



AGENDA

Pursuant to V.T.C.A. Gov. Code Section 551.001, et. Seq., the Accommodations Review Board of the City of Mission, Texas will hold a Regular Meeting on **26, August 2026 at 4:45 p.m.** in the **City Hall's Council Chamber, 1201 E. 8th Street** at this meeting, the Board may deliberate, conduct public hearings, receive public comments and evidence, consider appeals, variances, special exceptions, interpretations, requests, applications, and any other matters within the jurisdiction of the Accommodations Review Board, and may take action on any subject listed on this agenda. The Chairperson may change the order of items listed below for the convenience of the meeting.

REGULAR MEETING

1. Call to Order
2. Disclosure of Conflict of Interest
3. Citizens Participation

APPROVAL OF MINUTES

1. Approval of minutes for ARB - March 25th, 2026

PUBLIC HEARING

2. Public hearing and take action to consider a special accommodation request to allow a 6' front setback instead of the required 25' for a 15' 10" x 15' 10" existing patio structure, being Lot 176, Frontier Estates Phase 3 Subdivision, located at 907 E. Sandstone Drive, as requested by Mariaelia Gutierrez - Cervantes

Notice Regarding Executive Session: The City of Mission Accomodations Review Board may convene in a closed meeting, also known as Executive Session, at any time during the course of this meeting for any posted item, as authorized by the Texas Open Meetings Act, Tex. Gov't Code Chapter 551, including, but not limited to, Tex. Gov't Code §§ 551.071, 551.072, 551.073, 551.074, 551.076, 551.087, 551.089, and Tex. Gov't Code §§ 418.175–.182, as applicable. Any final action, decision, or vote on a matter deliberated in Executive Session will be made only in open session in accordance with law.

ADJOURNMENT

Signed this the 20 day of August, 2026

Xavier Cervantes, Director of Planning

C E R T I F I C A T E

I, the undersigned City Secretary do certify that the above notice of meeting was posted on the bulletin board of City Hall, 1201 E. 8th Street, Mission, Texas on this the 20th day of August, 2026 and will remain posted continuously for at least three business days preceding the scheduled date of said meeting, in compliance with Chapter 551 of the Government Code.

Anna Carrillo, City Secretary

**ACCOMODATIONS REVIEW BOARD
MARCH 25, 2026
CITY HALL'S COUNCIL CHAMBERS**

ARB PRESENT

Alberto Salazar
Humberto Garza
Heraclio Flores
Dolly Elizondo

ARB ABSENT

William Ueckert Jr

STAFF PRESENT

Xavier Cervantes
Susie De Luna
Alex Hernandez
Jessica Munoz
Elisa Zurita
Ana Bazaldua

GUESTS PRESENT

Adrian Hernandez
Maria Elizabeth Munguia
Maria Ceran
Leonel Perez
Eddie Tapuro

CALL TO ORDER

Chairman Salazar called the meeting to order at 4:44 p.m.

ITEM #2

TO CONSIDER A SPECIAL ACCOMMODATION REQUEST TO ALLOW A 0' GARAGE SETBACK INSTEAD OF THE REQUIRED 18' FOR A 20X20 EXISTING CARPORT, BEING LOT 146, MISSION PALM ESTATES SUBDIVISION, LOCATED AT 1729 DALOBO BOULEVARD, AS REQUESTED BY MARIA ELIZABETH MUNGUIA.

Ms. Jessica Munoz stated that the property is located at 1729 Dalobo Boulevard, being Lot 146, Mission Palm Estates East Subdivision. The applicant is seeking the Board's consideration to keep a 20' x 20' carport within the 18' front setback. The carport was constructed without obtaining a building permit. The carport was constructed for medical reasons, to prevent falls and provide protection. Due to Osteoarthritis and Hypertension. The lot measures 40' in width by 80' in depth for a total of 3,200 square feet. The lots to the north, south, east, and west are developed as Townhouse Residential. Staff notes that the Code Enforcement Department had a case in this property for construction without a permit. The Planning staff has not received any objections to the request from the surrounding property owners. Staff mailed a notice to the property owner. No variances have been processed in this subdivision. The Accommodation Review Board may review the application and issue a ruling that grants the variance, grants the variance with conditions, or denies the application. If the application is approved, it is only for the person with the medical condition. Once the need is no longer there, the carport would need to be removed.

