

City of Sachse, Texas
Planning and Zoning Commission

Minutes of the Regular Meeting of January 10, 2011
Time: 7:00 PM Place: Sachse City Hall

Members Present:

Warren Becker
Scott Everett
Robert Corbin
Wally Sparks
Charles Ross
David Hock

Members Absent:

Stephen Curtis

Staff Present:

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

Others Present:

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 November 22, 2010 regular Planning and Zoning Commission meeting:** Wally Sparks made a motion to approve the minutes for the November 22, 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. **Consider appointment of Planning and Zoning Commission Secretary.**

Barry Shelton, Community Development Director, explained that Jeanie Marten was our previous secretary and her term as commissioner had expired, leaving the position vacant. David Hock made a motion to nominate Wally Sparks for secretary. Robert Corbin seconded the motion. The motion passed unanimously.

3. **Conduct Planning and Zoning Commissioner training.**

Mr. Shelton introduced the item. He stated that this is a review for most of the commission who had the same training last year. Mr. Shelton 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. 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, city planning, opening, widening, and changing of streets, boulevards and such. 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. Charles Ross asked who determines if a plat meets the city ordinances and if it is the commissioner's responsibility. Mr. Shelton explained the platting process and stated that it is staff's responsibility to review plats and ensure they adhere to all city ordinances and inform the commissioners

If it does or does not meet all city standards. He explained that state law requires all plats to be acted upon in thirty days of application or they are considered approved. Mr. Shelton discussed what exactly constitutes conflicts of interests based on the Texas Local Government Code. The role of the Presiding Officer and the various types of motions that may be used during a meeting were also discussed.

There being no further business, Charles Ross moved to adjourn. The meeting was adjourned at 7:59 pm.

Original Signed by Secretary

Original Signed by Chairperson