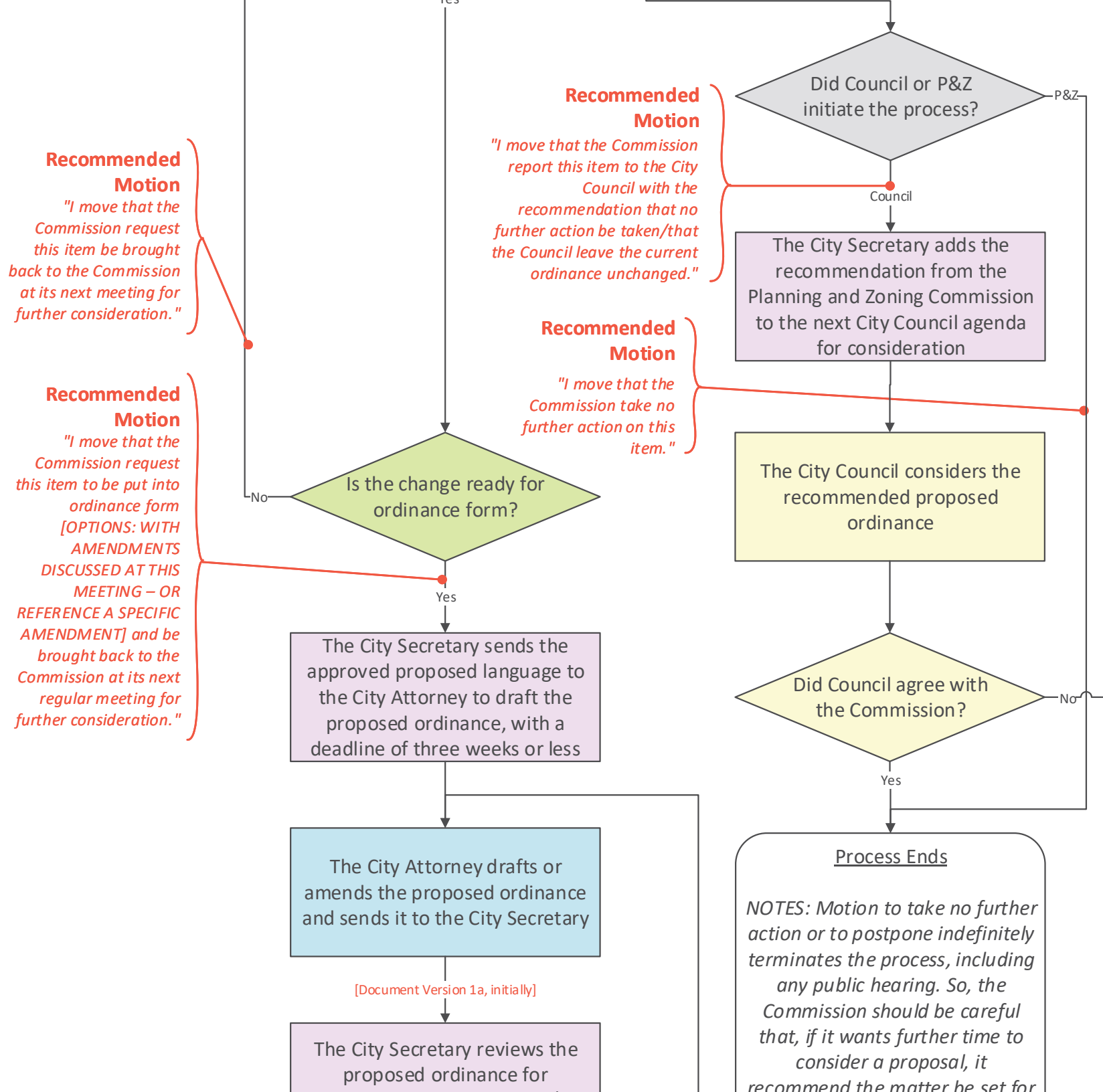
The P&Z Subcommittee meets and discusses the proposed change to the zoning code and develops a recommendation for the Commission

