City Plan Commission

Purpose

The City Plan Commission is a citizen board appointed by the City Council and empowered by the State of Texas and the Charter of the City to make recommendations to the City Council on all matters affecting the physical development of the City including the Comprehensive Plan, changes to the Zoning Map, the subdivision of land to accommodate roads, utilities and private development and implementation or changes to the City's Transportation Plan.

According to State Law, the Plan Commission must conduct a public hearing and allow all interested citizens to speak in regard to a proposed zoning change. After receiving a recommendation from the Commission, the City Council has the authority to take final action on zoning change requests.

The City Plan Commission has the authority to take final action on the subdivision of land. In most cases the Commission also has final authority on the approval of site plans including landscape plans and building elevations for multi-family and commercial developments.

Members

The City Plan Commission consists of seven members and two alternate members. The City Council shall appoint one of the members as Chairperson and one as Vice Chairperson. Alternate members attend all meetings, participate in the discussion of agenda items and vote on items during the absence of regular members.

Members must be qualified voters in the City of Richardson, residents of Texas for at least one year, and residents of the City of Richardson for at least six months. Members may not hold any elected office and must not be in arrears in taxes or any other liability due the City.

Meetings

Regular business meetings of the City Plan Commission are held at 7 p.m. on the first and third Tuesdays of each month in the Council Chambers at the Richardson Civic Center/City Hall.

Prior to the regular meeting, a briefing session is conducted to allow the staff to brief the Commission members on the agenda items. The briefing sessions begin at 6 p.m. and typically take one hour depending upon the number and complexity of agenda items.

A packet including the agenda, staff report and applicants' exhibits for all of the agenda items is delivered to the Commission on the Friday prior to the Tuesday meeting to allow adequate time to prepare for the meeting.

Members of the Development Services Department are available to provide professional staff support before and during the meetings and to answer questions from the Commission.

All meetings are subject to the general laws of the State, the City Charter, and shall comply with the Texas Open Meetings Act. All members shall adhere to the City of Richardson Code of Ethics.

Applications are available online and from the Office of the City Secretary, City Hall, 411 W. Arapaho Rd., Suite 202, or by contacting 972-744-4292. Applications are kept on file for two years and positions are filled as vacancies occur.

Staff Contact:
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