



# CITY OF LEON VALLEY

## NOTICE OF MEETING

Planning & Zoning  
Commission 1/24/2023  
**6:30 PM – January 24, 2023**

Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, TX 78238

### AGENDA

#### 1. CALL TO ORDER AND ROLL CALL

#### 2. APPROVAL OF ZONING COMMISSION MINUTES

1. Planning & Zoning Commission - Regular Meeting - December 14, 2022

#### 3. NEW BUSINESS

1. Presentation, Public Hearing, and Discussion to Consider Authorizing a Zone Change From R-1 Single Family Dwelling with Sustainability Overlay (SO) to R-3 Multi-Family District with (SO) on an Approximately 2.998-acre Tract of Land Located at 5900 Wurzbach – M. Teague, Planning and Zoning Director
2. Presentation and Discussion to Consider a Recommendation of a Subdivision Plat Being 21.352-acres of Land Located Off Aids Dr, William Rancher Rd, Grass Hill Rd and Samaritan Dr and More Particularly Described in Subdivision Case File 2023-1 – M. Teague, 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

SAUNDRA PASSAILAIGUE, TRMC  
City Secretary  
January 17, 2023 02:30 PM





**City of Leon Valley  
PLANNING AND ZONING COMMISSION  
MEETING MINUTES  
6:30 PM – DECEMBER 14, 2022  
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 6:35 PM.

### PRESENT

Chair	Cassie Rowse	Place 5
1st Vice Chair	Edward Alonzo	Place 1
2nd Vice Chair	Erick Matta	Place 6
Commissioner	Philip Campos	Place 3
Commissioner	Richard Blackmore	Place 7
2nd Alternate	Andrea Roofe	
3rd Alternate	David Perry	

### ABSENT

Commissioner	Pat Martinez	Place 4	Excused
1st Alternate	Kimberly Bohl		Excused
Council Liaison	Benny Martinez	Council Place 1	

Also in attendance were Public Works Director Melinda Moritz, and Permit Technicians Elizabeth Aguilar and Melissa Nott.

## 2. APPROVAL OF ZONING COMMISSION MINUTES

### 1. Planning & Zoning Commission – Regular Meeting – December 14, 2022

Commissioner Campos made a motion to approve the minutes, which was seconded by Commissioner Erick Matta. The motion carried unanimously.

## 3. NEW BUSINESS

1. To consider and make a recommendation on Zoning Case 2022-36, a request for a zone change from B-1 Small Business District, with SO, Sustainability Overlay District Zoning to R-3 Multi-Family Dwelling District, on a 0.854-acre tract of land located in the 7500 block of Huebner Road between Hoofs and Evers.

Staff member Melinda Moritz presented the case information and a discussion was held by the Commissioners and the applicant regarding the future plans for the property, parking, future traffic impact and whether or not to impose the Sustainability Overlay District on the property as well.

Commissioner Edward Alonzo made a motion to recommend approval of the request with the stipulation that the Sustainability Overlay District remain on the property. The motion was seconded by Commissioner Andrea Roofoe, and the motion carried unanimously.

Voting Yea: Chair Rowse, and Commissioners Alonzo, Roofoe, Matta, Campos, Blackmore, and Perry.

Voting Nay: None.

2. Discussion and Action – Recommendation to fill vacant Place 2 Commissioner’s Seat – Commissioners

Commissioner Blackmore made a motion for 2<sup>nd</sup> Alternate Roofoe to fill the vacant Place 2 Commissioner’s Seat, which was seconded by Commissioner Philip Campos, and the motion carried unanimously.

Voting Yea: Chair Rowse, and Commissioners Blackmore, Campos, Alonzo, Matta, Roofoe and Perry.

Voting Nay: None.

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

Staff Member Moritz wished the Commissioners a Great Christmas and Happy New Year.

Commissioner Philip Campos thanked all staff for their hard work.

Commissioner Richard Blackmore wish all staff, fire, and police a Merry Christmas.

5. **ADJOURNMENT**

Chair Catherine Rowse announced the meeting adjourned at 6:58 PM.