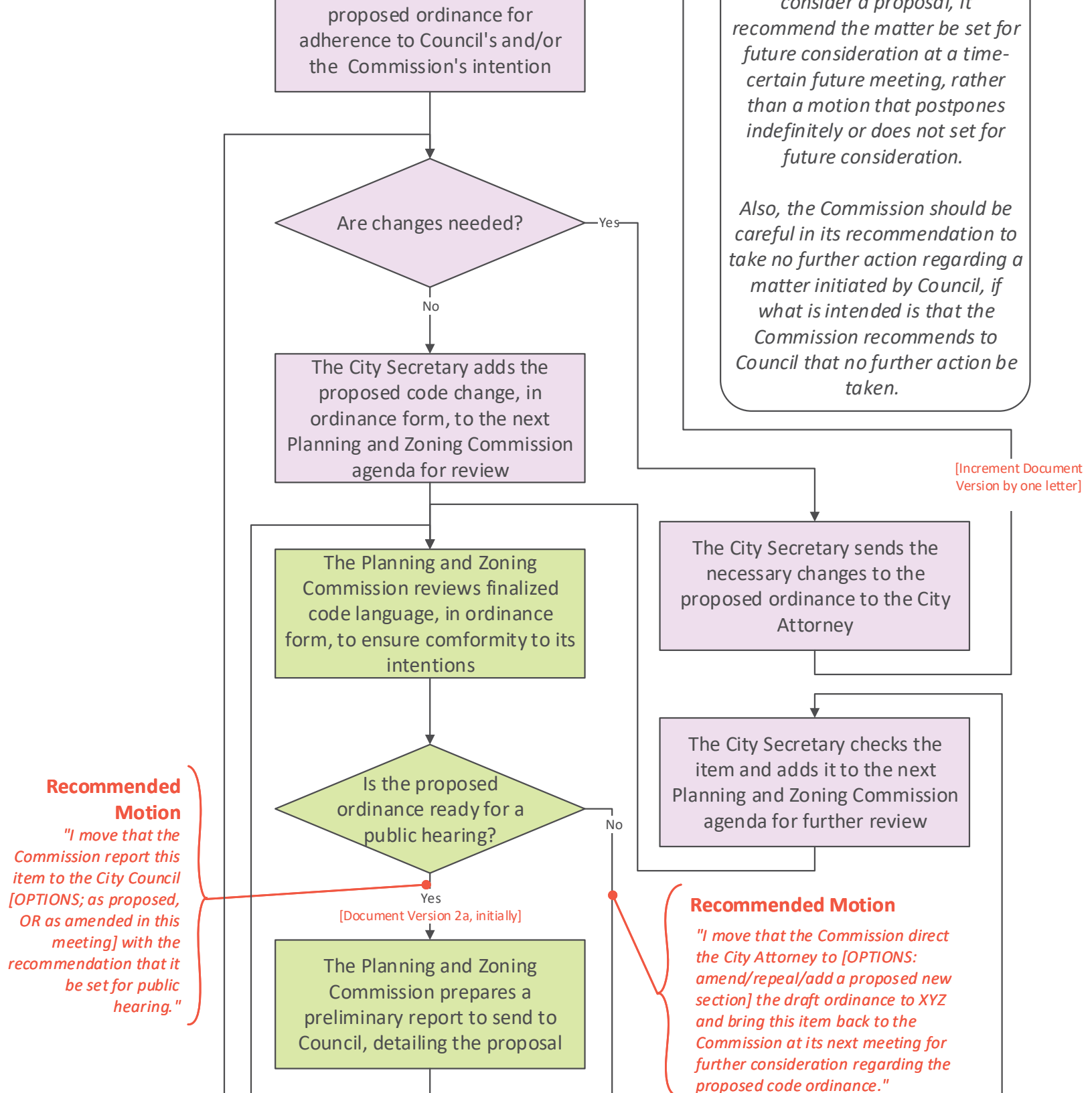
Has a recommendation been determined?