STAFF RECOMMENDATION:

Staff recommends approval subject to: 1) Sign a hold harmless agreement stating that the structure will remain perpetually "open and to its footprint" and if the structure is ever removed or the need is no longer there, the prevailing setbacks shall be complied with thereafter, 2) obtaining a building permit and assessing a double permit fee, 3) if the property is sold in the future, the applicant must disclose to the buyer that the carport structure must be removed before the sale.

Chairman Salazar asked if the applicant was present in the audience.

Ms. Maria Elizabeth Munguia Garza applicant, stated her name for the record as well as verifying her address and requested a hearing in Spanish.

Ms. Munguia stated her case and advised the board she had on her proper documentation from her primary care physician to support her special accommodations request.

Ms. Elizondo advised Ms. Munguia that the documentation from her physician was not needed.

There being no further discussion or opposition. Chairman Salazar 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.

ITEM #3

TO CONSIDER A SPECIAL ACCOMMODATION REQUEST TO ALLOW A 6'10" GARAGE SETBACK INSTEAD OF THE REQUIRED 18' AND TO ALLOW A 3'10" SIDE SETBACK INSTEAD OF THE REQUIRED 6' SIDE SETBACK FOR A 19'5" X 21'8" EXISTING CARPORT, BEING LOTS 18 & 19, BLOCK B, BUTTERFIELD ADDITION SUBDIVISION, LOCATED AT 116 S. KARELUM AVENUE, AS REQUESTED BY LEONEL PEREZ.

Ms. Susie De Luna stated the property is located 200' feet south of East 1st Street along the west side of Keralum Avenue. The applicant is seeking the Board's consideration to keep a 19'5" x 21'8" existing carport within the garage and side setbacks. The carport was constructed without obtaining a building permit. The carport was constructed to keep him and his vehicle safe during inclement weather. Mr. Perez had a spinal surgery and suffers from the following conditions: chronic pain, pure hyperglyceridemia, hyperlipidemia, acute atopic conjunctivitis, hypertension, hearing loss, knee traumatic arthropathy, among others. He uses the carport when walking outside. Butterfield Addition was recorded on September 11, 1945. The lots measure 25' in width by 150' in depth for a total of 3,750 square feet. The lots to the north, south, east, and west are developed as single-family residential. The Planning Department has not received any objections to the request from the surrounding property owners. Staff mailed a notice to the property owner. No variances have been processed in this subdivision. Supporting documentation for this request has been submitted.

STAFF RECOMMENDATION:

Staff recommends approval subject to: 1) Sign a hold harmless agreement stating that the structure will remain perpetually "open and to its footprint" and if the structure is ever removed or the need is longer there, the prevailing setbacks shall be complied with thereafter, 2) obtaining a building permit and assessing a double permit fee, 3) if the property is sold in the future, the applicant must disclose to the buyer that the carport structure must be removed prior to the sale.

Chairman Salazar asked if the applicant was present in the audience.

Mr. Lopez stated his name and address for the record.

Chairman Salazar asked if Mr. Lopez was the owner of the property.

Mr. Lopez replied his parents were the owners, as well as stating that he is undergoing the process of transferring the property to his name.

Chairman Salazar asked if the board has questions for the applicant.

Mr. Flores asked the applicant if he had any brothers or sisters that could claim the property latter on.

Mr. Lopez replied he does have brothers and sisters but none would claim the property and he stated he has been paying taxes for the property for 20+ years.

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

4 ADJOURNMENT

There being no further business, Chairman Salazar entertained a motion. Mr. Garza moved to adjourn meeting. Ms. Elizondo seconded the motion. Upon a vote, the motion passed unanimously at 4: 43 p.m.

