

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

Minutes of the Regular Meeting of August 9, 2010  
Time: 7:00 p.m.                      Place: Sachse City Hall

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**Members Present:**

Warren Becker  
Robert Corbin  
Scott Everett  
Jeanine Marten  
Wally Sparks

**Members Absent:**

David Hock  
Stephen Curtis

**Staff Present:**

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

Chairman 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 July 26, 2010 regular Planning and Zoning Commission meeting.**

Warren Becker made a motion to approve the minutes for the July 26, 2010 regular Planning and Zoning Commission meeting. Robert Corbin seconded the motion with all voting in favor the motion was passed unanimously.

**Regular Agenda**

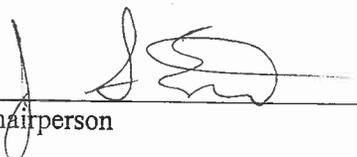
**2. Conduct Planning and Zoning Commissioner Training.**

Barry Shelton, Community Development Director, introduced the item. He stated that this is a review for most of the commission who has had the same training last year. Mr. Shelton said he would be doing this training periodically coordinating it around the time of electing new officers. He made a power point presentation highlighting the duties and responsibilities of the commission. Mr. Shelton 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, civic improvements, city planning, opening, widening and changing of streets and such matters relating to civic improvements. He explained that the approval of zoning related cases are 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. Becker asked if during the plat approval process is it the commission's responsibility to make sure the drainage plan is correct. Mr. Shelton said we have a city engineer on staff who reviews the preliminary drainage plans and make sure the preliminary numbers are right. Before the final plat is approved they will submit a final drainage plan to the city engineer for approval. He will review the plat and make sure the drainage design is correct. Robert Corbin

asked if a plat could be undone once it has become subdivided. Mr. Shelton said that the property could be re-plated at any time. Mr. Shelton discussed what exactly constitutes conflicts of interests based on the Texas Local Government Code. Jeanie Marten asked if it was appropriate if a member abstains from the vote to also speak at a public hearing against the item. Mr. Shelton stated that it is not illegal to do so. However, it has the appearance of impropriety. We as the commission had agreed that someone stepping down should not speak and leave the room as to not appear to influence the vote. Mr. Sparks asked if as a member of the Planning and Zoning Commission could they not go to City Council meeting and speak on a public hearing item. Mr. Shelton stated that the commission's responsibility is to make recommendations as a body to the Council and it's not a good ideal for one member to speak on an agenda item at the Council meetings as a general rule. Mr. Shelton went on to discuss the role of the Presiding Officer and the various types of motions that may be used during a meeting.

There being no further business, Jeanie Marten made a motion to adjourn. Scott Everett, Chairman adjourned the meeting at 7:54 p.m.

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Secretary

  
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Chairperson