



**CITY OF LEON VALLEY
PLANNING & ZONING COMMISSION**
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Wednesday, November 19, 2025, at 6:30 PM

MINUTES

1. CALL TO ORDER AND ROLL CALL

PRESENT – Voting Members

Commissioner 1 David Perry
2nd Vice Chair, Commissioner 2 Andrea Roofe
Commissioner 3 Abraham Diaz
Chair, Commissioner 6 Erick Matta
Commissioner 7 Cynthia Koger
Commissioner 5 Olen Yarnell
Commissioner 4 Pat Martinez

ABSENT

1st Alternate Russell Hernandez

ALTERNATES – Non-Voting Members

2nd Alternate Donnie Britt

Also, in attendance were City Manager Crystal Caldera, 2nd Alternate Donnie Britt and Planning and Zoning Director Michael Gallardo.

Chair Matta called the meeting to order at 6:30 PM.

2. APPROVAL OF ZONING COMMISSION MINUTES

Discussion and Possible Action Approving the October 28, 2025, Planning and Zoning Commission Meeting Minutes - M. Gallardo, Planning and Zoning Director

Commissioner Roofe pointed out that Commissioner Fernandez was listed as absent but had resigned prior to the meeting. Dr. Caldera confirmed that it was an administrative error to be corrected.

A motion was made by Commissioner Roofe to approve the minutes with the correction to remove Commissioner Fernandez as absent. The motion was seconded by Commissioner Perry.

Voting Yea: Commissioner 1 Perry, 2nd Vice Chair, Commissioner 2 Roofe, Commissioner 3 Diaz, Chair, Commissioner 6 Matta, Commissioner 7 Koger, Commissioner 5 Yarnell, Commissioner 4 Martinez

The motion passed unanimously.

3. OLD BUSINESS

1. Discussion and Possible Recommendations for Updating and Amending Chapter 15 Zoning, Article 15.02 Zoning Ordinance, Division 7 Permitted Use Table - M. Gallardo, Planning and Zoning Director

Chair Matta read the caption for the agenda item and then deferred to Dr. Caldera for opening statements.

Dr. Caldera provided an update and expectations for the discussion regarding the new business agenda items.

Regarding the Marshall High School Replat, Dr. Caldera informed the Commission that they would only be discussing the Replat for the property and that they would not be discussing anything regarding street closures. She went on to say that the confusion stems from an error in the first public notice that was mailed out in which the street Redbird Lane was listed instead of Robin Road. Although it was not required the city mailed out a revised version of the public notice with the correction.

Dr. Caldera went on to inform the Commission that the agenda regarding a Specific Use Permit for the Hookah Lounge would not be discussed. The city was under the impression that the venue was going to serve alcohol and would utilize a BYOB which then would require a Specific Use Permit. However, upon further review the establishment will not be serving alcohol and based on the current zoning the use is allowed by right.

Dr. Caldera next discussed the permitted use table agenda item. She advised the Commission to consider cleaning up definitions for scheduled uses, combining scheduled uses and determining the process of achieving the updates to the permitted use table.

Chair Matta opened the discussion by announcing that the Commission did not care for the idea of creating subcommittees. After some discussion, Commissioner Diaz recommended that the Commission hold a workshop.

A motion was made by Commissioner Yarnell to hold (2) subsequent workshops to go over the permitted use table with dates to be determined in January and February. The motion was seconded by Commissioner Diaz.

Voting Yea: Commissioner 1 Perry, 2nd Vice Chair, Commissioner 2 Roofe, Commissioner 3 Diaz, Chair, Commissioner 6 Matta, Commissioner 7 Koger,

Commissioner 5 Yarnell, Commissioner 4 Martinez

The motion passed unanimously.

4. NEW BUSINESS

- 1. Presentation, Public Hearing, and Possible Action to Approve a Vacate and Replat of Lots 15, 16, 17, and 18 in Block A, All of Lot 22 in Block C, and all of Lot 12 in Block D, CB 5907, Monte Robles Park Subdivision to Create a New Lot 19 in Block A and New Lot 23 in Block C, Marshall High School Subdivision, Being a 35.66 Acre Tract of Land Known as 8000 Lobo Lane - M. Gallardo, Planning and Zoning Director**

Chair Matta opened the discussion by reading the caption. Dr. Caldera provided a recap to the item informing the Commission and audience that Northside Independent School District went before City Council for approval of adding a parking lot and removing Robin Road. She reiterated that the discussion for agenda pertains only to the replat of the property.

Michael Gallardo, Planning and Zoning Director, presented this item.

Byron Woodworth, Sean Smith, Terry Woodworth and Craig Bassett spoke on this item.

A motion was made by Commissioner Diaz to approve the replat. The motion was seconded by Commissioner Roofe.

Voting Yea: Commissioner 1 Perry, 2nd Vice Chair, Commissioner 2 Roofe, Commissioner 3 Diaz, Chair, Commissioner 6 Matta, Commissioner 7 Koger, Commissioner 5 Yarnell, Commissioner 4 Martinez

The motion passed unanimously.

- 2. Presentation, Public Hearing and Discussion to Consider a Recommendation on a Specific Use Permit Request to Allow a Coffee Shop and Hookah Lounge in a B-2 Retail District on an Approximately 2.5 Acre Tract of Land, Located at 6400 Bandera Road; and More Specifically Described as Lot 41, CB 4429A, Bandera North – M. Gallardo, Planning and Zoning Director**

Chair Matta stated that the item has been withdrawn.

5. ANNOUNCEMENTS BY COMMISSIONERS AND CITY STAFF


In accordance with Section 551.0415 of the Government Code, topics discussed under this item are limited to expressions of thanks, congratulations or condolence; information

regarding holiday schedules; recognition of a public official, public employee or other citizen; a reminder about an upcoming event organized or sponsored by the governing body; information regarding a social, ceremonial or community event; and announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.

6. ADJOURNMENT

Chair Matta announced the meeting adjourned at 7:32 PM.

These minutes were approved by the Leon Valley Planning & Zoning Commission on the 27th of January 2026.

ATTEST: 
MICHAEL GALLARDO
PLANNING AND ZONING DIRECTOR

APPROVED

ERICK MATTA
CHAIR

