



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

March 24, 2015

The meeting of the Leon Valley Zoning Commission convened at 6:35 p.m. on Tuesday, March 25, 2015, in City Council Chambers at 6400 El Verde Road, Leon Valley, Texas.

I. Roll Call

Present were Chairman Claude Guerra III, 1st Vice-Chair Olen Yarnell, 2nd Vice-Chair Phyllis McMillan and Members Hal Burnside, Pedro Esquivel, David Jordan and Alternate Members Larry Proffitt, David Edwards and Tony Westrich. Absent and excused was Nicole Monsibais. Also present was Crystal Caldera, Assistant City Manager/HR Director and Elizabeth Carol, Planning Manager of Community Development, acting as recording secretary.

II. Approval of the Minutes – November 18, 2014

All of the Commissioners did not receive the agenda package before the meeting, and additional time was needed to review the minutes. A decision was made to delay this item until the next Zoning Commission meeting.

III. Approval of the Minutes – February 24, 2015

Chairman Claude Guerra III, recommended that this item be postponed, as noted above, and that the minutes will need to be amended to reflect that Alternate David Edward's was in attendance at the meeting. A decision was made to delay this item until the next Zoning Commission meeting.

IV. Commission discussion and possible consideration of the Master Plan Amendments.

City staff presented a PowerPoint that provided a timeline and an update of the Master Plan Amendment process, Assistant City Manager/HR Director Crystal Caldera lead the discussion by identifying the significant milestones. She then noted that in February 2014 the Residential areas and Commercial Corridors assessment has been completed, public comments have been gathered and the Zoning Commission reviewed the proposed revisions. During that meeting it was determined that the next steps in the update process was identified for staff to complete their update of pictures, statistics, zoning overlays and written revisions and forward the proposal to the City Manager and ultimately City Council to solicit their comments.

Chairman Claude Guerra III, recalled that the Master Plan had not gone to the City Council, and staff confirmed that the Master Plan was never delivered to the City Council for their action.

Commissioner Pedro Esquivel noted that the minutes reflected that elements of the Master Plan Updates were forwarded by the Chair to the City Council and that process was related to Capitol Projects within the City Budget.

Assistant City Manager/HR Director Crystal Caldera noted that staff did not finalize the analysis of neighborhood portion of the assessment, by summarizing the data into bulleted format, and that part of the process is still outstanding. Then staff would need to update the statistical and demographic data and incorporate new pictures into the Master Plan.

Alternate Commissioner Westrich noted that updating the Master Plan is the Zoning Commission responsibility, and that sections of the Plan should be allocated to each of the Commissioners and City Departmental staff based on their area of expertise. There also needs to be a distinction between the elements that should be included in the plan, and the items that should be identified as an Action Item.

Chairman Claude Guerra III, agreed with Alternate Commissioner Westrich's concerns and that staff would distinguish between citizen input that could be resolved with an Action Item, versus elements that belong in the Master Plan. In addition, the Chairman expressed concern associated with uniformity in the document and that Staff should provide the updates with input from the Zoning Commission and then the 2nd Vice-Chair Phyllis McMillan noted that there were public comments provided by the community that could be resolved by staff immediately and that these items should be forwarded to the correct department and addressed with an Action Item. In addition, 2nd Vice-Chair Phyllis McMillan questioned if there was a Master Plan book, that Kristie Flores marked or identified the changes or updates that were needed?

Chairman Claude Guerra III, recommended that a schedule be developed and that we identify any changes that need to be addressed. It is my understanding that in the past, Kristie Flores would forward the Police Chief their portion for the Chief to redline and provide feedback. In addition, staff should see if there is a draft Master Plan book that contains comments that were prepared by Kristie.

Commissioner Pedro Esquivel expressed concern that staff's role is to review the draft, and that the final draft be reviewed by the Zoning Commission and then it would go before Council for actual consideration.

Alternate Commissioner Westrich noted that he has reviewed Section 14 of the Code to make sure that is in accordance with the Code, and he has identified some concerns, such as page 11, which must be reviewed by the Zoning Commission and a formal recommendation must be submitted to the City Council and that we should have redline mark-ups.

Commissioner Burnside noted that staff next step should be to prepare bullets of the remaining portions of the neighborhood component of the Master Plan.

Assistant City Manager/HR Director Crystal Caldera noted that staff forwarded this information to Council for the last budget (2015). Staff did find the book that McMillian noted, but that the comments were limited in nature. The next step would be for staff to finalize the bullets in the neighborhood component. Staff is proposing to present a draft version to the Commission and that the Commissioners could break the Master Plan into sections so that the document can be proofread.

Alternate Commissioner Westrich noted that someone needs to be responsible for each page of the Master Plan.

Assistant City Manager/HR Director Crystal Caldera noted that in 2009 Kristie presented a PowerPoint to City Council that identified the highlights of the revisions to the Master Plan and its update and that the City Council had some minor revisions, and they did approve the update based on the PowerPoint.

Chairman Claude Guerra III, recommended that we ask staff to prepare a timeline of the process to move forward to City Council and report back to the Zoning Commission.

Commissioner Hal Burnside expressed concerns about a damaged sidewalk in front of someone's house, and who would be responsible for repairs. Assistant City Manager/HR Director Crystal Caldera responded that the repairs would need to be reported to the City and that the repair should occur

within 48 hours. Vice-Chair Olen Yarnell noted that if the inquiry was raised with staff at City Hall; would the request be forwarded to Public Works. Staff would also forward similar concerns to the Police Department if someone were to report that shots were fired. These types of requests are maintained in a log to document that staff followed up on concerns raised by citizens.

Alternate Commissioner Westrich requested that the Matrix prepared by myself and Elizabeth be added to the timeline.

Commissioner Hal Burnside suggested that the Commission identify areas of concern that should be prioritized and forwarded to City Council and there was some discussion on this and the commission felt that these items should be turned into Action Items for the Council and City Manager.

Commissioner David Jordan recommended that these items be prioritized and that the Master Plan be used as a tool to assist City departments to establish their budget priorities.

Assistant City Manager/HR Director Crystal Caldera recommended that staff will present a timeline at the next meeting. Identify recurring projects within the Master Plan that could be presented to Zoning Commission for prioritization and ultimately forwarded to City Council

Chairman Claude Guerra III, noted that a consensus was reached and directed staff to develop a timeline of the remaining steps to complete the Amendment Process and identify suitable projects for the City Council to consider with its upcoming budget.

V. Discussion on Zoning Commission member's meeting attendance requirements.

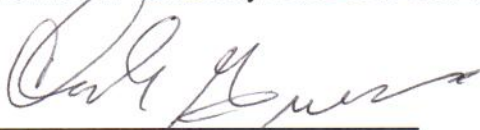
Chairman Claude Guerra III, explained the attendance policy and call in process for Zoning Commissions. There was discussion about the difference between an excused and unexcused absence. It was recommended that in the future new commissioners be given an orientation within 60 or 90 days. In the future we need to communicate with the new Commissioners. Assistant City Manager/HR Director Crystal Caldera stated that staff will assemble an orientation package.

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

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

VII. ADJOURN

Commissioner Pedro Esquivel made a motion to adjourn, seconded by Commissioner David Jordan. The motion carried by voice vote and the meeting was adjourned at 8:41 p.m.



CHAIR



STAFF