



**CITY OF LEON VALLEY  
PLANNING & ZONING COMMISSION**  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, TX 78238  
Tuesday, January 23, 2024 at 6:30 PM

**AGENDA**

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

**2. APPROVAL OF ZONING COMMISSION MINUTES**

1. Planning and Zoning Commission - Regular Meeting - December 12, 2023

**3. NEW BUSINESS**

1. Presentation, Public Hearing, Discussion, and Possible Action to Approve a Re-plat for Approximately 2.6179 Acres of Land, in the 5300 Block of Wurzbach Road, Being Lots 24, 25, and 250' of Lot 5, Block 4, CB 9904, Rollingwood Ridge Subdivision - M. Teague, Planning and Zoning Director
2. Presentation, Public Hearing, and Discussion to Consider a Recommendation for a Specific Use Permit (SUP) on approximately 2.32 Acre Tract of Vacant Land, Located in the 5900 Block of Grissom Road, Timberhill Apartment Subdivision for the Operation of a "Car Wash" (Automatic)- M. Teague, Director of Planning and Zoning

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

In accordance with Section 551.0415 of the Government Code, topics discussed under this item are limited to expressions of thanks, congratulations or condolence; information regarding holiday schedules; recognition of a public official, public employee or other citizen; a reminder about an upcoming event organized or sponsored by the governing body; information regarding a social, ceremonial or community event; and announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.

**5. ADJOURNMENT**

**Executive Session.** The Planning & Zoning Commission of the City of Leon Valley reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.087 (economic development).

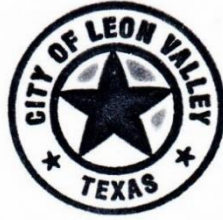
**Sec. 551.0411. MEETING NOTICE REQUIREMENTS IN CERTAIN CIRCUMSTANCES:** (a) Section does not require a governmental body that recesses an open meeting to the following regular business day to post notice of the continued meeting if the action is taken in good faith and not to circumvent this chapter. If an open meeting is continued to the following regular business day and, on that following day, the governmental body continues the meeting to another day, the governmental body must give written notice as required by this subchapter of the meeting continued to that other day.

**Attendance by Other Elected or Appointed Officials:** It is anticipated that members of other City boards, commissions and/or committees may attend the open meeting in numbers that may constitute a quorum. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of any other boards, commissions and/or committees of the City, whose members may be in attendance in numbers constituting a quorum. These members of other City boards, commissions, and/or committees may not deliberate or act on items listed on the agenda. [Attorney General Opinion – No. GA-0957 (2012)].

I hereby certify that the above **NOTICE OF PUBLIC MEETING(S) AND AGENDA OF THE LEON VALLEY CITY COUNCIL** was posted at the Leon Valley City Hall, 6400 El Verde Road, Leon Valley, Texas, and remained posted until after the meeting(s) hereby posted concluded. This notice is posted on the City website at . This building is wheelchair accessible. Any request for sign interpretive or other services must be made 48 hours in advance of the meeting. To plan, call (210) 684-1391, Extension 216



SAUNDRA PASSAILAIGUE, TRMC  
City Secretary  
JANUARY 17, 2024 4:30 PM





**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 <sup>st</sup> Vice Chair	Erick Matta	Place 6	
Commissioner	Richard Blackmore	Place 7	
Commissioner	David Perry	Place 1	
Commissioner	Hilda Gomez	Place 3	
1 <sup>st</sup> Alternate	Thomas Dillig	Seated to Vote	

**ABSENT**

Commissioner	Pat Martinez	Place 4	Excused
2 <sup>nd</sup> Alternate	Mary Ruth Fernandez		Excused
3 <sup>rd</sup> 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 1<sup>st</sup> 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**

