

City of Sachse, Texas
Planning and Zoning Commission

Minutes of the Regular Meeting of July 27, 2009

Time: 7:00 PM Place: Sachse City Hall

Members Present:

Warren Becker
David Hock
Scott Everett
Robert Corbin
Jeanie Marten

Members Absent:

Wally Sparks

Staff Present:

Barry Shelton, Community Development Director
Michael Spencer, Building Official
Charlotte Youngblood, Secretary

Others Present:

Bill Adams, City Council Liaison

Chairperson Scott Everett opened the regular meeting of the Planning and Zoning Commission at 7:00 p.m. and a quorum was declared.

Consent Agenda

- 1. Consider approval of the minutes for the June 8, 2009 regular Planning and Zoning Commission meeting.**

Jeanie Marten made a motion to approve the minutes, Robert Corbin seconded the motion with all voting in favor the motion passed unanimously.

Regular Agenda

- 2. Discuss progress of the Citizen Comprehensive Plan Committee's review of the Sachse Comprehensive Plan:** Barry Shelton, Community Development Director, wanted to take the time to update the commission on some long range projects. He stated that the goal of the Citizen Comprehensive Plan Committee was not to update the plan but to have discussions about whether or not it needs to be updated and then forward those recommendations on to the Planning & Zoning Commission. Mr. Shelton explained that a Comprehensive Plan is a land use document that provides the framework and policy direction for land use decisions. It is intended to capture the policy direction of the City's leadership. The key elements must be consistent with the community's values. Mr. Shelton highlighted the different sections of the Comprehensive Plan discussing some of the ideas and recommendations that have been discussed by the Citizen Comprehensive Plan Committee. He stated that the Planning & Zoning Commission is required by the Zoning Ordinance to "keep itself informed with reference to the progress of city planning in this and other counties, and to make studies and recommendations for the improvement of the plan of the city with view to the present and future movement of traffic and the convenience, health, recreation, safety, general welfare and needs of the city, based upon the city plan. Such commission shall consider and report to the City Council with reference to all the facts bearing on the design and their relations to the city plan of all new public ways, lands, buildings, bridges, improvements of drainage, extensions or opening of streets and avenues." Mr. Shelton stated he expected to have a formalized recommendation to the Planning & Zoning Commission around the first of September. There will be a Public Hearing to get citizen input before forwarding it on to the City Council for approval. He hoped that this process would be completed by the first of December.

3. Discuss progress of the Tollway Overlay District: Mr. Shelton wanted to review where the city has been in this process which had originally started with the form base code. The form base code has since been discontinued and the city is currently working on developing an overlay district to provide more direction for the area. Mr. Shelton explained that an overlay district provides a set of standards but not zoning. He said that there is a plan that is reflected on the land use map. However, this plan does not provide the framework and detail needed. Mr. Shelton said that there were workshops held with both City Council and stakeholders to identify key existing conditions and what they would like to see in the area. The process will help to develop the overlay district. The district will provide standards including landscaping, architectural design, land uses and lighting. The district will provide some direction and regulations, but the development of the individual's properties will also be governed by the underlying zoning districts. He stated, for example, that the development of a property with Office Park Zoning would have to meet the building heights, setbacks and uses of Office Park Zoning District and will also have to meet additional requirements found in the overlay district. These may include additional landscaping, architectural and parking requirements. It may also have a more restrictive list of uses. Mr. Shelton said that there will be an upcoming special workshop on August 10th where the Council will sit down with four representatives of the district to discuss the development of the overlay district standards. Mr. Shelton said that with this meeting they will be able to move forward with developing the draft ordinance. Jeanie Marten asked when this would be completed. Mr. Shelton stated he wanted to have it completed by the end of the year.

There being no further business, Jeanie Marten made a motion to adjourn. David Hock seconded the motion. The item passed with all voting in favor.

The meeting adjourned at 8:05 p.m.

Original Signed by Secretary

Original Signed by Chairperson