PLANNING AND ZONING COMMISSION
MAY 20, 2026
CITY HALL'S COUNCIL CHAMBERS @ 5:30 P.M.

P&Z PRESENT	**P&Z ABSENT**	**STAFF PRESENT**	**GUEST PRESENT**
Diana Izaguirre	Irene Thompson	Gabriel Ramirez	Randy Davila
Kevin Sanchez		Susie De Luna	Marco Bazaldua
Connie Garza		Xavier Cervantes	Jose E. Lopez
David Villarreal		Alex Hernandez	Elva M. Contreras
Raquenel Austin		Ana Bazaldua	
Steven Alaniz		Elisa Zurita	

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

DISCLOSURE OF CONFLICT OF INTEREST
There was none.

CITIZENS PARTICIPATION
There was none.

APPROVAL OF MINUTES FOR MAY 6, 2026
Chairwoman Izaguirre asked if there were any corrections to the minutes for May 6, 2026. Mr. Sanchez moved to approve the minutes as presented. Ms. Austin seconded the motion. Upon a vote, the motion passed unanimously.

Started: 5:31 p.m.
Ended: 5:38 p.m.
Item #2
Conditional Use Permit: **A Home Occupation for the Sale of Firearms – Shooters Haven in a (R-1) Single Family District Being Lot 7, Glenwood Terrace Subdivision, located at 2309 Brock Street.**
Shooters Haven
c/o Randy C. Davila & Ana G. Bazaldua

Mr. Cervantes stated the subject site is located approximately 350' west of Shary Road along the north side of Brock Street. Per Code of Ordinance, a home occupation requires the approval of a Conditional Use Permit by the City Council. The applicants are applying for a Federal Firearm License (FFL), and one of the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) requirements is that they have permission from the City to utilize their home address to obtain the license. The ATF also requires them to have an office within their home for interview purposes. The applicant intends to open a shooting range outside city limits once they have obtained their FFL license. There will be no sales, nor interior or exterior advertisement from the house. The applicant's key motivation for pursuing this license is to gain access to training resources, materials, and equipment at reduced costs. This resource will help support the development of a broader project focused on education, safety awareness, and responsible firearm handling within the community. The P&Z Commission has seen and approved similar requests for the following addresses: 1706 Sandstone Drive & 2208 Monaco Drive. The Planning staff has not received any objections to the request from the surrounding property owners. Staff mailed out (24) legal notices to surrounding property owners. In accordance with the zoning ordinance, the P&Z and City Council may impose requirements and conditions of approval to ensure that a use requested by a Conditional Use Permit is compatible and complementary to adjacent properties. Staff recommends approval of the request subject to compliance with the following conditions: 1) 1 year approval to assess this new operation; 2) Compliance with Section 1.56-1 (Home Occupations) of the Zoning Ordinance; 3) Must comply with all City Codes (Building, Fire, Health, Landscaping, etc.); 4) Acquire a business license; 5) CUP is not transferable to others; and 6) Sign an affidavit stating that no sales of firearms shall be allowed in person or online from residence.

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

Mrs. Ana G. Bazaldua stated she resides at 2309 Brock Street, clarified that the permit was not intended for conducting any sales but it's necessary for the process of applying for loans and pursuing financial development. She explained that the bank required certain estimates, and in order to obtain estimates and more detailed information, an application for a Federal Firearms License (FFL) was required. She noted that while the application process serves as an umbrella covering both applying and sales, she has no interest in selling at all. Ms. Bazaldua shared that her long-term plan alongside her partner, who has served the City of Mission Police Department for 16 years, is to open a training facility focused on law enforcement and the local community to provide training and promote more responsible gun ownership and handling. She described the permit as a small initial step in a larger plan. She acknowledged that the permit does not grant approval for sales, but simply allows them to begin the application process with the federal government. She concluded that there is no intention to conduct sales out of her home.

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

Chairwoman Izaguirre asked if the board had any questions.

Mr. Sanchez asked if the ATF requires you to keep an address on file.

