



**City of Leon Valley**  
**PLANNING AND ZONING COMMISSION**  
**MEETING MINUTES**  
**6:30 PM – APRIL 23, 2024**  
**Leon Valley City Council Chambers**  
**6400 El Verde Road, Leon Valley, TX 78238**

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**1. CALL TO ORDER AND ROLL CALL**

Chair Catherine Rowse called the Planning and Zoning Commission meeting to order at 6:44PM.

**PRESENT**

2 <sup>nd</sup> Vice-Chair	Andrea Roofe	Place 2
Commissioner	Pat Martinez	Place 4
Chair	Cassie Rowse	Place 5
1 <sup>st</sup> Vice-Chair	Erick Matta	Place 6
Commissioner	Richard Blackmore	Place 7
Commissioner	Hilda Gomez	Place 3
Commissioner	David Perry	Place 1
2 <sup>nd</sup> Alternate	Mary Ruth Fernandez	Seated to Vote
3 <sup>rd</sup> Alternate	Cynthia Koger	
Council Liaison	Benny Martinez	

Also present were Public Works Director Melinda Moritz, Mr. James Hoelscher, P.E. of Ardurra Inc, and Permit Technician Elizabeth Aguilar.

**2. APPROVAL OF ZONING COMMISSION MINUTES**

1. Planning & Zoning Commission - Regular Meeting - March 26, 2024

1st Vice-Chair Matta made a motion to approve the minutes as presented, which was seconded by Commissioner Blackmore. The motion carried unanimously.

**3. NEW BUSINESS**

1. Presentation, and Discussion to Consider a Recommendation to City Council Revising Chapter 15 Zoning, Article 15.02 Zoning Ordinance, Division 6, Districts, Boundaries, and Use Regulations, Section 15.02.327 "PD" Planned Development District - M. Teague, Planning and Zoning Director

Public Works Director Moritz presented proposed revisions to Chapter 15 Zoning, Division 6 Divisions, Boundaries, and Use Regulations, Section 15.02.327 Planned Development District, noting that there had been several comments from City Council members that applicants requesting this zoning change had been seemingly using it to circumvent the Board of Adjustment variance procedures, as they had proposed

traditional neighborhood layouts with only variances to the lot size and street width regulations.

A brief discussion was held regarding the original intent of the district regulations, procedures for revising the code, the need for inclusion of varied residential development designs, and lot area and size. Ms. Moritz stated that some of the regulations in the PDD section of code had been prohibited by law in the last legislative session and should be removed in any case. After discussion it was decided to postpone the item until staff could bring back some clear definitions of what qualifies as a Planned Development District to be included in the code revision.

Chair Rowse opened the public hearing at 7:07 p.m. asking if anyone wished to speak on this item. Seeing no one, Chair Rowse closed the public hearing at 7:07 p.m.

2nd Vice-Chair Roofe made a motion to table the item to the next meeting to allow staff to propose revised wording. The motion was seconded by 2nd Alternate Fernandez, and it carried unanimously.

Voting Yea: Chair Rowse and Commissioners Martinez, Matta, Blackmore, Gomez, Perry, Roofe and 2<sup>nd</sup> Alternate Fernandez.

Voting Nay: None

#### **4. ANNOUNCEMENTS BY COMMISSIONERS AND CITY STAFF**

Chair Rowse reminded the Commissioner holding even number places to reapply for the position, and that the next meeting will be on May 28, 2024.

Public Works Director Melinda Moritz reminded the Commissioners there will be only one City Council meeting in June and that there would not be a Planning and Zoning Commission meeting that month.

Commissioner Blackmore reminded everyone to vote and that the Household Hazardous Waste event and the Coffee with the City Council meeting would be held on Saturday, May 27th.

**5. ADJOURNMENT**

Chair Rowse announced the meeting adjourned at 7:18PM.

*These minutes were approved by the Leon Valley Planning & Zoning Commission on the 28<sup>th</sup> of May 2024.*

APPROVED



ERICK MATTA  
1<sup>ST</sup> VICE-CHAIR

ATTEST:



ELIZABETH AGUILAR  
PERMIT TECHNICIAN