No

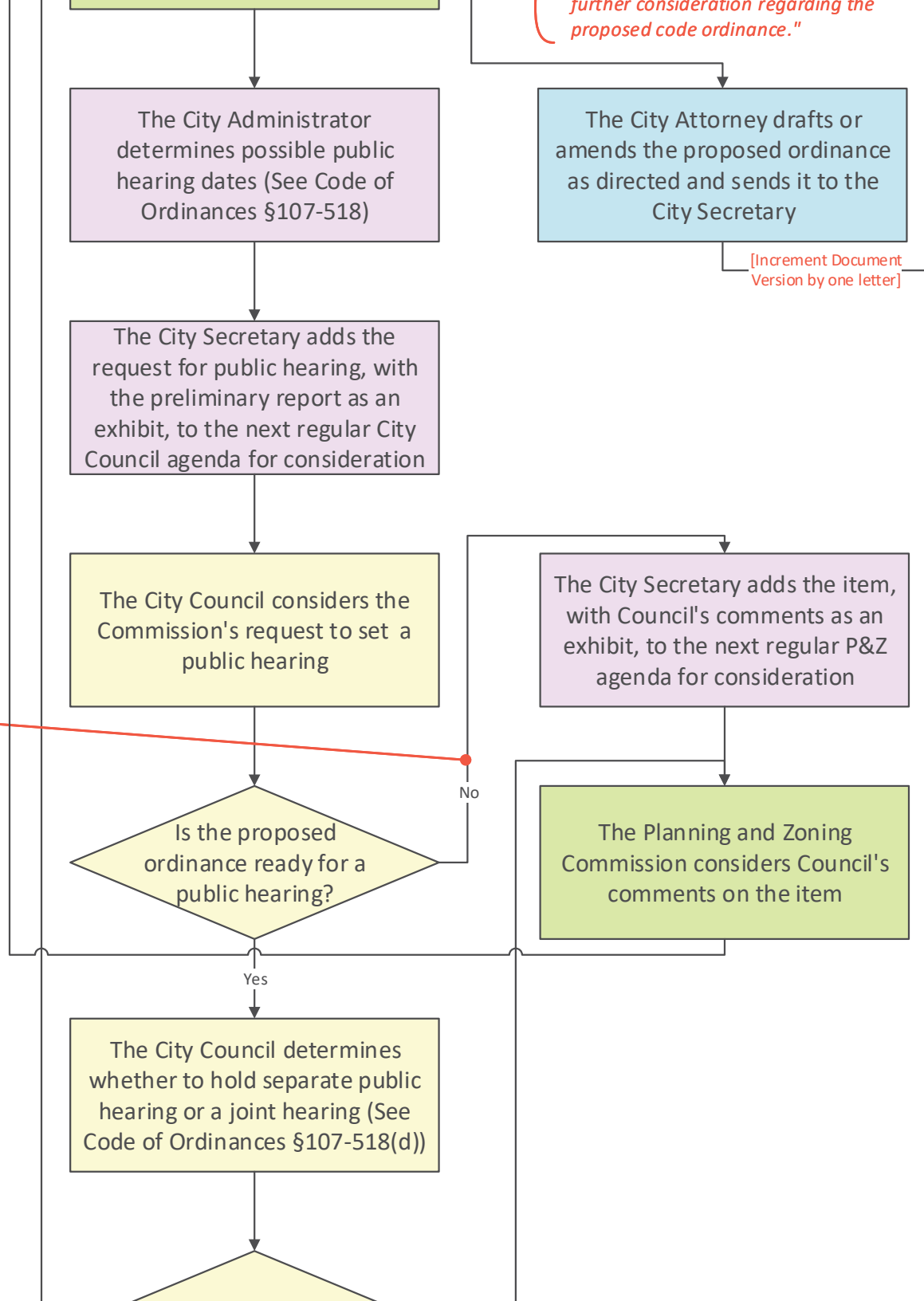
Yes

