



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

**May 26, 2015**

The meeting of the Leon Valley Zoning Commission convened at 6:32 p.m. on Tuesday, May 26, 2015, in City Council Chambers at 6400 El Verde Road, Leon Valley, Texas.

**I. Poll for Attendance, Determination of a Quorum, Call Meeting to Order**

Present were Chairman Claude Guerra III, 1st Vice-Chair Olen Yarnell, 2nd Vice-Chair Phyllis McMillan and Members Pedro Esquivel, Hal Burnside, Larry Proffitt and Tony Westrich. Also present was Elizabeth Carol, Planning Manager of Community Development Department, acting as recording secretary.

**II. Approval of the April 28, 2015 Zoning Commission Minutes**

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

**III. Update and Discussion of the Master Plan Amendments process**

City Staff presented an updated timeline of the Master Plan Amendment process and there was some discussion related to the timeline and when the final version of 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. Staff also advised the Commission that the timeline will be updated throughout the Master Plan process.

City Staff provided an update to the list of proposed neighborhood projects identified in the Master Plan Public Hearing process. Staff reported that the updated list was further sorted by City Department focusing on Public Works, Police, Code Compliance, Animal Control and Fire Department issues. The list was forwarded to each of the applicable departments and they were advised to address the items that were routine and to begin to develop a budget for the more substantive items.

1st Vice-Chair Yarnell suggested that given that the public hearings were held in 2012, staff should focus on the need to eliminate the projects that have been completed and to identify those that would require City Council consideration. 2nd Vice-Chair McMillan then raised the concern regarding projects that were identified during the public hearing process however; they were located outside the boundaries of a specific neighborhood. The Commission reached a consensus that they should remain in the report. The Commission also noted that it

appeared that Centrefield was not included in the assessment, however it was recommended that staff review past concerns raised by citizens with the Public Works Department, and see if there were ways they could be added to overall list of projects.

City Staff presented a summary of the Matrix to the Zoning Commission, noting the emphasis on the need for greater Code Compliance and drainage related concerns. Staff went on to note that the City has recently hired a new Code Compliance/Animal Control Officer, which should resolve some of these items. Commissioner Westrich recommended that the list of projects be passed on to City Council, to ensure that they are made aware of these items and for possible inclusion into next year's budget. Chair Guerra III, recommended that staff also meet with the Interim City Manager and review the list of projects with him, to further expedite the process.

#### **IV. Texas Open Government Training Requirements**

The Planning Manager provided a brief overview of the Open Government and Public Information Act training required by the State of Texas. Most importantly, that the training is required only one time, and refresher courses are not needed. Commissioner Westrich went on to indicate that he has recently completed the courses and found them to be very helpful. The Commission requested staff email them the link of the Texas Attorney General's web page, where the course material can be found.

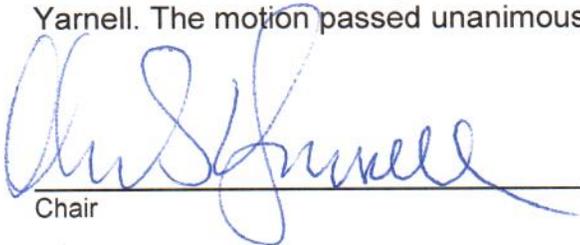
#### **V. Executive Session in Accordance with the Texas Government Code.**

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

#### **VI. Adjourn**

Zoning Chair Guerra III, announced that he would not be reapplying to continue his service on the Zoning Commission. He noted that he was not resigning, but just not reapplying. He indicated that he has been on the Commission for ten years, and it was time to hand the responsibility to someone else. Commissioner Esquivel noted that he had learned a great deal from the Chair, and that this was a loss for Leon Valley. 1st Vice-Chair Olen Yarnell echoed Esquivel sentiments and that the Chairman has provided an excellent example for future leaders to follow. Lastly, the Chair recommended that future Zoning Commission meetings be held at the Fire Department, and asked staff to explore the possibilities.

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 7:20 p.m.

  
Chair

  
Staff