

CITY OF SANTA FE
PLANNING & ZONING COMMISSION
REGULAR MEETING
JULY 7, 2015

CITY OF SANTA FE COUNCIL CHAMBERS 12002 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 7:06 p.m., by Winnie Corsaro.

2. Roll Call:

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

3. Invocation and Pledge of Allegiance:

The Invocation and Pledge of Allegiance was led by Ron Willoughby.

4. Consideration and Possible Action regarding minutes of the Regular Meetings held on March 3, 2015.

A motion was made by Donald Davis to accept the minutes. The motion was seconded by Ron Willoughby and passed unanimously.

5. Consideration and Possible Action regarding approval of a commercial site plan for Chevron Food Mart located at 15626 Highway 6.

Diana Steelquist advised a site plan was submitted to develop a 1.86 acre corner lot. Santa Fe EDC has provided funding to bring public water and sewer to this location at the corner of Highway 6 and Tower Rd. The site plan indicates and gas station structure and is in full compliance with the City of Santa Fe's rules and regulations. Additional documentation will be required for drainage from TXDOT. She advised that a storm water pollution plan was also necessary and form TDLR AB 005 for handicap accessibility. Representative Ebenezer Akita was present to ask questions. Mrs. Steelquist asked about the tanker truck routes. Mr. Akita advised that the small trucks will be used and they will exit onto Tower Rd. and detour down Maple St. The truck will deliver gas very early in the morning when there is not traffic and will exit completely empty. Mrs. Steelquist recommends approval of the site plan for the Chevron Food Mart.

A motion was made by Judith Koleng to approve the site plan as submitted. The motion was seconded by Ronnie Willoughby and passed unanimously.

6. Consideration and Possible Action regarding the adoption of rules of procedure for the Planning and Zoning Commission.

Diana Steelquist advised that the committee needed to adopts rules of operation. She advised that the meetings shall follow the rules from now on and shall include: Rule 1 – Meetings, Regular and Special; Rule 2 – Commission Quorum and Voting; Rule 3 – Chairperson and Call to Order; Rule 4 – Order of

Business; Rule 5 – Conduct of Commissioners. The committee briefly discussed the dress code and decorum and it was decided that business casual was proper attire for the committee.

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

7. **Adjournment**

A motion was made by Ronnie Willoughby at 7:48pm to adjourn. The motion was seconded by Donald Davis and passed unanimously.

Winnie Corsaro, Chairperson

Diana Steelquist, Community Services Director