



**City of Leon Valley  
PLANNING AND ZONING COMMISSION  
MEETING MINUTES  
6:30 PM – SEPTEMBER 26, 2023  
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 6:34 PM.

**PRESENT**

|                 |                     |         |
|-----------------|---------------------|---------|
| 1st Vice Chair  | Edward Alonzo       | Place 1 |
| Commissioner    | Andrea Roofe        | Place 2 |
| Commissioner    | Hilda Gomez         | Place 3 |
| Commissioner    | Pat Martinez        | Place 4 |
| Chair           | Cassie Rowse        | Place 5 |
| 2nd Vice Chair  | Erick Matta         | Place 6 |
| Commissioner    | Richard Blackmore   | Place 7 |
| 1st Alternate   | David Perry         |         |
| 3rd Alternate   | Mary Ruth Fernandez |         |
| Council Liaison | Benny Martinez      |         |

**ABSENT**

|                           |               |         |
|---------------------------|---------------|---------|
| 2 <sup>nd</sup> Alternate | Thomas Dillig | Excused |
|---------------------------|---------------|---------|

Also in attendance were Planning & Zoning Director Mindy Teague and Permit Technician Elizabeth Aguilar.

**2. APPROVAL OF ZONING COMMISSION MINUTES**

1. Planning & Zoning Commission - Regular Meeting - August 22, 2023

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

**3. NEW BUSINESS**

1. Workshop to Discuss Eliminating the Gateway Overlay Standards and Districts - M. Teague, Planning and Zoning Director

Ms. Teague presented the information and a brief discussion was held between the Commissioners and Ms. Teague about removing the Gateway Overlay District. The Commissioners recommended the removal of the Gateway Overlay District.

2. Discussion and Presentation on the Duties of the Planning and Zoning Commission as They Relate to the Capital Improvement Advisory Committee (CIAC) for the Purpose of Updating Water and Sewer Impact Fees - M. Teague, Planning and Zoning Director

Ms. Teague presented the information on the duties of the Planning and Zoning Commission as they relate to the Capital Improvement Advisory Committee (CIAC).

Mr. James Hoelscher with Ardurra presented information on the 2023 Impact Fee Review. A brief discussion was held between the Commissioners and Mr. Hoelscher about who will pay the impact fees, who owns water rights to sell, impact fee calculations, the accuracy of the cost per acre-foot of water, replacement of the Marshall Elevated Storage Tank regarding cost, reasons why, and if other cities are replacing their storage tanks.

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

Chair Rowse announced that the Capital Improvement Advisory Committee (CIAC) will meet on October 24, 2023, at 6:00 PM.

Chair Rowse announced that the meeting in November will take place on November 28, 2023 and in December the meeting will take place on December 12, 2023.

1st Vice Chair Alonzo announced this is his last meeting and thanked everyone.

#### 5. ADJOURNMENT

Chair Rowse announced the meeting adjourned at 7:26 pm.

*These minutes were approved by the Leon Valley Planning & Zoning Commission on the 24<sup>th</sup> of October 2023.*

APPROVED

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**CATHERINE ROWSE**  
CHAIR

ATTEST: \_\_\_\_\_

**ELIZABETH AGUILAR**  
PERMIT TECHNICIAN