

City of Sachse, Texas
Planning and Zoning Commission

Minutes of the Regular Meeting of January 24, 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:

Bill Adams, City Council Liaison

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 January 10, 2011 regular Planning and Zoning Commission meeting:** Warren Becker made a motion to approve the minutes for the January 10, 2011 regular Planning and Zoning Commission meeting. Charles Ross seconded the motion with all voting in favor the motion was passed unanimously.

Regular Agenda

2. **Discuss potential amendments to Chapter 11, Article 1, which would add Section 8, “Site plan review” to the Sachse Code of Ordinances.**

Barry Shelton, Community Development Director, introduced the item. He explained that the proposed amendments to the zoning ordinance would set up a formal site review process. He stated the site plan approval process would be required prior to the issuance of any building permit. Mr. Shelton made a power point presentation which he highlighted the application requirements. The applicant would be required to submit a site plan, landscape plan, utility plan, grading plan and a lighting plan. These are currently required with the exception of the lighting plan and staff will be bringing lighting standards to the commission in the near future. There would be a formal review by each interested department. This review would ensure compliance with zoning, fire coverage and overall site layout. The process would include a formal submittal by the applicant by a scheduled date. Staff would then have a 30 day review process during which time they would have a Development Review Committee meeting with Community Development, Engineering, Police, Fire, Public Works and Parks Departments. Staff comments would then be submitted to the applicant. The applicant would resubmit the plans with revisions to staff for approval. Scott Everett asked if site plan review would come before Planning and Zoning and City Council. Mr. Shelton stated that this would not come before the commission. The site plan review is currently a staff approval item and this proposal is about formalizing the process and ensuring compliance with the zoning ordinances. Warren Becker asked about the site plan review fee if it is standard practice to charge a fee. Barry Shelton stated it is standard practice to charge a fee and to have a site plan review process in place. Mr. Shelton stated out of the 30+ cities staff called, all of them have a site plan review

process in place and charge an average of about \$250 fee. Charles Ross asked how the process could be kept streamline with all the departments and if this has the potential to delay the building permit process. Mr. Shelton explained the mechanics of gathering the information from all the departments. He stated that currently staff holds a development review committee meeting where we send out packets to all the departments and tells them to come prepared to the meeting so we can compile all the comments to send back to the applicant. The adding of the site plan review section to the zoning ordinance would formalize this process where each site plan would be reviewed by every relevant department for conformance. David Hock asked if it would be a longer process in areas like the overlay district with its additional requirements. Mr. Shelton said there would be more to review but would still be done within the 30 day timeframe. Wally Sparks asked if the applicant would need to turn in five different drawings. Mr. Shelton stated they are currently submitting these drawings. The only addition would be for lighting standards. Scott Everett wanted to clarify that the site plan review is for projects that currently have zoning in place. Mr. Shelton stated that this would include all new development and expansions of existing business. If they did not have zoning in place they would have to go through the regular rezoning process. More discussion followed.

There being no further business, David Hock moved to adjourn. The meeting was adjourned at 8:09 pm.

Original Signed by Secretary

Original Signed by Chairperson