Alberto Salazar, Chairman
Accommodations Review Board



CITY OF MISSION

AGENDA ITEM & RECOMMENDATION SUMMARY

MEETING DATE: August 26, 2026

PRESENTED BY: Xavier Cervantes, AICP, CPM – Director of Planning

AGENDA ITEM: Public hearing and take action to consider a special accommodation request to allow a 6' front setback instead of the required 25' for a 15' 10" x 15' 10" existing patio structure, being Lot 176, Frontier Estates Phase 3 Subdivision, located at 907 E. Sandstone Drive, as requested by Mariaelia Gutierrez - Cervantes

NATURE OF REQUEST:

Project Timeline:

- July 27, 2026 – Application for Accommodations Review Board submitted to the City.
- August 10, 2026 – In accordance with State and local law, notice of the required public hearings was mailed to the property owner of the subject tract.
- August 26, 2026 – Public hearing and consideration of the requested special accommodation by the Accommodations Review Board.

Summary:

- The request is for a variance not to comply with Section 1.371 – R-1 (Single Family Residential District), which states:
 - Minimum Front Setback: 25 feet
 - Minimum Side Setback: 6 feet
 - Minimum Rear Setback: 10 feet
 - Minimum distance from the public right-of-way to the entrance to a garage or enclosed carport, unless otherwise approved by the zoning board of adjustments: 18 feet
 - Where a building setback has been established by plat or ordinance and such setback requires a greater or lesser front yard setback than is prescribed by this article for the district in which the building is located, the required front yard setback shall comply with the building line so established by such plat or ordinance.
- The site is located at 907 E. Sandstone Drive.
- The applicant is seeking the Board's consideration to keep a 15'10" x 15'10" existing patio within the front setbacks. The patio was constructed without obtaining a building permit.
- The patio was constructed to provide Mrs. Gutierrez with protection from inclement weather. Mrs. Gutierrez has several medical conditions, including blindness in her left eye, hearing loss, and the need for regular dialysis treatment.
- Frontier Estates was recorded on June 26, 2001. The lots measure 60' in width by 106.69' in depth for a total of 6,401 square feet.
- The Planning Department has not received any objections to the request from the surrounding property owners. Staff mailed a notice to the property owner.
- No variances have been processed in this subdivision.
- The City of Mission Code of Ordinances Appendix A – Zoning, Article IV-A, Section 1.08 states ARB may:

- Review the application and issue a ruling that grants, grants with conditions, or denies the application,
- Hear and consider evidence offered by an interested person. The board's decision must be by a majority vote.
- Impose reasonable conditions on any reasonable accommodation granted consistent with the purpose of this article.
- Must be consistent with the FHAA (Fair Housing Amendment Act) and the determination of whether a request for an accommodation is reasonable is based on a consideration of the following factors:
 - (a) whether the housing that is the subject of the request will be used by one (1) or more individuals with a disability.
 - (b) whether the requested accommodation is necessary to make specific housing available to one (1) or more individuals with a disability.
 - (c) whether the requested accommodation would impose an undue financial or administrative burden to the city.
 - (d) whether the requested reasonable accommodation would require a fundamental alteration in the nature of a city requirement.
- The Board's determination is final and filed with the Planning Department's office.
- Nothing herein shall prohibit the applicant, or person on whose behalf a specific application was filed, from reapplying for a reasonable accommodation based on additional grounds or changed circumstances. Nor shall this provision be construed to affect in any way the rights of a person to challenge the denial of a request for reasonable accommodation as violating the Fair Housing Act, the ADA or other applicable state, federal or local law.

STAFF RECOMMENDATION:

Staff recommends approval subject to: 1) Sign a hold harmless agreement stating that the structure will remain perpetually "open and to its footprint" and if the structure is ever removed or the need is longer there, the prevailing setbacks shall be complied with thereafter, 2) obtaining a building permit and assessing a double permit fee, 3) if the property is sold in the future, the applicant must disclose to the buyer that the carport structure must be removed prior to the sale.

