

City of Sachse, Texas
Planning and Zoning Commission

Minutes of the Regular Meeting of June 25, 2012
Time: 7:00 p.m. Place: Sachse City Hall

Members Present:

Warren Becker
Stephen Curtis
Charles Ross
David Hock

Members Absent:

Scott Williams
Wally Sparks
Scott Everett

Staff Present:

Marc Kurbansade, Community Development Director
Michael Spencer, Building Official
Charlotte Youngblood, Secretary

Others Present:

Bill Adams, City Council Liaison

Chairman Stephen Curtis 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 Stephen Curtis led the pledges.

2. Regular Agenda Items:

2. a. Community Development Director's Update Report: Briefing on current activities of staff.

Marc Kurbansade, Community Development Director, said last Saturday the Council held a public goal setting meeting although he was unable to attend he had heard it was a good and productive meeting. He stated that the Planning and Zoning will be reviewing the impact fee ordinance and be acting as an advisory board on that in the near future. He anticipated it to be a two month long process. Also, he stated the temporary seasonal sales recommended for approval by the Commission will be going forward to City Council for approval on July 2, 2012. He also wanted to remind everyone of the upcoming Red, White, and Blue Blast on July 3, 2012.

3. Consider approval of the minutes from the June 11, 2012 Planning and Zoning Commission meeting.

Charles Ross made a motion to approve the minutes with corrections noted. David Hock seconded the motion. The motion passed unanimously with all voting in favor.

4. Continue a public hearing and offer recommendation to City Council regarding an Ordinance of the City of Sachse, Texas, amending Ordinance No. 669, the Subdivision Ordinance of the City of Sachse, Texas, providing regulations governing plats and subdivisions of land within the corporate limits of the City; providing definitions; and providing for plat approval.

Mr. Kurbansade stated that at this time we would need to reopen the public hearing that was tabled at the June 11, 2012 meeting. With that being said, Charles Ross made a motion to reopen

the public hearing. Warren Becker seconded the motion. The motion passed with all voting in favor. The public hearing opened at 7:09 p.m.

No one spoke at the public hearing. Warren Becker made a motion to close the public hearing. David Hock seconded the motion. The motion passed with all voting in favor. The public hearing was closed at 7:09 p.m.

Mr. Kurbansade introduced the item. He stated that the proposed ordinance is rather lengthy with a lot of it being basic housekeeping items and those are noted in the cross reference sheet. He explained that the bulk of the changes did occur in the approval procedures. He said our main goal as always is to protect the public interest while improving upon an existing process. He explained the proposed plat review process is a summation of workshop discussions held by City Council and Planning and Zoning Commission. He said with the proposed plat review process the goal is to have the heavy lifting so to speak done at the front end of the process with the bulk of the review being done at the Preliminary Plat. This would include both Planning and Zoning Commission and City Council approval. Additionally, the submittal of engineering and construction plans would be approved by staff followed by the installation of public improvements and with the Final Plat approval being done by the Planning and Zoning Commission. After the approval of the Final Plat by Planning and Zoning Commission the plat would be recorded and public improvements accepted by the City. Mr. Kurbansade reviewed the cross reference sheet highlighting the changes and what would remain in the ordinance. He reviewed the different types of plats in the existing Article III of the Subdivision Ordinance. He stated a Conveyance Plat was added to the types of plats which came out of the workshop discussions which would allow someone to divide or sell their property without having to put in infrastructure improvements. He stated that a conveyance plat allows people to convey their land legally if it is less than the five-acre size that is required by the Local Government Code. He said Section IV of the existing Subdivision Ordinance was stricken as the requirements are contained in the plat application checklist. He explained that the section that addressed filing fees would be removed and language provided to direct applicants to the Master Fee Schedule. He stated a new section was also added to define the completion and maintenance of public improvements. Commissioner Ross stated he noticed Section 8.5 included definitions. However, he noticed that other definitions are scattered throughout the ordinance and if the intention was to leave these out or do they need to be included. Mr. Kurbansade stated that these definitions from other sections would be combined at some time in the future. Mr. Ross also noted that in Section 8.6 the summary stated that language would be added to refer to the Master Fee Schedule and he did not see that language in the ordinance. Mr. Kurbansade explained we could be more explicit in the wording of the ordinance if the commissioner would choose to include it in the recommendation. Mr. Ross commented that he felt the formatting was not consistent throughout the ordinance and would like to see that corrected. Mr. Hock asked if there is a situation that could arise when the Final Plat is not approved. Mr. Kurbansade stated that if the plat did not meet the intent of the Preliminary Plat or was not in conformance with the Subdivision Ordinance it could be denied but it would be in the developer's best interest to meet those requirements or withdraw it until they can meet the requirements and it's very rare that it would be denied. Mr. Curtis wondered if by allowing the conveyance plat if that would cause more issues down the road with undeveloped property. Mr. Kurbansade explained we recognize this could be an issue but it does allow someone to sell or divide property under five acres legally. This concluded the discussion.

Charles Ross made a motion to recommend approval of amending Ordinance No. 669, the Subdivision Ordinance of the City of Sachse, Texas regulations governing plats and subdivisions of land within the corporate limits of the City; and providing for plat approval with the following amendments: Section 8-6 make a direct reference to the Master Fee Schedule and where it can be

obtained; Section 8-13 clarification to the wording with regards to the size of parcel of land and that it conforms with the Local Government Code; ensure outline formatting is consistent throughout the ordinance. David Hock seconded the motion. The motion passed unanimously with all voting in favor.

There being no further business, Warren Becker moved to adjourn. The meeting was adjourned at 7:52 p.m.

Secretary

Chairperson