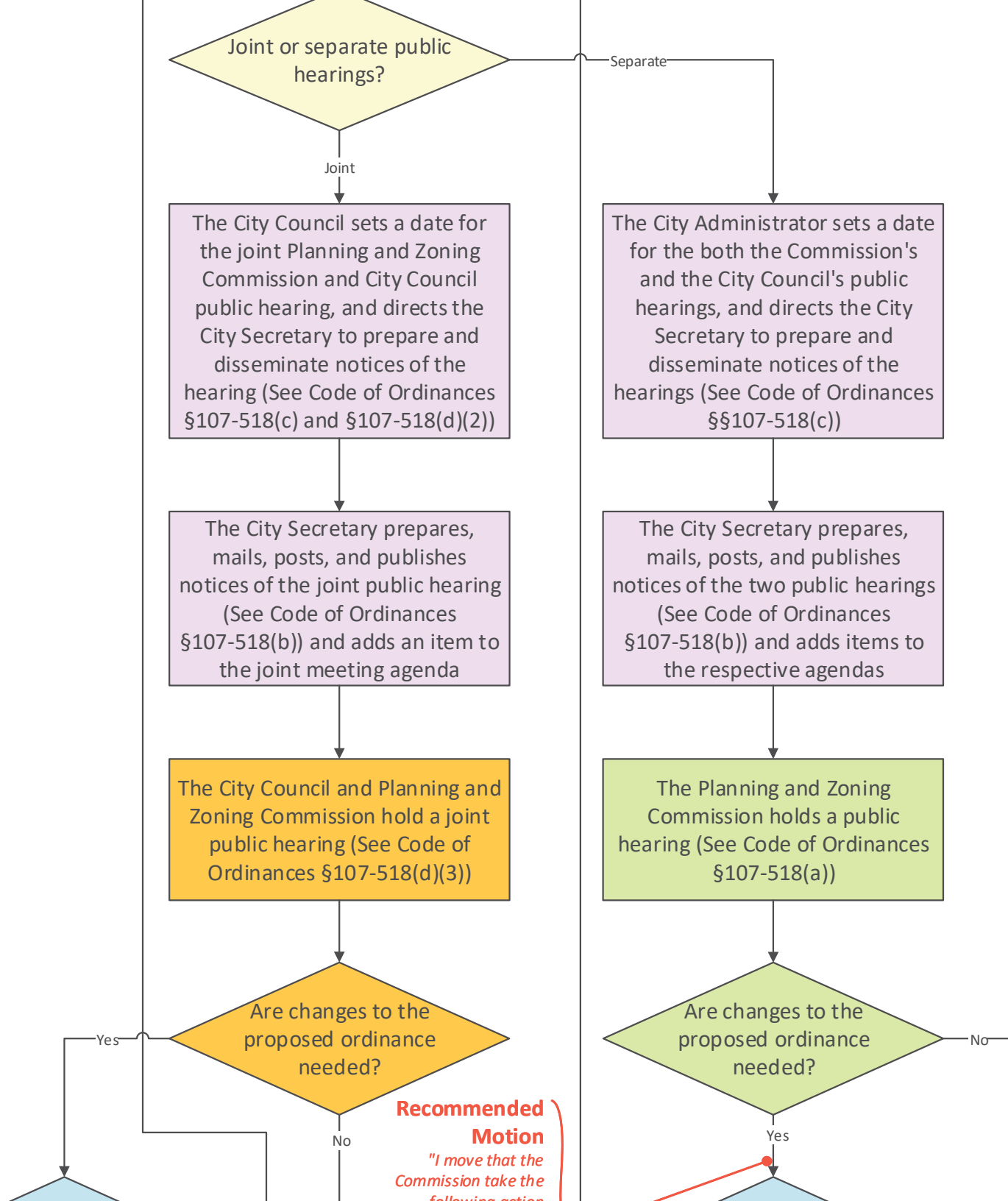
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