Mr. Cervantes confirmed that the applicant had included that information in her letter. He explained that the permit was simply to pursue the project within the state and noted that she required a letter from the city indicating approval for the home occupation.

There being no further discussion, Chairwoman Izaguirre entertained a motion. Ms. Garza moved to approve the conditional use permit with the condition to sign an affidavit stating that no sales of firearms shall be allowed in person or online from the residence. Mr. Sanchez seconded the motion. Upon a vote, the motion passed unanimously.

Started: 5:38 p.m.
Ended: 5:38 p.m.
Item #3

Ordinance Amendment: Conduct a public hearing and consideration of the adoption of an ordinance amending the City of Mission Code of Ordinances Appendix A – Zoning, Article VIII – Use Districts and Conditional Uses, Section 1.43 – C-3 (General Business District), Subsection (3) Conditional Uses, section 1.47 – PUD (Planned Unit Development District), Subsection (2) Permitted Uses by Adding Car Wash Establishments as a Conditional Use. Applicant: City of Mission – Cervantes

No Action.

Started: 5:38 p.m.
Ended: 5:39 p.m.
Item #4
Site Plan Approval: **Construction of an industrial facility named CEBSA Warehouse and Offices in the unrecorded Lot 1, CEBSA Subdivision being a 2.42 acre tract of land out of Lot 12-6, West Addition to Sharyland Subdivision located at 2300 S. Conway Avenue Jose J. Mercado**

Mr. Ramirez stated the site is located along the West side of Conway Avenue approximately 2,800 feet North Military Parkway. Proposed is the construction of a privately-owned and operated storage warehouse facility within an undeveloped L-1 (Light Industrial District). The site will be compliant with its zoning requirements including setbacks and allowable uses. This facility will measure a grand total of 26,500 square feet and house a 2-story office building that will include a lobby, office, restroom, a bay/loading dock and a second unit made available for future leasing. There will be 22 parking stalls (2 designated as handicapped) allocated to this development. The rear will be accessible by driving access lanes. Landscaping is to comply with the City's regulations and code ordinances, and a lighting plan has been reviewed so that nearby residential properties will not be affected. There will be one enclosed dumpster located within the site to be screened with a solid buffer and opaque gates. No more than two permanent signs shall be allowed on one lot, except those lots with double frontage, in which case a maximum of three permanent signs will be permitted with at least one sign on each frontage. The CEBSA Subdivision is in the utility installation phase of development. Staff recommends approval of the Site Plan as presented.

Chairwoman Izaguirre asked if the board had any questions.

There was none.

There being no further discussion, Chairwoman Izaguirre entertained a motion. Mr. Sanchez moved to approve the site plan approval. Ms. Garza seconded the motion. Upon a vote, the motion passed unanimously.

Started: 5:39 p.m.
Ended: 5:40 p.m.
Item #5
Site Plan Approval: **Construction of the Post Oak Warehouse Dry Storage Facility on Lot 1,**

Anzaldua Industrial Park Phase I Subdivision, located at 1300 East Military Highway Jose J. Mercado

Mr. Ramirez stated the site is located at the Southeast corner of Military and Bryan Roads. Proposed is the construction of a dry storage warehouse facility within a developed L-1 (Light Industrial District). The site plan is in compliance with the zoning requirements including setbacks and allowable uses. This facility will measure a grand total of 108,825 square feet and house a 2-story office building and a 2-story shipping office that will include a lobby, restrooms, and a bay with 26 loading docks. There will be 109 parking stalls (4 designated as handicapped) allocated for this development. The rear will be accessible by driving access lanes with 3 access driveways – 2 from Military Road and 1 from Bryan Road. Landscaping is to comply with the City's regulations and code ordinances, and a lighting plan has been reviewed so that nearby residential properties will not be affected. There will be a minimum of 2 dumpster units located side-by-side within the site to be screened with a solid buffer and opaque gates. No more than two permanent signs shall be allowed on one lot, except those lots with double frontage, in which case a maximum of three permanent signs will be permitted with at least one sign on each frontage. Bryan Road South of Military Highway was recently paved with a 32 foot wide road. Staff recommend approval of the Site Plan as presented.

