



**CITY OF LEON VALLEY
PLANNING & ZONING COMMISSION**
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Tuesday, September 23, 2025, at 6:30 PM

MINUTES

1. CALL TO ORDER AND ROLL CALL
PRESENT – Voting Members

Erick Matta
Andrea Roofe
David Perry
Abraham Diaz
Cynthia Koger
Olen Yarnell

Chair, Place 6
2nd Vice Chair, Place 2 (arrived at 6:42 PM)
Commissioner Place 1
Commissioner Place 3
Commissioner Place 7
1st Alternate

ABSENT

Pat Martinez
Mary Fernandez

Commissioner Place 4
1st Vice Chair, Place 5

ALTERNATES – Non-Voting Members

Russell Hernandez

2nd Alternate

1st Vice-Chair Mary Fernandez submitted her resignation and will no longer be on the Planning and Zoning Commission.

Also, in attendance were Council Liaison Philip Campos, City Manager Crystal Caldera, Public Works Director Melinda Moritz, Planning and Zoning Director Michael Gallardo and Executive Director Roque Salinas.

Chair Matta asked that 1st Alternate Olen Yarnell to sit on the dais to fill in for Commissioner Martinez as she was not present.

2. APPROVAL OF ZONING COMMISSION MINUTES

Discussion and Possible Action Approving of the August 26, 2025, Planning and Commission Meeting Minutes - M. Gallardo, Planning and Zoning Director

Commissioner Koger made a motion to approve. Alternate Yarnell asked if his

previous absence could be considered as excused, as he had notified staff prior to the meeting date. Chair Matta explained that any request for an absence must be sent directly to the Chair prior to the meetings and stated that the decision not to excuse the absence stood. Commissioner Diaz seconded the motion.

Chair Matta took a roll call vote.

Voting Yea: Commissioner Perry, Commissioner Roofoe, Commissioner Diaz, Chair Matta, Commissioner Koger, Alternate Hernandez

Voting Nay: 1st Alternate Yarnell

The motion passed (5-1)

3. NEW BUSINESS

Presentation, **Public Hearing**, and Possible Action to Consider Approval of a Subdivision Plat Establishing Seneca Trails Phase II Subdivision being a total of 19.857 acres, establishing Lots 21-53 and 900 Block 1, Lots 78-102 and 901 Block 2, Lots 1-24 and 900 Block 8, Lots 1-17 Block 9, Lots 1-23 and 900 Block 10, Lots 1-15 Block 11, County Block 4430, Comprised of 8.941-acre portion of Lot 1, Block 1 and a 9.430-acre portion of Lot 2, Block 1, County Block 4430, Grass Hill Estates in the City of Leon Valley, Bexar County, Texas, portions of Lot 1 & 2, Block 1, of the Grass Hill Estates being recorded in Volume 20003, Page 1262 of the Plat Records of Bexar County, Texas. Including 0.132-acre tract of that 48.684-acre tract in deed recorded in Document No. 20240215993 of the official public records of Bexar County, Texas, 1.353-acres of that called 1.377-acre, called Samaritan Drive, a variable width public right-of-way, said 1.377-acre tract abandoned by ordinance by the City of Leon Valley, Bexar County, Texas, situated in Felix Losoya Survey No. 187, Abstract 432, County Block 4429, Located at 6530 Samaritan Dr. – M. Moritz, Public Works Director

Chair Matta started the discussion of a replat establishing Seneca Trails Phase II Subdivision.

Ms. Moritz gave a presentation on the replat. After hearing no comments from the Commissioners, Chair Matta opened the Public Hearing at 6:43 PM.

Resident Monica Alcocer spoke, asking about the floodplain. Ms. Moritz answered her question and let her know she could come by the office and discuss the floodplain further if needed.

There being no further comment, Chair Matta closed the Public Hearing at 6:45 PM.

The project engineer, Brook Lindholm, was present to answer questions.

A motion was made by Commissioner Diaz to approve as presented. The motion was seconded by Commissioner Koger.

Chair Matta took a roll call vote.

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

The motion passed unanimously.

4. ANNOUNCEMENTS BY COMMISSIONERS AND CITY STAFF

Executive Director Roque Salinas announced that the City of Leon Valley was holding two puppies that were available for adoption and that information regarding the puppies could be found on the City's website and social media pages.

5. ADJOURNMENT

Chair Matta announced the meeting adjourned at 6:47 PM.

These minutes were approved by the Leon Valley Planning & Zoning Commission on the 28th of October 2025.

APPROVED

ERICK MATTA
CHAIR

ATTEST:

MICHAEL GALLARDO
PLANNING AND ZONING DIRECTOR