

CITY OF SANTA FE
PLANNING & ZONING COMMISSION
REGULAR MEETING
MARCH 3, 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 7:00 p.m., by Vince Megale.

2. Roll Call:

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

3. Invocation and Pledge of Allegiance:

The Invocation and Pledge of Allegiance was led by Gary Smith.

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

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

5. Consideration and Possible Action regarding vacating the Final Plat of Stripes Santa Fe.

Diana Steelquist advised Kurt Pless applied to vacate the Stripes Santa Fe plat approved and recorded in 2014. Local Government Code has established regulations which allow the vacating of the plat so long as no lots have been sold. This plat meets the requirements. Staff recommends this process to take place.

A motion was made by Judith Koleng to approve vacating the plat. The motion was seconded by Ronnie Willoughby and passed unanimously.

6. Consideration and Possible Action regarding a commercial site plan for an office and storage facility located at 11235 FM 1764.

Diana Steelquist advised that this is a proposed mini-warehouse, rv/boat storage facility. The area is zoned HC and this use is allowed in this zone. No public water or sewer is available. This area will require a storm water pollution plan along with a detention and drainage plan. TXDOT will have to approve the driveway and drainage. An existing house on the property will be used for an office. The area proposed is 3,600 sq. ft. in office and warehouse space. Parking is adequate and masonry components/landscaping comply with corridor standards. Staff recommends approval.

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

7. **Consideration and Possible Action regarding a commercial site plan for a small engine repair shop located at 13109 FM 1764.**

Diana Steelquist advised that Mr. Kibbe proposes the construction of a 3600 sq. ft. metal building for use as a small engine repair shop. The area is zoned HC which permits the shop. Eight parking spaces are required. There is currently an informal agreement in place with abutting property owners to allow the Kibbes to drive on the adjacent property owned by Tideland Services. The Kibbes were granted two variances to allow development on the lot. The variances allow for a ten foot side set back to the drainage ditch and no landscape buffers. Staff recommends conditional approval of the site plan. TXDOT must approve drainage. The plans that are submitted for a building permit must include reverse low ribbed metal, masonry components, a formal ingress/egress agreement, and driveways/parking must be made of a hard, dust free surface.

A motion was made by Daniel Kitchener to accept the site plan on condition that all standards have been met. The motion was seconded by Judith Koleng and passed unanimously.

8. **Public Hearing, Consideration and Possible Action regarding a request to abandon a portion of alleyway located off 3rd St. between Jackson and Peck (across the street from the Volunteer Fire Station).**

Diana Steelquist advised that Ruben Cano recently purchased lots that are divided by an alleyway. Mr. Cano is proposing to purchase this portion of the alleyway. This area will be surveyed and appraised for this process to take place. He feels this is necessary for the improvement of the property. Staff recommends the abandonment of the alleyway. There is no future development for this alleyway.

The public hearing opened at 7:12pm.

Diana Steelquist advised she has not had negative responses from utility companies. Staff recommends approval of the abandonment.

The public hearing closed at 7:14pm.

A motion was made by Donald Davis to approve the abandonment. The motion was seconded by Daniel Kitchener and passed unanimously.

9. **Adjournment**

A motion was made by Ronnie Willoughby at 7:19pm. The motion was seconded by Daniel Kitchener and passed unanimously.

Winnie Corsaro, Chairperson

Diana Steelquist, Community Services Director