Chairwoman Izaguirre asked if the board had any questions.

There was none.

There being no further discussion, Chairwoman Izaguirre entertained a motion. Mr. Sanchez moved to approve the site plan approval. Ms. Garza seconded the motion. Upon a vote, the motion passed unanimously.

ITEM#6
ADJOURNMENT

There being no discussion, Chairwoman Izaguirre entertained a motion. Mr. Sanchez moved to adjourn the meeting. Ms. Austin seconded the motion. Upon a vote, the motion to adjourn passed unanimously at 5:40 p.m.

Diana Izaguirre, Chairwoman
Planning and Zoning Commission

PARKS AND RECREATION ADVISORY BOARD MEETING
May 12, 2026

BOARD MEMBERS PRESENT	STAFF
Tony Guerrero	Brad Bentsen
Chris Voss	Pete Lopez
Mark Minton	Taylor Cavazos
Jesus Mendiola	Rick Contreras
Julissa Barrera Martin	Pete Charles

Call to Order

Julissa Barrera Martin called the meeting to order.

Prayer

Chris Voss led us in prayer.

Roll Call

Roll call was taken and quorum was met.

Approval of Minutes

The Board Members approved the minutes for the April 21, 2026 Advisory Board meeting. Motion to approve was made by Jesus Mendiola and seconded by Chris Voss. The motion to approve minutes passed unanimously.

Citizen Participation

N/A

Update on Parks

The Parks Department provided event support services, including setup and teardown, for the following community events:

- Police Department National Crime Victims Event
- Autism Awareness Event at Lions Park
- Trash Bash at Lions Park
- First Annual Trooper 5K Memorial Run at the Mission Event Center
- Tree Planting Event at the Animal Shelter

The department's assistance helped ensure the successful preparation and completion of each event.

Parks staff assisted the Boys and Girls Club by preparing fields for their baseball league.

Following the closure of 5X5, several benches were donated to the Parks Department. These benches are currently being distributed among various parks throughout the City.

In response to a complaint received at Ruben Hinojosa Park, the Strike Team constructed a sidewalk at the park's north entrance to provide a safe connection to the walking track. This improvement was made to address slippery conditions in the area during rainy weather.

Staff continues irrigation project at the Golf Course, irrigation crew installed all the valves and is just waiting to get the plants design down to be able to move on to the next step.

Recently the Irrigation Crew has been attending to many repairs throughout the City.

The Department has continued to maintain and mow city right-of-ways due to the absence of a right-of-way maintenance contract.

Staffing shortages continue within the Department, with four existing vacancies and three additional employees recently departing, resulting in a total of seven positions that need to be filled. Two new employees were hired last week and are currently awaiting clearance to begin.

Update on Recreation

Men's Basketball league continues, leading in to the 4th week.

Sunday Volleyball league has started, consisting of 10 teams with 5 JV teams and 5 Varsity teams.

Looking to start a 7 on 7 league consisting of Mission High School, Veterans High School, La Joya, Palmview, Juarez Lincoln that will take place at Veterans High School.

Recreation Department finalized the summer flyer which will be printed this Friday.

Department is preparing for this Friday's rescheduled Music at the Park event at the Leo Pena Placita Park.

Update on Aquatics

Lap swimming continues at the Bannworth Pool.

USA Swim team has decreased in participant as season comes to an end.

The summer TAAF swim program has started, with swim test try outs have started last Monday at the Bannworth Pool.

Border Patrol, National Guard, Navy, Texas Army and the Hildalgo County Water District all have been using the facilities for trainings.

Currently in the process of hiring enough lifeguards to be able to offer all the programs this summer.

New Business

B. Bentsen presented a new project to the Board that was proposed by a Girl Scout working toward her Silver Award. The project involves providing healthy food for the ducks. During the discussion, Board members expressed concerns regarding the funding and ongoing responsibility for the feed, which were brought to B. Bentsen's attention.

