

### **CITY OF LEON VALLEY PLANNING & ZONING COMMISSION** Leon Valley City Council Chambers 6400 El Verde Road, Leon Valley, TX 78238 Tuesday, January 28, 2025, at 6:30 PM

# AGENDA

# 1. CALL TO ORDER AND ROLL CALL

### 2. APPROVAL OF ZONING COMMISSION MINUTES

- 1. Discussion and Action to Consider Approval of the November 12, 2024, Planning and Zoning Commission Minutes S. Huerta, Planning and Zoning Director
- 2. Discussion and Action to Consider Approval of the January 15, 2025, Planning and Zoning Commission Meeting Minutes S. Huerta, Planning and Zoning Director

#### 3. NEW BUSINESS

 Presentation, Public Hearing, and Possible Action to Approve a Replat of Lots 24 and 25, Block 4, CB 9904, Rollingwood Ridge Subdivision and the West 250' of Lot 5, Block 4, CB 9904, Rollingwood Estates Unit I Subdivision, Establishing Lot 30R on Approximately 2.62 Vacant Acres, Located at 5307 Wurzbach Road - S. Huerta, Planning and Zoning Director

### 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

Susan Suerts.

SUSANA HUERTA, AICP

On Behalf Of: SAUNDRA PASSAILAIGUE, TRMC City Secretary JANUARY 24, 2025 3:30 PM



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# City of Leon Valley PLANNING AND ZONING COMMISSION MEETING MINUTES 6:30 PM – November 12, 2024 Leon Valley City Council Chambers 6400 El Verde Road, Leon Valley, TX 78238

# 1. CALL TO ORDER AND ROLL CALL

Chair Erick Matta called the Planning and Zoning Commission meeting to order at 6:31 PM.

PRESENT Commissioner 2<sup>nd</sup> Vice Chair Commissioner 1<sup>st</sup> Vice-Chair Chair Commissioner 2<sup>nd</sup> Alternate

David Perry Andrea Roofe Hilda Gomez Pat Martinez Mary Ruth Fernandez Erick Matta Cynthia Koger Beth Mursch Place 1 Voting member Place 2 Voting member Place 3 Voting member Place 4 Voting member Place 5 Voting member Place 6 Voting member Place 7 Voting member Nonvoting member

Also in attendance were Economic Development Director Roque Salinas and Planning and Zoning Director Susana Huerta.

# 2. APPROVAL OF ZONING COMMISSION MINUTES

1. Planning & Zoning Commission - Regular Meeting - September 22, 2024

2nd Vice-Chair Roofe made a motion to approve the minutes as amended, which was seconded by 1st Vice-Chair Fernandez. The motion carried unanimously.

# 3. OLD BUSINESS

 Discussion and Possible Action to Recommend Amending the Leon Valley City Code of Ordinances, Chapter 15 Zoning, Article 15.02 Zoning, Division 6. Districts, Boundaries, and Use Regulations, Sec 15.02.327 - "PDD" Planned Development District - S. Huerta, Planning and Zoning Director

Planning and Zoning Director Susana Huerta presented the revisions to Chapter 15 Zoning, Division 6 Divisions, Boundaries, and Use Regulations, Section 15.02.327 Planned Development District.

A brief discussion was held regarding the proposed revisions.

Chair Matta opened the public hearing at 6:51 PM. Seeing that nobody wished to speak, Chair Matta closed the public hearing at 6:52 PM.

Economic Director Roque Salinas advised the Commission that this was a Final Draft and no action was needed.

### 4. NEW BUSINESS

1. Presentation, Discussion, Public Hearing, and Action to Approve a Plat/Replat of Seneca Trails Phase I Subdivision, an Approximately 39.060-Acre Tract of Land, Being a Portion of the Grass Hill Estates Subdivision; Good Samaritan Lodge Subdivision; P1, ABS 399, CB 4429; P-11, ABS 432, CB 4430; and P-13, ABS 432, CB 4430, Located Along Samaritan Drive - R. Salinas, Director of Economic Development Economic Director Salinas presented the case information. 1st Vice-Chair Fernandez asked about changes to the plat. Mr. Charles Matthews, a citizen, inquired if the number of homes was increasing. Developer Samir Chehade informed the Commission that the number of lots had decreased. Brooke Lindholm, development engineer for the project, explained the need for a replat.

