

**PLANNING & ZONING COMMISSION
TRAINING SESSION MINUTES
FEBRUARY 7, 2006**

COMMISSIONERS PRESENT

Carolyn Kalchthaler, Chairman
Joyce Beach, 1st Vice Chair
Maggie Armstrong
Lisette Briley
James Duggan
Joy Flick
Jim Norton

COMMISSIONERS ABSENT

Dennis Abraham, 2nd Vice Chair

STAFF PRESENT

Phyllis Jarrell, Director of Planning
Paige Mims, Assistant City Attorney III

The Planning & Zoning Commission work session was called to order by Chairman Kalchthaler at 6:40 p.m., Tuesday, February 7, 2006.

Discussion and Training - Site Plan Regulations and Procedures

Paige Mims, Assistant City Attorney III, reviewed the site plan regulations contained in the Zoning Ordinance, and discussed the legal constraints on the Commission's ability to require changes to site plans if all ordinance requirements have been met. Ms. Mims also outlined the appeal procedures and contrasted the Commission's administrative authority on site plans versus the legislative authority involved in zoning cases.

Discussion and Training - The Texas Open Meetings Act

Ms. Mims outlined the requirements of the Texas Open Meetings Act, and reviewed several scenarios regarding quorums, posting of meetings, and telephone and e-mail exchanges. She presented and discussed several examples of open meetings violations or alleged violations in other Texas cities.

Discussion and Training - Role and Duties of the Planning & Zoning Commission

Phyllis Jarrell, Director of Planning, discussed the historic background of planning commissions in the United States and the statutory framework for commissions in Texas. Ms. Jarrell reviewed the various duties that Plano's commission has been charged with, including developing the Comprehensive Plan and serving as the city's Impact Fee Advisory committee. The Commission discussed the various relationships with City Council, citizens, developers, and staff.

There being no further discussion, Chairman Kalchthaler adjourned the meeting at 8:10 p.m.

Planning & Zoning Commissioner

xc: Honorable Mayor and City Council
Thomas H. Muehlenbeck, City Manager