

**MINUTES FOR THE
MISSION CIVIL SERVICE COMMISSION
September 26, 2025**

Commission-Present
Polo Garza-Chairman
Memo Delgadillo-Vice Chair
Robert Pena-Member

Staff Present
Jesse Lerma Jr-CS Director
Noemi Munguia-HR Director
Mike Silva-Fire Chief
Rey Perez-Asst Police Chief

Call to Order

Mr. Polo Garza called the meeting to order at 8:30 a.m.

Roll Call

All present

Pledge of Allegiance

Mr. Garza led the Pledge of Allegiance

Approval of Minutes-September 26, 2025

Mr. Lerma submitted the minutes for review. After a brief discussion, Mr. Delgadillo made a motion to approve the minutes as submitted. Mr. Pena seconded the motion. Motion was approved unanimously.

Approval of Mission Police Department LT's Promotional Examination Scores and the Creation of a New Eligibility List

Mr. Lerma advised the Commission that they had conducted the exam on October 9, 2025. They had nine (9) participants and six (6) passed. Mr. Lerma advised them that we had two (2) openings and once we approved the scores the promotion would be done immediately. After a brief discussion, Mr. Delgadillo made a motion to approve the scores and to create an eligibility list as presented. Mr. Pena seconded the motion. Motion was approved unanimously.

Discussion on Amending Ordinance #5741-Classified Positions for the Mission Fire Department for FY 2025-26-adding three (3) positions to the Classified Position of FF

Mr. Lerma advised the Commission that Chief Silva was proposing the addition of three (3) FF to assist with the overtime accumulation. He advised them that they would be presenting at the next scheduled City Council meeting for authorization. Mr. Lerma advised them that they would make the adjustments once it was approved. After a brief discussion, all present agreed that it was a good decision and hoped that it would help with the overtime costs.

Pending Business

Mr. Lerma advised them about the upcoming Veteran's Day events.

Adjourn

Meeting was adjourned at 8:45 a.m.

**ACCOMODATIONS REVIEW BOARD
SEPTEMBER 24, 2025
CITY HALL'S COUNCIL CHAMBERS**

ZBA PRESENT

Alberto Salazar
Dolly Elizondo
Humberto Garza
Heraclio Flores

ZBA ABSENT

William Ueckert Jr.

STAFF PRESENT

Xavier Cervantes
Jessica Munoz
Alex Hernandez
Elisa Zurita

GUESTS PRESENT

Craig King

CALL TO ORDER

Chairman Flores called the meeting to order at 5:09 p.m.

ITEM #3

TO CONSIDER A SPECIAL ACCOMMODATION REQUEST TO ALLOW AN ACCESSORY STRUCTURE TO HAVE A 0' GARAGE SETBACK INSTEAD OF THE REQUIRED 18' FOR A CARPORT MEASURING 18' BY 21', LOCATED AT 1909 W. 26TH STREET, BEING LOT 37, MONTECRISTO SUBDIVISION, APPLICANT: CRAIG KING

Mr. Cervantes stated that the applicant is requesting a special accommodation request to allow the following: to allow an accessory structure to have a 0' garage setback instead of the required 18' for a carport measuring 18' by 21' that were constructed without a building permit. Due to the applicant's disabilities, he requires the carport for since the applicant had multiple back surgeries and has limited mobility and range of motion that makes walking in inclement weather dangerous. Staff notes that these structures were built without obtaining the proper permits. City officials from the Code Enforcement Division noticed the carport structure and gave the property owner notice of violation for the construction of the structure without a building permit.

Staff recommends approval of the special accommodation request, subject to: 1) Sign a hold harmless agreement stating that the structures will remain perpetually "open and to its footprint" and if the structure is ever removed, the prevailing setbacks shall be complied with thereafter, and 2) obtaining a building permit and paying a double fee.

Mr. Garza asked if the item is for the Hardship.