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

APPROVED

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

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

**ELIZABETH AGUILAR**  
PERMIT TECHNICIAN

## PLANNING AND ZONING COMMISSION STAFF REPORT

**DATE:** January 24, 2023

**TO:** Planning and Zoning Commission

**FROM:** Mindy Teague, Planning and Zoning Director

**THROUGH:** Crystal Caldera, City Manager

**SUBJECT:** To consider making a recommendation authorizing a zoning change from R-1 Single Family Dwelling with Sustainability Overlay (SO) to R-3 Multi-Family Dwelling District with (SO) on an approximately 2.998-acre tract of land being Lot 1, Blk 1, CB 4429, Cherry Hill Subdivision, located at 5900 Wurzbach

### **PURPOSE**

A rezoning request has been received to rezone approximately 2.998 acres of land from R-1, Single Family Dwelling to R-3 Multiple Family Dwelling District. The parcel is located at 5900 Wurzbach Road, Lot 1 Blk 1, CB 4429, Cherry Hill Subdivision.

### **History**

- 1969 – Zoned B-2 Retail
- 1973 – Platted as Lots 1 & 2, Block 1, Cherry Hill Subdivision Unit #1
- 1973 – Rezoned only Lot 2, from B-2 to R-3
- Apartments were previously allowed in a B-2 zoning district
- Owner intended to construct apartments on both lots, but City changed zoning code mid-way to only allow apartments in the newly created R-3 zoning district
- Complex has 92 units and was built in 1974

### **Notification**

\* (\*) letters were sent to surrounding property owners. As of this writing, Staff has not received any letters either in favor or in opposition, and none have been returned undeliverable.

### **SEE LEON VALLEY**

*Social Equity* - Approval of this request allows for the continued multi-family use, which is consistent and compatible with existing surrounding uses.

*Economic Development* – Tenants in a multi-family zoning district shop locally and generate more sales tax revenue

*Environmental Stewardship* – Any structures rebuilt on this property would have to

conform to the 2021 International Energy Code.

**FISCAL IMPACT:**

None- this is an existing apartment complex and already contributes to ad valorem and sales tax

**STRATEGIC GOALS**

None – housekeeping item.

**RECOMMENDATION**

After careful review, Staff has no objection to this request.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

# Rezoning Request PZ-2023-2 5900 Wurzbach

Mindy Teague  
Planning & Zoning Director  
Planning & Zoning Commission Meeting  
January 24, 2023

# Summary

- Question
  - Consider making a recommendation authorizing a zone change from R-1 Single Family Dwelling with Sustainability Overlay (SO) to R-3 Multiple Family Dwelling District with SO on an approximately 2.998-acre tract of land, being Lot 1, Blk 1, CB 4429, Cherry Hill Subdivision Unit #1
  - Located at 5900 Wurzbach
- Options
  1. Approval as requested
  2. Denial

