



Notice and Agenda of Santa Clara, Texas – July 14, 2025

Planning & Zoning Commission Regular Meeting Minutes

A. CALL MEETING TO ORDER

The Planning & Zoning Commission Regular Meeting on Monday, July 14, 2025 was called to order at 6:30 PM at City Hall located at 1653 N Santa Clara Rd in the City of Santa Clara, TX with Chairperson David Cale.

1. Roll Call

David Cale Chairperson, Carrie L. Itschner, Thomas Perkins, Holly Christian, Lloyd Fairley, Jeffry Standley, Vacant, Vacant

City Council Members present:

Amanda Desormeaux

2. Declaration of Quorum: Quorum present for July 14, 2025.

B. PLEDGE

C. PUBLIC COMMENT: None

D. PUBLIC HEARING(S): None

E. CONSENT AGENDA

1. June 19, 2025, Special Planning & Zoning Meeting Minutes

Lloyd Fairley made a motion to approve the June 19, 2025 Special Meeting minutes. Thomas Perkins seconded the motion. All voted in favor, motion carried.

F. DISCUSSION ONLY: None

G. DISCUSSION AND POSSIBLE ACTION ITEMS

Items listed under this heading are for discussion and possible action.

1) Amendments to the Santa Clara subdivision ordinance pertaining to designed storm water runoff retention facilities.

- a. All storm water management facilities, or combination of facilities, shall be designed for ultimate development. Facilities shall be designed for a five hundred (500) year storm or a one hundred (100) year storm plus a 2.5 foot freeboard.**

Lloyd Fairley suggested that the freeboard be changed to 3 feet and Chairperson Cale agreed. Chairperson Cale stated he spoke to

NRC, which designs stock tanks and things of that nature and they prefer a 3 foot freeboard. He advised that he felt that after the amount of recent runoff and the impending development, more is better. Thomas Perkins agreed.

A member of the public asked what the difference was between a 500 year elevation and a 100 year elevation and if a 3 foot board actually satisfies the difference. Lloyd Fairley explained that the difference wouldn't matter at that point because they are saying that the retention pond would be designed for a 500 year flood and the 100 is for the facilities. He stated that currently he believes it says 25 year flood to 100 year capacity and that this amendment would increase the facility capacity to 100 year and the overall capacity of the drainage system to 500. Jeffry Standley asked if in changing this, if that changes the Ann Austin development. He explained that they were emptying that pond at the moment and he had animals cut off in a pasture due to the amount of water flowing through there. Discussion ensued regarding the development's designed retention system.

Lloyd Fairley made a motion to approve the amendment as follows:

All storm water management facilities, or combination of facilities, shall be designed for ultimate development. Facilities shall be designed for a five hundred (500) year storm or a one hundred (100) year storm plus a 3 foot freeboard. Carrie L. Itschner seconded the motion. All voted in favor, motion carried.

b. Maintenance of private facilities is the responsibility of the property owner or the community association and must be specified in the maintenance schedule submitted to the City.

Chairperson Cale asked if the Commission needed to put a timeframe the amendment, for example an annual inspection. Lloyd Fairley suggested that this would be added to the permits for the City; a permit for storm water retention inspection and the City could keep track of it from there. Chairperson Cale asked if the City would provide the inspection and Mr. Fairley stated he believed it would go through Bureau Veritas. He advised that the general letter of the amendment would allow the City Engineer to determine what the parameters would need to be for each subdivision. Chairperson Cale advised that if passed, it would be

sent to the engineer for parameters. Discussion ensued about the necessary wording to achieve the Commission's goal. City Attorney Akers suggested the motion to be stated as detention or retention ponds must be kept to the same standards at all times as is required by the City of Santa Clara at the time of its construction.

Jeffrey Standley made a motion to approve 1b as follows: Maintenance of private facilities is the responsibility of the property owner or the community association and must be maintained to the current standards of the City of Santa Clara. Lloyd Fairley seconded the motion. All voted in favor, motion carried.

- c. Authorized personnel from the City of Santa Clara or Guadalupe County within the ETJ shall conduct yearly inspections of these facilities and structures. Any required repairs will be consistent with current construction standards. Maintenance issues identified by the City, County, or State during inspections shall be the responsibility of the current owner.**

Discussion ensued regarding the wording of the amendment and the frequency of the inspections. No action was taken on item 1c.

- d. DOWNSTREAM FLOW ANALYSIS: A downstream flow analysis will be performed with the routed stormwater through the storage facility. The length of reach downstream of the storage facility to be analyzed should be to a point where the drainage area of the stream will be ten times the drainage area to the basin. This analysis shall also be used to determine if the increased runoff from the ultimate development of the watershed results in an adverse impact to other properties or drainage systems. In addition to verifying low water crossing capacity, this analysis shall be used to assist the city in identifying watershed wide storm water management issues.**

Lloyd Fairley read and explained the purpose of the amendment. Chairperson Cale raised concerns regarding the retention pond, especially at Harvest Hills, is that the retention pond dumps out in to the bar ditch and was over everybody's driveway down to the creek. The City Attorney suggested that when the City does a drainage study that they will probably get a recommendation for some regional ponds and hopefully be able to use funds from the

new developments to build them to alleviate some of the problems. Lloyd Fairley advised that this amendment would allow the developer to do that work for the City. He stated that they currently measure their velocities and once they get past the 1,000 foot mark they are done.

Lloyd Fairley made a motion to make an amendment to the Santa Clara subdivision ordinance pertaining to the designed storm water runoff retention facilities, item 1d Downstream Flow Analysis, as written in the ordinance for stormwater with the introduction of the word water after routed storm. Thomas Perkins seconded the motion. All voted in favor, motion carried.

2) Road closure guidelines when flooding.

Chairperson Cale stated that there were some questions regarding the item and he was unable to get with Guadalupe County to inquire about their guidelines. Discussion ensued regarding guidelines and a recent storm. Thomas Perkins made a motion to table the item until more information was obtained. The motion was seconded by Lloyd Fairley. All voted in favor, motion carried. John Reagan advised that the county closes roads when the water is 3-4 inches.

3) Two Planning & Zoning vacancies.

Chairperson Cale advised that there were two vacancies on P&Z if anyone was interested. It was mentioned that those positions are Council appointed. Chairperson Cale reported that he would get the two interested individuals names and contact information.

4) Roads report.

Chairperson Cale read the Roads Report provided by Chris Mitchell. John Reagan raised concerns regarding the road and drainage stopping just short of the hill at the end of Wetz Road. Mr. Reagan explained that he only has one way in and out of his neighborhood and asked if there was a way to push the accumulated drainage over the top of the hill. Chairperson Cale explained the location of an old culvert that was discussed with the former administration. Mr. Reagan stated he could not get home on July 4th because the water was too high. Discussion ensued regarding needed bar ditch cleaning and cutting and relocation of culverts. A member of the public provided a response from a supervisor with the county regarding closing low water crossings. She stated that the county closes them when they think a small car cannot get through and that most of the gauges are incorrect, so you have to know the crossing to determine when to close.

H. ANNOUNCEMENTS: None

I. EXECUTIVE SESSION: None

J. ATTENDANCE BY OTHER ELECTED OR APPOINTED OFFICIALS

Amanda Desormeaux

K. ADJOURNMENT

Thomas Perkins made the motion to adjourn the meeting at 7:12 PM. Jeffry Standley seconded the motion. All voted in favor, motion carried.

Chairperson: David Cale

City Secretary: Michelle Pack

