

**CITY OF SANTA FE
PLANNING AND ZONING COMMISSION
REGULAR MEETING
AUGUST 6, 2024 7:00 P.M.
COUNCIL CHAMBERS
12002 HWY. 6, SANTA FE, TEXAS**

MINUTES

The meeting was called to order at 7:05 p.m. by Chairperson Glennie Hefner.

II. Administration of the Oath of Office for re-appointed members of the Planning and Zoning Commission: Commissioner Wyndee Wagner-McGee and Commissioner Andrew Mills; to serve a three-year term to expire May 2027

Community Services Director Georgia Argentine (formerly known as Georgia Carmack) administered the Oath of Office to Commissioner Wyndee Wagner-McGee for a three-year term to expire in May 2027.

Commissioner Andrew Mills was not in attendance and was, therefore, not administered the Oath of Office.

Roll Call: Present: Chairperson Glennie Hefner
Vice-Chairperson Wyndee Wagner-McGee
Commissioner Ronnie Willoughby
Commissioner Janet Davis
Commissioner Shannon Wofford
Commissioner Christine Villere

Absent: Commissioner Andrew Mills

The Invocation was given by Commissioner Willoughby, who then also led those present in the Pledge of Allegiance to the U. S. Flag and to the Texas Flag.

V. Citizens' Comments:

There were no comments from citizens.

VI. Approval of the Minutes from the May 7, 2024, Regular Meeting

Motion by Vice-Chairperson Wagner-McGee to approve the Minutes from the May 7, 2024, Regular Meeting, seconded by Commissioner Willoughby. The motion passed 5-1, with Chairperson Hefner, Vice-Chairperson Wagner-McGee, Commissioner Willoughby, Commissioner Davis, and Commissioner Wofford voting in favor of, and Commissioner Villere voting against due to not remembering the details of the May 7, 2024, meeting.

VI. Business:

A. Old Business:

1. Discussion and direction: Platting requirement imposed by the Subdivision chapter of the City of Santa Fe's Code of Ordinances

Community Services Director Georgia Argentine recounted the previous discussion during the May 7, 2024, Planning and Zoning Commission meeting, regarding the proposed implementation of a vesting rights option for

property owners whose property has been owned by them or passed down in their family for a significant, albeit as yet undetermined, period of time without having been subdivided, and thereby relieving the property owner of the undue financial burden of replatting their property before the construction of a primary structure.

Mrs. Argentine explained that the area cities upon which she based these proposed changes have since amended their ordinances to require the platting of any property before the construction of a primary structure, adding that the vesting rights option is now only applicable in those cities for projects as opposed to properties.

Mrs. Argentine stated that the platting requirements of the area cities are now in alignment with the platting requirements imposed by the Subdivision chapter of the City of Santa Fe's Code of Ordinances and recommended leaving them as is, should the Commission so choose.

Motion by Vice-Chairperson Wagner-McGee to no longer pursue any changes to the platting requirements imposed by the Subdivision chapter of the City of Santa Fe's Code of Ordinances, seconded by Commissioner Wofford. The motion passed unanimously.

B. New Business:

1. Consideration and possible action: Request for approval of a Corridor Development Zoning Permit Application for Partner Investment LLC, located at 12109 FM 1764, Santa Fe, Texas, legally described as LOT 2 MULBERRY FARMS MINOR PLAT 2 (2024) ABST 1

Chief Building Official Ray Burgess announced that he will be retiring in September.

Mr. Burgess explained that a retail center will be constructed in front of the Mulberry Farms subdivision along FM 1764, which consists of a C-store and as yet unleased commercial space. Mr. Burgess said that, at the Planning and Zoning Commission's (P&Z) recommendation, there will be screening around the rear of the property that faces the residential area.

Mr. Burgess explained that the Fire Marshal approved the ingress/egress for emergency vehicles, and that the proposed parking lot has been approved, along with a space for loading and unloading. The stacking of the gas pumps and the height of the canopy for emergency vehicle access have both been approved.

Mr. Burgess also explained that the retail center has received preliminary approval from the Texas Department of Transportation (TxDOT) for the curb cuts. Mr. Burgess has asked the City Inspector to conduct a Preliminary Plan Review so that should the P&Z approve the Corridor Development Zoning Permit, the plans can be immediately sent to the IDS Engineering Group.

Mr. Burgess said that, although the civil engineering drawings are historically presented to the P&Z prior to approval, the detention requirements were met with the development of the Mulberry Farms subdivision, so Mr. Burgess was able to go forward with those plans, adding that he has given the Partner Investment LLC a list of requirements that they will begin work on tomorrow.

Mr. Burgess concluded by stating that the retail center has met all of the necessary requirements for the approval of a Corridor Development Zoning Permit, and that, as such, staff recommends approval.

In response to Commissioner Villere's question, Mr. Burgess responded that the required detention areas are already in place, according to the requirements that were assigned to the development of the Mulberry Farms subdivision.

Motion by Commissioner Willoughby to approve the Corridor Development Zoning Permit Application, seconded by Vice-Chairperson Wagner-McGee. The motion passed unanimously.

2. Consideration and possible action: Request for approval of a Corridor Development Zoning Permit Application for Kwik Kar, located at 13425 Hwy 6, Santa Fe, Texas, legally described as ABST 35 TRACT 1 (1-0) KWIK SELF SERVE CAR WASH – SANTA FE

Chief Building Official Ray Burgess explained that the project that Kwik Kar is proposing will improve the aesthetic of not only the property itself, but of Highway 6.

Mr. Burgess stated that he measured the parking spaces with relation to the ingress/egress and, after consulting with the Fire Marshal, will require a 'No Parking' stripe around the parking spaces to prevent vehicle stacking, which is a common occurrence with automobile repair shops.

Mr. Burgess added that the vacuum cleaners will be removed, the dumpster enclosure will meet the City's requirements, and that landscaping improvements will be added to the property according to the Comprehensive Plan.

The single-story brick building will be improved to include a lobby and office upgrades. The car wash bays will be removed, and a four-bay garage will be constructed in its place.

Mr. Burgess concluded by recommending approval of the Corridor Development Zoning Permit Application.

Motion by Vice-Chairperson Wagner-McGee to approve the Corridor Development Zoning Permit Application, seconded by Chairperson Hefner. The motion passed unanimously.

VII. Adjournment

Motion by Chairperson Hefner to adjourn the meeting at 7:38 p.m.

ATTEST:



Georgia Argentine, Community Services Director



Glennie Hefner, Chairperson