. A sophomore at Sharyland High School presented his proposed "Freedom to Read" project and requested the Board's approval to proceed. The project includes the installation of a picnic table, shade covering, and a book-sharing compartment, allowing individuals to borrow and return books while promoting outdoor reading. The pilot phase of the project is planned for Ruben Hinojosa Elementary School, followed by Shimotsu Elementary School, and then Sharyland High School. The project will be funded through sponsorships and will not result in any cost to the Department. The Board was asked to approve the project. Jesus Mendiola made a motion to approve the project and allow it to move forward. Tony Guerrero seconded the motion. The motion carried

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B. Bentsen requested assistance in finalizing the framework for the Adopt-a-Park Program. The Board had previously approved program requirements, including a minimum of four visits per year, one-year participation agreements, and a minimum two-hour cleanup commitment.

B. Bentsen encouraged Board members to provide input regarding sponsorship opportunities, participant recognition, and the basic supplies needed to launch the program, such as gloves, trash bags, and litter reachers. It was proposed that recognition signage be installed following the completion of at least two park cleanups by participating groups. In addition, an online application form would be required for participation in the program. The Board also agreed that political advertising, campaigning, or propaganda would not be permitted in connection with program activities.

Based on the program's response, the Board plans to further develop sponsorship packages, establish participation tiers and associated benefits for the program. Along with also determining limitations on the number of groups assigned to each park to ensure equitable distribution among all parks.

The Board further agreed that a designated Department representative should serve as the primary point of contact for the program. This individual would be responsible for monitoring participation, coordinating with adopting groups, tracking program compliance, and serving as the Department's liaison for all Adopt-a-Park activities.

B. Bentsen requested the Board's continued support as the Adopt-a-Park Program moves into its implementation phase.

The Board discussed potential sponsorship structures for the Adopt-a-Park Program, including whether sponsorships should be established as a one-time contribution, an ongoing partnership, or an annual commitment. Additional discussion focused on whether sponsors should support the entire park system or have the option to sponsor individual parks. Julissa Barrera Martin suggested that sponsorship opportunities be structured as overall program sponsorships rather than park-specific sponsorships.

The Board agreed that these sponsorship details would be addressed at a later stage as part of the program's sponsorship package development. In the meantime, the focus will remain on identifying and securing the basic resources needed to launch the program.

Julissa Barrera Martin suggested preparing a donation request letter to seek contributions of supplies such as gloves, trash bags, and litter reachers from local businesses, including Home Depot and Lowe's. B. Bentsen recommended contacting other municipalities with established Adopt-a-Park programs to gather information on participant recognition and sponsor benefits, including potential return-on-investment opportunities such as social media recognition, plaques, signage, or other forms of acknowledgment.

The discussion concluded with a recommendation to collaborate with the Parks Department to assess the specific needs of each park. This information will help establish sponsorship levels, determine resource requirements, and develop participation tiers for the program.

Old Business

N/A

Adjournment

Mark Minton made a motion to adjourn the meeting and was seconded by Jesus Mendiola. The Board voted unanimously and the meeting was adjourned.

GOLF COURSE ADVISORY BOARD
May 13, 2026 - 5:30 PM – SHARY MUNICIPAL GOLF COURSE
2201 N. MAYBERRY STREET, MISSION, TEXAS 78572

PRESENT:
Benjamin Lau
Tom Lee
Toby Garza
Isaac Martinez
Jose G. Salinas
Ignacio Pecina
Javier Barrera

STAFF PRESENT:
Marissa Gerlach
Norie Gonzalez Garza, Mayor
Andy Garica, Co-Interim City Manager
Efrain Gutierrez Chapa

ALSO PRESENT:
Carl Davis, MEDC Chairman

1. Call to order

Mr. Ben Lau called the meeting to order at 5:30 p.m.

2. Roll Call

Present at the call to order: Mr. Tom Lee, Mr. Toby Garza, Mr. Isaac Martinez, Mr. Jose G. Salinas, Mr. Ignacio Pena, Mr. Benjamin Lau and Mr. Javier Barrera. Staff present at call to order included: Mayor Norie Gonzalez Garza, Mrs. Marissa Gerlach, Mr. Andy Garcia, Mr. Carl Davis, Mr. Michael Fernuik, and Mr. Efrain Gutierrez.

