



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

**February 25, 2014**

The Regular Meeting of the Leon Valley Zoning Commission convened at 6:30 p.m. on Tuesday, February 25, 2014, in City Council Chambers at 6400 El Verde Road, Leon Valley, Texas.

**I. ROLL CALL**

Present were Chairman Claude Guerra III, 1<sup>st</sup> Vice-Chair Wendy Phelps, 2<sup>nd</sup> Vice-Chair Olen Yarnell, and Members Pedro Esquivel, Hal Burnside, Carmen Sanchez, and Alternate Members Phyllis McMillan and Nicole Monsibais. Absent and properly excused was Alternate Member Carlos Fernandez. Also present was Kristie Flores, Director of Community Development, acting as recording secretary.

**II. APPROVAL OF MINUTES – January 7, 2014**

Commissioner Pedro Esquivel motion to approve the minutes of January 7, 2014 as amended per administrative corrections. Commissioner Mike Davis Jr., seconded the motion, and the motion passed unanimously by voice vote.

**III. THE ZONING COMMISSION 2013 YEAR IN REVIEW**

- A. Presentation of 2013 Commission Business/Cases**
- B. Zoning Commission Recommendation**

Staff presented the Commission with the details of their activities in 2013. Staff noted that the Zoning Commission held eight (8) Zoning Commission meetings in 2013. Staff explained that the Commission's activities included:

- Master Plan Revisions along with Public Neighborhood Discussions;
- Three (3) Zoning Cases: Ancira, Dirt Dealers, Manuel Rubio with two (2) overlay changes and one (1) Specific Use Permit;
- A Zoning Amendment to the Tree Preservation Regulations; and
- A 90-Day Moratorium for Non-Chartered Financial Institutions

Staff also noted that there were times the Commission did not meet but only when there were no active zoning case requests, amendment considerations or there was a holiday. Staff further noted that per the Zoning Code the Commission was to forward a report of their activities to the Mayor and City Council at the beginning of each year. Staff explained that with the Commission's recommendation a memorandum with the information would be forwarded to the Mayor and Council.

Chairman Claude Guerra III noted that he has no objection to the report but he did want to add a section pertaining to the assistance of staff. Commissioner Mike Davis Jr., also noted that it may be a good opportunity to request additional assistance for staff. Chairman Guerra III noted he would add the appropriate notation.

2<sup>nd</sup> Vice-Chair Olen Yarnell made a motion to recommend forwarding the Commission's Annual Report to Council with the Chair's amendment. Commissioner Pedro Esquivel seconded the motion, and the motion passed unanimously by voice vote.

**IV. REVIEW AND DISCUSS THE FIRST SECTION OF THE MASTER PLAN REVISIONS**

Staff presented the Commission with an update of the Master Plan revisions noting that they began in February 2012 and the public comment areas were completed in September 2013. Staff also explained in addition to written revisions; pictures, statistics, new zoning districts and zoning overlays

were being updated in the document. Staff also noted that other Departments were reviewing and updating their sections and would submit them back for inclusion into the Plan in mid-March. Staff explained that in an effort to set some goal dates the following timeline was proposed: March – 1<sup>st</sup> half of the Plan, April – 2<sup>nd</sup> half of the Plan, May – Full Final Draft, and June – City Council Approval of the Plan via Resolution.

Chairman Guerra III asked if the timeline would work considering staff's many projects. Staff noted that it may be difficult to stick to the timeline but at least some direction was set and could be adjusted as necessary.

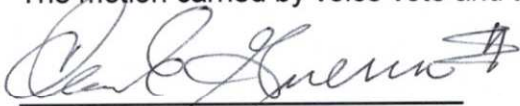
Staff also requested the Commission's opinion on the document aesthetics and received some helpful feedback.

#### **IV. EXECUTIVE SESSION IN ACCORDANCE WITH THE TEXAS LOCAL GOVERNMENT CODE**

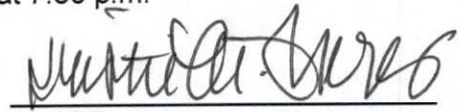
There was neither item, nor action necessary for this session.

#### **VI. ADJOURN**

Commissioner Pedro Esquivel made a motion to adjourn, seconded by 2<sup>nd</sup> Vice-Chair Olen Yarnell. The motion carried by voice vote and the meeting was adjourned at 7:30 p.m.



**CHAIR**



**STAFF**