Mr. Cervantes replied Yes, for the carport. He added the variance was denied last time but since Mr. King had many back operations with his disabilities he qualifies for the Special Accommodation Review Board. There is also a note that was signed by a nurse and staff has provided some x-rays of his back in your meeting packet. He stated Mr. king had this condition for many years and it's a struggle for him each day.

Mr. Garza asked if the neighborhood was fairly new.

Mr. Cervantes stated yes.

Mr. Garza asked if they had approved any carports in the neighborhood.

Mr. Cervantes stated No, this is the first carport in this neighborhood but Mr. King is asking for an approval based on his disability.

Chairman Flores asked if they move or sell they have to remove the carport.

Mr. Cervantes stated Yes.

Chairman Flores asked if the board needs to hear the applicant or could they start the motion.

Mr. Cervantes stated If the board members want to hear from him on his medical condition they can ask.

Mr. Salazar stated this is a tough one because the neighborhood expects a certain look when they buy the property.

Mr. Cervantes stated Yes and stated that he was surprised in the last meeting that nobody showed up in opposition from the neighborhood. He mentioned the applicant had supporters. He added he was expecting opposition because it's a brand new subdivision.

Mr. Salazar stated it's more difficult when people decide to show up because then the board become the bad guy.

Chairman Flores stated the good thing it isn't permanent and it's only while the applicant lives there.

Chairman Flores entertained a motion to close the public hearing. Mr. Salazar moved to close the public hearing. Ms. Elizondo seconded the motion. Upon a vote, the motion passed unanimously.

Ms. Elizondo asked if there are any plat notes against a carport like if there anything on the plat that indicates no carport built.

Mr. Cervantes stated It's an 18 foot front setback for the garage.

Chairman Flores asked if any notice have been given to the neighbors

Mr. Cervantes stated Yes, staff sent notice for the last meeting to the property owners within 200 feet, but nobody had showed up in opposition, he even had a neighbor speak in support.

Chairman Flores stated it would had been better if neighbors would have showed up and spoken on the comments they had. He had asked Mr. Cervantes if they spoke in favor.

Mr. Cervantes stated last meeting one of the neighbors spoke in support for the variance request. He believes staff also had some phone calls in support. There hasn't been any complaints from anybody.

Ms. Elizondo stated I just would like to reiterate that this is an accommodations board, and we do have a letter, we do have a condition, all the criteria is being met.

Mr. Salazar asked what is the process to notify people because they want to build a carport.

Ms. Elizondo stated there is already a process the applicant would have to apply for a building permit.

Mr. Cervantes stated staff had a meeting with the officials from code enforcement to ask them, when they're driving around the neighborhoods and if they see something like this under construction to stop the builders and asked if they have a building permit. He added if they don't have a permit the officers have agreed to place a stop work order and to notify planning department because our building inspectors don't go into the older neighborhoods. He mentioned they typically go to the newer neighborhoods where there's construction going on. He stated code enforcement officers they drive the whole city that's what they do every day they had agreed to do this. We will stop projects like this when they're barely putting the posts because we don't want to see this type of cases after construction. He stated he would want to see this before the structure is built.

Chairman Flores asked if the rest of the neighbors there could have the same right to apply if they meet those medical conditions.

Mr. Cervantes stated yes.

There being no further discussion. Chairman Flores entertained a motion. Ms. Elizondo moved to approve the special accommodations request as per staff recommendation. Mr. Garza seconded the motion. Upon a vote, the motion passed unanimously.

Mr. Cervantes stated to Mr. King since his accommodation request was approved and if he ever decides to sell the property, he would have to disclose to the buyer that the carport has to be removed. He added you would have to disclose this since it's been approved for only you because of your medical condition.

ITEM#4

ADJOURNMENT

There being no further business, Mr. Alberto Salazar moved to adjourn. Mr. Humberto Garza seconded the motion. Upon a vote, the motion passed unanimously at 5:19 p.m.



Heraclio Flores, Chairman
Accommodations Review Board