# Request

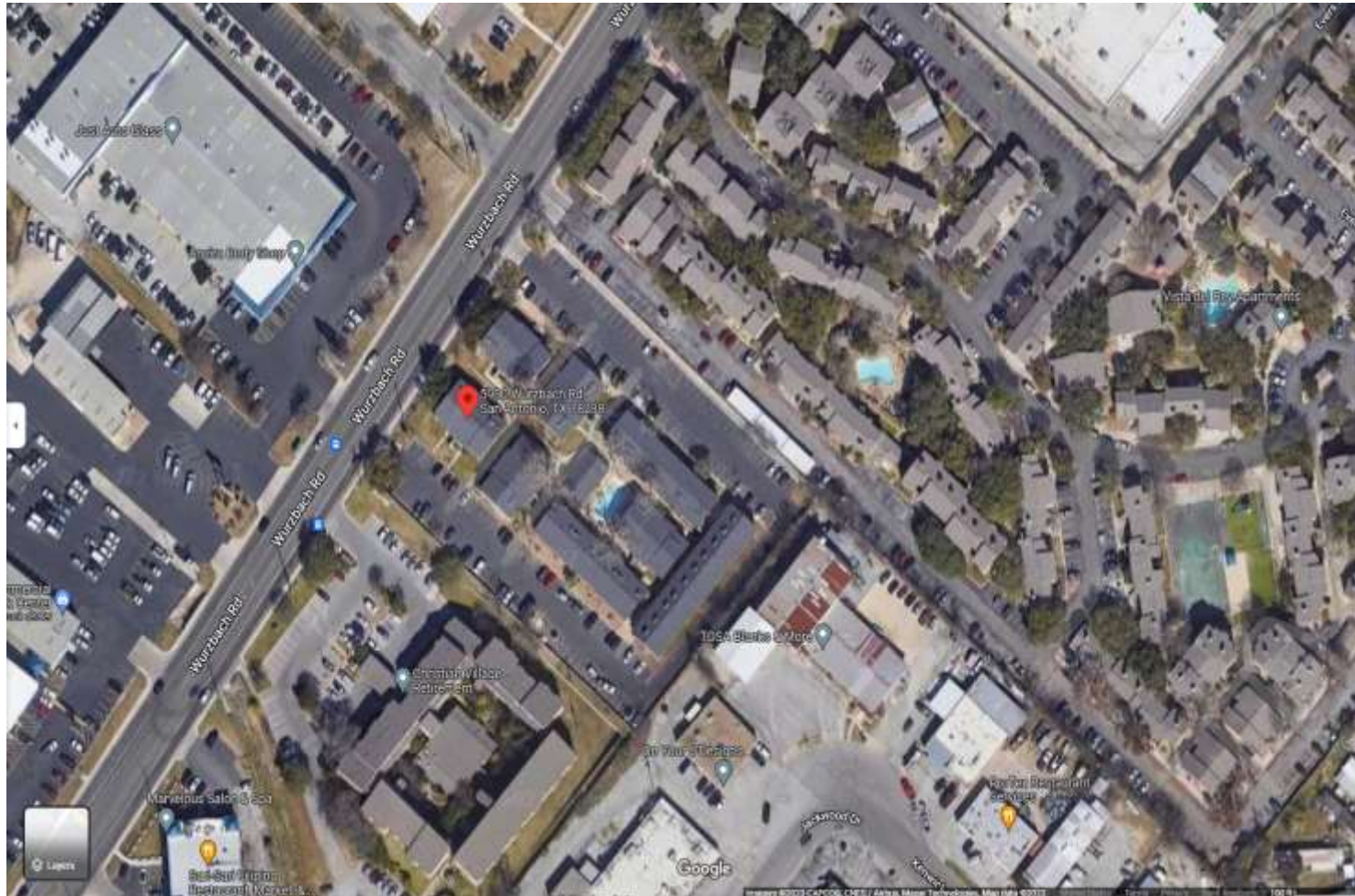
- To rezone approximately 2.998 acres of land out of Lot 1 Blk 1 CB 4429, Cherry Hill Subdivision
- From R-1 Single Family Dwelling with SO to R-3 Multiple Family Dwelling with SO
- Tract is located at 5900 Wurzbach Rd



# BCAD Map



# Aerial View



# History

- 1969 – Zoned B-2 Retail
- 1973 – Platted as Lots 1 & 2, Block 1, Cherry Hill Subdivision Unit 1
- 1973 – Rezoned only Lot 2, from B-2 to R-3 (Christian Village Apartments)
  - Apartments were previously allowed in a B-2 zoning District
  - Owner intended to construct apartments on both lots, but City changed zoning code mid-way to only allow apartments in the newly created R-3 zoning district
- Complex has 92 Units and was built in 1974



# Zoning Map

Site



# Notification Process

- \* Letters Sent
- 0 In Favor
- 0 In Opposition
- 0 Undeliverable

# Fiscal Impact

- None – this is an existing apartment complex and already contributes to ad valorem and sales tax

# Recommendation

- After careful review, Staff recommends approving the request

# S.E.E. Statement

Social Equity: Approval of this request allows for the continued multiple-family use, which is consistent and compatible with existing surrounding uses.

