

**Written Minutes for the
Planning & Zoning Meeting
Held on May 10, 2018
6:30 PM
Elmendorf City Hall
8304 FM 327
Elmendorf, Texas 78112**

At any time during the Planning and Zoning Meeting, the Commission may meet in executive session for consultation concerning attorney-client matters (real estate, litigation, contracts, personnel, and security).

I. The Commission will convene for a Planning & Zoning Meeting at the Elmendorf City Hall at 6:30 pm May 10, 2018.

Call to Order

The meeting is called to order at **6:33 PM** by Commissioner Ronald Huerta.

Pledge of Allegiance

Roll Call

Commissioner Place 1	Michael Hyatt	Present
Commissioner Place 2	Wayne Fielder	Present
Commissioner Place 3	Ronald Huerta	Present
Commissioner Place 4	Carol Huerta	Present
Commissioner Place 5	Laura Wright-Wallace	Absent

Also, present City Administrator Cody Dailey, City Secretary Roxanne De Leon, City Attorney Mike Guevara, Councilwoman Linda Pena Ortiz, Councilman Anderson, and Police Chief Marco Pena, Chaplain David Kirk and Officer Corona.

City Secretary Roxanne De Leon states Commissioner Wright-Wallace is running a few minutes late.

Citizens Participation

No citizens for participation.

II. General Business

1. Adoption and approval of the Planning and Zoning meeting minutes from June 8, 2017.

Commissioner Hyatt motions to approve the Planning and Zoning meeting minutes from June 8, 2017. Commissioner R. Huerta seconds and a vote is called.

<u>Yay</u>	<u>Nay</u>	<u>Abstain</u>
Commissioner Hyatt		
Commissioner Fielder		
Commissioner R. Huerta		
Commissioner C. Huerta		

The motion to approve the Planning and Zoning meeting minutes is passed on a unanimous vote with all four (4) commissioners in favor.

2. Adoption and approval of the Planning and Zoning meeting minutes from February 21, 2018.

Commissioner Hyatt motions to approve meeting minutes from February 21, 2018. Commissioner Fielder seconds and a vote is called.

Yay	Nay	Abstain
Commissioner Hyatt Commissioner Fielder		Commissioner R. Huerta
Commissioner C. Huerta		

The motion to approve the Planning and Zoning meeting minutes from February 21, 2018 is passed on a majority vote with three (3) commissioners in favor and one (1) abstained. Commissioner R. Huerta abstains from this motion.

3. Discuss and possible action regarding conditional use of manufactured home in R1 zone areas.

City Attorney Mike Guevara explains the bulk of this change protects owners of property (both vacant and otherwise) who owned the land before the zoning ordinance went into effect on December 12, 2013. It will give them the option of a waiver to be able to place a manufactured home on the property without applying for a map amendment. Further, this ordinance will require a 3/4th vote to overturn a map amendment denial by the Planning and Zoning Commission.

Commissioner Hyatt motions to approve the conditional use of manufactured home in R1 zone areas. Commissioner Fielder seconds and a vote is called.

Yay	Nay	Abstain
Commissioner Hyatt Commissioner Fielder Commissioner R. Huerta Commissioner C. Huerta		

The motion to approve the conditional use of manufactured home in R1 zone areas is passed on a unanimous vote with all four (4) commissioners in favor.

4. Discuss and possible action regarding a rezone request from Howard F. Snoga for a map amendment to Ordinance 12-12-2013-1, the City of Elmendorf’s Zoning Ordinance; property location Cassiano Road (Property ID# 1263364) Elmendorf, Texas 78112; from R-1 (Residential) to MHS (Manufactured Home Subdivision).

Howard F. Snoga and Mrs. Snoga are present for this meeting. Mr. Snoga explains he has two adjoining properties that he inherited on Cassiano Road from the McGee Family. Shortly after, those properties were annexed into the city in November 2017. He was not aware of the zoning ordinance or the age requirements for a manufactured home. Mr. Snoga explains his situation was a misunderstanding as he was not aware that the property was annexed when he placed a single-wide manufactured home that did not meet the city’s age requirements on the property. The city became aware of the home when an officer came to the property and advised Mr. Snoga to contact the Police Chief Marco Pena. Mr. Snoga had figured that when he applied for a septic permit, it was understood that a manufactured home would be placed there since it was marked in the engineering plans. City Secretary Roxanne De Leon explained that a clerk who accepts a septic application is not aware if the home was pre-existing on the property and is only accepting the application and does not perform the duties of a plan reviewer.

Commissioner Wright-Wallace arrives at 6:47 PM.

After being updated, Commissioner Wright-Wallace feels this property should be approved for an amendment since she has witnessed City Council not taking the Planning and Zoning Commission's recommendation into consideration. Commissioner R. Huerta would like to amend the ordinance just passed to include a waiver since the Snogas were recently annexed and the Commission agrees. City Attorney Mike Guevara states that would not be possible today as it is not on the agenda and they would need to decide on this item for now.

Commissioner Wright-Wallace motions to approve a recommendation to rezone request from Howard F. Snoga for a map amendment to property location Cassiano Road #Property ID# 1263364) Elmendorf, Texas 78112 and authorizing Commissioner R. Huerta to submit recommendation to City Council. Commissioner R. Huerta seconds and a vote is called.

Yay	Nay	Abstain
		Commissioner Hyatt
Commissioner Fielder		
Commissioner R. Huerta		
Commissioner C. Huerta		
Commissioner Wright-Wallace		

The motion to approve a recommendation to rezone request from Howard F. Snoga for a map amendment to property location Cassiano Road #Property ID# 1263364) Elmendorf, Texas 78112 and authorizing Commissioner R. Huerta to submit recommendation to City Council is passed on a majority vote with four (4) commissioner in favor and one (1) abstaining. Commissioner Hyatt abstains.

III. Adjournment

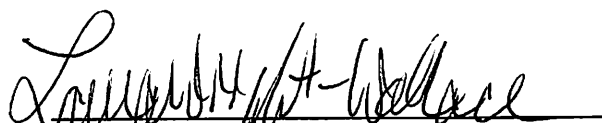
Commissioner R. Huerta motions to adjourn the planning and zoning commission meeting. Commissioner Wright-Wallace seconds and a vote is called.


Yay	Nay	Abstain
Commissioner Hyatt		
Commissioner Fielder		
Commissioner R. Huerta		
Commissioner C. Huerta		
Commissioner Wright-Wallace		

The motion to adjourn the planning and zoning commission meeting with all four (5) commissioners in favor.

Planning & Zoning Meeting is adjourned at: 7:12PM

The minutes were passed and approved on: February 28, 2019


Commissioner

Attest: 
City Secretary Roxanne De Leon