

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

Minutes of the Regular Meeting of June 11, 2012  
Time: 7:00 p.m.                      Place: Sachse City Hall

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**Members Present:**

Stephen Curtis  
Warren Becker  
David Hock  
Wally Sparks

**Members Absent:**

Scott Everett  
Scott Williams  
Warren Becker

**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 David Hock 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, stated the commission will receive free VIP parking passes for the upcoming Red, White and Blue Blast. Additionally, impact fee updates will be on the horizon later this year. He explained that the Planning and Zoning Commission is the impact fee advisory board and will be appointing those members.

**2. b. Consider approval of the minutes for May 14, 2012 regular Planning and Zoning Commission meeting.**

Charles Ross made a motion to approve the minutes. David Hock seconded the motion. With all voting in favor the motion passed unanimously.

**3. Discuss City of Sachse Code of Ordinance requirements associated with Landscaping, Screening and Tree Preservation.**

Mr. Kurbansade introduced the item and made a PowerPoint presentation. He explained that the workshop was to provide background information and discuss different alternatives to the landscape and screening requirements. He said the intent is to organize the landscape, screening, and tree preservation regulations properly to make it more user-friendly and also allows the city to be good stewards of water resources by allowing alternative landscape options. He explained the administrative process of the proposed code and how it would be organized. Additionally, he discussed some of the policy type changes in the residential and non-residential landscape requirements. The proposed changes include allowing alternative screening and landscape plans,

flexibility in ground cover, and tree options. He stated there will be a future joint workshop meeting with City Council on August 6, 2012 for a round table type discussion to exchange views on preferred alternative landscape options and provide constructive feedback from both bodies. More discussion followed.

**4. Conduct a public hearing and make recommendation to City Council regarding the approval of an ordinance of the City of Sachse, Texas, amending the Code of Ordinances, amending Chapter 4, Section 4-12 “Temporary Retail Sales and Seasonal Sales,” to modify the permissibility of certain temporary retail sales and seasonal sales uses and to clarify surface parking requirements for temporary retail sales; amending Chapter 11, Article 4, Section 5, “Off-street Automobile and Vehicle Parking and Loading” to add Section 5.10 addressing surface parking for temporary retail sales and seasonal sales; amending Chapter 11, Schedule I, “Permitted Uses” to revise the use regulations pertaining to “Firewood Bulk Sales”.**

Mr. Kurbansade introduced the item. He stated there were two previous workshops in regards to amending the ordinance. The proposed ordinance would modify the “Temporary Retail and Seasonal Sales” regulations to differentiate between “specific” permit regulations and “general” permit regulations. Also, a provision was added requiring parking to be on a paved surface for “temporary seasonal fresh produce stands, snow cone and ice cream stands”. A provision was also included to allow parking on an unimproved surface for “temporary seasonal sales of Christmas trees” if approved by City Engineer and Fire Marshall. The section permitting temporary retail sales of firewood sales was stricken in its entirety as a standalone temporary use. Currently, temporary sales of plant sales is allowed for a period of 90 days on sites where there is a current certificate of occupancy holder and a minimum of 100 required parking spaces. Firewood sales were added to the list of these temporary items. Additional provision for protecting natural resources and providing adequate landscaping were added. A new section was added to allow for approval of temporary parking on unpaved surfaces for seasonal sales if approved by the Fire Marshal and City Engineer. Staff recommends approval of the proposed ordinance amendments with the exception of striking the “Electrical fee” in Section 4-12.c4 as this is already in the master fee schedule. Discussion ensued by several Commissioners inquiring as to the circumstances where firewood sales could be permitted. Staff responded by clarifying the proposed Code changes would allow firewood sales for existing certificate of occupancy holders under certain conditions outlined in the Code.

Stephen Curtis opened the public hearing. No one spoke at the public hearing. Charles Ross made a motion to close the public hearing. David Hock seconded the motion. The motion passed unanimously. The public hearing was closed at 7:46 p.m.

After discussion, Charles Ross made a motion to approve the amending of the Code of Ordinances, amending Chapter 4, Section 4-12 “Temporary Retail Sales and Seasonal Sales,” to modify the permissibility of certain temporary retail sales and seasonal sales uses and to clarify surface parking requirements for temporary retail sales; amending Chapter 11, Article 4, Section 5, “Off-street Automobile and Vehicle Parking and Loading” to add Section 5.10 addressing surface parking for temporary retail sales and seasonal sales; amending Chapter 11, Schedule I, “Permitted Uses” to revise the use regulations pertaining to “Firewood Bulk Sales” with the addition that we strike the electrical fee in Section 4-12.C. David Hock seconded the motion with all voting in favor the motion passed unanimously.

**5. Conduct 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 he did not have a formal presentation on this item tonight. He explained that we were not able to get our legal review completed in time. However, because we did make legal notice of the public hearing we are asking from a staff standpoint to open the public hearing and table it until June 25, 2012 at 7:00 p.m. when at that time we will reopen the public hearing.

Stephen Curtis opened the Public Hearing at 8:15 p.m.

Charles Ross made a motion to table the public hearing until June 25, 2012 at 7:00 p.m. Wally Sparks seconded the motion. With all voting unanimously, the public hearing was tabled until June 25, 2012.

There being no further business David Hock moved to adjourn. The meeting was adjourned at 8:16 p.m.

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Secretary

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Chairperson