Economic Development: Tenants in a multiple family zoning district shop locally and generate more sales tax revenue

Environmental Stewardship: Any structures rebuilt on this property would have to conform to the 2021 International Energy Code



## ZONING COMMISSION STAFF REPORT

**DATE:** January 24, 2023  
**TO:** Zoning Commission  
**FROM:** Mindy Teague, Planning and Zoning Director  
**THROUGH:** Crystal Caldera, City Manager

**SUBJECT:** The Planning and Zoning Commission is being asked to consider approval of a subdivision plat being 21.352 acres of land, consisting of Parcel P-10B and P-10C (1.345 AC.) P-10D (0.622 AC.); P-10E (0.62 AC.); P-10F (2.027 AC.); P-10H (0.7 AC.), P-10J (0.7 AC.); P-10K (0.7 AC.); P-18 (0.7 AC.), P-19 (0.434 AC.); P-21 (0.514 AC.); P-23 (3.463 AC.); P-100 (0.2501 AC.), all out of the Felix Losoya Survey 187, ABS 432, CB 4430, and P15 (2.143 AC.), P16 (6.391 AC.), P-16A (1.0 AC) out of the Linnartz Tract, Felix Losoya Survey No. 187, ABS 432, CB4430, as recorded in the deed and property records of Bexar County, Texas.

**SPONSOR(S):** City of Leon Valley

### **PURPOSE**

The platting of these lots will create a new subdivision, setting out lot boundaries, setbacks, and future street dedications. Per the City Engineer the plat meets all the requirements. Platting is required prior to any construction.

We are requesting variances to allow sidewalk and water and sewer main construction at the time of building construction.

### **SEE LEON VALLEY**

**Social Equity:** Requiring properties to be platted protects all property owners from potential title concerns

**Economic Development:** A platted lot is typically more valuable than a non-platted lot in a municipality

**Environmental Stewardship:** Platting a property assures stormwater concerns are addressed, which protects water sources

### **FISCAL IMPACT:**

The platting process is the first step in being able to develop the property, which will bring increased ad valorem and sales tax

**STRATEGIC GOALS**

Goal # 1 - Economic Development · Objective F – Promote Leon Valley

**RECOMMENDATION**

After careful review, Staff has no objection to this request.

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

APPROVED WITH THE FOLLOWING AMENDMENTS:

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ATTEST:

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

# PZ-2023-1 Plat Grass Hill Estates

Mindy Teague  
Planning & Zoning Director  
Planning and Zoning Meeting  
January 24, 2023

# Summary

- Question
  - The Planning and Zoning Commission is being asked to consider approval of a subdivision plat
  - Being 21.352 acres of land, consisting of Parcel P-10B and P-10C (1.345 AC.) P-10D (0.622 AC.); P-10E (0.62 AC.); P-10F (2.027 AC.); P-10H (0.7 AC.), P-10J (0.7 AC.); P-10K (0.7 AC.); P-18 (0.7 AC.), P-19 (0.434 AC.); P-21 (0.514 AC.); P-23 (3.463 AC.); P-100 (0.2501 AC.), all out of the Felix Losoya Survey 187, ABS 432, CB 4430, and P15 (2.143 AC.), P16 (6.391 AC.), P-16A (1.0 AC) out of the Linnartz Tract, Felix Losoya Survey No. 187, ABS 432, CB4430, as recorded in the deed and property records of Bexar County, Texas
- Options
  1. Approval
  2. Denial
  3. Conditional approval
- Declaration
  - It's recommended the plat be approved per state law

