

CITY OF SANTA FE  
ZONING BOARD OF ADJUSTMENT & BUILDING STANDARDS COMMISSION  
REGULAR MEETING MINUTES  
DECEMBER 5, 2022, 7:00 P.M.  
COUNCIL CHAMBER, SANTA FE CITY HALL  
12002 HWY 6, SANTA FE, TEXAS 77510

**MINUTES**

I. CALL TO ORDER

The meeting was called to order at 7:01p.m. by Commissioner Dawn Sharp.

- II. ROLL CALL: Present: Dawn Sharp  
Samuel "Jack" Helton  
David Unger  
Alec Dobson

Absent: Tommy Gass  
Wayne Bacot  
Craig Thorton Wright

1. INVOCATION AND PLEDGE OF ALLEGIANCE- The invocation and pledge of allegiance were given by Commissioner David Unger.

III. CITIZENS' COMMENTS

No citizens' comments

IV. APPROVAL OF MINUTES

V. VARIANCES

- a. **Public Hearing – BOA 221101** – a variance request regarding sections 4.02.04.E Rear Yard and 4.02.04.F Side Yard, of ARTICLE 4. – ZONING DISTRICTS of the City of Santa Fe, Texas Zoning Ordinances.

The public hearing was opened at 7:04p.m.

- i. Request: to allow a structure constructed within the 15-foot rear yard building and 6-foot side yard setbacks to remain in its current location.  
ii. Location: 15730 North Tower Circle, Santa Fe, Texas; Lot 31 Block 1, Tower Road Estates Phase II.

City Engineer Matthew Johnson explained that the structure, which is bolted down to a concrete slab, is located in a CenterPoint easement. Mr. Johnson also explained the city's ordinance regarding setbacks.

The public hearing was closed at 7:14p.m.

- b. **Consideration and possible action regarding BOA 221101** – a variance request regarding sections 4.02.04.E Rear Yard and 4.02.04.F Side Yard, of ARTICLE 4. – ZONING DISTRICTS of the City of Santa Fe, Texas Zoning Ordinances.

- i. Request: to allow a structure constructed within the 15-foot rear yard building and 6-foot side yard setbacks to remain in its current location.  
ii. Location: 15730 North Tower Circle, Santa Fe, Texas; Lot 31 Block 1, Tower Road Estates Phase II.

Mrs. Tamara Loftin, 15730 North Tower Circle, Santa Fe, Texas, explained they hired a company to install the structure, but the company they hired did not get

proper permits to build the structure. Mrs. Loftin explained that if there were any need for CenterPoint to access the easement, she would be fully responsible for the removal of said structure. Commissioner Dawn Sharp expressed concern with the commission being unable to grant a variance on property that was owned by CenterPoint.

Commissioner Alec Dobson suggested Mrs. Loftin get a consent to encroachment from CenterPoint, which gives permission to encroach in a portion of a dedicated or an acquired easement.

Mrs. Dawn Sharp motioned to postpone item **BOA 221101** to give Mrs. Loftin the opportunity to get the consent to encroachment from CenterPoint, Commissioner David Unger seconded the motion. Motion granted to postpone agenda item.

- c. **Public Hearing – BOA 221102** – a variance request regarding Section 4.02.04E Rear Yard, of ARTICLE 4. – ZONING DISTRICTS of the City of Santa Fe, Texas Zoning Ordinances.

The public hearing was opened at 7:30p.m.

- i. Request to allow the construction of a structure within the 15-foot rear yard building setback.
- ii. Location: 10811 28th Street, Santa Fe, Texas; Abstract 48 L Crawford Survey Part of Outlot 426 (426-9) Alta Loma Outlots.

Mr. Browning, at 10811 28th Street, Santa Fe, Texas, had removed the previous structure from the concrete slab per BOA instructions and had purchased a new building to replace it, according to City Engineer Matthew Johnson.

The public hearing was closed at 7:38p.m.

- d. **Consideration and possible action regarding BOA 221102** – a variance request regarding Section 4.02.04E Rear Yard, of ARTICLE 4. – ZONING DISTRICTS of the City of Santa Fe, Texas Zoning Ordinances.

- i. Request to allow the construction of a structure within the 15-foot rear yard building setback.
- ii. Location: 10811 28th Street, Santa Fe, Texas; Abstract 48 L Crawford Survey Part of Outlot 426 (426-9) Alta Loma Outlots.

City Engineer Matthew Johnson expressed his satisfaction with the steps Mr. Browning is taking to fall within the guidelines of the setbacks stated in the city's ordinances. Commissioner Samuel "Jack" Helton moved to approve the variance request as submitted. Commissioner Dawn Sharp seconded the motion. Motion carried.

## VI. APPEALS

- a. No appeals have been filed this month.

## VII. BUSINESS ITEMS

### a. OLD BUSINESS

- i. No old business to consider.

### b. NEW BUSINESS

- i. Discussion and direction regarding the Board of Adjustment meeting dates for 2023.

#### 1. January 2, 2023

- a. Need choose an alternate meeting date.

2. February 6, 2023
3. March 6, 2023
4. April 3, 2023
5. May 1, 2023
6. June 5, 2023
7. July 3, 2023
8. August 7, 2023
9. September 4, 2023
  - a. Need to choose an alternate meeting date.
10. October 2, 2023
11. November 6, 2023
12. December 4, 2023

City Engineer Matthew Johnson explained the need to choose dates for the following year's Board of Adjustment meetings. The commissioners agreed that this item should be tabled until the next meeting and instructed Mr. Johnson to find a date that would allow at least six of the commissioners to meet.

- ii. Discussion and possible action regarding the annual election of a Chairperson and Associate Chairperson for the 2023 calendar year.

City Engineer Matthew Johnson explained that the Board is required by ordinance to elect a Chairperson and an Associate Chairperson each year. The commissioners agreed that they would table the election until more acting commissioners were available to vote.

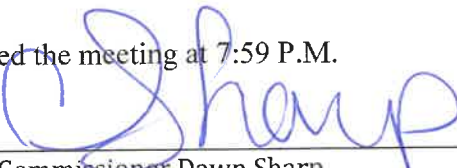
- iii. Discussion and possible action regarding Board Rules of Operation relating to establishing a Board attendance policy.

Commissioners discussed the possibility of enacting an attendance policy, the item was tabled until more acting commissioners were available to weigh in their opinions.

VIII. REPORTS

- a. There are no items to report this month.

- IX. ADJOURN Commissioner Dawn Sharp adjourned the meeting at 7:59 P.M.

  
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Commissioner Dawn Sharp

ATTEST:

  
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