



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

April 28, 2015

The meeting of the Leon Valley Zoning Commission convened at 6:30 p.m. on Tuesday, April 28, 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, 2<sup>nd</sup> Vice-Chair Phyllis McMillan and Members Pedro Esquivel, David Jordan and Alternate Members Larry Proffitt, David Edwards and Tony Westrich. Absent and excused was Hal Burnside, and Nicole Monsibais. Also present was Elizabeth Carol, Planning Manager of Community Development Department, acting as recording secretary.

### II. Approval of the Zoning Commission Minutes:

#### A. November 18, 2014

Commissioner Pedro Esquivel made a motion to approve as written, seconded by 1st Vice-Chair Olen Yarnell. The motion passed unanimously.

#### B. February 24, 2015

Commissioner Pedro Esquivel made a motion to approve as written, seconded by Commissioner David Jordan. The motion passed unanimously.

#### C. March 24, 2015

Commissioner David Jordan made a motion to approve as written, seconded by Commissioner Pedro Esquivel. The motion passed unanimously.

### III. Discuss and possible consideration of the Master Plan Amendments process

#### A. Proposed Timeline for Master Plan Amendments

City Staff presented a timeline of the Master Plan Amendment process and there was some discussion related to the timeline and how the Master Plan will be

presented to City Council. Staff advised the Commission that the completed version of the Master Plan will be presented to Zoning Commission at its December 2015 meeting. The Commission requested that monthly updates of the Master Plan be scheduled on future Zoning Commission agendas, so that the progress can be tracked and that the proposed revisions can be reviewed accordingly.

2nd Vice-Chair Phyllis McMillan noted that the timeline seemed reasonable and wanted to ensure that staff had clear direction from the Zoning Commission on how to proceed with the Master Plan update and subsequently made a motion to approve the proposed timeline as presented, the motion was seconded by Commissioner Pedro Esquivel, and the motion passed unanimously.

#### B. Master Plan Projects identified in the Public Hearing

City Staff provided an overview of the proposed projects identified in the Master Plan Public Hearing process. The Public Works projects were listed by each of the neighborhood areas within the Leon Valley Master Plan. The Commission requested that the list of projects be expanded to include other areas identified at the Public Hearing: Police, Code Compliance, Animal Control and Fire Departmental issues. The commission went on to reach a consensus regarding how to summarize the information and the Commission requested that a matrix be prepared that will streamline the review of the projects. The Commission also directed staff that the list should be forwarded to the applicable departments, so that these priorities can be addressed as needed and the identified improvements could be included in the proposed FY16 budget. In addition, the Commission requested that staff find out when the Commission could present the neighborhood project priority to the City Council so that the council could utilize this information as they develop the budget.

#### IV. New Zoning Commissioner Orientation

City Staff provided the Zoning Commission with a presentation that will be included in the New Commissioners Orientation sessions. After the presentation the Commission discussed the Attendance Policy and should notification be provided to the Chair or to staff. Chairman Claude Guerra III requested that notice be provided to staff who can better track the Commissioners attendance. The discussion continued related to when a Commissioner unexcused or excused absences would result in their resignation, and it was noted that a Commissioner would need to miss three consecutive meetings or three of seven meetings, if the three absences were unexcused.

The Commission then went on to discuss the provisions associated with the State of Texas Open Meetings Act. The Commissioners inquired about the need for mandatory training, refresher training, and maintenance of course completion certification. The Commission also inquired if the Proposed Home Rule Charter Changes that will be on the May 9, 2015 ballot will have any impact on the

Zoning Districts or the Zoning Commission. Staff noted that they will report back to the Zoning Commission in response to these concerns.

**V. Executive Session in Accordance with the Texas Government Code.**

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

**VI. Adjourn**

Commissioner Pedro Esquivel made a motion to adjourn, seconded by 1st Vice-Chair Olen Yarnell. The motion passed unanimously and the meeting was adjourned at 8:41 p.m.

  
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CHAIR

  
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STAFF