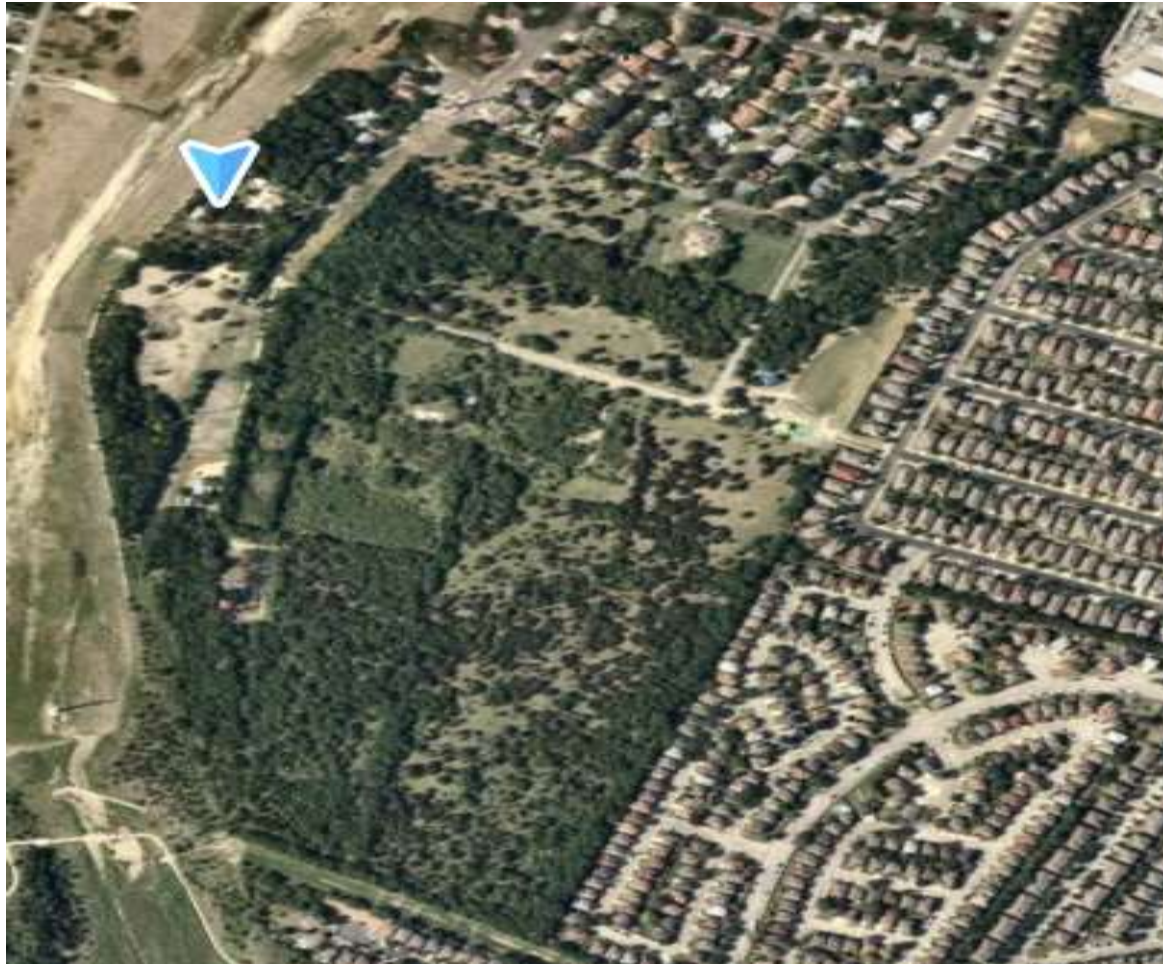
# Background

- The platting of these lots will create a new subdivision, setting out lot boundaries, setbacks, and future street dedications
- Per the City Engineer the plat meets all the requirements
- Requesting variances to construct water and sewer mains, and sidewalks to the time of time of building construction
- Platting is required prior to any construction

# BCAD Map



# Aerial View







LOCATION MAP

### LEGEND

- |                    |  |
|--------------------|--|
| ①                  | 10" IRON ROD FOUND<br>(UNLESS NOTED)             |
| ●                  | 1/2" IRON ROD SET                                |
| □                  | MONUMENT FOUND                                   |
| ---                | EXISTING CONTOUR                                 |
| C.B.               | COUNTY BLOCK                                     |
| ELECT              | EASEMENT   |
| E, G, T, AND C, T. | ELECTRIC, GAS, TELEPHONE<br>AND CABLE TELEVISION |
| D.P.R.             | DEED AND PLAT RECORDS OF<br>BEXAR COUNTY, TEXAS  |
| D.R.               | DEED RECORDS OF BEXAR<br>COUNTY, TEXAS           |
| T                  | ELECTRICAL TOWER                                 |
| P                  | ELECTRICAL POWER POLE                            |

