



**City of Leon Valley**  
**PLANNING AND ZONING COMMISSION**  
**MEETING MINUTES**  
**6:30 PM – OCTOBER 24, 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 6:30 PM.

**PRESENT**

Commissioner	Andrea Roofe	Place 2
Commissioner	Pat Martinez	Place 4
Chair	Cassie Rowse	Place 5
2nd Vice Chair	Erick Matta	Place 6 – Tardy 6:37PM
Commissioner	Richard Blackmore	Place 7
1st Alternate	David Perry	Seated to Vote
2 <sup>nd</sup> Alternate	Thomas Dillig	Seated to Vote
3 <sup>rd</sup> Alternate	Mary Ruth Fernandez	Seated to Vote
Council Liaison	Benny Martinez	

**ABSENT**

Commissioner	Hilda Gomez	Place 3 - Excused
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**2. APPROVAL OF ZONING COMMISSION MINUTES**

1. Planning & Zoning Commission - Regular Meeting - September 26, 2023

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

**3. NEW BUSINESS**

1. Presentation, **Public Hearing**, and Discussion to Consider an Ordinance Revising Chapter 15 Zoning, Division 3 Administration, Section 15.02.103 Certificate of Occupancy, to Require Proof of a Current Sales and Use Tax Permit Designating the City of Leon Valley as the Recipient of Those Taxes Upon Application for a Certificate of Occupancy (C of O) - R. Salinas, Economic Development Director

Economic Development Director Roque Salinas presented the information and a brief discussion was held between the Commissioners and Mr. Salinas regarding how often the companies would be inspected for compliance, what would happen if companies were found to be noncompliant, and why some businesses wouldn't voluntarily correct any oversight.

Chair Catherine Rowse opened the public hearing at 6:45 PM. Seeing that no one wished to speak on the amendment, she closed the public hearing at 6:45 PM.

Commissioner Roofe made a motion to recommend approval as presented, which was seconded by Commissioner Dillig. The motion carried unanimously.

Voting Yea: Chair Rowse, Commissioners Martinez, Blackmore, Roofe, Matta, and Alternates Dillig and Fernandez.

Voting Nay: None

- 2. Presentation, Discussion, and Possible Action to Consider Approval of a Final Plat of an Approximately 9.1810 Acre Tract of Land, Being P-4A, ABS 530, CB 4432, and Being Platted as the Trilogy Subdivision, and Consisting of 67 Residential Lots, Located at Evers and Seneca Drive – M. Teague, Planning and Zoning Director

Director Teague presented the case information, and a brief discussion was held between the Commissioners and Ms. Teague regarding the variances, floodplain, and storm runoff.

Mr. Drake Thompson with Texas Homes spoke about the floodplain, elevating the property, installing detention pond, storm runoff and foundation.

2<sup>nd</sup> Vice Chair Matta made a motion to recommend conditional approval of the plat, which was seconded by Commissioner Dillig. The motion carried unanimously.

Voting Yea: Chair Rowse, Commissioners Martinez, Blackmore, Roofe, Matta and Alternates Dillig and Fernandez.

Voting Nay: None

- 3. Workshop to Discuss Eliminating the Commercial/Industrial 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 Commercial/Industrial Overlay Standards and District. The Commissioners recommended the removal of the Commercial/Industrial Overlay Standards and District.

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

Chair Rowse reminded Commissioners that the November meeting day has not changed, but the December meeting would be held on December 12th.

Director Teague informed the Commissioners that she will let them know when the next CIAC meeting is to be held, as the Capital Improvement Plan was not yet completed.

Chair Rowse reminded the Commissioners that they would need to elect a new 2nd Vice Chair at the next meeting.

Chair Rowse wished everyone Happy Halloween and to be safe and watch for children.

Commissioner Blackmore reminded everyone to send prayers for the people of Israel and the hostages.

**5. ADJOURNMENT**

Chair Rowse announced the meeting adjourned at 7:03 PM.

*These minutes were approved by the Leon Valley Planning & Zoning Commission on the 28<sup>th</sup> of November 2023.*

APPROVED

**CATHERINE ROWSE**  
CHAIR

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

**ELIZABETH AGUILAR**  
PERMIT TECHNICIAN