

**CITY OF SANTA FE
PLANNING AND ZONING COMMISSION
REGULAR MEETING
OCTOBER 3, 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
	Absent:	Commissioner Janet Davis Commissioner Andrew Mills

Chief Building Official Ray Burgess led the Invocation. Chairperson Glennie Hefner led the Pledge of Allegiance to the American Flag and to the Texas Flag.

IV. Citizens' Comments

There were no comments from citizens.

V. Approval of the Minutes from the September 5, 2023, Regular Meeting

Vice-Chairperson Wagner-McGee made a motion to approve the Minutes from the September 5, 2023, regular meeting. Commissioner Wofford seconded the motion and the motion passed unanimously.

VI. Business:

A. New Business:

1. Administration of the Oaths of Office for newly appointed and reappointed members of the Planning and Zoning Commission: Commissioner Glennie Hefner, Commissioner Ronnie Willoughby, and Commissioner Christine Villere; each for a three-year term to expire May 2026.

Communications Specialist Laurie Tollett administered the Oaths of Office to Commissioner Glennie Hefner, Commissioner Ronnie Willoughby, and Commissioner Christine Villere. Commissioner Villere then took her seat at the dais.

1. Election of Chairperson and Associate Chairperson for the 2023-2024 year

Vice-Chairperson Wagner-McGee made a motion to re-elect Glennie Hefner as the Chairperson of the Planning and Zoning Commission for the 2023-2024 year. Commissioner Willoughby seconded the motion and the motion passed unanimously.

Chairperson Hefner made a motion to re-elect Wyndee Wagner-McGee as the Vice-Chairperson of the Planning and Zoning Commission for the 2023-2024 year. Commissioner Wofford seconded the motion and the motion passed unanimously.

2. Consideration and possible action: Request for approval of a Corridor Development Zoning Permit Application for 4021 Centennial Oaks, Santa Fe, Texas, legally described as ABST 604 & 613 I & G N RR SUR SECT 19 PT OF LOT 1 (1-1) BLK 80 ANGELL RUNGE ADDN

Chief Building Official Ray Burgess informed the Commission that the Corridor Development Zoning Permit application in question is for the future site of a new office building at 4021 Centennial Oaks Boulevard, Santa Fe, Texas, located at the intersection of Highway 6 and Centennial Oaks Boulevard. Mr. Burgess explained that the parking lot is in place, with the ingress/egress placed on Centennial Oaks Boulevard. Mr. Burgess added that the detention for the parking lot had been previously planned for and calculated into the Centennial Oaks project.

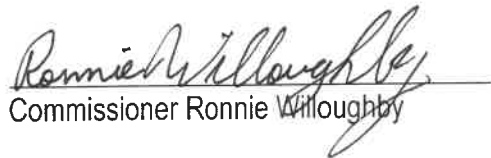
Mr. Burgess stated that Kimberly Kibbe, the owner/developer of the property, informed him that she would be adhering to the landscaping requirements by keeping the trees that face Highway 6 intact, and maintaining a landscape buffer on both the Highway 6 side and the Centennial Oaks Boulevard side.

Vice-Chairperson Wagner-McGee made a motion to approve the Corridor Development Zoning Permit application for 4021 Centennial Oaks, Santa Fe, Texas. Commissioner Willoughby seconded the motion and the motion passed unanimously.

VII. Adjournment

Vice-Chairperson made a motion to adjourn, and the meeting adjourned at 7:13 p.m.


Chairperson Glennie Hefner


Commissioner Ronnie Willoughby