CURVE TABLE					
CURVE #	DELTA	LENGTH	RAILS	CHORD BEARING	CHORD
C1	0°10'30.71"	27.54'	20.00'	N88°73'31"W	25.46'
C2	5°00'19.56"	35.00'	20.10'	S02°32'33"W	30.48'
C3	0°00'40.53"	33.63'	20.03'	N86°54'20"E	28.40'
C4	5°00'51.01"	35.25'	20.10'	N01°20'29"W	30.05'
C5	02°20'39.56"	35.56'	20.03'	N61°10'54"E	55.23'
C6	0°08'14.34"	35.06'	125.00'	N56°48'25"W	34.97'
C7	0°08'14.34"	18.24'	85.00'	S56°48'26"E	18.15'
C8	02°20'39.56"	84.01'	135.00'	S31°18'54"E	63.41'

## SURVEYORS' NOTES

**SURVEYORS NOTES**

1. COORDINATES SHOWN ARE BASED ON THE NORTH AMERICAN DATUM OF 1983 (CDRS 1996) FROM THE TEXAS COORDINATE SYSTEM ESTABLISHED FOR THE SOUTH CENTRAL ZONE (DISPLAYED IN GRID VALUES DERIVED FROM THE NGS COORDINATE CDS-1876704C).

2. UNDERGROUND SHOWN ARE SURFACES.

3. BEARING(S) ARE BASED ON THE NORTH AMERICAN DATUM OF 1983 (CDRS 1996) FROM THE TEXAS COORDINATE SYSTEM ESTABLISHED FOR THE SOUTH CENTRAL ZONE.

4. COORDINATES FOR BEARER COUNTRY GDS.

STUDY NOTE:

THE NUMBER OF EQUIVALENT DRILLING UNITS (EDU) PAID FOR THE SUBDIVISION PLAT ARE KEPT ON FILE AT THE SAN ANTONIO WATER SYSTEM. UNDER THE PLAT NUMBER ISSUED BY THE DEVELOPMENT SERVICES DEPARTMENT.

#### IMPACT FEE PAYMENT

WATER AND/OR WASTEWATER IMPACT FEES WERE NOT PAID AT THE TIME OF PLATING FOR THIS PLAT. ALL IMPACT FEES MUST BE PAID PRIOR TO WATER METER SET AND/OR WASTEWATER SERVICE CONNECTION.

C.P.S. ENERGY NOTES

[illegible]

