



**City of Leon Valley
PLANNING AND ZONING COMMISSION
MEETING MINUTES
6:30 PM – DECEMBER 12, 2023
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238**

1. CALL TO ORDER AND ROLL CALL

Chair Catherine Rowse called the Planning and Zoning Commission meeting to order at 6:33 PM.

PRESENT

Commissioner	Andrea Roofe	Place 2	
Chair	Cassie Rowse	Place 5	
1 st Vice Chair	Erick Matta	Place 6	
Commissioner	Richard Blackmore	Place 7	
Commissioner	David Perry	Place 1	
Commissioner	Hilda Gomez	Place 3	
1 st Alternate	Thomas Dillig	Seated to Vote	

ABSENT

Commissioner	Pat Martinez	Place 4	Excused
2 nd Alternate	Mary Ruth Fernandez		Excused
3 rd Alternate	Gregory Meffert		Excused
Council Liaison	Benny Martinez		Excused

Also in attendance were Planning & Zoning Director Mindy Teague, City Manager Crystal Caldera, Economic Development Director Roque Salinas, and Permit Technician Elizabeth Aguilar.

2. APPROVAL OF ZONING COMMISSION MINUTES

1. Planning & Zoning Commission - Regular Meeting - November 28, 2023

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

3. NEW BUSINESS

1. Presentation, Public Hearing, Discussion, and Recommendation, to Consider a Request for a Zone Change From B-2 Retail with the Sustainability Overlay District to B-2 Retail Zoning District, on an approximately 2.3-acre Tract of Vacant Land, Located in the 5400 Block of Grissom Road, Being Lots 4 and 5, Block 102, CB 4433, Timberhill Apartments Subdivision

Planning and Zoning Director Teague presented the case information, and a brief discussion was held regarding why a carwash is specifically not allowed, why they need a Specific Use Permit, understanding the Permitted Use Table, ownership of the property, timeframe of project, overview of the overlay map, and overall goal of the City.

Chair Catherine Rowse opened the public hearing at 6:52 PM. Seeing that nobody wished to speak, she closed the public hearing at 6:52 PM.

1st Vice Chair Matta made a motion to accept the case as presented, which was seconded by Commissioner Roofe.

Chair Catherine Rowse requested a roll call vote. Permit Technician Elizabeth Aguilar proceeded with a roll call vote as follows:

Voting Yea: Chair Rowse, and Commissioners Roofe, Matta, and Perry

Voting Nay: Commissioners Balckmore, Gomez and 1st Alternate Dillig

Chair Rowse announced the motion carried.

4. ANNOUNCEMENTS BY COMMISSIONERS AND CITY STAFF

Chair Rowse reminded the Commissioners that the next meeting will be on January 23, 2024, at 6:30 PM. She wished everyone a Merry Christmas, Happy Hanukkah, and a Happy New Year.

City Manager Crystal Caldera reminded everyone of the Town Hall Meeting scheduled for January 27, 2024.

5. ADJOURNMENT

Chair Rowse announced the meeting adjourned at 7:07 PM.

These minutes were approved by the Leon Valley Planning & Zoning Commission on the 23rd of January 2024.

APPROVED

CATHERINE ROWSE
CHAIR

ATTEST: _____
ELIZABETH AGUILAR
PERMIT TECHNICIAN

