



CITY DEVELOPMENT DEPARTMENT – PLANNING
ZONING BOARD OF ADJUSTMENT MEETING MINUTES

COUNCIL CHAMBERS, CITY HALL BUILDING

APRIL 11, 2016

1:30 P.M.

The following Board Members answered roll call:

Mr. Roy Gilyard, Chairman

Mr. Blake Downey

Mr. Darrel Tran

Ms. Maria Smith

Mr. James Graham

Ms. Patrice Hills

Mr. Christopher Villa

The following City Staff were present:

Mr. Jeff Howell, Planning & Inspections, Senior Planner

Mr. Raul Garcia, Planning & Inspections, Planning, Lead Planner - Zoning

Mr. Art Rubio, Planning & Inspections, Planning, Lead Planner - Zoning

Ms. Karla Nieman, Assistant City Attorney, City Attorney’s Office

Mr. Tony De La Cruz, Building Permits & Inspections, Senior Plans Examiner

Ms. Lucy Acosta, Planning & Inspections, Administrative Assistant

CALL TO ORDER

Chairman Gilyard called the meeting to order at 1:34 p.m., quorum present.

PUBLIC COMMENT

Chairman Gilyard asked if anyone present would like to address the Board on issues *not posted* on the agenda. *There was no response.*

CHANGES TO THE AGENDA

ITEM 1. Presentation of Recognition Awards

(moved to the end of the agenda)

MOTION:

Motion made by Mr. De La Cruz, seconded by Mr. James Graham AND UNANIMOUSLY CARRIED TO AMEND AS REVISED.

Mayor

Oscar Leeser

City Council

District 1

Peter Svarzbein

District 2

Jim Tolbert

District 3

Emma Acosta

District 4

Carl L. Robinson

District 5

Dr. Michiel R. Noe

District 6

Claudia Ordaz

District 7

Lily Limón

District 8

Cortney C. Niland

City Manager

Tommy Gonzalez



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ANNOUNCEMENTS

1. To obtain your parking decal, you must:
 - a. Go to the One Stop Shop (OSS), City 4, 811 Texas Avenue;
 - b. Bring with you:
 - i. The make, model, and year of your vehicle;
 - ii. The license plate number;
 - c. Request your parking decal;
(Decals are not yet available; however, upon availability your decal will be mailed to you)
 - d. Only in emergencies are you permitted to park your vehicle in the City 1 parking lot;

2. Mr. Art Rubio, former Lead Planner - Zoning, will be taking a position within the Community & Human Development Department; Mr. Raul Garcia, former Lead Planner – Subdivisions, will take over duties and responsibilities. Welcome Mr. Garcia!

PUBLIC HEARING
REGULAR AGENDA:

ITEM 1: Presentation of Recognition Awards
(moved to the end of the agenda)

ITEM 2:
PZBA16-00002 6483 Snowheights Drive **Carlos Todd**
Application was postponed from the 03.14.2016 agenda.

Applicant requests a Special Exception under Section 2.16.050 C (Rear Yard Setback) in an R-3 (Residential) zone. This would permit the construction of a 306 sq. ft. one-story addition to the existing single-family residence, of which approximately 306 square feet (17' x 18') encroaches into the required rear setback and is located to within 13' of the rear property line. The required front and rear yard setback cumulative total is 50 feet in the R-3 zone district.

BACKGROUND

The existing residence was constructed in 2010. The Planning Division received one phone call in opposition and two calls of concern to the special exception request.

STAFF RECOMMENDS APPROVAL WITH A CONDITION AS THE REQUESTED SQUARE FOOTAGE ENCROACHMENT (306 SQ. FT.) IS LESS THAN THE MAXIMUM PERMITTED (425.1 SQ. FT.)



- Mayor**
Oscar Leeses
- City Council**
- District 1*
Peter Svarzbein
- District 2*
Jim Tolbert
- District 3*
Emma Acosta
- District 4*
Carl L. Robinson
- District 5*
Dr. Michiel R. Noe
- District 6*
Claudia Ordaz
- District 7*
Lily Limón
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Cortney C. Niland
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Tommy Gonzalez

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BACKGROUND

The applicant is requesting Special Exception K to allow the existing encroachments into the rear yard setback for a 6.5' x 12.2' addition. The applicants have provided a 1991 aerial map. The 1991 aerial shows the property existing then as it does today, with the structure in its current configuration. The Planning Division has not received any communications in support or opposition to the special exception request.

STAFF RECOMMENDS APPROVAL OF THE SPECIAL EXCEPTION REQUEST AS THE REQUESTED ENCROACHMENT HAS BEEN IN EXISTENCE FOR MORE THAN 15 YEARS WITH THE FOLLOWING CONDITION:

THE EXISTING ACCESSORY STRUCTURE IN THE REAR YARD SHALL BE RELOCATED OR REMOVED IN COMPLIANCE WITH APPLICABLE BUILDING AND ZONING CODE.

Mr. Jeff Howell gave a presentation and responded to comments and questions from the Board.

Ms. Veronica Villegas Arguelles, property owner, understood staff's recommendations. Mr. Art Rubio, Lead Planner, provided Spanish translation for Ms. Villegas Arguelles.

Ms. Maria Smith, Board Member, provided additional information for Ms. Villegas Arguelles.

MOTION:
Motion made by Mr. Tran, seconded by Ms. Smith AND UNANIMOUSLY CARRIED TO APPROVE SUBJECT TO THE CONDITIONS STATED IN THE REPORT.

ITEM 5. Approval of Minutes: March 14th, 2016
Postponed to the July 11th ZBA meeting

ITEM 1: Presentation of Recognition Awards

The Planning & Inspections Department presented Mr. Sam Barela, Mr. Rick Cordova, Mr. Lamar Skarda and Mr. Robert Garland a small token of appreciation for their many years of service to the Zoning Board of Adjustment.

MOTION:
Motion made by Mr. Downey seconded by Mr. Graham AND UNANIMOUSLY CARRIED TO ADJOURN THE MEETING AT 2:02 P.M.



- Mayor**
Oscar Leeser
- City Council**
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