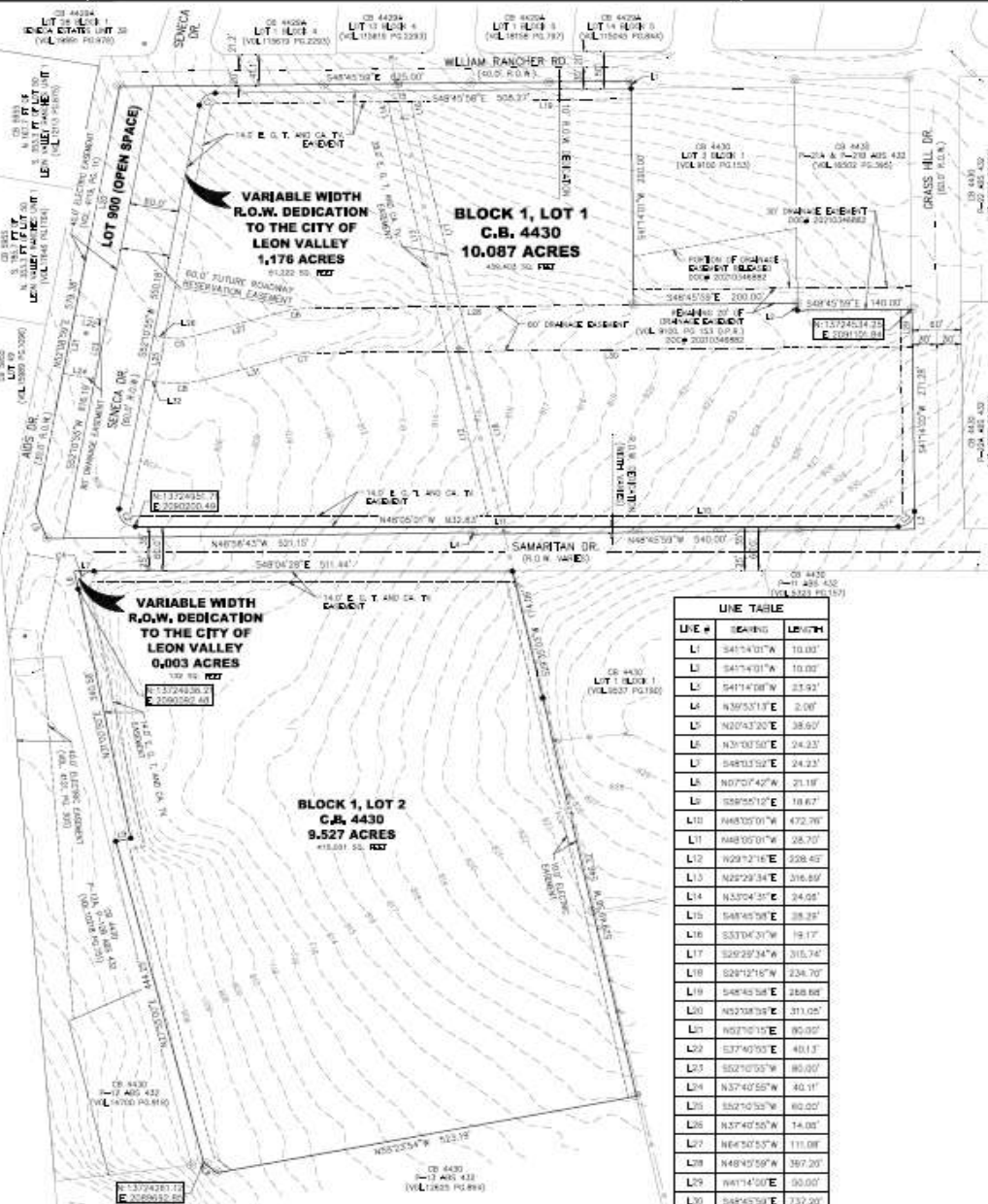
SEAS OF TEXAS  
COUNTY OF HILL

I HEREBY CERTIFY THAT PROPER ENGINEERING CONSIDERATION HAS BEEN GIVEN THE  
 PLAT TO THE MATTERS OF STREETS, LOTS AND DRAINAGE LAYOUT, TO THE BEST OF MY  
 KNOWLEDGE THE PLAT CONFORMS TO ALL REQUIREMENTS OF THE UNITED  
 DEVELOPMENT CODE, EXCEPT FOR THOSE VARIANCES GRANTED BY THE LOUISIANA  
 PLANNING COMMISSION.

LEWIS PRODD, Editor

I HEREBY CERTIFY THAT THE ABOVE PLAT CONFORMS TO THE MINIMUM STANDARDS SET FORTH BY THE TEXAS BOARD OF PROFESSIONAL LAND SURVEYING ACCORDING TO AN ACTUAL SURVEY MADE ON THE GROUND BY: RODANESE TRAVIS WHEE AND ASSOCIATES, INC.

THE JUDICIAL BRANCH SHALL NOT BE REQUIRED TO RECORD FOR ANY  
PURPOSE THIS DOCUMENT IS BEING RELEASED FOR  
REVIEW PURPOSES BY [REDACTED]  
REGISTERED PROFESSIONAL LAND SURVEYOR [REDACTED]



PLAT NUMBER	XXXXXX
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SUBDIVISION PLAT  
OF  
GRASS HILL ESTATES LOTS 1&2

[illegible]

8015 Tivoli Dr., Suite 401  
San Antonio, Texas 78217  
Phone: (210) 822-2232  
[www.Archura.com](http://www.Archura.com)

