

**CITY OF SANTA FE
REGULAR COUNCIL MEETING
SPECIAL PLANNING & ZONING COMMISSION MEETING
MARCH 26, 2020 7:00 P.M.
COUNCIL CHAMBERS
12002 HWY. 6, SANTA FE, TEXAS**

MINUTES

The meeting was called to order at 7:00 p.m. by Mayor Jason Tabor.

Roll Call: Present: Mayor Jason Tabor
Mayor Pro-tem Bill Pittman
Councilmember Corey Jannett
Councilmember Fidencio Leija, by telephone conference
Councilmember IV Hoke, by telephone conference
Councilmember Jason O'Brien, by telephone conference

In accordance with the Orders of the Office of the Governor issued March 16, 2020, and March 19, 2020, and in compliance with the recommendations of the CDC and other governmental agencies, to limit meetings to less than ten persons to limit the spread of the COVID-19 virus, the City Council conducted the Meeting by telephone conference and by video on the City of Santa Fe City Hall Facebook Live.

The invocation was given by Mayor Pro-tem Bill Pittman. The pledge of allegiance to the U. S. Flag and to the Texas Flag was led by Mayor Pro-tem Bill Pittman.

Mayor's and City Manager's Report:

a. The minutes of 2/13/20 were approved as presented.

Citizens' Comments: None

Planning and Zoning Business:

Old Business: None

New Business:

1. Consideration and possible action: Public hearing and first reading of an ordinance of the City of Santa Fe, Texas, amending the text of 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 8, Performance Standards, by amending Section 8.10.04, Design and Construction of Storm Water Detention Structures, by adopting Galveston County Drainage District #1 Design Criteria Manual; providing for severability
Community Services Director Diana Steelquist said this ordinance will update our design criteria to ATLAS 14 information so we are operating under the same drainage criteria as the Galveston County Drainage District #1, who went through an extensive review of its criteria in 2019 based in part upon a historical rainfall study. Mayor Tabor opened the public hearing at 7:08 p.m. Director of Administrative Services Stacey Baker was monitoring

Facebook live comments and relayed a question asking what location this would affect. Mayor Tabor explained that this new drainage criteria would apply to all residential and commercial development in the entire city in addition to parts of Galveston County because Drainage District #1 has already adopted the new criteria. Mayor Tabor closed the public hearing at 7:12 p.m. Motion by Councilmember Pittman, seconded by Councilmember Jannett to pass the first reading of an ordinance of the City of Santa Fe, Texas, amending the text of 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 8, Performance Standards, by amending Section 8.10.04, Design and Construction of Storm Water Detention Structures, by adopting Galveston County Drainage District #1 Design Criteria Manual; providing for severability. The motion passed the roll call vote unanimously.

2. Consideration and possible action: Public hearing and first reading of an ordinance of the City of Santa Fe, Texas, amending Chapter 8, Subdivision Regulations, Code of Ordinances, Section 6, Requirements for Improvements, Reservations, and Design; by amending certain requirements for the development of a subdivision; providing for penalties and severability

Community Services Director Diana Steelquist said it has been several years since our subdivision regulations have been reviewed. This ordinance will amend the drainage criteria, specifically street, right-of-way, and paving width, to parallel the drainage district's criteria. Councilmember Pittman asked about arterial, collector, and local street classifications. Ms. Steelquist said arterial streets are the larger, major traffic thoroughfares with a width between 80 to 120 feet. She said a collector street has a width between 60 to 70 feet with about 28 feet of paved surface, as required by the emergency life safety code to allow for access by emergency vehicle traffic. A local street has a minimum width of 60 feet, with an increased paving width from 24 feet to 28 feet. Councilmember Pittman said he thinks a traffic impact analysis and any necessary improvements as determined by that analysis should be a shared responsibility and not the sole responsibility of the developer. City Manager Glen Adams said communities with a comprehensive plan have impact criteria established within the plan. Mayor Tabor opened the public hearing at 7:29 p.m. With no comments from the public, Mayor Tabor closed the public hearing at 7:30 p.m. Motion by Councilmember Pittman, seconded by Councilmember Leija to pass the first reading of an ordinance of the City of Santa Fe, Texas, amending Chapter 8, Subdivision Regulations, Code of Ordinances, Section 6, Requirements for Improvements, Reservations, and Design; by amending certain requirements for the development of a subdivision; providing for penalties and severability, with revisions discussed during this meeting to be incorporated into the ordinance for the second reading. The motion passed the roll call vote unanimously.