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

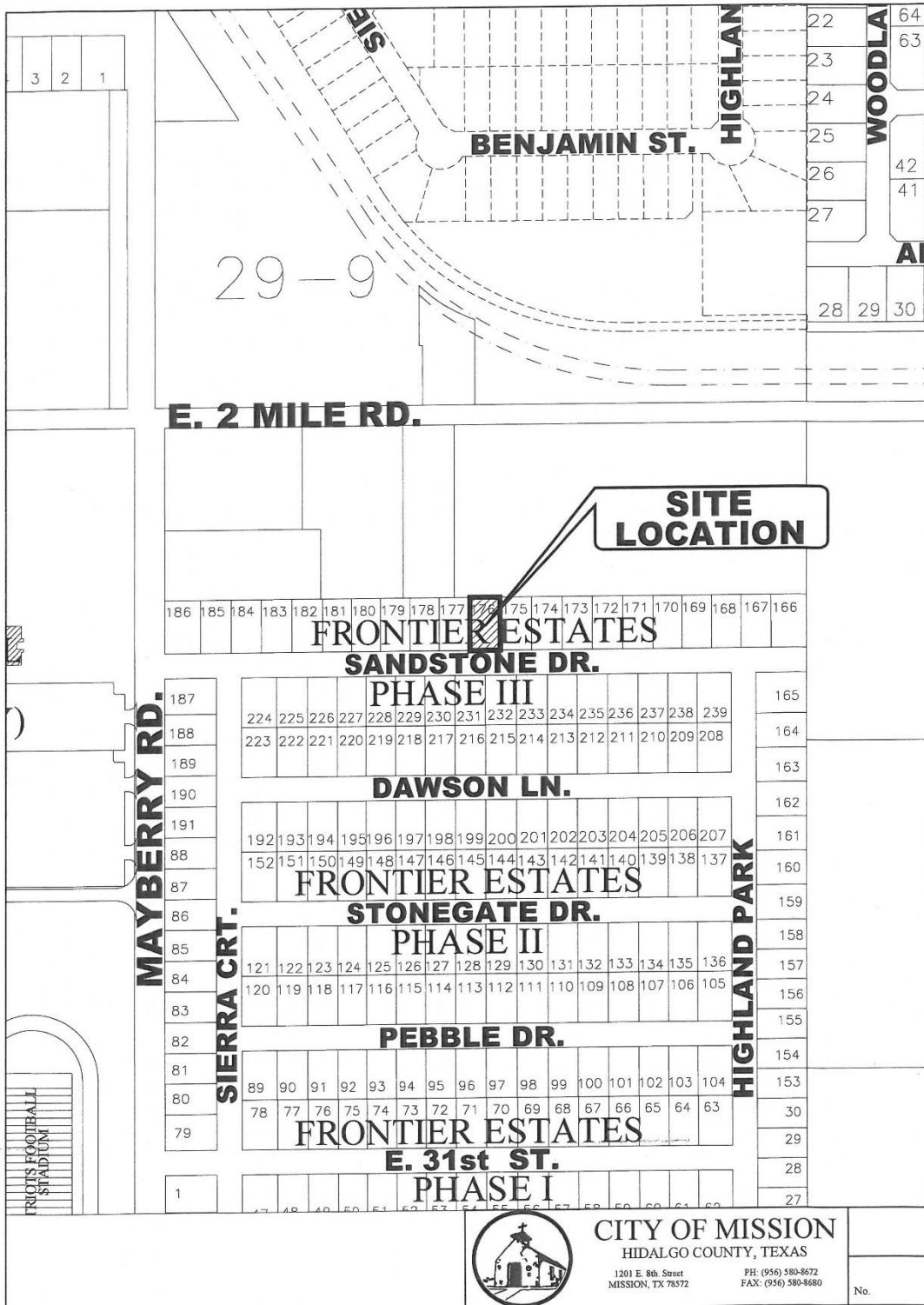
TABLED: _____

_____ AYES

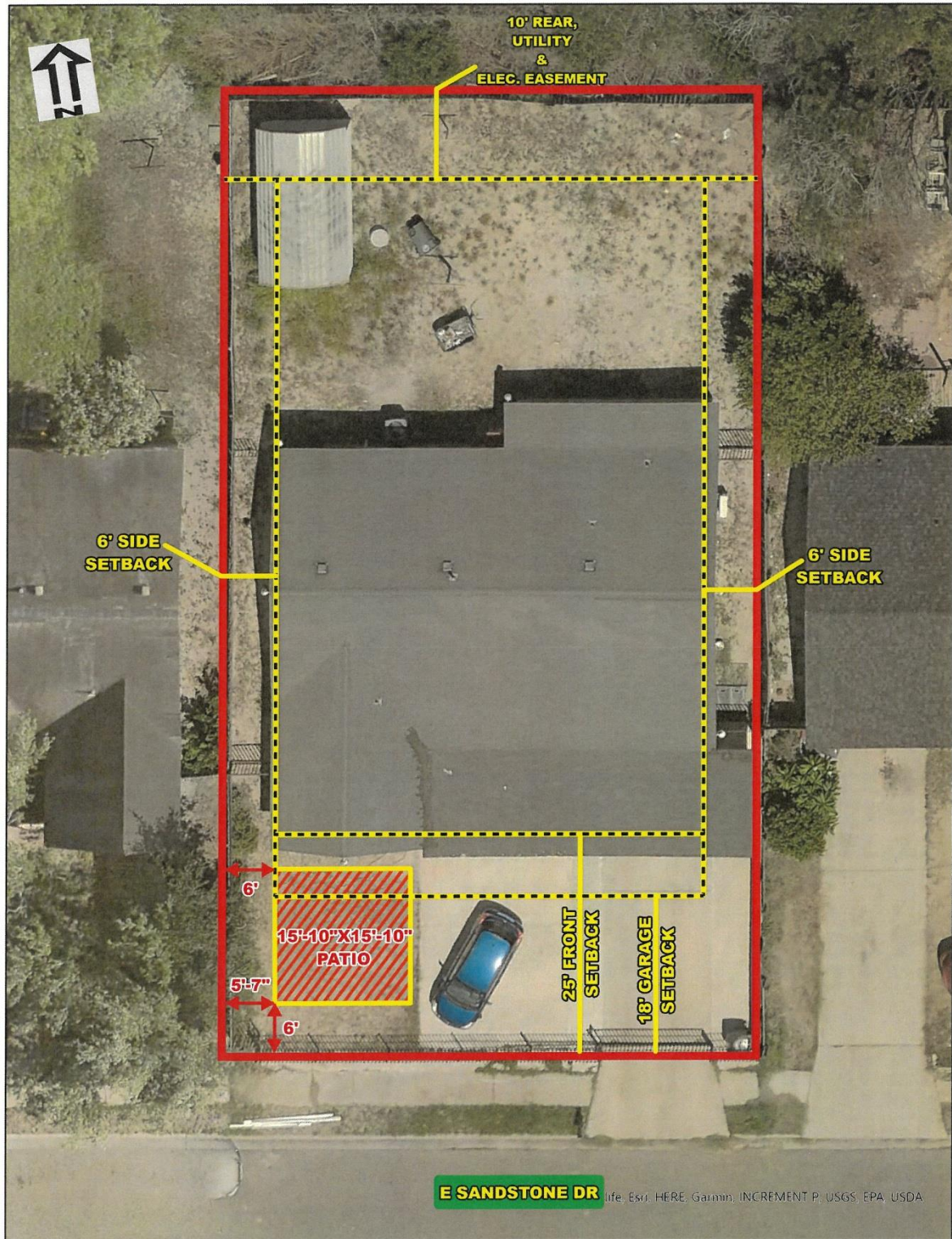
_____ NAYS

_____ DISSENTING _____

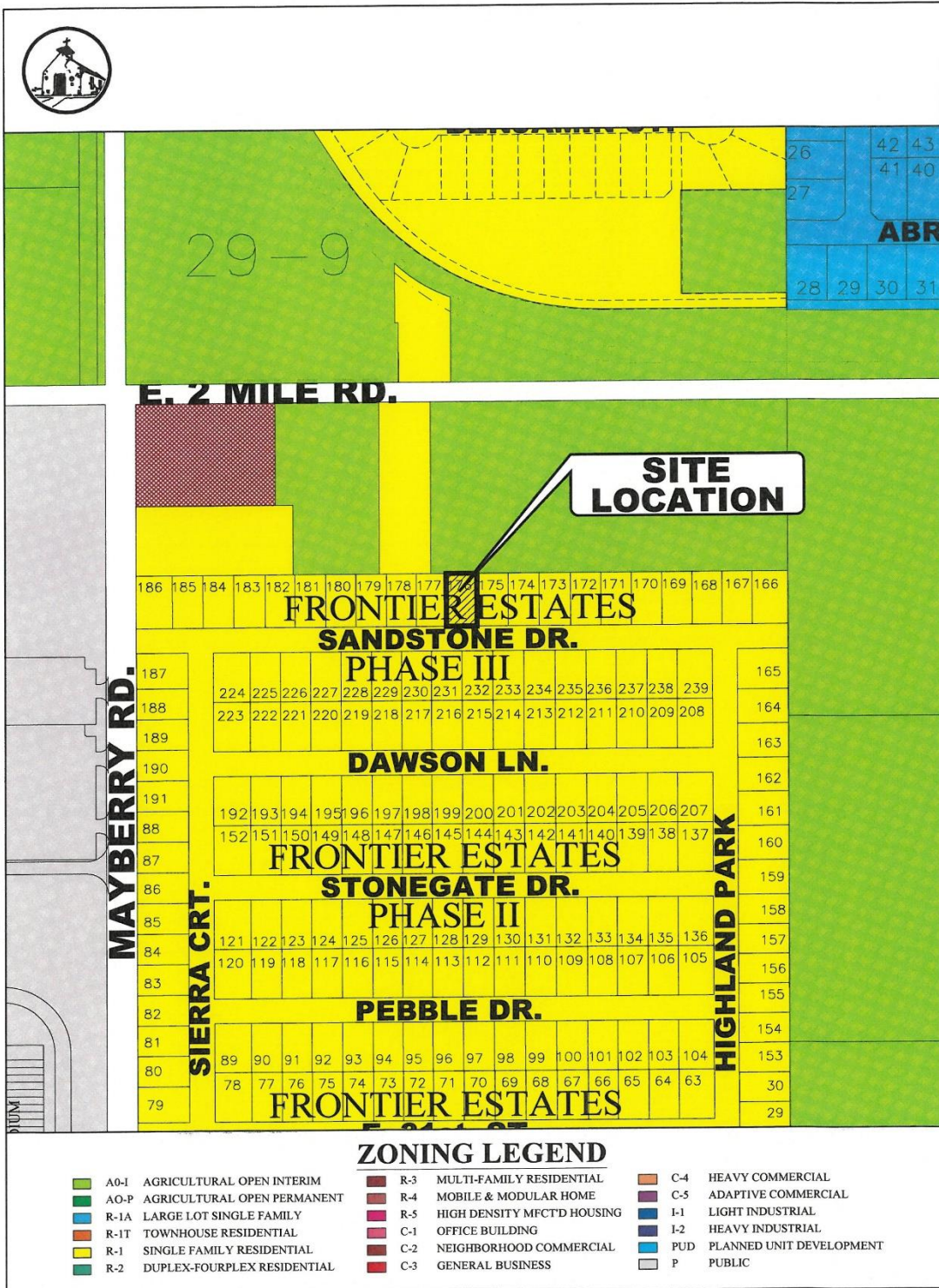
VICINITY MAP



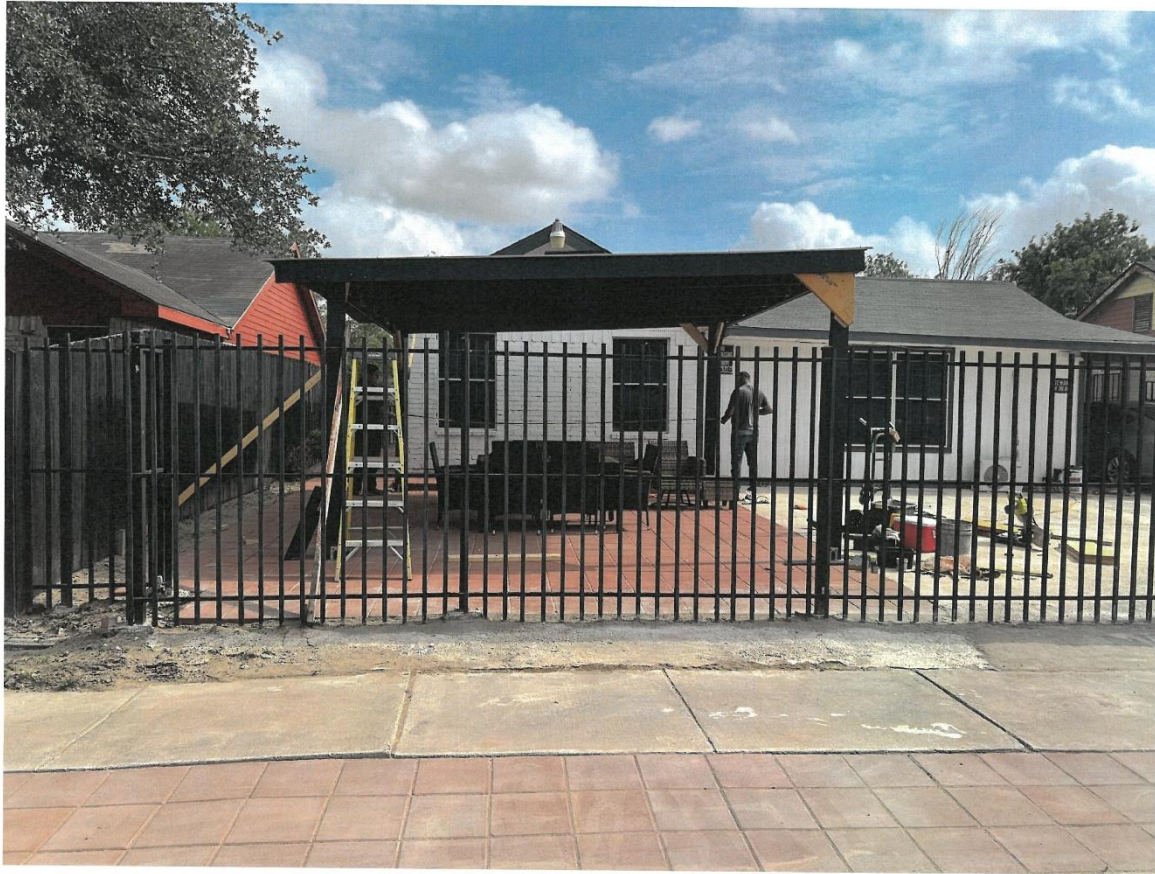
ARIEL MAP



ZONING MAP



ATTACHMENTS (PICTURES



ATTACHMENTS (PICTURES)



ATTACHMENTS

CITY OF
MISSION**Solicitud a la Junta de Revision de Adaptaciones**

Solicitud de Adaptaciones Razonables #: _____

POR FAVOR ESCRIBA O IMPRIMA CON TINTA NEGRA O AZUL

Si necesita ayuda para llenar esta solicitud, pregunte al personal del Departamento de Inspecciones llamando at (956) 580-869 o visitando el Departamento ubicado en el 1201 E. 8th Street, Mission, Texas 78572.

TENGA EN CUENTA: No envíe información como números de Seguro Social, fecha de nacimiento, registros médicos o listas de medicamentos.

Las solicitudes de adaptaciones razonables pueden aprobarse cuando sea necesario para proporcionar a una persona con una discapacidad la misma oportunidad de usar y disfrutar de una vivienda.

Cualquier persona con una discapacidad, su representante o un desarrollador o proveedor de viviendas para personas con discapacidades puede presentar una solicitud de adaptaciones razonables a la Junta de Revisión de Adaptaciones.