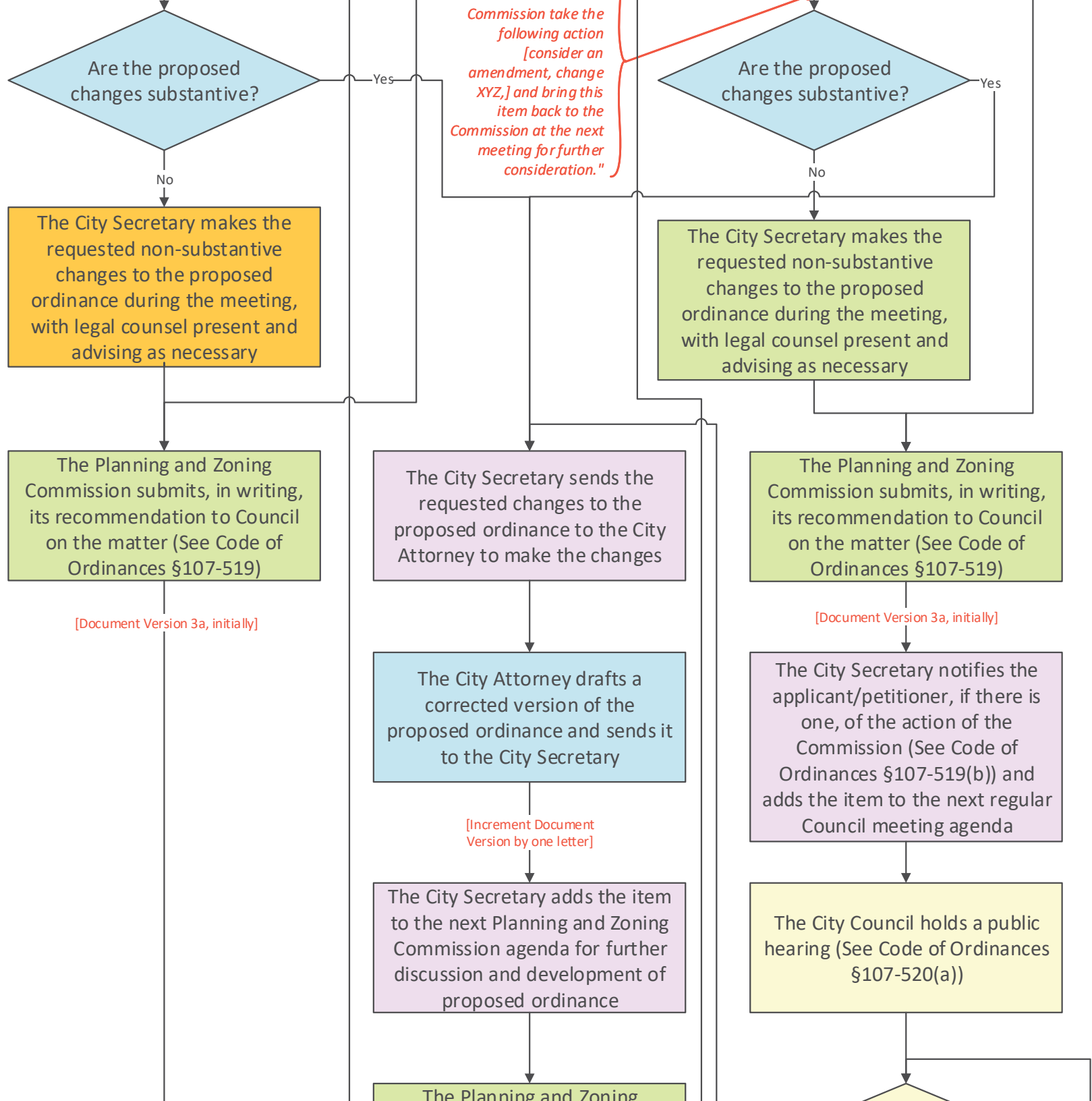