3. Public Participation

None

4. Approval of March 25, 2026, Minutes

Mr. Ignacio Pecina moved to approve the minutes presented for the Golf Course Advisory Board Meeting of March 25, 2026. The motion was seconded by Mr. Jaier Barrera and approved 7-0.

5. Golf Director's Report
   a. Update and Plan for the Starlight Night Golf Course Project

Mr. Andy Garcia presented an update on the Starlight Night Golf Course Project and reviewed the Master Plan, noting that the grand opening of Starlight Night Golf was scheduled for June 4, 2026. Prior to discussing the project items, drone footage of the golf course was displayed to illustrate the areas identified for improvement when the Master Plan was initially developed and to highlight the progress achieved to date.

Following the presentation of the footage and discussion of areas requiring immediate attention, Mr. Garcia reviewed the project checklist. He stated that numerous improvements identified in the Master Plan have already been completed. Remaining items include the solicitation process for various services, decorative rock selection, and evaluation of the course's irrigation needs.

Mr. Garcia specifically discussed conditions at Hole No. 4, noting the presence of dead green areas resulting from elevated salt levels and insufficient irrigation. He informed the Board that a project punch list has been established and that weekly updates will be provided regarding project progress, beginning with irrigation findings received from the consultant. He further explained that a pump station design is needed to determine capacity requirements and that a comprehensive irrigation design for the entire golf course is necessary to meet operational needs.

The Board engaged in an extensive discussion regarding decorative rock selections for the course.

Mr. Garcia then reviewed Exhibit C of the Master Plan, explaining the areas highlighted in red and noting that an asphalt overlay is urgently needed. He stated that the work would be performed in-house by the Street Department and would include designated stopping points for tee-offs and beverage stations.

Discussion then moved to staffing needs. Mr. Garcia reported that thirteen positions are available and applications are currently being received and reviewed. He noted that a full-time Golf Course Marshal position would be necessary and emphasized the need to develop a formal marshal program and policy.

The Board also discussed the solicitation of a food vendor truck. Mr. Garcia explained that the solicitation process may need to be resolicited and that, in the interim, a temporary plan could be implemented whereby the Pro Shop Clerk would sell food items to generate additional revenue. Further discussion was held regarding menu options and food budget considerations.

Board members suggested that Mr. Garcia seek a second legal opinion regarding the acceptance of tips by employees, as the previous City Attorney recommendation was against allowing employee tipping.

Following additional discussion, Mayor Norie Gonzalez Garza suggested postponing the Ribbon Cutting Ceremony from June 4, 2026, to June 18, 2026, subject to Board consensus.

The Board also emphasized the importance of recruiting volunteers to assist with golf course operations and reiterated the need to hire a Golf Course Marshal needing to establish policies related to the Golf Course Marshal position.

6. Unfinished Business

None

7. Chairman's Comments

During closing comments, Mr. Garcia stated that he would be working on landscaping improvements on Saturdays and welcomed volunteer participation from Board members. He also recommended conducting weekly Board meetings to provide ongoing updates regarding Master Plan implementation. After discussion, the Board agreed to schedule weekly meetings every Thursday at 5:30 p.m.

No comments were made by the Board.

8. Adjournment

At about 6:55 p.m., Mr. Javier Barrera moved to adjourn. The motion was seconded by Mr. Toby Garza and approved 7-0.

INTERNAL AUDIT
CITY OF MISSION, TEXAS

CITY OF MISSION, TEXAS
AUDIT COMMITTEE MEETING MINUTES

April 30, 2026 • 2:00 PM
Mission City Hall Community Room
1201 E. 8th Street • Mission, Texas 78572

PRESENT	ABSENT	STAFF PRESENT	ALSO PRESENT
David Penoli Dr. Charles Austin Marissa Gerlach	Ruben Plata	Andy Garcia JP Terrazas Vidal Roman Ezeiza Garcia Cesar Torres Reynaldo Perez Ted Rodriguez Virginia Passamentt Aida Lerma Jesse Mares	Guillermo Reyna Jackie Lowe Eloy Garcia

1. Call to Order

Chairman David Penoli called the meeting to order at approximately 2:15 p.m. Present at the call to order were Mr. David Penoli, Dr. Charles Austin, and Ms. Marissa Gerlach.