3. Consideration and possible action: Adoption of a resolution of the City of Santa Fe, Texas, adopting the Engineering Design Specifications specified by Chapter 3, Construction Regulations, and Chapter 8, Subdivisions, of the Code of Ordinances of the City of Santa Fe, Texas

Community Services Director Diana Steelquist said this resolution goes hand-in-hand with the previous updates regarding the changes to the subdivision regulations concerning DD1 criteria and the emergency life safety code requirements for paving widths to allow emergency vehicle access. Motion by Councilmember Jannett, seconded by Councilmember Hoke to adopt the resolution of the City of Santa Fe, Texas, adopting the Engineering Design Specifications specified by Chapter 3, Construction Regulations, and Chapter 8, Subdivisions, of the Code of Ordinances of the City of Santa Fe, Texas. The motion passed the roll call vote unanimously.

4. Consideration and possible action: Approving revisions to the Major Thoroughfare Plan

Community Services Director Diana Steelquist said the thoroughfare plan was prepared in 2001 and is part of the Master Plan which was adopted in 2002. She said this updated plan includes existing and planned roads throughout the city and provides for right-of-way preservation and requirements for new rights-of-way so that connectivity is maintained with new growth. Mayor Tabor said growth and development is anticipated in the ETJ and we need to plan for that and get ahead of larger developments that could impact our thoroughfares or the extension of thoroughfares. Motion by Councilmember Pittman, seconded by Councilmember O'Brien to approve revisions to the Major Thoroughfare Plan. The motion passed the roll call vote unanimously.

City Business (Other):

Old Business:

1. Consideration and possible action: Second and final reading of an ordinance of the City of Santa Fe, Texas, amending Chapter 9, Traffic Code, Section 3, Speed Limits, Subsection E(3), FM 1764, by adding Subsubsection (b), to establish a school zone near Avenue G ½ by altering the prima facie speed limits established for vehicles under the provisions of §545.356, Texas Transportation Code, upon the basis of an engineering and traffic investigation, upon certain streets and highways, or parts thereof, within the corporate limits of the City of Santa Fe as set out in this ordinance; and providing a penalty of a fine not to exceed \$200 for the violation of this ordinance

City Manager Glen Adams said this is the final reading of the ordinance establishing a school zone on FM 1764 near Avenue G ½ in the area in front of the new elementary school. Motion by Councilmember Jannett, seconded by Councilmember Pittman to pass the second and final reading of an ordinance of the City of Santa Fe, Texas, amending Chapter 9, Traffic Code, Section 3, Speed Limits, Subsection E(3), FM 1764, by adding Subsubsection (b), to establish a school zone near Avenue G ½ by altering the prima facie speed limits established for vehicles under the provisions of §545.356, Texas Transportation Code, upon the basis of an engineering and traffic investigation, upon certain streets and highways, or parts thereof, within the corporate limits of the City of Santa Fe as set out in this ordinance; and providing a penalty of a fine not to exceed \$200 for the violation of this ordinance. The motion passed the roll call vote unanimously.

New Business:

1. Consideration and possible action: Authorizing execution of Interlocal Cooperation Contract with the Texas Department of Public Safety for the Failure to Appear (FTA) Program

City Manager Glen Adams said the Texas Department of Public Safety is requesting a change to the current contract for the failure to appear program to require payment of the \$10 fee regardless of the disposition. Motion by Councilmember Pittman, seconded by Councilmember Jannett to authorize execution of the Interlocal Cooperation Contract with the Texas Department of Public Safety for the Failure to Appear (FTA) Program. The motion passed the roll call vote unanimously.