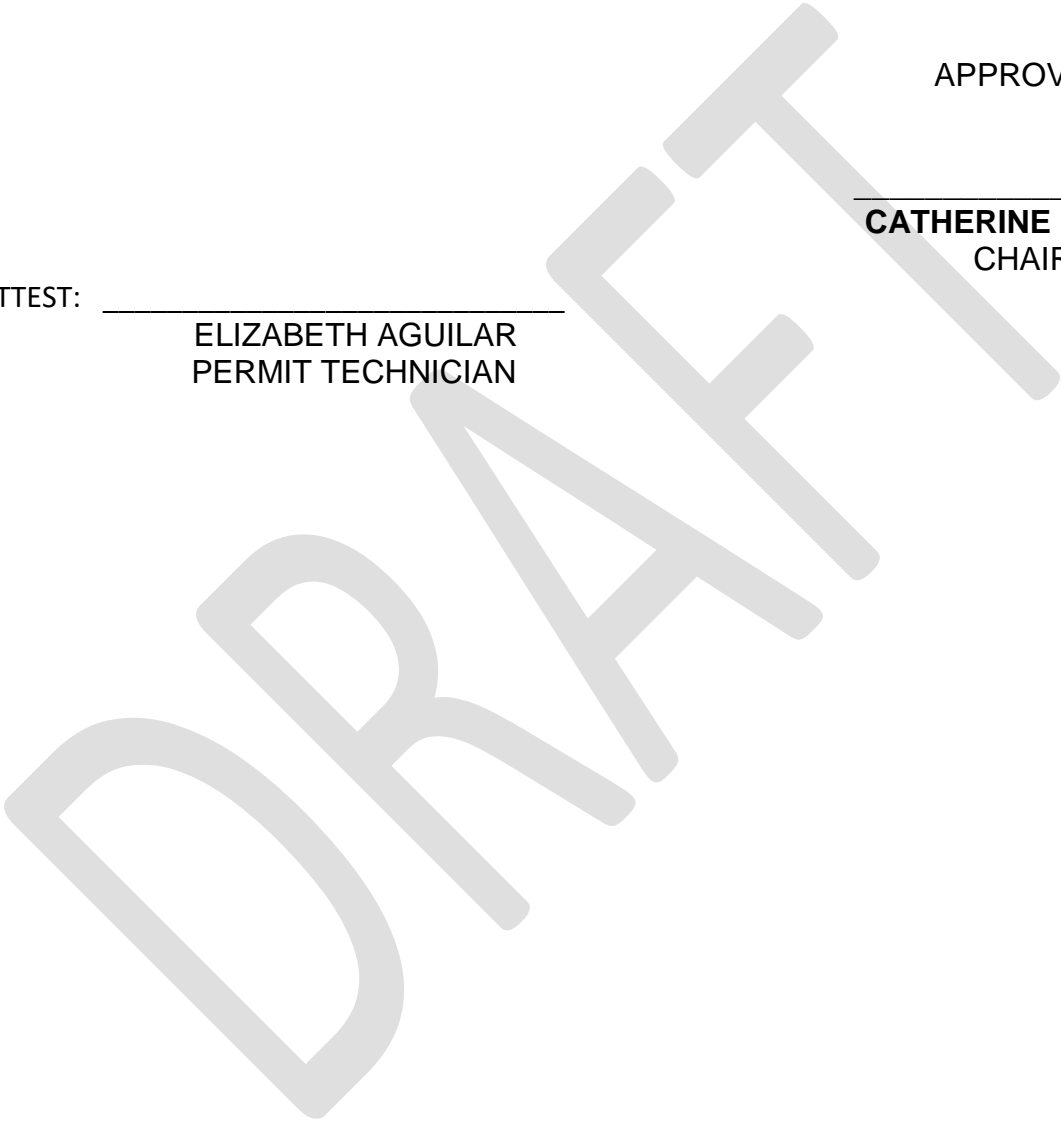
Chair Rowse announced the meeting adjourned at 7:07 PM.

*These minutes were approved by the Leon Valley Planning & Zoning Commission on the 23<sup>rd</sup> of January 2024.*

APPROVED

\_\_\_\_\_  
**CATHERINE ROWSE**  
CHAIR

ATTEST: \_\_\_\_\_  
ELIZABETH AGUILAR  
PERMIT TECHNICIAN



**ZONING COMMISSION STAFF REPORT**

**DATE:** January 23, 2024  
**TO:** Zoning Commission  
**FROM:** Mindy Teague, Planning and Zoning Director  
**THROUGH:** Dr. Crystal Caldera, City Manager

**SUBJECT:** Presentation, Public Hearing, Discussion, and Possible Action to Approve a Re-plat for Approximately 2.6179 Acres of Land, in the 5300 Block of Wurzbach Road, Being Lots 24, 25, and 250' of Lot 5, Block 4, CB 9904, Rollingwood Ridge Subdivision - M. Teague, Planning and Zoning Director

**PURPOSE**

The purpose of this item is to approve a replat of a tract of land Being Lots 24, 25, and 250' of Lot 5, Block 4, CB 9904, Rollingwood Ridge for a Mosque on Wurzbach Rd

The applicant is not asking for variances.

Re-platting is required to remove lot lines. Per city code the applicant has to replat prior to building.

Per City Engineer the plat meets all city code requirements.

**FISCAL IMPACT:**

The developer has paid all fees associated with the processing of this plat.

**RECOMMENDATION**

After careful consideration the staff has no objection to this request.