Chair Matta opened the public hearing at 6:57PM. Chair Matta closed the public hearing at 7:02PM.

2<sup>nd</sup> Vice-Chair Roofe made a motion to accept the case as presented, which was seconded by 1<sup>st</sup> Vice-Chair Fernandez. The motion carried unanimously.

Voting Yea: 2<sup>nd</sup> Vice-Chair Roofe, 1<sup>st</sup> Vice-Chair Fernandez, Chair Matta and Commissioners Gomez, Martinez, Perry and Koger.

Voting Nay: None

 Presentation, Discussion, and Action to Consider Approval of a Plat of a 5.949-Acre Tract of Vacant Land, Known as P-46, ABS 664, CB 4446, Poss Landing Subdivision Unit II, Senna Phase 2, located at 7205 Huebner - R. Salinas, Economic Development Director Salinas presented the case information. A brief discussion was held between the Commissioners and Mr. Salinas regarding the entrances to the property.

Chair Matta opened the public hearing at 7:05 PM.

2<sup>nd</sup> Alternate Mursch had a question regarding a street name within the proposed development. Mr. Salinas explained that the street name selection was at the discretion of the property owner if Bexar County and CPS had no objections.

Chair Matta closed the public hearing at 7:06 PM.

2<sup>nd</sup> Vice-Chair Roofe made a motion to accept the case as presented, which was seconded by 1<sup>st</sup> Vice-Chair Fernandez. The motion carried unanimously.

Voting Yea: 2<sup>nd</sup> Vice-Chair Roofe, 1<sup>st</sup> Vice-Chair Fernandez, Chair Matta, and Commissioners Gomez, Martinez, Perry and Koger.

Voting Nay: None

### 5. ANNOUNCEMENTS BY COMMISSIONERS AND CITY STAFF

Mr. Salinas introduced the new Planning and Zoning Director Susana Huerta and advised the Commissioners that there was no December meeting scheduled. He gave the Commissioners information on the Blue Santa program.

### 6. ADJOURNMENT

Chair Erick Matta announced the meeting adjourned at 7:09 PM.

These minutes were approved by the Leon Valley Planning & Zoning Commission on the 28<sup>th</sup> of January 2025.

APPROVED

ERICK MATTA CHAIR

ATTEST:

SUSANA HUERTA PLANNING AND ZONING DIRECTOR



# City of Leon Valley PLANNING AND ZONING COMMISSION MEETING MINUTES 6:00 PM – JANUARY 15, 2025 Leon Valley City Council Chambers 6400 El Verde Road, Leon Valley, TX 78238

# 1. CALL TO ORDER AND ROLL CALL

1<sup>st</sup> Vice-Chair Mary Ruth Fernandez called the Planning and Zoning Commission meeting to order at 6:00 PM.

Andrea Roofe

### PRESENT

2 <sup>nd</sup> Vice Chair
Commissioner
Commissioner
1 <sup>st</sup> Vice-Chair
Commissioner
2 <sup>nd</sup> Alternate
3 <sup>rd</sup> Alternate
Council Liaison

ABSENT Commissioner Chair 1<sup>st</sup> Alternate Hilda Gomez Pat Martinez Mary Ruth Fernandez Cynthia Koger Beth Mursch Olen Yarnell Benny Martinez

David Perry Erick Matta Abraham Diaz Place 2 Voting member Place 3 Voting member Place 4 Voting member Place 5 Voting member Place 7 Voting member Nonvoting member Nonvoting member

Place 1 Voting member Place 6 Voting member Nonvoting member

Also in attendance were Planning and Zoning Director Susana Huerta and City Attorney Art Rodriguez.

