

CITY OF SANTA FE  
PLANNING & ZONING COMMISSION  
REGULAR MEETING  
FEBRUARY 4, 2014  
CITY OF SANTA FE COUNCIL CHAMBERS HIGHWAY 6, SANTA FE, TEXAS  
REGULAR MEETING MINUTES

**A. Regular Business**

**1. Call to Order:**

The Planning & Zoning Commission meeting was called to order at 7:00 p.m., by Winnie Corsaro.

**2. Roll Call:**

Present: Ronnie Willoughby, Daniel Kitchener, Winnie Corsaro, Gary Smith, Judith Koleng, Community Services Director Diana Steelquist, Community Services Administrative Assistant Stacey Baker. Absent: Charlie Coleman

**3. Invocation and Pledge of Allegiance:**

The Invocation and Pledge of Allegiance was led by Winnie Corsaro.

**4. Approval of the minutes of Regular Planning & Zoning Meeting of January 7, 2014.**

A motion was made by Judith Koleng to approve the minutes as presented and the motion was seconded by Gary Smith. The motion passed unanimously.

**5. Public hearing, Consideration and Pozzible Action ZC 14-01 requesting a zone change from Neighborhood Commercial to HC Highway Commercial for 17 tracts/parcels toaling 30.973 acres located along the Northwest side of Fm 1764 between Ave S and 6<sup>th</sup> St., City of Santa Fe, Galveston County Texas.**

Ms. Steelquist advised that public water has been placed along FM 1764 and the roadway has undergone significant improvements with widening and drainage. This area has become a major economic corridor. The City is initiating the NC zone change to HC between Ave s and 6<sup>th</sup> Street. All uses allowed in the NC district are allowed in the HC district. The only exemptions are utilities and sewage treatment plants which are not allowed in the HC zone. The rezoning will be beneficial to the City and to incoming investors. City staff recommends the approval of this matter.

Public Hearing opened and 7:09pm and closed at 7:11pm. No one was present regarding this matter.

A motion was made by Daniel Kitchener to approve the zone change to Highway Commercial. The motion was seconded by Ronnie Willoughby and passed unanimously.

6. **Public Hearing, Consideration and Possible Action ZC 14-02 Amending Ordinance No. 02-03, Commonly known as The City of Santa Fe Unified Development Code, or the Santa Fe Zoning Ordinance, 2002 Edition, Amending Article 2, Adding Definition of Caretaker Residence; Amending Appendix 4-F Zoning District Matrix by Adding Accessory Use as a Caretaker Residence with a Conditional Use Permit in Commercial Zoning Districts.**

Ms. Steelquist advised that some commercial and light manufacturing uses benefit from onsite security. For example, mini warehouse storage facilities are often developed with a caretaker's residence on site. Current code only allows for the placement of fencing and a dog for overnight protection at commercial facilities. The overnight vacancy of a few commercial or industrial uses could and has invited criminal mischief, vandalism, arson and theft. Since the primary development is commercial, a caretaker should be considered and accessory use and the current zoning ordinance could be enhanced by adding a definition in the Zoning Ordinance for an onsite caretaker residence; *Accessory Building as a Caretaker Residence: A single attached or detached dwelling unit intended for a caretaker, owner, operator, manager, or watchman and his immediate family for any commercial or industrial use for the purposes of security and protection of the principal use.* Each site making such request needs to go through a review process and discussed through the Conditional Use Permit public hearing process. Each site may have special reservations regarding privacy and security.

The Public Hearing opened at 7:14pm and closed at 7:16pm. No one was present regarding this matter.

A motion was made by Judith Koleng to approve accessory buildings as a caretaker residence for commercial or industrial sites and using the conditional use permit public hearing process. The motion was seconded by Daniel Kitchener and passed unanimously.

7. **Public Hearing, Consideration and Possible Action regarding request for City abandonment of a portion of the alley located between 7<sup>th</sup> and 8<sup>th</sup> St. and directly located between 4522 Jackson St., Santa Fe, TX.**

Ms. Steelquist advised that Mr. and Mrs. Vanier requested the abandonment of the city alley that separates their property. They would like to build a carport in that area for their recreational vehicles. The alley currently stretches between 7<sup>th</sup> and 8<sup>th</sup> St. and there are several structures encroaching into this alley and Mr. Bland that lives next to the Vanier family called and said that he did not have an issue with them obtaining the possession of the alley. He also advised that he bought the other end of the alley a long time ago. Ms. Steelquist advised Mr. Bland to bring in a deed indicating when he purchased the land.

The Public Hearing opened at 7:25 pm.

Mr. and Mrs. Vanier was present and stated that they currently maintain the alley and ditches along her property. They currently own the property on the other side of the alley and want to build across the lines. Ms. Steelquist advised that if the request is approved they would have to get the property surveyed and appraised. Then they would purchase the property for fair market value. When asked by the committee if there would be any chance of further improvement of the alley for road Ms. Steelquist advised there was no further improvement needed there and also the water department did not foresee future use. There has not been any word from other utility easements regarding this matter.

The Public Hearing closed at 7:27 pm.

A motion was made by Daniel Kitchener to approve the abandonment as requested. The motion was seconded by Judith Koleng and passed unanimously.

**8. Public Hearing, Consideration and Possible Action regarding request for city abandonment of a public right-of-way located adjacent to 12106 Guisti Lane, Santa Fe, TX.**

Mr. and Mrs. Jason Cox advised the committee that they currently own two lots and a 60 foot easement divides their two properties. They are requesting for the city to abandon the easement so that they can use the other land they own. Winnie Corsaro and the committee asked about access to the adjoining properties. There is access to the large parcel of land that lies north of the easement from Ave L. The committee was concerned that the land could possibly be landlocked in the future and the abandonment make effect the development of the property. Mr. Cox advised that he may be willing to flip flop his lot with the easement so that the easement would be on the east side of the lot and he would have the opportunity to develop easier. He and his wife will discuss the matter and do research regarding this matter.

A motion was made by Gary Smith to table the item. The motion was seconded by Judith Koleng and passed unanimously.

**9. Adjournment**

A motion was made by Ronnie Willoughby to adjourn at 7:30pm. The motion was seconded by Daniel Kitchener and passed unanimously.

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Winnie Corsaro, Chairperson

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Diana Steelquist  
Community Services Director