Engineering License #E-10053  
Addams Group, Inc.  
Surveying Firm 10194-038

**ARDURRA**  
COLLABORATE. INNOVATE. CREATE.

**FERNANDEZ FRAZER, WHITE AND ASSOCIATES, INC.** CONSULTING ENGINEERS LAND SURVEYORS  
8019 RESCUE DR., SUITE 400 SAN ANTONIO, TEXAS 78217  
210/492-8023 [www.fwwhiteinc.com](http://www.fwwhiteinc.com)  
TOP LEFT: MICHAEL J. FRAZER TOP RIGHT: JAMES W. WHITE  
BOTTOM LEFT: JAMES W. WHITE BOTTOM RIGHT: MICHAEL J. FRAZER

DATE OF PRINT: December 8, 2022

## STATE OF TEXAS

COUNTY OF BERNARD

THE OWNER OF LAND SHOWN ON THIS PLAN, IN PERSON OR THROUGH A duly AUTHORIZED AGENT, DEDICATES TO THE USE OF THE PUBLIC, EXCEPT AREAS IDENTIFIED AS PRIVATE OR PART OF AN INCLAVE OR PLANNED UNIT DEVELOPMENT, FOREVER ALL STREETS, ALLEYS, PARKS, WASHBOARDS, DRAINS, EASEMENTS AND PUBLIC PLACES THEREIN SHOWN FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

## OWNER/DEVELOPER: CITY OF LEON VALLE

6400 E. VERDE  
LEED VALLEY,  
UTAH 84043

[state.gov/po/ps](http://state.gov/po/ps)STATE OF TEXAS  
COUNTY OF DALLAS

BEFORE ME, THE UNDERSIGNED AUTHORITY ON THE DAY PERSONALLY APPEARED  
KNOWN TO ME TO BE THE PERSON WHOSE NAME I  
SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE  
EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED,  
AND IN THE CAPACITY THEREIN STATED, GIVEN UNDER MY HAND AND SEAL OF OFFICE  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D. 20\_\_\_\_

## NOTARY PUBLIC, DENVER COUNTY, TEXAS

THE CITY ENGINEER OF THE CITY OF LEON VALLEY, TEXAS, HEREBY CERTIFIES THAT THE SUBDIVISION PLAN CONFORMS TO ALL REQUIREMENTS OF THE SUBDIVISION REGULATIONS AS TO WHICH HIS APPROVAL IS REQUIRED.

CITY ENGINEER

THIS PLAT OF GRASS HILL TRACTS 1 & 2 HAS BEEN SUBMITTED TO AND CONSIDERED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, & HEREBY APPROVED BY SUCH CITY COUNCIL.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D. 20\_\_

BY \_\_\_\_\_ MAYOR

BY \_\_\_\_\_ CITY SECRETARY

STATE OF TEXAS

COUNTY OF BEXAR  
I, \_\_\_\_\_, COUNTY CLERK OF BEXAR COUNTY, DO HEREBY  
CERTIFY THAT THIS PLAT WAS FILED FOR RECORD IN MY OFFICE, ON THE \_\_\_\_\_ DAY

OF \_\_\_\_\_ A.D. 20\_\_\_\_ AT \_\_\_\_\_ M. AND DAY RECORDED THE  
\_\_\_\_ DAY OF \_\_\_\_\_ A.D. 20\_\_\_\_ AT \_\_\_\_\_ M. IN THE

FILED AND PLACED RECORDS OF BEAR COUNTY, IN BOOK / VOLUME \_\_\_\_\_  
PAGE \_\_\_\_\_ IN TESTIMONY WHEREOF, WITNESS MY HAND AND OFFICE  
OFFICE THE \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D. 20\_\_\_\_

COONEY CLERK, SOLAR COU



# Fiscal Impact

- The platting process is the first step in being able to develop the property, which will bring increased ad valorem and sales tax

# S.E.E. Statement

Social Equity: Requiring properties to be platted protects all property owners from potential title concerns

Economic Development: A platted lot is typically more valuable than a non-platted lot in a municipality

Environmental Stewardship: Platting a property assures stormwater concerns are addressed, which protects water sources