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

**PZ-2023-31**  
**5300 Block of Wurzbach**  
**Rahmani Learning Center**

Mindy Teague  
Planning & Zoning Director  
Planning & Zoning Meeting  
January 23, 2024

# Background

- Being re-platted to remove lot lines to build Rahmani Learning Center
- Per City Engineer the re-plat meets COLV code requirements
- Located at 5300 block of Wurzbach
- No variances are being requested



# Purpose

- Consider approval of a re-plat
- Options
  1. Approval
  2. Denial
  3. Conditional approval

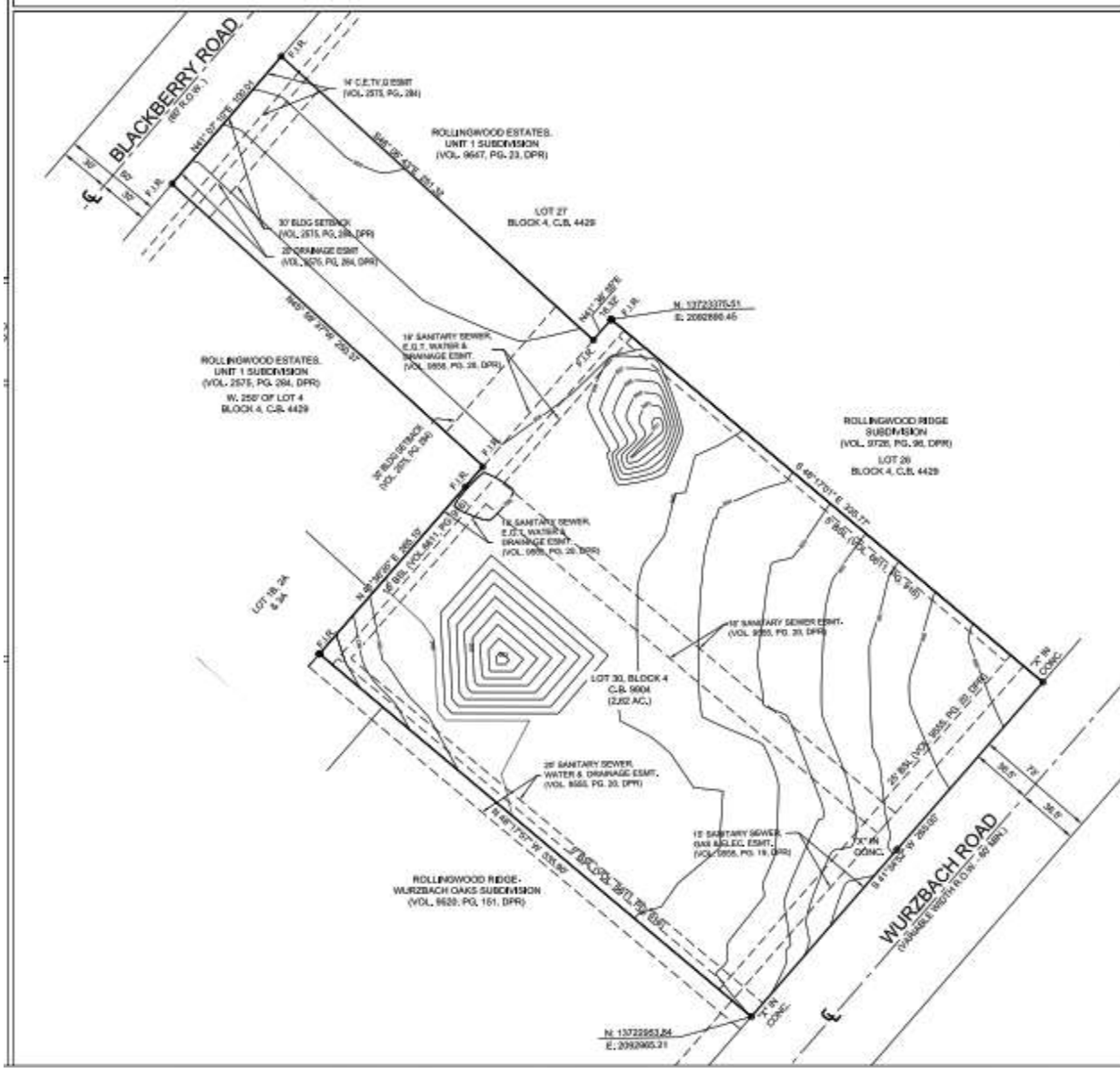
# Aerial View

Item 1.



# Plat

Item 1.



# Fiscal Impact

- All fees associated with this replat have been paid

# Recommendation

- After careful consideration staff recommends approval of this request