

CITY OF SANTA FE
PLANNING & ZONING COMMISSION
REGULAR MEETING

JULY 9, 2013

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, Judith Koleng, Winnie Corsaro, Dorothy Bello, Charlie Coleman, Gary Smith, Community Services Director Diana Steelquist, Community Services Administrative Assistant Stacey Baker. Absent: None

3. Invocation and Pledge of Allegiance:

The Invocation and Pledge of Allegiance was led by Charlie Coleman.

4. Approval of the minutes of Regular Planning & Zoning Meeting of June 4, 2013.

A motion was made by Dorothy Bello to approve the minutes as presented and the motion was seconded by Ronnie Willoughby. The motion passed unanimously.

5. Public Hearing, Consideration and Possible Action regarding the final plat of SD 130501 Cauley's Replat being 4.112 acres of land out of the CW L'Hommedieu Survey and all of lots 1 and 2 of the Gibson Subdivision, located at 13902 4th Street and 13902 Carolyn Street, City of Santa Fe, Galveston County Texas.

Ms. Steelquist advised that the Cauley family owned acreage which includes two home sites. One of the sites faces on Carolyn and the other on 4th St. which are corner lots. The Cauley family sold one of the lots and wish to reconfigure them to reduce the size of 13902 Carolyn. This requires the submittal and approval of a residential replat. Ms. Steelquist received a copy of the revised plat.

The public hearing opened at 7:04 p.m.

Mrs. Cauley advised that they wanted to split the property to sale the house and acreage and was not asking for a rezone. There was a brief discussion among the board.

The public hearing closed at 7:12 p.m.

A motion was made by Daniel Kitchener to approve the plat and the motion was seconded by Ronnie Willoughby and passed unanimously.

6. **Public Hearing, Consideration and Possible action regarding the final plat of SD130601 BUI Special Subdivision being replat of 0.98 acres of land out of and part of Lot 3, Block 1 of Buc-ees Replat No. 3, located at 4233 FM 1764, City of Santa Fe, Galveston County, Texas.**

Ms. Steelquist advised that the Santa Fe Business Park has sold approximate 1 acre tract out of Lot 3 of the Buc-ees Replat No. 3. Because it is not all of Lot 3, it necessitates a replat of Lot 3.0 The new owners propose a retail center on the site. The plat meets ordinance requirements for approval and all were notified properly.

The public hearing opened at 7:16p.m.

No one was present to speak.

The public hearing closed at 7:17p.m.

A motion was made by Dorothy Bello to accept the replat. The motion was seconded by Daniel Kitchener and passed unanimously.

7. **Consideration and Possible Action regarding approval of the Commercial Site Plan for proposed 11,200 sq ft retail center building at Santa Fe Business Park located at 4233 FM 1764.**

Ms. Steelquist advised that the new owners propose a retail center adjacent to the Santa Fe Business Park. The building will be 11,200 sq ft with a sidewalk around the building. The landscaping in the front will match up to adjacent buildings and will have shared access and will use existing driveways along the roadway. The land areas surrounding the tract cannot be further developed as they are used as detention areas and will be green space. The exterior will be brick and stucco.

A motion was made by Dorothy Bello to accept the site plans. The motion was seconded by Judith Koleng and passed unanimously.

8. **Public Hearing, Consideration and Possible Action regarding ZC 13-05 Skyway Tower CUP, requesting a Conditional Use Permit for 150' mono pole communication tower located on a 100 ft x 100 ft tract adjacent to the Thelma Webber Center located at 14304 Beriton and zoned Neighborhood Commercial (NC), being 0.450 acres, ABST 611 I & G N RR SUR SEC 17 TR 4-1-1, City of Santa Fe, Galveston County Texas.**

Ms. Steelquist advised that Skyway Towers want to lease a 100 ft x 100 ft area adjacent to the Thelma Webber Center for a 150' tall mono pole to be used as a communication tower. The tower space will be leased to companies like Sprint and Verizon. Broadus, the company representing Skyway, stated that this tower will be used to boost cell phone signals. Should this be approved, the City will receive a monthly lease fee of \$650.00. The area around the tower will be fenced with controlled access. The tower will be 150 ft tall. Staff recommends the approval of the CUP for the tower.

