

**CITY OF SANTA FE
PLANNING AND ZONING COMMISSION
REGULAR MEETING
DECEMBER 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
 Commissioner Ronnie Willoughby
 Commissioner Janet Davis
 Commissioner Shannon Wofford
 Commissioner Andrew Mills
 Commissioner Christine Villere

Absent: None

The invocation was given by Commissioner Shannon Wofford and Chairperson Glennie Hefner led the Pledge of Allegiance to the U. S. Flag and to the Texas Flag.

Citizens' Comments:

There were no comments from citizens.

V. Approval of the Minutes from the November 7, 2023, Regular Meeting

Motion by Commissioner Mills, seconded by Commissioner Willoughby, to approve the November 7, 2023, Minutes of the Regular Meeting of the Planning and Zoning Commission. The motion passed the roll call vote unanimously.

VI. Business

Old Business:

1. Public Hearing: Request to amend Subsection 4.03.05 C of Section 4.03, R-2 Medium Density Residential District, of Article 4, Zoning Districts, of the City of Santa Fe's Zoning Code to reduce the rear setback requirement from twenty-five (25) feet to fifteen (15) feet

Chairperson Hefner opened the Public Hearing at 7:03 p.m.

There were no comments from citizens.

Chairperson Hefner closed the Public Hearing at 7:03 p.m.

2. Consideration and possible action: Request to amend Subsection 4.03.05 C of Section 4.03, R-2 Medium Density Residential District, of Article 4, Zoning Districts, of the City of Santa Fe's Zoning Code to reduce the rear setback requirement from twenty-five (25) feet to fifteen (15) feet

Chief Building Official Ray Burgess passed out a worksheet to all of the Commissioners with a visual description of setbacks in relation to lot size, which he concurrently explained in detail. Mr. Burgess explained that the requested amendment to reduce the rear setback requirement is made by staff to provide greater flexibility to homeowners with respect to construction or remodeling in R-2 districts and to provide a consistent standard in that area.

Commissioner Davis stated that she felt the Commission had been misled by the intent of the City staff regarding this proposal, with its request to amend the setback in the R-2 district, alluding to a coincidence with the timing of this item and the Centennial Oaks developers' request for a change to the zoning at their development. She added that when the developers of Centennial Oaks originally approached the City about developing the land that it now sits on, they were urged by City staff to make the District R-1, but that the developers wanted to squeeze a few additional lots into the subdivision, so they chose R-2 instead. Therefore, if the request is granted this evening to amend the R-2 district citywide, the setback for the homes in Centennial Oaks that back up to Maple Street would immediately become fifteen feet.

In response to a question by Commissioner Villere, Mr. Burgess explained that if the proposed amendment was granted reducing the twenty-five-foot setback to a fifteen-foot setback, then the recorded plats for the properties in the Centennial Oaks subdivision that already identify the twenty-five-foot setback would stand as recorded, although they would be able to be replatted administratively by City staff by request from the property owner; conversely, if the setback were to remain at twenty-five feet, the homebuyer would have to pay several thousand dollars for a replat to allow for the encroachment of a few feet into the setback. Chairperson Hefner, who works in the property title field, agreed with Mr. Burgess' assertion.

Vice-Chairperson Wagner-McGee stated that she was not in favor of the change since there were other developers who followed the original guidelines of the R-2 district and also because the changes being requested were not addressed in the Comprehensive Master Plan that the City of Santa Fe recently adopted, adding that she is not in favor of wide-sweeping changes to accommodate one project. Commissioner Villere agreed, stating that she is not in favor of the Planning & Zoning Commission recommending or making wide-sweeping zoning changes in general and preferred that each individual request be brought before the Commission for consideration. Some of the other commissioners and Mr. Burgess responded to Commissioner Villere that each property-owner or developer can go before the Zoning Board of Adjustment to request a variance.

Commissioner Mills stated that the newer homes are required to be built higher and smaller setbacks could create a steep grade between properties, but that he has seen numerous neighborhoods that have been successful with the smaller setback requirements. He added that reducing the setback would be beneficial to current and future homeowners regarding the character of the homes and the ability to plant vegetation, etc. Commissioner Mills concluded that he would like to see the setbacks being consistent and is in favor of the amendment.