2. Approval of Minutes – March 25, 2026

Dr. Austin moved to approve the minutes as presented. Motion was seconded by Ms. Gerlach and approved unanimously 3-0.

3.A. Presentation of Police Department Audit

Mr. Guillermo Reyna presented the Police Department Level B Audit, including audit information, assessments conducted, and sampling methodologies utilized. The Committee requested additional information regarding the audit due to limited detail contained within the report. Supplemental payroll and overtime analysis was furnished. Discussion was held regarding the audit not containing sufficient detail to substantiate classification as a Level B Audit and not fully aligning with agreed upon procedures established in the Audit Plan. No action was taken pending additional work to be presented at a future meeting.

3.B. Presentation of Event Center Department Audit

Mr. Guillermo Reyna presented the Mission Event Center Level A Audit and discussed the audit procedures, assessments conducted, and sampling methodologies utilized. Questions were directed to Event Center Director

Aida Lerma regarding event operations and staffing levels. Chairman Penoli requested that department heads provide introductory information regarding their professional background, department operations, staffing levels, and relevant operational statistics during future presentations. Ms. Gerlach moved to accept the Mission Event Center Level A Audit as presented. Motion was seconded by Dr. Austin and approved unanimously 3-0.

3.C. Presentation of Golf Course Department Audit

The Golf Course Audit findings were presented, including recommendations regarding camera resolution at cash collection points, segregation of cash handling duties, and alignment of golf cart lease terms with battery life cycles. Andy Garcia provided verbal responses noting that camera systems had previously demonstrated denomination recognition capability, daily cash collection improvements were in progress, and future golf cart lease terms would better align with battery life spans. Ms. Gerlach moved to accept the Golf Course Audit as presented. Motion was seconded by Dr. Austin and approved unanimously 3-0. Formal written responses to findings will be brought back to the Audit Committee for approval.

3.D. Presentation of December 2025 Financial Report

The December 2025 financial statements for the General Fund, Utility Fund, and Other Enterprise Funds were presented and reviewed as part of the Financial Review for the Facilities Maintenance Department in accordance with the Audit Plan. The Committee discussed various financial line items with Jesse Mares, Facilities & Fleet Manager. Dr. Austin moved to accept the financial statements and financial review as presented. Motion was seconded by Ms. Gerlach and approved unanimously 3-0.

3.E. Discussion and Update on 2025 Comprehensive Annual Financial Report

An update was provided regarding the Fiscal Year 2025 Annual Comprehensive Financial Report (ACFR), including a summary of activities currently in progress to complete the audit and reporting process. No action was taken.

3.G. Discussion of Action Item Report

The Committee reviewed and discussed the Action Item Report, including updates regarding the Incode Bank Reconciliation System, Tyler Technologies permissions assessment, ACFR completion status, Utility Billing bad debt procedures, fixed asset reconciliation efforts, audit findings remediation, audit plan revisions, and Senate Bill 1851 financial impact assessment efforts.

4. Date and Time of Next Meeting

Dr. Austin moved to set the next Audit Committee meeting for May 27, 2026, at 2:00 p.m. at the Mission City Hall Community Room. Motion was seconded by Ms. Gerlach and approved unanimously 3-0.

5. Chairman's Comments

No comments were made.

6. Member's Comments

No comments were made.

7. Adjournment

Ms. Gerlach moved to adjourn the meeting at approximately 5:00 p.m. Motion was seconded by Dr. Austin and approved unanimously 3-0.

APPROVED THIS 27th DAY OF May, 2026.

David Penoli, Chairman

ATTEST:

Andy Garcia, Co-Interim City Manager