



**City of Leon Valley
PLANNING AND ZONING COMMISSION
MEETING MINUTES
6:30 PM – MARCH 25, 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

| | | |
|----------------------------|---------------------|-----------------------|
| Commissioner | Cynthia Koger | Place 7 Voting member |
| Commissioner | Pat Martinez | Place 4 Voting member |
| 1 st Vice-Chair | Mary Ruth Fernandez | Place 5 Voting member |
| 1 st Alternate | Abraham Diaz | Alternate member |
| 2 nd Alternate | Beth Mursch | Alternate member |
| 3 rd Alternate | Olen Yarnell | Nonvoting member |
| Council Liaison | Benny Martinez | Council Member |
| Commissioner | David Perry | Place 1 Voting member |
| Chair | Erick Matta | Place 6 Voting member |

Second Vice Chair Andrea Roofe 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 February 25, 2025, Planning and Zoning Commission Minutes - S. Huerta, Planning and Zoning Director

Dr. Caldera advised the Commissioners of a request for some changes to the minutes by Commissioner Yarnell. First Alternate Commissioner Diaz made a motion to approve the minutes as presented originally with no changes which was seconded by First Vice Chair Fernandez. The motion carried unanimously.

3. NEW BUSINESS

1. Recommendation for Appointment of New Commissioners and Alternates – S. Huerta – Planning and Zoning Director

First Vice-Chair Fernandez made a motion to recommend Commissioner Diaz as the new appointment for permanent member with Chair Matta seconding the motion. The motion passed unanimously.

2. Presentation and Possible Action to Approve an Amending Subdivision Plat of the Correction Plat of Linkwood Addition Subdivision Establishing Block 41, Block D, CB 4446A for Approximately 0.427 acres, Located at 7500 and 7504 Linkside Drive - S. Huerta, Planning and Zoning Director

Commissioner Diaz made a motion to approve the plat without variances. The motion was seconded by Commissioner Mursh which passed unanimously

3. Presentation, Discussion, and Public Hearing to Consider Approval of a Request to Rezone Approximately 6.8 Acre of Land, From R-1 Single-Family Dwelling District to Planned Development District (PDD), with R-3 Multiple-Family Dwelling Base Zoning District, Located at 6612 and 6618 Sawyer Road; and More Specifically Described as the Northwest 330' of Lots 10, 11, 12, 13, and the Northeast 20' Triangle of lot 10, and the Southwest 400' of Lot 3, CB 5874 - S. Huerta, Planning and Zoning Director

Commissioner Martinez made a motion to approve the PDD request with Commissioner Diaz seconding the motion. The motion failed 6 – 1.

Commissioner Mursch made a motion to deny the PDD request with Commissioner Fernandez seconding the motion. The motion passed 5 – 2.

4. Presentation, Discussion, Public Hearing and Recommendation on a Request to Amend Ordinance 2021-54 to Change the Zoning from PD Planned Development District, with B-3 Commercial District and No SO, Sustainability Zoning to PD Planned Development District with R-3 Multiple-Family Dwelling Base Zoning District on Approximately 2.85 Acres at 6758 Poss Road; and More Specifically Described as CB 5784, Block 4, Lot 64, Leon Valley Addition, Quality Subdivision - S. Huerta, Planning and Zoning Director

Commissioner Diaz made a motion to approve the PDD Request with Commissioner Perry seconding the motion. The motion passed unanimously.

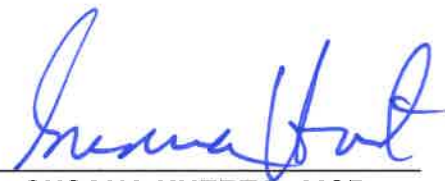
4. ANNOUNCEMENTS BY COMMISSIONERS AND CITY STAFF

No announcements were made.

5. ADJOURNMENT

Chair Matta announced the meeting adjourned at 8:22 PM.

These minutes were approved by the Leon Valley Planning & Zoning Commission on the 22nd of April 2025.

ATTEST: 
SUSANA HUERTA, AICP
PLANNING AND ZONING DIRECTOR

APPROVED

ERICK MATTA
CHAIR