#### 1. NEW BUSINESS

1. Planning and Zoning Commission Training Meeting - Art Rodriguez, City Attorney and Susana Huerta, Planning and Zoning Director

City Attorney Rodriguez presented a Planning and Zoning Training/Work Session for the Planning and Zoning Commission. Commissioners were given opportunities to ask questions, and a brief discussion was held and topics covered. No action was taken.

### 4. ANNOUNCEMENTS BY COMMISSIONERS AND CITY STAFF

There were no announcements made.

### 5. ADJOURNMENT

1<sup>st</sup> Vice-Chair, Mary Ruth Fernandez announced the meeting adjourned at 7:20 PM.

These minutes were approved by the Leon Valley Planning & Zoning Commission on the 15<sup>th</sup> of January 2025.

APPROVED

ERICK MATTA CHAIR

ATTEST:

SUSANA HUERTA, AICP PLANNING AND ZONING DIRECTOR

#### PLANNING AND ZONING COMMUNICATION

**DATE:** January 28, 2025

**TO:** Planning and Zoning Commission

**FROM:** Susana Huerta, AICP, Planning & Zoning Director

**THROUGH:** Crystal Caldera, Ph.D., City Manager

**SUBJECT:** Presentation, **Public Hearing**, and Possible Action to Consider Approval of a Replat of Lots 24 and 25, Block 4, CB 9904 Rollingwood Ridge Subdivision and the West 250' of Lot 5, Block 4, CB 9904, Rollingwood Estates Unit I Subdivision, Establishing Lot 30R for Approximately 2.62 acres, Located at 5307 Wurzbach Road

#### **PURPOSE**

This is a request by MHR Engineering on behalf of Hijaj Foundation of America, Inc. for a replat of approximately 2.62 acres of vacant land located at 5307 Wurzbach Road. The request is to facilitate the development of a Mosque (religious facility) and Learning Center. The proposed buildings would encroach over lot lines, which is not allowed by the Code, therefore the property must be replatted.

The property consists of two (2) previously platted lots, as well as 250 feet of a third previously platted lot. The replat proposes to combine the lots into one new lot (Lot 30R). The new lot will provide access/egress from both Wurzbach Road and Blackberry Road.

The City Engineer has reviewed the plat document and all other associated analysis and infrastructure design elements and has determined that the replat is in substantial conformance with the regulations of Chapter 10, Subdivisions.

Per Section 212.010 of the Local Government Code, "the municipal authority responsible for approving plats shall approve if:

- 1) it conforms to the general plan of the municipality and it's current and future streets, alleys parks, playgrounds, and public utility facilities; and
- 2) it conforms to the general plan for the extension of the municipality and its roads, streets, and public highways within the municipality and in its extraterritorial jurisdiction taking into account access to an extension of sewer and water mains and the instrumentalities of public utilities; and
- 3) a bond required under Section 212.106, if applicable, is filed with the municipality; and
- 4) it conforms to any rules adopted under LGC Section 212.002.

#### <u>HISTORY</u>

- 1949 property platted
- 1982 replatted
- 1983 property rezoned from R-1 (Single Family Dwelling) to B-3 (Commercial)
- 2002 replatted
- 2010 City rezoned property from B-3 (Commercial) to B-3 (Commercial) with Commercial/Industrial Overlay zoning
- Land has remained vacant
- Use has less than 100 peak hour trips no TIA required

#### **NOTIFICATION**

Eighteen (18) letters were sent to surrounding property owners.

- 0 Opposed
- 0 In Favor
- 1 Undeliverable

#### **FISCAL IMPACT**

The land will not be subject to property tax; however, parishioners may shop in Leon Valley, which could provide sales tax revenue.

#### RECOMMENDATION

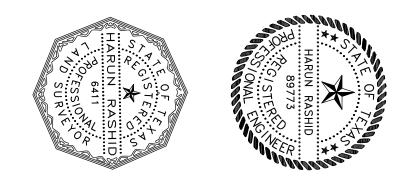
Staff and the City Engineer recommend approval of the replat.

