

**Written Minutes for the
Planning & Zoning Meeting
Held on October 19, 2023
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 October 19, 2023.

Call to Order			
	The meeting is called to order at	6:31 PM	by Commissioner Laura Wright-Wallace.
Pledge of Allegiance			
Roll Call			
Commissioner Place 1	Michael Hyatt		Present
Commissioner Place 2	David Page		Present
Commissioner Place 3	Emilia Kirtner		Present
Commissioner Place 4	Tracy Riojas		Absent
Commissioner Place 5	Laura Wright-Wallace		Present

Also, present City Administrator Cody Dailey, City Secretary Roxanne De Leon, City Attorney Mike Guevara, Councilmember Dziuk and Ortiz, Minnie Slaughter and Police Chief Marco Pena. Invocation by James Stirnemann.

Citizens Participation

No citizens for participation.

II. General Business

1. Adoption and approval of the Planning and Zoning meeting minutes from July 20, 2023.

Commissioner Kirtner motions to approve meeting minutes from July 20, 2023. Commissioner Hyatt seconds and a vote is called.

Yay	Nay	Abstain
Commissioner Hyatt		
Commissioner Page		
Commissioner Kirtner		
Commissioner Wright-Wallace		

The motion to approve meeting minutes from July 20, 2023 is passed on a unanimous vote with four (4) commissioners in favor.

2. Discuss and possible action regarding a request by Samantha Angel Ramos for a conditional use review of a property located in the Single-Family Residential District (R-1). The legal description is: 16656 Borregas Road in the City of Elmendorf, Texas (Property ID# 1349852).

Ms. Ramos is present for this meeting and states she would like to purchase a manufactured home for her property to raise her children. Commissioner Kirtner points out that she is her neighbor and has no issue with her placing a mobile home on the property. City Secretary Roxanne De Leon states that out of the eleven letters mailed out, there were only two responses with no objections.

Commissioner Page motions to recommend approval of the conditional review request from Samantha Angel Ramos to allow a manufactured home on the property located at 16656 Borregas Road in the City of Elmendorf, Texas (Property ID# 1349852). Commissioner Hyatt seconds and a vote is called.

Yay	Nay	Abstain
Commissioner Hyatt		
Commissioner Page		
Commissioner Kirtner		
Commissioner Wright-Wallace		

The motion to recommend approval of the conditional review request from Samantha Angel Ramos to allow a manufactured home on the property located at 16656 Borregas Road in the City of Elmendorf, Texas (Property ID# 1349852) is passed on a unanimous vote with all four (4) commissioners in favor.

3. Discuss and possible action regarding a request by Hayat Family Investment, LLC for a conditional use review of properties located in the Heavy Industrial and Manufacturing District (M-2). The legal descriptions are as follows: 7704 E Loop 1604 S (Property ID# 159486), and 7698 E Loop 1604 (Property ID# 159487) in the City of Elmendorf, Texas.

City Secretary Roxanne De Leon states the requestor Cynthia Puente is a potential buyer of the property and is applying for the conditional use review with the property owner so she may operate a day care and an adult living facility. Ms. De Leon said eleven letters were sent out and only one came back with an objection. The person objecting, Armando Montez, happens to be outside of city limits. Commissioner Kirtner is not comfortable approving the request since Ms. Puente did not appear for this public hearing. City Administrator Cody Dailey states he has no objection to the operation of this type of business as it is needed in the area, but he does find it concerning that the requestor is not present.

City Attorney Mike Guevara advises the commission to make record of the letter mailed out to the residents within 200 feet due to the one objection received. Commissioner Wright-Wallace reads the notice aloud, makes note of them check marking the objection with a statement added, "PLEASE DON'T allow this to happen." Commissioner Wright-Wallace confirms the person who submitted this objection is not present for this meeting.

Commissioner Hyatt motions to approve the conditional use review of properties located in the Heavy Industrial and Manufacturing District (M-2). The legal descriptions are as follows: 7704 E Loop 1604 S (Property ID# 159486), and 7698 E Loop 1604 (Property ID# 159487) in the City of Elmendorf, Texas. Commissioner Page seconds and a vote is called.

Yay	Nay	Abstain
Commissioner Hyatt		
Commissioner Page		
	Commissioner Kirtner	
Commissioner Wright-Wallace		

The motion to approve the conditional use review of properties located in the Heavy Industrial and Manufacturing District (M-2). The legal descriptions are as follows: 7704 E Loop 1604 S (Property ID# 159486), and 7698 E Loop 1604 (Property ID# 159487) in the City of Elmendorf, Texas is passed on a majority vote with three (3) councilmembers in favor and one (1) against. Commissioner Kirtner denied this request due to a representative not in attendance for this item.

III. Adjournment

Commissioner Kirtner motions to adjourn the Planning and Zoning meeting. Commissioner Hyatt seconds and a vote is called.

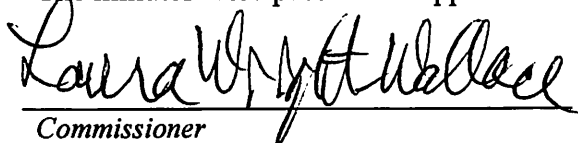
Yay	Nay	Abstain
Commissioner Hyatt		
Commissioner Page		
Commissioner Kirtner		
Commissioner Wright-Wallace		

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

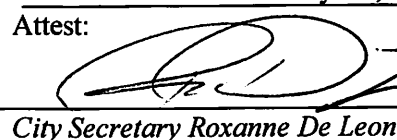
Planning & Zoning Meeting is adjourned at:

6:54 PM

The minutes were passed and approved on:


Commissioner

Attest:


City Secretary Roxanne De Leon

January 18, 2024