Recommended Motion
"I move that the Council direct the Planning and Zoning Commission to [OPTIONS: amend/ repeal/add a proposed new section] the draft ordinance to XYZ and bring this item back to the Council at its next meeting for further consideration regarding setting a date for a public hearing."



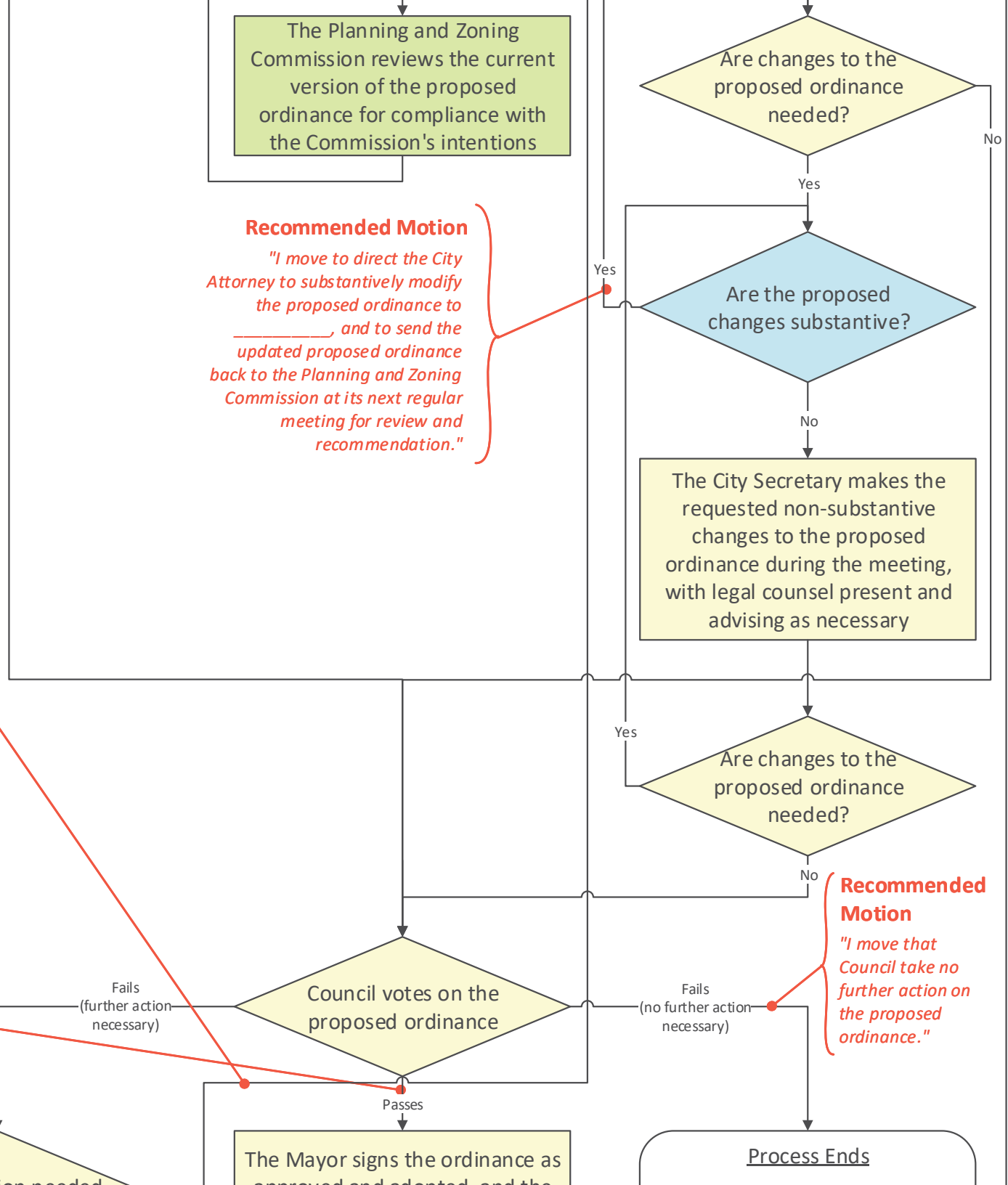




Recommended Motion
"I move that the Council take the following action [consider an amendment, change XYZ,] and send this item back to the Planning and Zoning Commission at its next meeting for further consideration."

Recommended Motion
"I move to approve and adopt the ordinance as presented, [OPTIONAL: with the non-substantive changes of ____]."

