

**PLANNING AND ZONING COMMISSION**  
**NOVEMBER 8, 2023**  
**CITY HALL'S COUNCIL CHAMBERS @ 5:30 P.M.**

**P&Z PRESENT**

Raquel Austin  
Diana Izaguirre  
Connie Garza  
Kevin Sanchez  
J.D Villarreal  
Jasen Hardison  
Steven Alaniz

**P&Z ABSENT**

Ruben Arcaute

**STAFF PRESENT**

Susana De Luna  
Jessica Munoz  
Alex Hernandez  
Virginia Cantu  
Gabriel Ramirez

**GUEST PRESENT**

Griselda Pineda  
Iris Guerra  
Elena Zavala

**CALL TO ORDER**

Chairwoman Izaguirre called the meeting to order at 5:30 p.m.

**CITIZENS PARTICIPATION**

Chairwoman Izaguirre asked if there was any citizen's participation.

There was none.

**APPROVAL OF MINUTES FOR OCTOBER 25, 2023**

Chairwoman Izaguirre asked if there were any corrections to the minutes for October 25, 2023. Mr. Sanchez moved to approve the minutes. Mrs. Austin seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:31 p.m.**

**Ended: 5:32 p.m.**

**Item #1.1**

**Rezoning:**

Being a 0.75 acre tract of land remainder  
of a 0.89 acre tract of land out of Lot 92,  
Mission Acres Subdivision  
AO-I to R-1  
Ricardo Araiza (Esmeralda Araiza)

Ms. De Luna went over the write-up stating the subject site is located near the NE corner of Blake Street and Washington Avenue intersection.

**SURROUNDING ZONES:**

N: R-1 - Single Family Residential  
E: R-1 - Single Family Residential  
W: R-1 - Single Family Residential  
S: AO-I - Agricultural Open Interim

**EXISTING LAND USES:**

N: Residential  
E: Vacant  
W: Residential  
S: Residential  
Site: Residential

**FLUM:**

Low Density Residential (LD)

**REVIEW COMMENTS:** The proposed zone complies with the City's Future Land Use Map, and surrounding land uses.

**RECOMMENDATION:** Staff recommends Approval.

Chairwoman Izaguirre asked if there was any input in favor or against the request.

There was none

Chairwoman Izaguirre entertained a motion to close the public hearing. Mr. Sanchez moved to close the public hearing. Mr. Alaniz seconded the motion. Upon a vote, the motion passed unanimously.

There being no further discussion, Chairwoman Izaguirre entertained a motion. Mrs. Garza moved to the approve the rezoning as per staff's recommendation. Mrs. Austin seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:32 p.m.**

**Ended: 5:36 p.m.**

**Item #1.2**

**Conditional Use Permit  
& Site Plan Approval:**

Build a Drive-Thru Service Window  
1500 W. Business Hwy 83, Ste. 110  
Lot A, Mission Acres Subdivision  
C-3  
Azteca RGV Real State, LLC

Ms. De Luna went over the write-up stating the subject site is located on the NW corner of Los Ebanos and Business Highway 83. – see vicinity map. The applicant recently purchased a 5,250 sq. ft. commercial building which includes a drive-thru window. The applicant would like to add 3 more suites totaling 2,150 square feet to the commercial building on the eastern side of the building. The existing drive-thru service window would have to be relocated, therefore the need for a new conditional use permit. Access to the site is from a driveway cut off of Business Highway 83 and exiting to Los Ebanos Road. The drive-thru service window is proposed along the east side of the building allowing for stacking for approximately 3 vehicles.

- **Parking:** Based on the total square footage of the building, a total of 38 parking spaces are required for the plaza. The applicant is proposing 35 parking including the handicap parking. Based on the site plan the drive-thru lane will allow stacking for 3 vehicles, thus complying with the parking requirements. It is noted that the parking spaces will be held in common for this commercial plaza.
- **Landscaping:** Landscaping is meeting code.

**REVIEW COMMENTS:** Staff mailed out 16 notices to property owners within 200' radius and staff has not received any comments in favor or against this request. Staff notes that this commercial plaza currently has been working the drive-thru service window with no issues.

**RECOMMENDATION:** Staff recommends approval subject to:

- 1) Acquisition of a building permit for the construction of the new addition & drive-thru service window,
- 2) Compliance with all City Codes (Building, Fire, Landscaping, etc.), and
- 3) Tenant will have to apply for their own CUP for the use of the Drive-Thru Service Window

Chairwoman Izaguirre asked if there was any input in favor or against the request.

There was none.

Chairwoman Izaguirre entertained a motion to close the public hearing. Mr. Sanchez moved to close the public hearing. Mrs. Austin seconded the motion. Upon a vote, the motion passed unanimously.

Chairwoman Izaguirre Asked Ms. De Luna what is the distance from the parking on the east to where the car is? She mentioned that look like 24'.

Ms. De Luna stated it doesn't show on the plan, but they will need to comply with the required twenty-four feet. She added that, if anything they would need to modify the building to comply.

