



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

MINUTES

1. CALL TO ORDER AND ROLL CALL

PRESENT – Voting Members

Commissioner 1 David Perry
2nd Vice Chair, Commissioner 2 Andrea Roofe
Commissioner 3 Abraham Diaz
Chair, Commissioner 6 Erick Matta
Commissioner 7 Cynthia Koger
1st Alternate Olen Yarnell

ABSENT

Commissioner 4 Pat Martinez
1st Vice Chair, Commissioner 5 Mary Fernandez

ALTERNATES – Non-Voting Members

1st Alternate Olen Yarnell
2nd Alternate Russell Hernandez
3rd Alternate Donnie Britt

Also, in attendance were City Manager Crystal Caldera, 3rd Alternate Donnie Britt and Planning and Zoning Director Michael Gallardo.

Chair Matta called the meeting to order at 6:30 PM. Chair Matta asked 1st Alternate Olen Yarnell and 2nd Alternate Russell Hernandez to sit on the dais to fill in for Commissioner Martinez and Commissioner Fernandez who were not present.

2. APPROVAL OF ZONING COMMISSION MINUTES

Discussion and Possible Action Approving of the September 23, 2025, Planning and Commission Meeting Minutes - M. Gallardo, Planning and Zoning Director

Commissioner Roofe made a motion to approve the minutes as presented. The motion was seconded by Commissioner Diaz.

Voting Yea: Commissioner 1 Perry, 2nd Vice Chair, Commissioner 2 Rooft, Commissioner 3 Diaz, Chair, Commissioner 6 Matta, Commissioner 7 Koger, 2nd Alternate Hernandez, 1st Alternate Yarnell

The motion passed unanimously.

3. NEW BUSINESS

1. Discussion and Recommendation Appointing New Commissioners and Alternates - M. Gallardo, Planning and Zoning Director

Chair Matta started the discussion on the process of filling the vacancy for the Planning & Zoning Commission due to the resignation of Commissioner Fernandez.

Chair Matta offered the vacancy to 1st Alternate Yarnell. 1st Alternate Yarnell accepted the position on the Planning & Zoning Commission.

A motion was made by Commissioner Diaz to designate 1st Alternate Yarnell as a Commissioner. The motion was seconded by Commissioner Koger.

Voting Yea: Commissioner 1 Perry, 2nd Vice Chair, Commissioner 2 Rooft, Commissioner Diaz, Chair, Commissioner 6 Matta, Commissioner 7 Koger, 2nd Alternate Hernandez, 1st Alternate Yarnell

The motion passed unanimously.

2. Discussion on Updating and Amending Chapter 15 Zoning, Article 15.02 Zoning Ordinance, Division 7 Permitted Use Table - M. Gallardo, Planning and Zoning Director

Chair Matta opened the discussion by announcing that the Commission had been tasked with reviewing the permitted use table and welcomed ideas from the Commission on how to accomplish the task.

Commissioner Koger suggested that the Commission divide the number of pages equally among each member.

Dr. Caldera advised the Commission that how they decided to assign or delegate the review of the Permitted Use Table was at their discretion.

1st Alternate Yarnell suggested that each member review the Permitted Use Table in its entirety and then decide on how to review it. After some discussion, Commissioner Perry also suggested that the Commission review the packet in its entirety and then bring it back to the November meeting to determine how to divide the review.

A motion was made by 1st Alternate Yarnell. The motion was seconded by Commissioner Diaz.

Voting Yea: Commissioner 1 Perry, 2nd Vice Chair, Commissioner 2 Roofe, Commissioner Diaz, Chair, Commissioner 6 Matta, Commissioner 7 Koger, 2nd Alternate Hernandez, 1st Alternate Yarnell

The motion passed unanimously.

3. Discussion and Possible Action to Selecting Alternate Meeting Dates for the November and December 2025 Planning and Zoning Commission Meetings, or for Cancellation of Meetings - Commissioners

Chair Matta opened the discussion by requesting feedback from the Commission. After some discussion, Commissioner Diaz recommended November 19, 2025.

A motion was made by 1st Alternate Yarnell. The motion was seconded by Commissioner Diaz.

Voting Yea: Commissioner 1 Perry, 2nd Vice Chair, Commissioner 2 Roofe, Commissioner Diaz, Chair, Commissioner 6 Matta, Commissioner 7 Koger, 2nd Alternate Hernandez, 1st Alternate Yarnell

Chair Matta opened the discussion by requesting feedback from the Commission. Dr. Caldera informed the Commission that in the past the December meeting has been cancelled but if a meeting is required then the Commission must determine a meeting date. After some discussion, 1st Alternate Yarnell recommended a Tuesday, December 9, 2025, as it aligns with the day of their meetings.

A motion was made by 1st Alternate Yarnell. The motion was seconded by Commissioner Diaz.

Voting Yea: Commissioner 1 Perry, 2nd Vice Chair, Commissioner 2 Roofe, Commissioner Diaz, Chair, Commissioner 6 Matta, Commissioner 7 Koger, 2nd Alternate Hernandez, 1st Alternate Yarnell

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

Chair Matta announced the meeting adjourned at 7:21 PM.

These minutes were approved by the Leon Valley Planning & Zoning Commission on the 19th of November, 2025.

APPROVED

ERICK MATTA
CHAIR

ATTEST: _____
MICHAEL GALLARDO
PLANNING AND ZONING DIRECTOR

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