

**CITY OF SANTA FE  
REGULAR COUNCIL MEETING  
OCTOBER 22, 2020 7:00 P.M.  
COUNCIL CHAMBERS  
12002 HWY. 6, SANTA FE, TEXAS**

**MINUTES**

The meeting was called to order at 7:17 p.m. by Mayor Jason Tabor.

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

The invocation was given by a Pastor with the Ministerial Alliance. The pledge of allegiance to the U. S. Flag and to the Texas Flag was led by Mayor Tabor.

**Mayor's and City Manager's Report:**

- a. The minutes of 9/10/20, 9/24/20, 10/2/20, and 10/8/20 were approved as presented.
- b. Councilmember Leija and Councilmember Hoke, on behalf of the entire City Council, presented a Challenge Coin to Jason Renz for his service in the Navy and as a community volunteer.
- c. Presentation of departmental reports by staff, specifically a recap of the activities performed during the previous month and a report of upcoming activities, events, and projects on the horizon
  - 1) Community Services – building permits issued, fees collected, inspections performed
  - 2) Parks and Community Center – Mayor Tabor announced that the city is the recipient of an award for the Therapeutic Garden
  - 3) Library – patron and program attendance, circulation material statistics, storyhour, and curbside delivery
  - 4) Street – drainage projects, street maintenance and improvement activities, railroad cleanup by their contractor

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, approving the conceptual plan for a Planned Unit Development (PUD) rezoning from Single-Family Residential (R-1) and Neighborhood Commercial (NC) for a 65.639 acre mixed-use, master-planned community development located at FM 1764 and Avenue L (Novelli), City of Santa Fe, Galveston County, Texas**

Community Services Director Diana Steelquist said this ordinance is to approve the conceptual plan for a 66-acre, mixed use, master-planned development that will eventually be support by a public improvement district. She said this is the zoning portion of the development process, and the Planning and Zoning Commission has recommended approval of the conceptual plan upon receipt of a traffic impact analysis. Mayor Tabor opened the public hearing at 7:38 p.m. Mr. Nick Laskowski of 12008 – 7<sup>th</sup> Street said the traffic impact analysis report may be understated

with the use of data when school was not in session and traffic was not fully flowing due to the pandemic. He also recommended the city look at drainage in the community as a system rather than one development at a time. Mr. Jeremy Faulkenberry of 3720 Avenue L said the drainage from the development could substantially affect his property causing concerns about the drainage plan for the area. He said he is also concerned about commercial use remaining vacant after construction, like other properties in the city, and what the proposed park amenities will turn into in the long term. Another concerned resident of 7<sup>th</sup> Street said Santa Fe is semi-rural with larger lots for wildlife and ranching, so does the community want this type of denser development or is this just to benefit the developer. Ms. Deann Castanie of 12036 – 7<sup>th</sup> Street said she is concerned about drainage and effects on her water well, but she said if we build this correctly then we may be able to keep our kids here then they grow up. Mr. Rob Watts of 3908 Avenue J said he is concerned about the impact of cars (2 per each 170 lots) that will become part of the development, the under-representative sample used for the traffic study, and the elevation plan and whether it will impact abutting properties. Mr. Daniel Blanco, the proposed developer, said this development is all conceptual at this point but they are proposing the highest and best use of development opportunities at this location. Mr. Matt Stoop, representing LJA Engineers, said this conceptual plan is a positive growth factor because rooftops enhance commercial growth by providing customers for those businesses in the community. The engineering firm said the traffic impact analysis utilized traffic data when the school on FM 1764 was developed and then the data was adjusted accordingly. They said the developer should not be expected to correct existing drainage issues but instead should be held accountable to ensure the development does not adversely affect the drainage but potentially offer improved drainage. Mayor Tabor closed the public hearing at 8:34 p.m. Motion by Councilmember O'Brien, seconded by Councilmember Pittman to pass the first reading of an ordinance of the City of Santa Fe, Texas, approving the conceptual plan for a Planned Unit Development (PUD) rezoning from Single-Family Residential (R-1) and Neighborhood Commercial (NC) for a 65.639 acre mixed-use, master-planned community development located at FM 1764 and Avenue L (Novelli), City of Santa Fe, Galveston County, Texas. The motion passed the roll call vote unanimously.