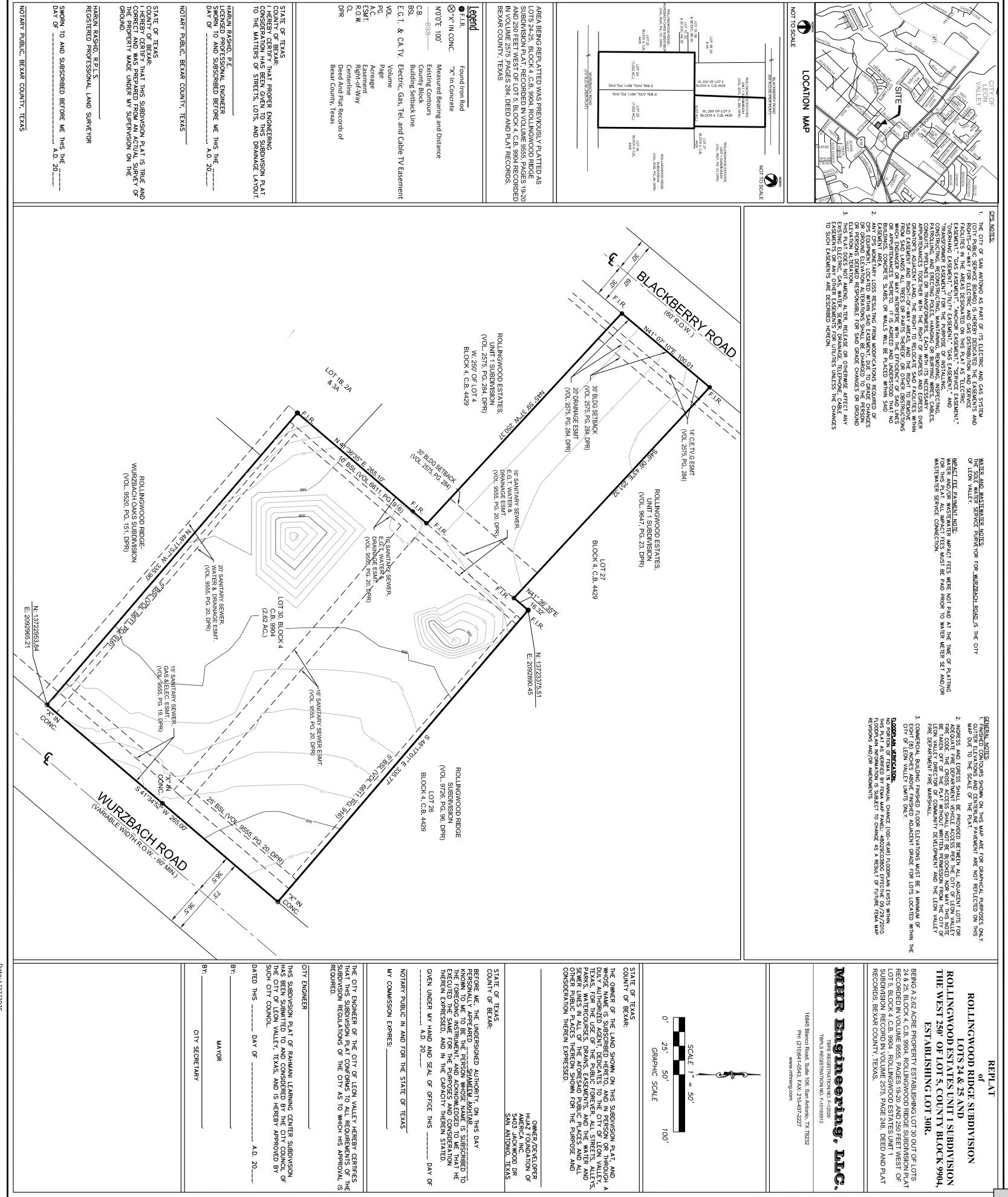
APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

