

**City of Sachse, Texas**  
Planning and Zoning Commission

Minutes of the Regular Meeting of February 13, 2012  
Time: 7:00 PM      Place: Sachse City Hall

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**Members Present:**

Stephen Curtis  
David Hock  
Scott Williams  
Warren Becker

**Members Absent:**

Scott Everett  
Wally Sparks  
Charles Ross

**Staff Present:**

Michael Spencer, Interim Director of Community  
Development  
Charlotte Youngblood, Secretary

**Others Present:**

Bill Adams, City Council Liaison

Commissioner David Hock opened the regular meeting of the Planning and Zoning Commission at 7:00 p.m. and a quorum was declared.

**1. Invocation and Pledge of the Allegiance to the U.S. and Texas Flags**

The invocation was offered by Warren Becker and David Hock led the pledges.

**Regular Agenda**

**2. Consider approval of the minutes for the December 12, 2011 regular Planning and Zoning Commission meeting.** Stephen Curtis made a motion to approve the minutes. Warren Becker seconded the motion. With all voting in favor the motion passed unanimously.

**3. Consider the Election of Officers of the Planning and Zoning Commission.**

After some brief discussion, Scott Williams made a motion to elect Stephen Curtis for Chairperson, David Hock, Vice-Chairperson, and Warren Becker as Secretary. Stephen Curtis seconded the motion. The motion passed with all voting in favor. After the election, Stephen Curtis took his place on the Council dais as chairman and led the meeting from that point forward.

**4. Discuss and conduct Planning and Zoning Commission training regarding parliamentary procedures and roles of the commissioners.**

Mr. Spencer, Interim Community Development Director, stated that this is a review for most of the commission who had the same training last year. He explained that it is necessary to do this training periodically coordinating it around the time when we get new commissioners and it serves as a refresher for the existing commissioners. He made a Power Point presentation highlighting the duties and responsibilities of the commission. Mr. Spencer stated it is the commission's responsibility to act in an advisory capacity to the city council in all matters pertaining to zoning, public improvements, city planning, opening, widening, and changing of streets, boulevards and such. He explained that the approval of zoning related cases is discretionary in nature, which allows the commission to approve or disapprove an item based on their personal inspection and evidence presented. Approval of plats and subdivision plans is administrative in nature, generally stating that when a plat meets the city's criteria including the City's Comprehensive Plan, Subdivision Ordinance, and Zoning Ordinance it shall be approved by the governing body. Mr. Spencer went on to explain what constitutes a conflict of interest and how that needs to be addressed at the meetings. The role of the Presiding Officer and the various

types of motions that may be used during a meeting were explained. More discussion followed about parliamentary procedures.

There being no further business David Hock moved to adjourn. The meeting was adjourned at 7:36 p.m.

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*Original Signed by Secretary*

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*Original Signed by Chairperson*