There being no further discussion, Chairwoman Izaguirre entertained a motion. Mrs. Austin moved to the approve the conditional use permit as per staff's recommendation. Mr. Alaniz seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:36 p.m.**

**Ended: 5:40 p.m.**

**Item #1.3**

**Conditional Use Permit:**

Cronos Event Center

601 E. 9<sup>th</sup> Street

Lots 4-8, Block 165, Mission Original Townsite

C-3

Elena Zavala

Ms. De Luna went over the write-up stating the subject site is located at the NE corner of Business Highway 83 and St. Marie. Mrs. Zavala has been using this 1,204 sq. ft. commercial building as an Event Center for such activities as weddings, reunions, birthday parties, seminars, etc. Access to the site is from two driveways off of Business Highway 83 (9<sup>th</sup> Street).

- **Hours of Operation:** Monday – Sunday from 10 a.m. to 12 a.m.
- **Staff:** 1 employee
- **Parking & Landscaping:** In talking with the applicant's representative, she stated that they were proposing to host only small-scale events of no more than 50 people, which would require 17 parking spaces (1 parking space for every 3 seats = 16.6). There is a total of 25 parking spaces that are held in common. Staff notes that parking lot will need to be resurfaced, re-stripped and landscaping will be required.

**REVIEW COMMENTS:** Staff notes that this building has been used as a banquet and event center since May 2021. Staff mailed out 17 notices to the property owners within a 200' radius of the site and there have been no comments in favor or against this request forwarded to the Planning Department.

**RECOMMENDATION:** Staff recommends approval subject to:

- 1) Compliance with all City Codes (Building, Fire, etc.), and
- 2) Must comply with Noise Ordinance.

Chairwoman Izaguirre asked if there was any input in favor or against the request.

There was none.

Chairwoman Izaguirre entertained a motion to close the public hearing. Mrs. Garza moved to close the public hearing. Mr. Alaniz seconded the motion. Upon a vote, the motion passed unanimously.

Chairwoman Izaguirre stated she's aware of the re-striping and resurfacing, but is anything being for drainage and landscaping?

Ms. De Luna stated they will need to comply with all city requirements.

Mr. Sanchez stated is there anything that ensures the applicant doesn't exceed occupancy?

Ms. De Luna stated the number of parking is what determines the occupancy number.

Chairwoman Izaguirre stated they get that permit from Fire.

Ms. De Luna stated "yes".

Mr. Alaniz asked that if it was only those four tables?

Ms. De Luna stated it's actually eight which seats sixty-four, but they don't meet the parking space requirements and that's why they're reducing to fifty people.

Chairwoman Izaguirre stated the parking may not even be the same after landscaping.

Ms. De Luna stated they need to do several improvements to that property.

Mrs. Garza asked how do we control the number fifty?

Ms. De Luna stated that's with fire department.

There being no further discussion, Chairwoman Izaguirre entertained a motion. Mrs. Garza moved to the approve the conditional use permit as per staff's recommendation. Mr. Sanchez seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:40 p.m.**

**Ended: 5:43 p.m.**

**Item #1.4**

**Conditional Use Permit:**

To keep a Portable Building –  
Auto Sales Office Use  
2118 W. Mile 3 Road  
Being the South 3.86 acres of Lot 22,  
New Caledonia Subdivision  
C-3  
Bunny's Motors, LLC

Ms. De Luna went over the write-up stating the subject site is located near the NE corner of Moorefield Road and West Mile 3 Road—see vicinity map. The applicant would like to keep utilizing the existing 24' x 16' portable building as an office for the sale of used autos. Access to the site is off of W. Mile 3 Road. Since the use is not transferable to others, therefore the need for a new conditional use permit. The last CUP approved for this location was on September 13, 2021 for a period of 1 year.

**Hours of Operation:** Monday – Saturday from 9:00 a.m. to 7:00 p.m.

**Staff:** 1 employee

**Parking & Landscaping:** Based on the square footage of the building, 4 parking spaces are required for this business. The applicant has a total of 6 parking spaces, thus meeting code. The applicant will need to add landscaping and lighting to the site.

**REVIEW COMMENTS:** This commercial property was annexed to the City in 2014 and has operated as an auto mechanic shop and used car lot since the early 90's. Staff does not foresee any problems with the office and business proposal.

**RECOMMENDATION:** Staff recommends approval subject to:

- 1) 1-year approval to assess this new operation,
- 2) Compliance with all City Codes (Building, Fire, etc.),
- 3) Must add landscaping and lighting,
- 4) CUP not to be transferable to others, and
- 5) Must acquire a business license prior to occupancy

Chairwoman Izaguirre asked if there was any input in favor or against the request.

Chairwoman Izaguirre entertained a motion to close the public hearing. Mr. Alaniz moved to close the public hearing. Mrs. Austin seconded the motion. Upon a vote, the motion passed unanimously.

Mr. Alaniz asked if portable buildings have a time limitation?

Ms. De Luna stated we don't have a time limitation, but we do recommend and want permanent building.

