

CITY OF POTTSBORO - PLANNING AND ZONING COMMISSION  
528 HWY 120 E  
POTTSBORO, TEXAS 75076

REGULAR MEETING MINUTES  
JANUARY 29, 2024  
5:30 pm

1. **Call to Order**

Chair David Sandlin called the meeting to order at 5:30 p.m.

2. **Roll Call**

Present: Chair David Sandlin, Commissioner John Pack, Commissioner Johnna Clark and Alternate Commissioner Tommi Homuth.

Absent: Vice Chair Cassie Lovelace, Commissioner Wanda Poe.

3. **Citizen Comments**: None.

4. **Consider and take appropriate action regarding the Minutes from the November 27, 2023 Planning and Zoning Commission Meeting**

Motion made by Alternate Commissioner Homuth and seconded by Commissioner Clark to approve the minutes from the November 27, 2023 Planning and Zoning Commission Meeting. All Aye.

Vote: 4/0/ Motion carried.

5. **Consider and take appropriate action regarding Minor Plat 010324MP1 with sidewalk hardship exemption request for Cardinal Lane Addition generally located on the west side of Cardinal Lane approximately 1100 feet south of the active railroad crossing. Applicant is Jeff Foster on behalf of the Hasten Family.**

Becky Ross, Development Coordinator, references the location of the property on the wall map showing that it ends at city limits and railroad crossing is to the north. Ross states that application meets the exemption and recommends approval. Commissioner Pack questions the sidewalk hardship and Ross responds citing opinion of engineer and states that a sidewalk could only serve two houses ever.

Motion made by Alternate Commissioner Homuth to approve the sidewalk hardship exemption and minor plat and was seconded by Commissioner Pack. All Aye.

Vote: 4/0 Motion carried.

6. **Consider and take appropriate action regarding Minor Plat 010324MP2 for Cardinal Quad generally located at 213 E. FM 120. Applicant is Deborah Ritchie.**

Ross references the location of the property on the wall map and states that the minor plat meets all requirements and recommends approval.

Motion made by Commissioner Clark to approve the minor plat and was seconded by Alternate Commissioner Homuth. All Aye.

Vote: 4/0 Motion carried.

7. Consider and take appropriate action regarding Site Plan 010324SP for Cardinal Quad generally located at 213 E. FM 120. Applicant is Deborah Ritchie..

Ross states that a commercial plat needs a site plan. Ross briefly comments about the food truck park and parking lot and recommends approval.

Motion made by Commissioner Clark to approve the side plan and was seconded by Commissioner Pack. All Aye.

Vote: 4/0 Motion carried.

8. Discuss potential topics for future Planning and Zoning meetings (no action will be taken).

Ross comments that the comprehensive plan will be a major project for the next couple of years and asks the Commissioners to review several examples sent out to them. The Application for a GLO Grant will be submitted soon by the consultants for the City.

No action was taken.

9. Adjourn.

Commissioner Pack moves to adjourn the meeting which was seconded by Alternate Commissioner Homuth. All Aye. Vote 4/0. Meeting was adjourned at 5:39 pm.



David Sandlin, Chair



Melody Herndon, City Secretary

