



**City of Leon Valley  
PLANNING AND ZONING COMMISSION  
MEETING MINUTES  
6:30 PM – JUNE 24, 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**

Commissioner	Pat Martinez	Place 4 Voting member
1 <sup>st</sup> Vice-Chair	Mary Ruth Fernandez	Place 5 Voting member
Council Liaison	Phillip Campos	Council Member
Chair	Erick Matta	Place 6 Voting member
Commissioner	Cynthia Koger	Place 7 Voting member
1 <sup>st</sup> Alternate	Olen Yarnell	Voting member
Commissioner	David Perry	Place 1 Voting member

Commissioners Roofoe and Diaz 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 April 22, 2025, Planning and Zoning Commission Meeting Minutes - S. Huerta, Planning and Zoning Director

Commissioner Yarnell made a correction to the minutes to show that he and Commissioner Mursch were out with excused absences. Commissioner Koger made a motion to approve the minutes with corrections which were seconded by Commissioner Fernandez. The motion carried unanimously with a vote of 6 to 0.

**3. NEW BUSINESS**

1. Discussion and Action - Administration of Oath of Office – Planning and Zoning Commissioners.

Ms. Huerta administered the oaths for all the Commissioners.

2. Presentation, Discussion and Public Hearing to Consider a Recommendation on a Specific Use Permit Request to Allow a Telecommunication Antennae/Tower in a B-3 Commercial Zoning District, Located at 6004 Grissom Road; and More Specifically Described as Lot 4, CB 5955, Leon Valley Ranches Subdivision - S. Huerta, Planning and Zoning Director

Commissioner Martinez made a motion to approve the Specific Use Permit as presented. The motion was seconded by Commissioner Perry. The motion passed with a vote of 6 to 0.

3. Presentation, Public Hearing, and Possible Action to Approve a Vacate and Replat and Establishing a 9.035-acres Lot 1R, Block 2, CB 4446 and 0.08-Acres Right-of-Way Dedication to Leon Valley Out of the M.G. De Los Santos Survey No. 82, and 1.0 acre of Huebner & Evers Subdivision of the M.G. De Los Santos Survey No. 82, Abstract No. 664, CB 4446, Leon Valley, Bexar County, and 1.656 Acres of an Unplatted Tract of Land South of Huebner and Evers Subdivision; Located at 6800 Evers Road - S. Huerta, Planning and Zoning Director

Commissioner Fernandez made a motion to approve the Vacate and Replat request. The motion was seconded by Commissioner Martinez. The motion passed with a vote of 6 to 0.

4. Presentation, Discussion and Public Hearing to Consider a Recommendation on an Ordinance Amendment to CHAPTER 15, "ZONING," Appendix C. Sustainability, Gateway, and Commercial/Industrial Overlay District Standards to Delete the Sustainability and the Commercial/Industrial Overlay Districts. Revisions to Article 15.02 Zoning Ordinance, Sec. 15.02.052, "Definitions", Sec.15.02.301, "Districts", Sec. 15.02.304 "Description and Purpose of Districts"; Sec. 15.02.305 "Regulation for All Districts"; Sec. 15.02.314 "Residential Use Table"; Amending Sec. 15.02.318 "PD Planned Development District" to a Different Section; and Deleting Sec. 15.02.318 "MX-1 Mixed Use District"; Amending Sections 15.02.319 "O-1 Office District", Sec. 15.02.320 "B-1 Small Business District", Sec. 15.02.321 "B-2 Retail District", Sec. 15.02.322 "B-3 Commercial District", and Sec. 15.02.323 "I-1 Industrial District" to Add Landscaping and Lighting Requirements; Amending Sec. 15.02.324 Table of Minimum Requirements to Add the R-7 District; Amending Sec. 15.02.381 "Permitted Use Table" to Delete the Sustainability and Commercial/Industrial Overlay Districts; Amending Sec. 15.02.441 "Parking Regulations" to Add Landscaping Regulations and Add Bicycle Parking; Deleting Exhibit 2 – Overlay Boundaries, Exhibit 2A – Sustainability Overlay and Exhibit 2C – Commercial/Industrial Overlay; and Renumbering Exhibit 2B. – Gateway Overlay - S. Huerta, Planning and Zoning Director Ms. Huerta advised the Commission that the applicant had withdrawn the request. Therefore, no action was required.

Commissioner Martinez made a motion to approve the ordinance amendment as presented. The motion was seconded by Commissioner Yarnell. The motion carried with a vote of 6 to 0.

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

No announcements were made.

#### 5. ADJOURNMENT

Chair Matta announced the meeting adjourned at 7:37 PM.

*These minutes were approved by the Leon Valley Planning & Zoning Commission on the 22<sup>nd</sup> of July 2025.*

APPROVED

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**ERICK MATTA**  
CHAIR

ATTEST: \_\_\_\_\_  
**SUSANA HUERTA, AICP**  
PLANNING AND ZONING DIRECTOR