

CITY OF SANTA FE
ZONING BOARD OF ADJUSTMENT & BUILDING STANDARDS COMMISSION
REGULAR MEETING AMENDED AGENDA
January 16, 2023, 7:00 P.M.
COUNCIL CHAMBER, SANTA FE CITY HALL
12002 HWY 6, SANTA FE, TEXAS 77510

MINUTES

- I. The meeting was called to order at 7:25 p.m. by Commissioner Dawn Sharp

- II. **ROLL CALL:**
Present: Commissioner Dawn Sharp
Commissioner David Unger
Commissioner Wayne Bacot
Commissioner Alec Dobson

Absent: Commissioner Samuel “Jack” Helton, excused
Commissioner Tommy Gass, excused
Commissioner Craig Thorton-Wright, excused

- III. The Invocation was given by Commissioner Wayne Bacot and the pledge to the U.S. Flag and to the Texas Flag was led by Commissioner Dawn Sharp.

- IV. **CITIZENS’ COMMENTS**
There were no citizen comments.

- V. **APPROVAL OF MINUTES**
 - a. Commissioner Unger made a motion to approve the minutes from the December 5, 2022, Regular Meeting as presented. Commissioner Bacot seconded the motion and the motion passed unanimously.

- VI. **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.
 - 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 this agenda item had been postponed until the applicant could get a letter of encroachment from CenterPoint Energy for the structure to remain in the easement. Mr. Johnson explained the applicant had a storage shed in the CenterPoint Energy easement, built by a contractor who did not obtain permits from the city.

Commissioner Dawn Sharp opened the public hearing at 7:33 p.m.

The applicant, Tamra Loftin, who resides at 15730 North Tower Circle, Santa Fe, Texas, explained that once she was notified that no permits had been pulled, she came

to City Hall and applied for the building permits. CenterPoint Energy stated that she could apply for the \$800 application for encroachment, but that the application did not guarantee that the company would accept the encroachment. She brought a notarized letter stating she takes full responsibility for the building in the event it needs to be moved at her expense. Ms. Loftin stated she did not contact the contractor after she learned the building did not have permits pulled and was in the easement.

Commissioner Dawn Sharp closed the public hearing at 7:38 p.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.
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Following a brief discussion about the request, Commissioner Bacot made a motion to deny the request for a variance and the require Ms. Loftin to move the building into compliance within eight months. Commissioner Sharp seconded the motion and the motion passed unanimously.

VII. APPEALS

- a. No appeals have been filed this month.

VIII. BUSINESS ITEMS

a. OLD BUSINESS

- i. Discussion and direction regarding the Board of Adjustment meeting dates for 2023.
 - 1. February 6, 2023
 - 2. March 6, 2023
 - 3. April 3, 2023
 - 4. May 1, 2023
 - 5. June 5, 2023
 - 6. July 3, 2023
 - 7. August 7, 2023
 - 8. September 4, 2023
 - a. Need to choose an alternate meeting date.
 - 9. October 2, 2023
 - 10. November 6, 2023
 - 11. December 4, 2023
- ii. Discussion and possible action regarding the annual election of a Chairperson and Associate Chairperson for the 2023 calendar year.

The Commission agreed to postpone this agenda item due to so few members being present at this meeting.
- iii. Discussion and possible action regarding Board Rules of Operation relating to establishing a Board attendance policy.

The Commission discussed implementing a policy that would result in any Commissioner with three unexpected absences in a given year being referred to City Council to have their appointment reevaluated. However, following a discussion

about the proposed policy and the ongoing issues with the Board of Adjustment occasionally failing to make a quorum, it was agreed that the regular meeting date and time for Board of Adjustment meetings be moved to the second Monday of each month (as needed) at 7:30 p.m. Should the change in meeting date and time not correct the issue, this item will be revisited.

b. NEW BUSINESS

- i. No new business items to discuss.

IX. REPORTS

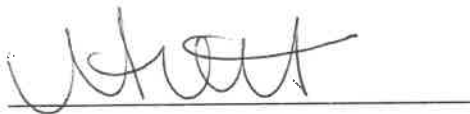
- a. There are no items to report this month.

X. ADJOURN

With a motion by Commissioner Bacot, the meeting adjourned at 8:16 p.m.


Chairperson Dawn Sharp

ATTEST:



Natalie Arnett, Assistant City Secretary