

**CITY OF SANTA FE
PLANNING AND ZONING COMMISSION
REGULAR MEETING
SEPTEMBER 5, 2023 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 Chairperson Glennie Hefner.

Roll Call: Present: Chairperson Glennie Hefner
Vice-Chairperson Wyndee Wagner-McGee
Secretary Ronnie Willoughby
Commissioner Shannon Wofford
Commissioner Janet Davis
Commissioner Andrew Mills

Absent: None

The Invocation was given by Secretary Ronnie Willoughby. The Pledge of Allegiance to the U.S. Flag and the Texas Flag were led by Chairperson Glennie Hefner.

IV. Citizens' Comments

There were no comments by citizens.

V. Approval of Minutes

- A. Approval of the Minutes from the July 11, 2023, Planning and Zoning Commission Regular Meeting**
Commissioner Mills made a motion to approve the Minutes of the Regular Meeting of the Planning and Zoning Commission held on July 11, 2023. Secretary Willoughby seconded the motion, and the motion passed unanimously.

VI. Business:

A. New Business

1. **Public Hearing: SD230802 – Request for a variance at 13126 Bluebonnet, Santa Fe, Texas & 13130 Bluebonnet, Santa Fe, Texas, legally described as LOT 1 HIDDEN MEADOWS SUB (2022) ABST 1 & LOT 2 OF HIDDEN MEADOWS (2022) ABST 1 to replat the front setback from twenty-five (25) feet to twenty (20) feet. Santa Fe City Ordinance Section 4302.04 states that a front yard building line setback shall not be less than twenty-five (25) feet. The properties in question are built five (5) feet into the required front setback.**
Chairperson Hefner opened the Public Hearing at 7:03 p.m. There were no comments from the public. Chairperson Hefner closed the Public Hearing at 7:04 p.m.
2. **Consideration and possible action: SD230802 – Request for a variance at 13126 Bluebonnet, Santa Fe, Texas, and 13130 Bluebonnet, Santa Fe, Texas, legally described as LOT 1 HIDDEN MEADOWS SUB (2022) ABST 1 & LOT 2 OF HIDDEN MEADOWS SUB (2022) ABST 1 to replat the front setback**

3. **from twenty-five (25) feet to twenty (20) feet. Santa Fe City Ordinance 4.02.04 states that a front yard building line setback shall not be less than twenty-five (25) feet. The properties in question are built five (5) feet into the required setback.**

Santa Fe Chief Building Official Ray Burgess advised the Commission that because it was difficult to determine the actual setback on the site plan and offset of the houses, the designer of the houses and the developer of the subdivision both overlooked the twenty-five-foot (25') setback and built only twenty feet (20') into the setback. Mr. Burgess further explained that this was overlooked by the plan reviewer, as well, which resulted in the permit being issued by the City of Santa Fe.

Mr. Burgess added that the cash sale of the house located at 13126 Bluebonnet, LOT 1 HIDDEN MEADOWS SUB (2022) ABST 1 has been completed; however, because the house located at 13130 Bluebonnet, LOT 2 HIDDEN MEADOWS SUB (2022) ABST 1 is going through the financing process, which requires that the title be clear before approving financing, the setback oversight was caught by the title company.

Mr. Burgess explained that staff determined that because the setback error is located within the confines of a subdivision, the process of hearing a variance request would fall under the authority of the Planning and Zoning Commission.

Mark Pittman, the homebuilder and developer of the subdivision, approached the podium and explained to the Commission that the designer that he used is based out of Dallas and that they were unaware of the twenty-five-foot (25') setback rule. Mr. Pittman accepted responsibility for not verifying the drawings and stated that in his 28 years of building homes, this is the first time he has had this type of error happen.

Commissioner Mills made a motion to approve the variance. Secretary Willoughby seconded the motion and the motion passed unanimously.

4. **Discussion and direction: Request for preliminary review of a Corridor Development Zoning Permit Application for 13530 Hwy. 6, Santa Fe, Texas, legally described as ABST 47 L CRAWFORD SUR PT OF OUTLOT 388 (388-13) ALTA LOMA OUTLOTS**

Community Services Director Georgia Carmack explained to the Commission that while the sale of the property in question is not yet complete, the buyer requested that the Commission review his Corridor Development Zoning Permit Application prior to closing. However, the buyer has not yet submitted the application to the City. Ms. Carmack provided a survey of the property to the Commissioners, so that they could familiarize themselves with the property and be ready for when the application for a Corridor Development Zoning Permit has been submitted.

The Commissioners noted that the property is on the site where Church's Chicken once operated.

IV. Adjournment

Secretary Willoughby made a motion to adjourn, and Commissioner Wagner-McGee seconded the motion. The meeting was adjourned at 7:14 p.m.


Secretary Ronnie Willoughby


Chairperson Glennie Hefner