**2. Consideration and possible action: Granting/denying request by Gregory Snider for a variance from Chapter 8, Subdivisions, Code of Ordinances, Subsection 6.2.2, and from Article 4, Zoning Districts, Santa Fe Zoning Ordinance, Subsection 4.02.04.B, to reduce the lot width from 60 feet to 55 feet for a four-lot replat of a portion of the Coody-Keeler Subdivision located at 3717 Avenue S and 3717 ½ Avenue S, City of Santa Fe, Galveston County, Texas**

Community Services Director Diana Steelquist said this variance request is for a subdivision on Avenue S across from Pecan Trails subdivision. She said the applicant is requesting approval for lot widths of 55 feet which is allowed for curb and gutter developments, but our open ditch street requirements state a lot width of 60 feet. Ms. Steelquist said the Planning and Zoning Commission recommended denial of the variance request, and she said several area residents voice opposition during the Planning and Zoning Commission's meeting. Motion by Councilmember Pittman, seconded by Councilmember O'Brien to deny the request by Gregory Snider for a variance from Chapter 8, Subdivisions, Code of Ordinances, Subsection 6.2.2, and from Article 4, Zoning Districts, Santa Fe Zoning Ordinance, Subsection 4.02.04.B, to reduce the lot width from 60 feet to 55 feet for a four-lot replat of a portion of the Coody-Keeler Subdivision located at 3717 Avenue S and 3717 ½ Avenue S, City of Santa Fe, Galveston County, Texas. The motion passed the roll call vote unanimously.

**City Business (Other):**

**Old Business:**

**1. Consideration and possible action: Adoption of a resolution establishing and adopting the Communications Plan**

City Manager Glen Adams said the communication plan will formalize the city's public engagement and communication efforts to ensure delivery of effective and cohesive communication to the public. He said the mission and vision statements have been updated and Director of Administrative Services Stacey Baker has been designated as the city's Public Information Officer. Motion by Councilmember Leija, seconded by Councilmember Hoke to adopt the resolution establishing and adopting the Communications Plan. The motion passed the roll call vote unanimously.

**New Business:**

**1. Consideration and possible action: Authorizing request by Tower Road Estates developer to allow installed gates at the entrance and exit of the Tower Road Estates subdivision**

City Manager Glen Adams said staff discovered a gate had been erected at the entrance of the Tower Road Estates subdivision. He said the street within the subdivision is public, so a gate is not allowed, and we would have no defense if someone requested that it be removed. Councilmember Pittman said we are not allowed to get around Texas law by allowing the gate to remain and he knows of no municipality in Texas that would allow a public road to be gated. Councilmember Leija agreed but asked what the developer wants. Mayor Tabor responded that the developer wants the gate to be allowed to remain and he wants the plat for Phase II of the subdivision development released. Motion by Councilmember Hoke, seconded by Councilmember O'Brien to authorize the Tower Road Estates developer to convert the road in Tower Road Estates Phase 1 from public to private. The motion passed the roll call vote unanimously.

**2. Consideration and possible action: Authorizing payment of first installment of \$25,000 to Galveston County WCID #8 for the water and wastewater expansion to Tower Road Estates in accordance with the resolution committing to the cost sharing for the utility extension**

Mayor Tabor said the city attorney has recommended that a 380 agreement be developed to provide for the city's participation in the water and wastewater expansion to the Tower Road Estates subdivision in accordance with the Council's previous commitment resolution. Motion by Councilmember Hoke, seconded by Councilmember O'Brien to table this item for development and consideration of a potential 380 agreement for this Tower Road Estates development. The motion passed the roll call vote unanimously.

**3. Consideration and possible action: Awarding bid and authorizing Mayor to execute the agreement for contractor services for the waterline project funded by the Texas Department of Agriculture Contract No. 7219399, Community Development Block Grant, 2019 Community Development Fund**

Mr. Brian Kramer, the city's grant engineer with Mercer & Associates, said bids were received for the waterline project and they recommended the city award the construction project to JTM Construction. Mr. Kramer said JTM was the qualified, low bidder and they are ready to begin construction. Motion by Councilmember Leija, seconded by Councilmember Pittman to award the bid to JTM Construction, LLC, and to authorize the Mayor to execute the agreement with JTM Construction, LLC, for contractor services for the waterline project funded by the Texas Department of Agriculture Contract No. 7219399, Community Development Block Grant, 2019 Community Development Fund. The motion passed the roll call vote unanimously.

**4. Consideration and possible action: Authorizing advertisement and solicitation of bids for the flood/drainage facilities and street improvement projects funded by the General Land Office Contract No. 20-065-026-C093, Community Development Block Grant, Disaster Recovery Program Infrastructure Project**

Mr. Brian Kramer, the city's grant engineer with Mercer & Associates, said the GLO CDBG grant project for drainage and street infrastructure improvements is ready to be advertised for construction bids. Motion by Councilmember Pittman, seconded by Councilmember Leija to authorize advertisement and solicitation of bids for the flood/drainage facilities and street improvement projects funded by the General Land Office Contract No. 20-065-026-C093, Community Development Block Grant, Disaster Recovery Program Infrastructure Project. The motion passed the roll call vote unanimously.