A LA HONORABLE JUNTA DE REVISIÓN DE ADAPTACIONES:

MARIAELIA Gutierrez 956-960-3686
 Solicitante Numero de Telefono del Solicitante
 907 E. SANDSTONE DR Mission TX 78574
 Direccion del Solicitante Ciudad EstadoCodigo Postal

Ubicación de la vivienda relacionada con la Solicitud:

907 E. SANDSTONE DR Residencial
 Direccion: Distrito de Zonificación:
 176 FRONTIER ESTATES
 Numero de Lote: Cuadra: Subdivisión:

Describe cómo el solicitante (o las personas en cuyo nombre el solicitante solicita la adaptación) sufre de una discapacidad según lo define la Ley de Enmienda de Vivienda Justa:

DIALISIS ceguera izquierdo perdido
 Oida

Identifique las adaptaciones razonables solicitadas y las regulaciones, políticas o procedimientos específicos de los cuales se solicita la exención o desviación.

para ayudar su calidad de vida

Dar la razón por la que puede ser necesaria una adaptación para el uso y disfrute de la vivienda.

para Beneficios que se reciben

ATTACHMENTS

Adjunte cualquier documento que desee proporcionar para respaldar su solicitud de adaptación. En la mayoría de los casos, los registros médicos de una persona o la información detallada sobre la naturaleza de la discapacidad de la persona no son necesarios para esta solicitud.

Nota: La Ciudad puede solicitar cualquier otra información según sea necesario para hacer los hallazgos requeridos por el Apéndice A (Zonificación) Artículo IV-A, Sección 1.03 y siguientes del Código de Ordenanzas de la Ciudad de Mission. De acuerdo con las leyes locales, estatales y federales aplicables de Vivienda Justa. Cualquier información personal relacionada con el estado de discapacidad identificada por un solicitante como confidencial se conservará de manera que se respeten los derechos de privacidad del solicitante y/o de la persona con discapacidad y no se pondrá a disposición del público para su inspección, excepto según lo exija la ley.

Una adaptación razonable para un aumento en el número de residentes termina si la propiedad deja de ser operada como vivienda para personas discapacitadas, según se define en la Ley de Enmienda de Vivienda Justa.

Este folleto es solo para fines informativos y no se debe confiar en él en lugar de las regulaciones y/o políticas oficiales. La Ciudad de Mission no hace representaciones ni garantías en cuanto a la exactitud, integridad, vigencia o idoneidad de la información proporcionada a través del folleto. Los clientes y ciudadanos son personalmente responsables de cumplir con todas las leyes locales, estatales y federales relacionadas con los proyectos dentro de la ciudad. Las copias de los códigos adoptados por la Ciudad de Mission y la Ordenanza de Zonificación se pueden encontrar en el sitio web de la ciudad en www.missiontexas.us o en la Ciudad de Mission en 1201 E. 8th Street, Mission, Texas 78572.

POR FAVOR, MARQUE UNO:

- ☒ Yo presentare esta solicitud de adaptaciones razonables en la reunion de la Junta de Revision de Adaptaciones,
- ☐ No podre representar esta solicitud esta adaptacion razonable en la reunion de la Junta de Revision de Adaptaciones, Mi representante autorizado que representara esta adaptacion razonable ante la Junta de Adaptaciones Razonables es:

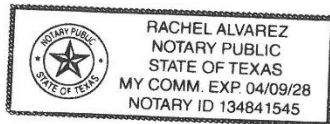
MARIAELIA Gutierrez 907 E. SANDSTONE DR Mission
 Nombre Direccion: Ciudad Estado Codigo Postal TX 78574

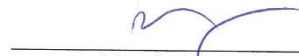
Por la presente certifico que las declaraciones anteriores son verdaderas y correctas a mi leal saber y entender.


 Firma del Solicitante

ESTADO DE TEXAS
 CONDADO DE HIDALGO

Suscríbete y jura ante mí este 27th día de July de 2020




 Notario Público
 Mi Comisión Expira: 4/9/28