



**City of Leon Valley**  
**PLANNING AND ZONING COMMISSION**  
**MEETING MINUTES**  
**6:30 PM – APRIL 22, 2025**  
**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 Erick Matta called the Planning and Zoning Commission meeting to order at 6:30 PM.

**PRESENT**

2 <sup>nd</sup> Vice Chair	Andrea Roofe	Place 2 Voting member
Commissioner	Abraham Diaz	Place 3 Voting member
Commissioner	Pat Martinez	Place 4 Voting member
1 <sup>st</sup> Vice-Chair	Mary Ruth Fernandez	Place 5 Voting member
Council Liaison	Benny Martinez	Council Member
Chair	Erick Matta	Place 6 Voting member
Commissioner	Cynthia Koger	Place 7 Voting member

Commissioners Perry, Yarnell and Mursch had excused absences.

Also, in attendance were City Manager Crystal Caldera, Planning and Zoning Director Susana Huerta and Executive Director Roque Salinas.

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

Chair Erick Matta called the meeting to order at 6:30 PM with all members present.

**2. APPROVAL OF ZONING COMMISSION MINUTES**

1. Discussion and Action to Consider Approval of the March 25, 2025, Planning and Zoning Commission Meeting Minutes - S. Huerta, Planning and Zoning Director

Commissioner Roofe made a correction to the minutes to show that she had been out with an excused absence. Commissioner Roofe made a motion to approve the minutes with corrections which was seconded by Commissioner Diaz. The motion carried unanimously with a vote of 6 to 0.

**3. NEW BUSINESS**

1. Presentation, Discussion, and **Public Hearing** to Consider a Request to Rezone Approximately 0.5 Acres of Vacant Land, From B-2 Retail District with Gateway Overlay

District to B-3 Commercial District with Gateway Overlay District, Located at 7225, 7229, and 7331 Bandera Road; and More Specifically Described as Lots 6, 7, and 8, Block B, CB 4446A, Linkwood Addition Subdivision - S. Huerta, Planning and Zoning Director

Ms. Huerta advised the Commission that the applicant had withdrawn the request. Therefore, no action was required.

2. Presentation, Discussion and **Public Hearing** to Consider a Recommendation on a Non-Specified Use Request to Revise Chapter 15 Zoning, Article 15.02 Zoning Ordinance, Division 2 Rules of Construction and Definitions and Division 6 Permitted Use Table to Establish the Definition and Use "Bail Bond Facility" as Being Allowed in the B-2 Retail Office District with a Specific Use Permit (SUP), and in the B-3 Commercial and I-1 Industrial Zoning Districts By Right - S. Huerta, Planning and Zoning Director

First Vice Chair Fernandez made a motion to approve as presented. The motion was seconded by Second Vice Chair Rooft. The motion passed with a vote of 5 to 1.

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

No announcements were made.

#### 5. ADJOURNMENT

Chair Matta announced the meeting adjourned at 7:13 PM.

*These minutes were approved by the Leon Valley Planning & Zoning Commission on the 24<sup>th</sup> of June 2025.*

ATTEST:



**SUSANA HUERTA, AICP**  
PLANNING AND ZONING DIRECTOR

APPROVED



**ERICK MATTA**  
CHAIR