**5. Consideration and possible action: Authorizing Mayor to execute Interlocal Cooperation Agreement between the Santa Fe Independent School District, as Licensor, and Galveston County, the City of Santa Fe, and Santa Fe Fire & Rescue, as licensees, for the use of district property during time of natural or man-made disaster for shelter and mass care operations**

Police Captain Robert Shores said this is an updated memorandum of understanding for use of the school in times of disaster as an emergency shelter or mass care facility. The previous agreement from 2012 has been updated in terms of the facility location from the high school to the W A Nelson Maintenance and Operations Building and the agreement includes the City and Santa Fe Fire & Rescue as participating entities. Motion by Councilmember Leija, seconded by Councilmember Pittman to authorize the Mayor to execute the Interlocal Cooperation Agreement between the Santa Fe Independent School District, as Licensor, and Galveston County, the City of Santa Fe, and Santa Fe Fire & Rescue, as licensees, for the use of district property during time of natural or man-made disaster for shelter and mass care operations. The motion passed the roll call vote unanimously.

**6. Consideration and possible action: Adoption of a resolution establishing and adopting a Public Improvement District (PID) policy**

Community Services Director Diana Steelquist said this Public Improvement District policy is a development procedure we can use to enhance our community, and it was developed by our consultant, P3 Works, taking into account the size and structure of our city and their past experiences working with more restrictive, larger community policies that provide less flexibility. She said this policy includes a non-refundable application fee and deposit, but the amount of those is subject to negotiations with the applicant. Ms. Steelquist said the application fee is to cover the city's costs in evaluating the PID petition. Motion by Councilmember Leija, seconded by Councilmember Hoke to adopt the resolution establishing and adopting a Public Improvement District (PID) policy with the recommended change to a 3.25 ratio. The motion passed the roll call vote unanimously.

**7. Consideration and possible action: Adoption of a resolution designating representatives to the Houston Galveston Area Council 2021 General Assembly**

City Manager Glen Adams said this is an annual appointment and the Mayor and Mayor Pro-tem have been the designated representatives to HGAC in past years. Motion by Councilmember O'Brien, seconded by Councilmember Hoke to adopt the resolution designating representatives to the Houston Galveston Area Council 2021 General Assembly. The motion passed the roll call vote unanimously.

**8. Consideration and possible action: First reading of an ordinance of the City of Santa Fe, Texas, amending Chapter 7, Personnel, Code of Ordinances, Section 6, City Administration, Subsection C, Police Department, Paragraph 10, to provide for an increase in the classification of police officers**

City Manager Glen Adams said this ordinance will increase the number of police officers authorized in the police department from 16 to 17. Motion by Councilmember O'Brien, seconded by Councilmember Hoke to pass the first reading of an ordinance of the City of Santa Fe, Texas, amending Chapter 7, Personnel, Code of Ordinances, Section 6, City Administration, Subsection C, Police Department, Paragraph 10, to provide for an increase in the classification of police officers. The motion passed the roll call vote unanimously.

**9. Consideration and possible action: First reading of an ordinance amending the general fund operating budget for the fiscal year beginning October 1, 2020**

City Manager Glen Adams said this ordinance will amend the general fund budget to allocate funding for the new police officer position authorized in the previous item. Motion by Councilmember O'Brien, seconded by Councilmember Hoke to pass the first reading of an ordinance amending the general fund operating budget for the fiscal year beginning October 1, 2020. The motion passed the roll call vote unanimously.

**10. Consideration and possible action: Authorizing staff to proceed with the purchase of air conditioning units for city hall and the community center, criminal investigation equipment, a new trailer for the street department, a vehicle for the new building inspector, and a vehicle for the criminal investigation division and to seek proposals for the lease-purchase financing for acquisition of the equipment and vehicles**

City Manager Glen Adams said staff is ready to proceed with the purchase of certain items included in the budget for acquisition through lease purchase financing. Additionally, staff would like to add the purchase of a truck for the criminal investigation division, utilizing current seized and forfeited funds for the first payment. Motion by Councilmember Leija, seconded by Councilmember O'Brien to authorize staff to proceed with the purchase of air conditioning units for city hall and the community center, criminal investigation equipment, a new trailer for the street department, a vehicle for the new building inspector, and a vehicle for the criminal investigation division and to seek proposals for the lease-purchase financing for acquisition of the equipment and vehicles. The motion passed the roll call vote unanimously.

Announcements: None

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

City Manager Glen Adams requested a workshop date be scheduled to discuss future goals for the City Manager and City Secretary. Council scheduled a tentative date of October 28, 2020, at 10 a.m.

Motion by Councilmember Pittman, seconded by Councilmember O'Brien to adjourn. The motion passed and the meeting adjourned at 10:04 p.m.

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JASON TABOR, MAYOR

ATTEST:

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Janet L. Davis, City Secretary