2. Consideration and possible action: First reading of an ordinance of the City of Santa Fe, Texas, amending the Traffic Control Device Inventory – Schedule III in accordance with Chapter 9, Section 2, Subsection D, of the Code of Ordinances, City of Santa Fe, Texas, to add stop signs on Alles-House at Pecan Circle and at Shouse

City Manager Glen Adams said the citizens in the neighborhood of Pecan Circle are concerned with speeding and traffic congestion in the area. He said the Police Lt. has conducted a traffic study at the intersection of Alles House, Shouse, and Pecan Circle and is recommending additional signs be installed on Alles House to make the intersection a 4-way stop for safety reasons. Motion by Councilmember Leija, seconded by Councilmember O'Brien to pass the first reading of an ordinance of the City of Santa Fe, Texas, amending the Traffic Control Device Inventory – Schedule III in accordance with Chapter 9, Section 2, Subsection D, of the Code of Ordinances, City of Santa Fe, Texas, to add stop signs on Alles-House at Pecan Circle and at Shouse and to dispense with the second reading. The motion passed the roll call vote unanimously.

3. Consideration and possible action: First reading of an ordinance of the City of Santa Fe, Texas, ordering postponement of the May 2, 2020, Special Election to the November 3, 2020, uniform election date

City Manager Glen Adams said the governor is allowing the May 2 election date be moved to the November 3 election date in response to the COVID-19 pandemic event. Councilmember Leija asked that an earlier date be considered if the governor makes that possible, but Ashley Carner, Blu Baillio, and Greg Vicknair, all members of the Santa Fe Economic Development Corporation Board of Directors, said they support moving the special election to November. Motion by Councilmember Jannett, seconded by Councilmember Pittman to pass the first reading of an ordinance of the City of Santa Fe, Texas, ordering postponement of the May 2, 2020, Special Election to the November 3, 2020, uniform election date. The motion passed the roll call vote unanimously.

4. Consideration and possible action: Authorizing staff to proceed with the purchase of computer equipment for city operations and authorizing the Mayor to execute the Government Obligation Contract and related documents for acquisition of the computer equipment

City Manager Glen Adams said staff has received financing proposals in an effort to move forward with new computer equipment and workstations still running the support-ended Windows 7 operating system. He said staff should be moving forward with new technology and space-saving, paperless systems, but we are still working with outdated, unsupported software. Councilmember Leija said the city will save time and money by reducing paper and enabling real-time information to be entered into our system while staff is in the field. Motion by Councilmember Jannett, seconded by Councilmember Pittman to authorize staff to proceed with the purchase of computer equipment for city operations and to authorize the Mayor to execute the Government Obligation Contract and related documents with Baystone Financial Group for 4 annual payments at 3.31 percent for acquisition of the computer equipment. The motion passed the roll call vote unanimously.

5. Consideration and possible action: Adoption of Order Consenting to Continue Declaration of Local State of Disaster for the City of Santa Fe, Texas

City Manager Glen Adams said Mayor Tabor issued an emergency declaration for mitigation, recovery, rehab, and response to the COVID-19 pandemic. He said in order to extend the declaration beyond 7 days, Council must consent to continue the declaration for an additional 30 days. Mr. Adams said we then can extend the declaration again or terminate it early if necessary. He clarified that this continues activation of the emergency management plan and is not a stay-at-home order. Councilmember O'Brien asked if the city can set the criteria under the declaration, and Mayor Tabor said we can provide for more stringent regulations if necessary for the safety of the

community. Motion by Councilmember Pittman, seconded by Councilmember Jannett to adopt the Order Consenting to Continue Declaration of Local State of Disaster for the City of Santa Fe, Texas. The motion passed the roll call vote unanimously.

Announcements: Council encouraged everyone to stay safe as this pandemic continues to develop. Council thanked City Manager Glen Adams and Mayor Jason Tabor for their leadership during this difficult situation. Mr. Adams said the city staff is working to keep the community safe.

Summary of action from this agenda, request for future agenda items, and scheduling future meetings

Motion by Councilmember Pittman, seconded by Councilmember Jannett to adjourn. The motion passed and the meeting adjourned at 8:10 p.m.

JASON TABOR, MAYOR

ATTEST:

Janet L. Davis, City Secretary