



**MINUTES OF THE MEETING OF THE  
LEON VALLEY ZONING COMMISSION**

**August 26, 2014**

The meeting of the Leon Valley Zoning Commission convened at 6:30 p.m. on Tuesday, August 26, 2014, in City Council Chambers at 6400 El Verde Road, Leon Valley, Texas.

**I. Roll Call**

Present were Chairman Claude Guerra III, 2<sup>nd</sup> Vice-Chair Olen Yarnell, and Members Hal Burnside, Phyllis McMillan, Nicole Monsibais and David Jordan. Absent and properly excused was Member Pedro Esquivel. Also present was Kristie Flores, Director of Community Development, acting as recording secretary.

**II. Approval of the Minutes – May 29, 2014 and June 4, 2014**

Commissioner Hal Burnside made a motion to approve the minutes of May 29, 2014 as written. Commissioner Nicole Monsibais seconded the motion and the motion passed unanimously by voice vote.

Commissioner Phyllis McMillan noted a clarification regarding the language concerning group gatherings at Wing Daddy's and the intention of her statement. Staff noted that the minutes would be amended to reflect her thoughts. Commissioner Phyllis McMillan made a motion to approve the minutes of June 4, 2014 as amended. Commissioner David Jordan seconded the motion and the motion passed unanimously by voice vote.

**III. Ceremonial Items**

**-Presentation to Wendy Phelps 14-years of Service to the Zoning Commission**

Chairman Claude Guerra III presented a plaque of recognition to Wendy Phelps regarding her service to the Zoning Commission. Each Commissioner then passed on warm wishes to Miss Phelps and thanked her for her service and contributions to the Zoning Commission. Chairman Guerra III particularly noted her dedication in light of her illness and extended additional thanks and praise to her for her participation and service to the Commission.

Miss Phelps thanked the Commission for her special recognition and noted that she would come around in the future.

**IV. Nomination and Election of Zoning Commission Officers**

Chairman Guerra III initiated the nomination and election of zoning officer. Commissioner Nicole Monsibais nominated Claude Guerra III for Chairperson and 1<sup>st</sup> Vice-Chair Olen Yarnell seconded the nomination. The vote was called and passed by voice vote 6-0 to elect Claude Guerra III as Chair.

Chairman Claude Guerra III nominated Olen Yarnell as 1<sup>st</sup> Vice-Chair and Commissioner Hal Burnside seconded the nomination. The vote was called and passed by voice vote 6-0 to elect Olen Yarnell as 1<sup>st</sup> Vice-Chair.

Commissioner Hal Burnside nominated Commissioner Phyllis McMillan as 2<sup>nd</sup> Vice-Chairperson and Commissioner David Jordan seconded the nomination. The vote was called and passed by voice vote 6-0 to elect Phyllis McMillan as 2<sup>nd</sup> Vice-Chair.

**V. 2014 Zoning Workshop**

Staff facilitated a workshop which included the following:

- ❑ Part I – Roles and Responsibilities
  - Your Role in the Community
  - Your Relationship to City Council
  - Role of City staff
  - Basic Commission information
  - Legal responsibilities and protocol
  - Basic roles and responsibilities
  - Basic meeting format
  
- ❑ Part II – Planning Elements and Tools
  - Master plan document and map
  - Zoning code/Overlay Standards
  - Subdivision code
  
- ❑ Part III – Types of Applications
  - Platting/Replatting
  - Zoning Applications
  - Specific Use Permits
  - Non-Specified Use Permits


Staff completed the workshop with questions and answers.

**VI. Executive Session in Accordance with the Texas Local Government Code**

There was neither item, nor action necessary for this session.

**VI. ADJOURN**

2<sup>nd</sup> Vice-Chair Phyllis McMillan made a motion to adjourn, seconded by Commissioner Nicole Monsibais. The motion carried by voice vote and the meeting was adjourned at 7:55 p.m.

  
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CHAIR

  
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STAFF