



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

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 nd Vice Chair	Andrea Roofe	Place 2 Voting member
Commissioner	Abraham Diaz	Place 3 Voting member
Commissioner	Pat Martinez	Place 4 Voting member
1 st 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

Chair Matta announced that Commissioner Perry had an excused absence.

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 Huerta advised the Commission that the applicant had withdrawn the request; therefore, no action was required.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 24th of June 2025.

APPROVED

ERICK MATTA
CHAIR

ATTEST: _____
SUSANA HUERTA, AICP
PLANNING AND ZONING DIRECTOR