There being no discussion, Chairwoman Izaguirre entertained a motion. Mr. Sanchez moved to the approve the conditional use permit as per staff's recommendation. Mrs. Austin seconded the motion. Upon a vote, the motion passed unanimously.

**Started:** 5:44 p.m.

**Ended:** 5:45 p.m.

**Item #2.0**

**Preliminary & Final**

**Replat Approval:**

Replat of Hutton No. 3 Subdivision  
Being a 4.510 acres, part of Lot 1 of the  
Hutton No. 3 Subdivision  
Suburban ETJ  
Developer: HuttonCo Development, LP  
Engineer: Dirksen Engineering

### **PLAT DATA**

This subdivision is located approximately 750' south of W. 3 Mile Rd. along the west side of La Homa Rd. The developer is proposing a 2-lot subdivision with Lot 2 being occupied by a commercial building — see plat for actual dimensions, square footages, and land uses.

### **WATER**

The water CCN belongs to Sharyland Water Supply Corporation. Existing fire hydrants are considered available therefore no further requirements are needed.

### **SEWER**

An existing internal 8" sewer line system will provide sewer service to all the lots. The Capital Sewer Recovery Fee is required at \$200.00 for Lot 2 (\$200.00 x 1 lot).

### **STREETS & STORM DRAINAGE**

The main access is from La Homa Road. No change in drainage patterns are proposed for this replat. The proposed flow will remain the same as existing. The City Engineer has reviewed and approved the drainage report.

### **OTHER COMMENTS**

Existing street lighting to be retained  
Must Comply with all other format findings

### **RECOMMENDATION**

Staff recommends approval

Chairwoman Izaguirre asked if there was any input in favor or against the request.

There was none.

Chairwoman Izaguirre entertained a motion to close the public hearing. Mrs. Austin moved to close the public hearing. Mr. Alaniz seconded the motion. Upon a vote, the motion passed unanimously.

There being no discussion, Chairwoman Izaguirre entertained a motion. Mr. Alaniz moved to the approve the conditional use permit as per staff's recommendation. Mrs. Austin seconded the motion. Upon a vote, the motion passed unanimously.

**Started: 5:45 p.m.**

**Ended: 5:46 p.m.**

**Item #2.1**

**Preliminary & Final**

**Plat Approval:**

Washington Lots Subdivision

Being a 0.97 acre tract of land more or less, being the south 845' of the west 1 acre, Lot 92 Mission Acres R-1

Developer:

Engineer: South Texas Infrastructure Group

### **REVIEW DATA**

#### **PLAT DATA**

This property is located on the northeast corner of the intersection of Blake Ave. and Washington St. — **see vicinity map**. The developer is proposing a 11 Lot residential subdivision. Currently, the land is vacant — see plat for actual dimensions, square footages, and land uses.

#### **WATER**

Water will be supplied by a proposed 8" water main line located along the east side of Washington St. to include a fire hydrant. The line will connect to an existing 8" main perpendicular on Blake Ave. and looped to an existing line along W. 18<sup>th</sup> St.

#### **SEWER**

A proposed 8" sanitary sewer line will be made available to service each lot which will be installed within a 10' utility easement located at the rear, east of the development. The line will connect to an existing 8" sewer line from W. 18<sup>th</sup> St. and run south ending at a proposed cleanout. The

Capital Sewer Recovery Fee is required at \$200.00/Lot which equates to \$2,200.00 (\$200.00 x 11 lots).

### **STREETS & STORM DRAINAGE**

Access to the proposed Lots will be from Washington St. The post development volume of storm water runoff is 5.99 cfs based on the 50-yr storm frequency. Approximately 4,283 cft or 0.098 ac-ft will need to be detained within the green areas of the proposed lots and overflowing into Washington St. This street eventually outfalls into a City of Mission Ditch located on the northeast corner of the intersection of Los Ebanos Rd. and W. Griffin Parkway. The City Engineer has reviewed and approved the drainage report.

### **OTHER COMMENTS**

Payment of Park Fees in the amount of \$5,500.00 (\$500 x 11 lots)  
The development has existing Street Lighting as per City Standards  
Must Comply with all other format findings

### **RECOMMENDATION**

Staff recommends approval subject to:

- Payment of Capital Sewer Recovery Fees
- Payment of Park Fees
- Comply with all other format findings.

Chairwoman Izaguirre asked if there was any input in favor or against the request.

There was none.

There being no discussion, Chairwoman Izaguirre entertained a motion. Mrs. Garza moved to the approve the replat. Mr. Villarreal seconded the motion. Upon a vote, the motion passed unanimously.

### **ITEM#3.0**

### **ADJOURNMENT**

There being no further items for discussion, Chairwoman Izaguirre entertained a motion. Mr. Sanchez moved to adjourn the meeting. Mrs. Austin seconded the motion. Upon a vote, the motion to adjourn passed unanimously at 5:46 p.m.

  
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Diana Izaguirre, Chairwoman  
Planning and Zoning Commission