Susana Huerta, AICP Planning and Zoning Director





Date: 1/22/2025

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# PZ-2023-31 Request for a Replat 5307 Wurzbach Road

# Susana Huerta, AICP Planning and Zoning Director January 28, 2025



# Purpose

- Consider approval of a request for a Replat
- 5307 block Wurzbach Road approx. 2.62 acres of vacant land
- Lots 24, & 25, Block 4, CB 9904, Rollingwood Ridge Subdivision and the West 250' of Lot 5, Blocm 4, CB 9904, Rollingwood Estates Unit I Subdivision
- Construction of a "Church", specifically a Mosque and Learning Center
- Owner is required to replat prior to construction



# **Aerial View**



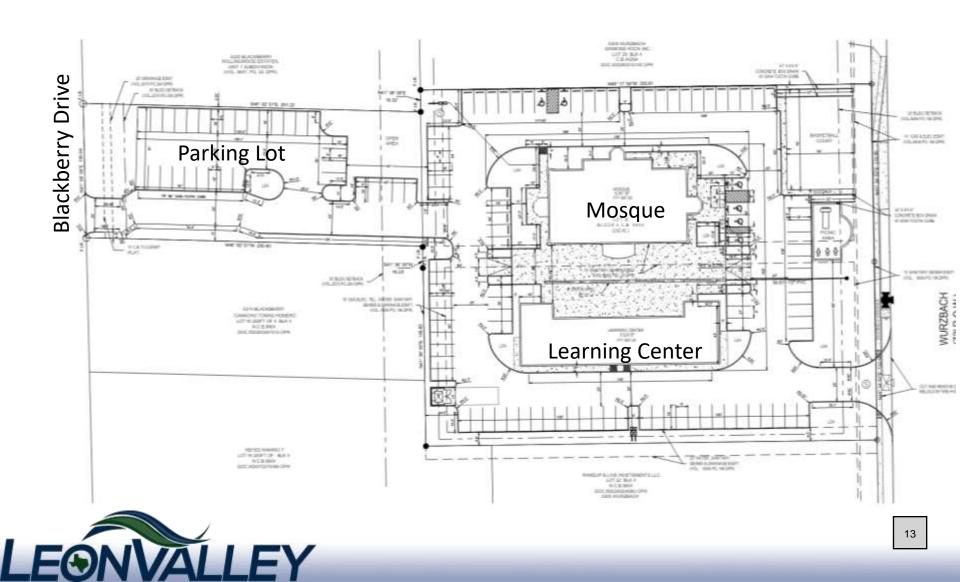


# Purpose

- Project consists of three lots (to be replatted):
- Lot 25 6,081 sq ft Mosque
- Lot 24 5,529 square foot learning center
  These structures will face Wurzbach Road
- Lot 5 parking lot
  - Vehicles will exit onto Blackberry Drive



# Site Plan



# Purpose

- Platting is typically the first step in the development process for new development
- The existing platted conditions on the property do not conform to the proposed development
- The property must be replatted to facilitate the proposed development of the property prior to the issuance of building permits



Item 1

# History / TIA

- 1949 property platted
- 1983 property rezoned from R-1 (Single Family Dwelling) to B-3 (Commercial)
- 1982 replatted
- 2002 replatted
- 2010 City rezoned property from B-3 (Commercial) to B-3 (Commercial) with Commercial/Industrial Overlay zoning
- Land has remained vacant
- Use has less than 100 peak hour trips no TIA required



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# Notification

- Letters mailed 18 Received in favor  $\left( \right)$  Received in opposition  $\mathbf{O}$ 1
- Received undeliverable



# **Fiscal Impact**

- The owner has paid all fees associated with this application
- The land will not be taxed; however, parishioners may shop in Leon Valley, which could provide small sales tax revenue



# Recommendation

 Staff and the City Engineer have reviewed the replat and recommend approval

