

City of Saint Hedwig
Code Compliance Report
January 2020

-Building permits issued: 1 Accessory Building Permit, 2 Manufactured Home permit, 1 Certificate of Occupancy

-Inquires and related discussions:

- 1) 13 Jan Email from Caleb McCardle, General Manager of titan homes with a request to place a 690 Sq ft extended family Manufactured home. Parcel is 3.99 and subdivided prior to 2000 and is known as Lot 3 of Star View Estates, allowing permitting of a second family home of 1000 sq ft or less behind the primary residence. Awaiting receipt of permitting fee. **291 S FM 1518**
- 2) 14 Jan Email from Mr. Wayne Blaylock requesting a permit to place a manufactured home. Permit Issued 24 Jan. **14681 La Vernia Rd**
- 3) 15 Jan Email from Andrew J. Lyles, Commercial Specialist with questions from a potential purchaser of property at the north east corner of Abbott and FM 1518 regarding the process to rezoning property for Commercial use. The Sainthedwigcity.org website has information regarding the rezoning process. Property owners must submit a request and appropriate information and check to initiate process. The rezoning process is the only process in place to change zoning. Landowners must initiate rezoning consideration of specific property. The process requires a minimum of 120 days and must be initiated with a completed, signed notarized rezoning request form and accompanying info. Process follows Texas State law. Following receipt of request to rezone, the city schedules and holds a P&Z public hearing. Public notifications, as well as notification of neighboring land owners is made to allow the public an opportunity to comment on rezoning request. Following the Public hearing, the P&Z Commission makes a recommendation to City Council, who then holds a Public hearing (with public notification and notification to neighboring property owners) to hear public concerns. City Council then decides to grant or deny rezoning request. **1346 Abbott Rd**
- 4) 16 Jan Email from Mr Charles Moy with Morkovsky & Associates, Architect for Annunciation of the Blessed Virgin Mary Catholic Church. Requested assistance with the process for acquiring a health department certification for prep and sale of food for fund raising. Spoke to Bexar Co Health Permitting Department about need and process for the new addition to be inspected and permitted. When construction is complete will initiate under the Bexar Co fire inspection process. Received Plan review package 3 Feb, BV received plans and initiated plan review 4 Feb. **14011 FM 1346**
- 5) 22 Jan Email from Ms Lomack with re-plat creating one 17+ acre plat from three 5 Acre properties. **1839 Kajec Dr**

- 6) 22 Jan VMail & Econtact from Mr Zaiontz requesting information to acquire a Certificate of Occupancy (COO). COO request form submitted 23 Jan for new business Good JuJu, a cafe offering retail smoothies, juices and Acai bowls. Inspection scheduled for 24 Jan. COO issued 24 Jan. **13431 US HWY 87 E**
- 7) 23 Jan VMail from Ms Trotti requesting direction to divide and sell a portion of property. Property is 5.0 acres and located in the A1-R zoned area which has a 5 acre minimum. no division of property is possible under A1-R zoning. **4325 Stapper Rd**
- 8) 23 Jan Email from Lorraine Kosub requesting an update on progress regarding rubbish, cars and structures on the property next door. Property has an unassembled manufactured building and several vehicles. No permit is on record. Sent letter and a copy of the city zoning ordinance to property owner listed in Bexar County Appraisal District records informing owner of violation. Awaiting response from landowner. Letter gave landowner until 28 Feb 2020 to bring property into compliance before the city would consider fines. **16168 E Gable Rd**
- 9) 24 Jan VMail from Ms Elaine Swetmen of the Rock United Methodist Church. The church has a preliminary design for construction of a 7000 Sq Ft new facility to be located on 21.3 acre tract along Loop 1604. Advised of the process for construction permitting and the provided a list of the additional information needed to accomplish a plan review and issuance of a permit. The church is working with UMC District for construction approvals and final construction documents. **1784 E Loop 1604**
- 10) 24 Jan Phone discussion with Yvonne of Bexar Co Health Inspections area regarding Health Inspections for food service businesses that require a Health Permits or a Temporary food Permitting. Their office accomplishes inspections and permits for food service within Bexar Co under the Civil works office. St Hedwig does not have this capability and has requested assistance to accomplish. Agreed to send the existing Memorandum of Agreement between Bexar Co and St Hedwig which identifies cooperative assistance agreement and work though preferred process for any future food service permitting. Bexar co agreed to assist with inspecting and issuing a health permit new commercial business in the interim, to allow business to open. **13431 US HWY 87 E**