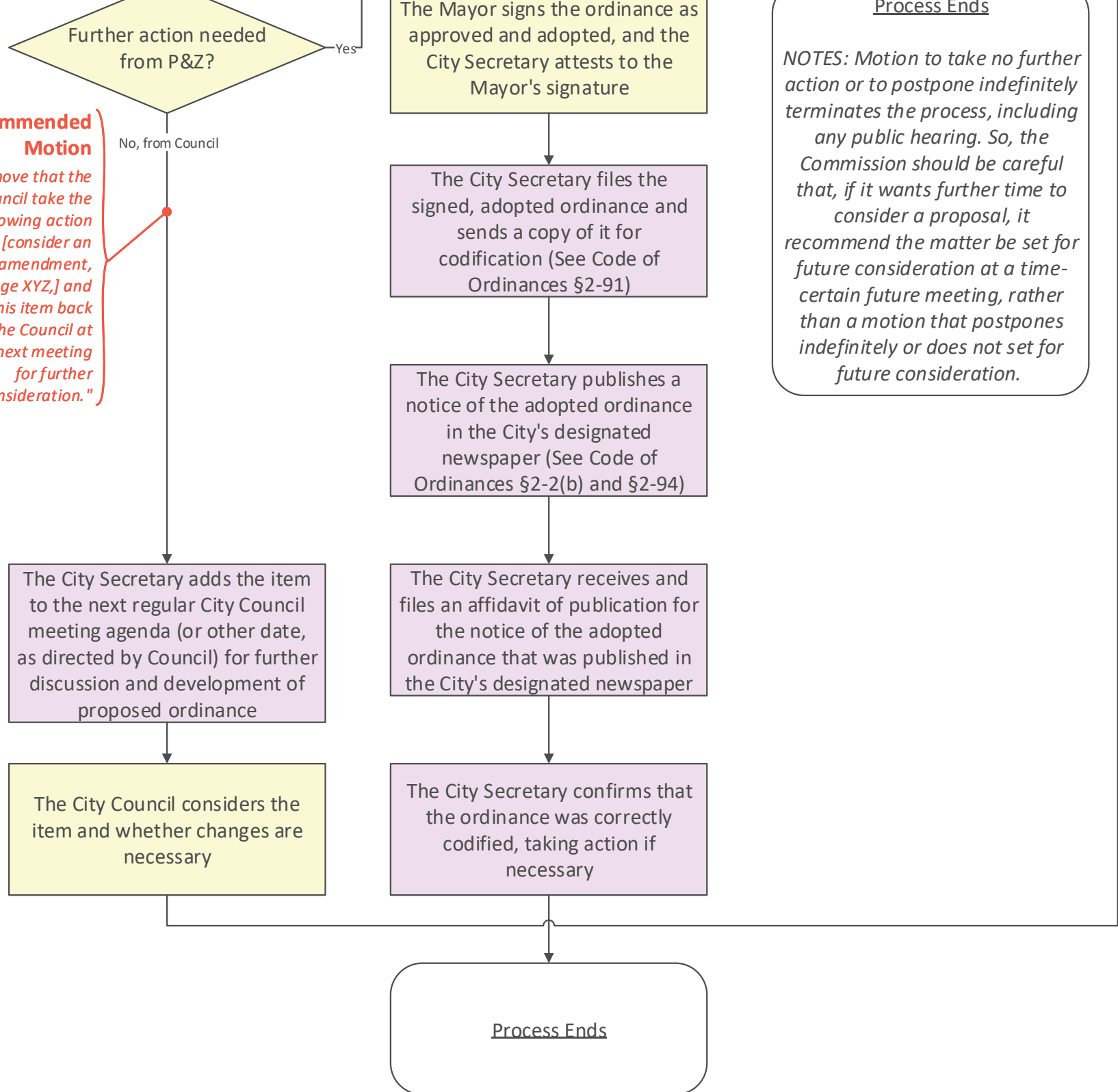
Recommended Motion
"I move to direct the City Attorney to substantively modify the proposed ordinance to _____, and to send the updated proposed ordinance back to the Planning and Zoning Commission at its next regular meeting for review and recommendation."



Process Ends

Recommended Motion

"I move that the Council take the following action [consider an amendment, change XYZ,] and bring this item back to the Council at the next meeting for further consideration."



Process Ends

NOTES: Motion to take no further action or to postpone indefinitely terminates the process, including any public hearing. So, the Commission should be careful that, if it wants further time to consider a proposal, it recommend the matter be set for future consideration at a time-certain future meeting, rather than a motion that postpones indefinitely or does not set for future consideration.