The public hearing opened at 7:26p.m.

Chris Hendrick from Broadus stated that the tower will be placed at that location and will be used to increase phone signals. This tower will bring revenue to the City of Santa Fe. The tower will be only maintained by their company and the area will be properly landscaped. Companies like Verizon and Sprint will be able to use the tower. The tower has more than enough clearance room to fall if it does fall and it meets wind speed requirements.

The public hearing closed at 7:33 p.m.

A motion was made by Dorothy Bello to approve the CUP for the tower. The motion was seconded by Ronnie Willoughby and passed unanimously.

9. **Public Hearing, Consideration and Possible action regarding ZC13-06 Santa Fe Justice Center zoning, requesting zone reclassification for five tracts being approximately 12.165 acres located at 12711, 12719, & 12721 FM 1764 and 3650 & 3706 FM 646 N described as ABST 1 PAGE 11 LOTS 15 (15-1, 15-2) & 16 (16-1, 16-2, 16-3) THAMANS 1ST SUB; City of Santa Fe, Galveston County, Texas; From R-3 Multifamily Residential to :HC- Highway Commercial.**

Ms. Steelquist advised that the City of Santa Fe is sponsoring the rezoning of the adjacent tracts near the Justice Center site to be rezoned as HC. The Justice Center will be located at 3650 FM 646. This tract of land and others are zoned as R-3 and should be zoned as HC. The three property owners of the adjacent tracts were contacted outlining the City's plan to rezone the area. Ms. Martin called and requested to remain R-3. Mr. Vail stated he was alright with the rezoning. Staff did not hear from Mr. Pless. Staff recommends approval of zone change from R-3 to HC.

The public hearing opened at 7:44 p.m.

No one was present. There was a brief discussion regarding the area to be rezoned.

The public hearing closed at 7:47 p.m.

A motion was made by Judith Koleng to approve the zone change. The motion was seconded by Gary Smith and was approved unanimously.

10. **Consideration and Possible Action regarding the approval of the Commercial Site plan for the Santa Fe Justice Center located at 3650 FM 646 N.**

Ms. Steelquist advised that water and sanitary sewer lines were installed years ago when the new center was proposed. Variances were granted from the Zoning Board of Adjustment regarding set back requirements due to where the lines were ran. The building will be a concrete tilt wall with brick on a portion of the sides. The BOA has interpreted the Corridor Development Standards to include the tilt wall as meeting the masonry design requirements of the ordinance. The number of parking spaces meets the requirements and a monument sign is planned for a later date. Staff recommends approval of the site plan.

A motion was made by Dorothy Bello to approve the site plan. The motion was seconded by Ronnie Willoughby and the motion passed unanimously.

11. Public Hearing, Consideration and Possible Action regarding a request to abandon a portion of the city right-of-way at the east end of Oleo St.

The City Secretary stated that in July 2009, Mr. and Mrs. Keith Austin filed a petition requesting abandonment of a portion of the east end of the Oleo Street public-right-of-way where it dead ends into private property just north of Jackson St. The request was placed on hold because of an objection by Galveston County Drainage District # 1. The district has recently is currently willing to reconsider the request. All property owners abutting have been notified and utility companies have been notified. This item needs to be reviewed by Planning and Zoning Commission and they will need to forward a recommendation to City Council for the July 25, 2013 meeting.

Ms. Steelquist advised that the Austin family owns most of the property on both sides of the dedicated roadway. This property is not accessible from North Jackson or from Oleo due to there is not a bridge across the Drainage District ditch. There are two other property owner abutting the property. He is interested in purchasing all or part of the easement.

The public hearing opened at 7:59 p.m.

No one was present to speak.

The public hearing closed at 8:00 p.m.

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

12. **Adjournment**

A motion was made by Dorothy Bello to adjourn at 8:00 p.m. The motion was seconded by Judith Koleng and passed unanimously.

Winnie Corsaro, Chairperson

Diana Steelquist
Community Services Director