Commissioner Mills made a motion to amend the R-2 Medium Density Residential District to reduce the rear setback requirement from twenty-five feet to fifteen feet, seconded by Commissioner Willoughby. The motion failed the roll call vote 4-3, with Chairperson Hefner, Commissioner Mills, Commissioner Willoughby voting in favor, and Vice-Chairperson Wagner-McGee, Commissioner Davis, Commissioner Wofford, and Commissioner Villere voting against.

New Business:

1. Consideration and possible action: Request for approval of a Corridor Development Zoning Permit Application for 13530 Highway 6, Santa Fe, Texas, legally described ABST 47 CRAWFORD SUR PT OF OUTLOT 388 (388-13) ALTA LOMA OUTLOTS

Chief Building Official Ray Burgess informed the Commission that the property in question at 13530 Highway 6 was formerly Church's Chicken and is now slated to become Starbucks, adding that the demolition permit was issued earlier today, and the asbestos survey is in place. Mr. Burgess stated that City staff has met with Starbucks and discussed detention, drainage, parking, etc., adding that this project is still in the planning stage while the City assists Starbucks with navigating through the process to completion. Mr. Burgess advised that City staff recommends approval.

In response to a question by Commissioner Willoughby about whether the entrance/exit will be in the same place, Mr. Burgess stated that everything will be demolished, including all of the cement, and reconstructed according to Texas Department of Transportation's (TxDOT) requirements while also maximizing the available space to accommodate for drainage. Mr. Burgess added that there will not be separate driveways for the entrance and exit, and that the new building and parking lot will have the same basic footprint as the current property.

Motion by Commissioner Mills to approve the Corridor Development Zoning Permit Application, with a second by Commissioner Davis. The motion passed the roll call vote unanimously.

2. Consideration and possible action: Request for approval of a Corridor Development Zoning Permit Application for 15611 Highway 6, Santa Fe, Texas, legally described as ABST 613 I & G RR SUR SEC 19 PT OF LOT 2 (2-23) BLK 80 ANGELL RUNGE ADN

Chief Building Official Ray Burgess explained that the applicant purchased the house at 15611 Highway 6, Santa Fe, Texas, with the intent of converting it to a real estate office. According to a letter written by the applicant to the City of Santa Fe, no architectural changes to the interior and exterior of the structure have been or will be made.

Mr. Burgess further explained that the surface of the parking area is currently gravel and that once it brought into compliance with the Code of Ordinances of the City of Santa Fe (the "Code") by being cemented or asphalt, there will need to be designated parking spaces. Mr. Burgess stated that the parking requirements are one space per 250 – 300 square feet of the structure, and with the structure being approximately 1,100 square feet, there would need to be between three and five parking spaces and one handicapped parking space.

Mr. Burgess stated that the mural that is painted on the wooden fence contains the slogan "Call Your Homegirl" and would therefore be considered an advertisement of the applicant's business. Mr. Burgess continued that the Santa Fe City Sign Ordinance allows three faces, with up to 100 square feet per face, and that the sign on the fence measures approximately 150 feet in length and between six and eight feet in height.

The Commissioners agreed that the color of the house meets the requirements set forth in the Code. Mr. Burgess stated that the landscaping requirements are minimally met, but advised that a blanket statement could

be added to the motion that the landscaping requirements must be met so that improvements can be made in that area.

Motion by Commissioner Mills to preliminarily approve the request for a Corridor Development Zoning Permit, with the following stipulations:

- The sign on the fence be brought into compliance with the City of Santa Fe Code or obtain a variance from the Zoning Board of Adjustment
- The driveway surface be brought into compliance with the City of Santa Fe Code
- A parking plan to be presented to the City and approved by the Santa Fe Fire Marshal
- A landscaping plan to be presented to the City for approval

Motion seconded by Commissioner Willoughby, with the motion passing the roll call vote unanimously.

Motion by Vice-Chairperson Wagner-McGee to adjourn, seconded by Commissioner Willoughby. The motion passed and the meeting adjourned at 8:08 p.m.

ATTEST:



Georgia Carmack, Community Services Director



Glennie Hefner, Chairperson