



**City of Leon Valley**  
**PLANNING AND ZONING COMMISSION**  
**MEETING MINUTES**  
**6:30 PM – AUGUST 27, 2024**  
**Leon Valley City Council Chambers**  
**6400 EI 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 6:31 PM.

**PRESENT**

Commissioner	Pat Martinez	Place 4
Chair	Erick Matta	Place 6
Commissioner	Cynthia Koger	Place 7
2 <sup>nd</sup> Alternate	Beth Mursch	
3 <sup>rd</sup> Alternate	Olen Yarnell	
Council Liaison	Benny Martinez	

**ABSENT**

Commissioner	David Perry	Place 1 - Excused
2 <sup>nd</sup> Vice-Chair	Andrea Roofe	Place 2 - Excused
Commissioner	Hilda Gomez	Place 3 - Excused
1 <sup>st</sup> Vice-Chair	Mary Ruth Fernandez	Place 5 - Excused
1 <sup>st</sup> Alternate	Abraham Diaz	Unexcused

Also in attendance were Economic Development Director Roque Salinas, City Manager Dr. Crystal Caldera, and City Council Member Betty Heyl. Chair Matta announced that due to the limited number of Commissioners present, he would seat the Alternate members of the Commissioners as voting members, creating a quorum.

City Manager Caldera announced that Planning and Zoning Department Director Mindy Teague had resigned, and that Mr. Salinas and Public Works Director Melinda Moritz would be managing the department until a suitable replacement could be found. She further announced that Mr. Salinas would be presenting the case documents at the meeting.

**2. APPROVAL OF ZONING COMMISSION MINUTES**

The Planning and Zoning Commission minutes were not heard at this meeting but will be reviewed at the next meeting date.

**3. NEW BUSINESS**

1. Presentation and Discussion to Consider a Recommendation on an Ordinance Amending the Leon Valley Code of Ordinances, Chapter 15 Zoning, Article 15.02 Zoning

Ordinance, Division 7 Permitted Use Table, Section 15.02.381 - Permitted Use Table, To Regulate the Location of CBD Retail Establishments

Mr. Salinas presented the case information. A brief discussion was held between the Commissioners and Mr. Salinas regarding spacing statistics, concerns, current limitations, any national age limits on the purchase of products sold at these types of establishments, and how to measure the 5000 linear foot distance requirement.

Commissioner Martinez made a motion to recommend approval of the amendment as presented, which was seconded by Commissioner Koger. The motion carried unanimously.

Voting Yea: Commissioners Martinez and Koger, Chair Matta, 2<sup>nd</sup> Alternate Mursch and 3<sup>rd</sup> Alternate Yarnell.

Voting Nay: None

2. Discussion and Possible Action to Amend 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 - M. Teague, Planning and Zoning Director

Mr. Salinas introduced the proposed amendments, and a brief discussion was held between Mr. Salinas and the Commissioners. Mr. Salinas then asked the Commissioners to submit their proposed revisions by email.

3. Presentation, **Public Hearing**, and Possible Action to Consider a Recommendation on a Plat of Approximately 11-Acres of Land, Being P-8, Abstract 317, CB 4431 to Lots 12 & 13, Block 11, CB 4431, Leon Valley Addition Subdivision, Located at 6301 Sawyer Rd, with a Variance Request to Not Build a Sidewalk

Mr. Salinas presented the case information, and a brief discussion was held between the Commissioners, Mr. Salinas, and the applicant Scott Dye, regarding location of the facility on Sawyer Road, ADA compliance for sidewalks, the reasons for the variance, retention pond vs. dry pond, size of the new building, and the building location.

3<sup>rd</sup> Alternate Yarnell motioned to approve the replat and variance as presented, which was seconded by Commissioner Martinez.

Chair Matta asked for a roll call vote:

Voting Yea: 3<sup>rd</sup> Alternate Yarnell, Commissioner Martinez and Chair Matta

Voting Nay: 2<sup>nd</sup> Alternate Mursch and Commissioner Koger

The motion carried.

- 4. Presentation, Discussion, and Public Hearing, to Amend Planned Development District (PDD) 2024-6 on Approximately 27-Acres of Land, Being Lot 1, Block 1 CB 4430C, Good Samaritan Lodge Nursing Home Inc. Subdivision, Parcel 1 Abstract 399, CB 4429, and Parcel 11, Abstract 432, CB 4430, Located at 6518 Samaritan, Leon Valley, Texas, Being a Total of Approximately 27-Acres - M. Teague, Planning and Zoning Director

Mr. Salinas announced that this case had been withdrawn by the applicant.

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

It was announced that additional training would be scheduled for the Commissioners.

**5. ADJOURNMENT**

Chair Erick Matta announced the meeting adjourned at 7:23 PM.

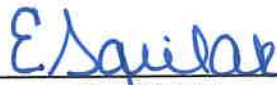
*These minutes were approved by the Leon Valley Planning & Zoning Commission on the 24<sup>th</sup> of September 2024.*

APPROVED



ERICK MATTA  
CHAIR

ATTEST:



ELIZABETH AGUILAR

PERMIT TECHNICIAN

