



**City of Leon Valley  
PLANNING AND ZONING COMMISSION  
MEETING MINUTES**

**6:30 PM – JUNE 25, 2023**

**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	David Perry	Place 1
2nd Vice Chair	Andrea Roofe	Place 2
Commissioner	Hilda Gomez	Place 3
Commissioner	Pat Martinez	Place 4
1 <sup>st</sup> Vice Chair	Mary Ruth Fernandez	Place 5
Chair	Erick Matta	Place 6
Commissioner	Richard Blackmore	Place 7
1st Alternate	Cynthia Koger	
Council Liaison	Benny Martinez	

**ABSENT**

2nd Alternate	Abraham Diaz	Excused
---------------	--------------	---------

Also in attendance were Economic Development Director Roque Salinas, Public Works Director Melinda Moritz, Planning and Zoning Director Mindy Teague, City Council Members Rey Orozco, Betty Heyl, and William Bradshaw, City Manager Dr. Crystal Caldera, and Permit Technician Elizabeth Aguilar.

**2. APPROVAL OF ZONING COMMISSION MINUTES**

1. Planning & Zoning Commission - Regular Meeting - May 28, 2024

Commissioner Fernandez made a motion to approve the minutes as presented, which was seconded by Commissioner Blackmore. The motion carried unanimously.

**3. NEW BUSINESS**

1. Discussion and Action - Election of Chair, Vice-Chair, and Second Vice-Chair, in Accordance with Chapter 15 Zoning, Article 15.02, Division 13 Organization and Enforcement, Sec. 15.02.721 (f) (1) of the Leon Valley Code of Ordinances - R. Salinas, Economic Development Director

Commissioner Roofe made a motion to elect Erick Matta as the Chair, which was seconded by Commissioner Martinez. Erick Matta asked for a roll vote:

Voting Yea: 1<sup>st</sup> Alternate Koger, Commissioners Perry, Matta, Roofe and Martinez

Voting Nay: Commissioners Fernandez, Gomez, and Blackmore

Erick Matta announced the motion passed.

Commissioner Blackmore made a motion to elect Commissioner Fernandez as 1<sup>st</sup> Vice-Chair, which was seconded by Commissioner Gomez.

Voting Yea: 1<sup>st</sup> Alternate Koger, Commissioners Perry, Roofe, Martinez, Fernandez, Gomez, and Blackmore

Voting Nay: Chair Matta

Erick Matta announced the motion passed.

Chair Matta made a motion to elect Commissioner Roofe as 2<sup>nd</sup> Vice-Chair, which was seconded by Commissioner Martinez. The motion passed unanimously.

2. Presentation, Public Hearing, Discussion, and Possible Recommendation to Consider a Request for a Specific Use Permit (SUP) on an Approximately 2.75 Acre Tract of Vacant Land, Located in the 5300 Block of Wurzbach Road, Being Lots 5, 24, and 25, Block 4, CB 9904, Rollingwood Ridge Subdivision, and Zoned B-3 Commercial with Commercial/Industrial Overlay Zoning, for the Construction of a "Church and Learning Center" - R. Salinas, Economic Development Director

Economic Development Director Roque Salinas presented the case information.

Chair Matta opened the public hearing at 6:45 PM. Seeing that no one wished to speak, he closed the public hearing at 6:45 PM.

2<sup>nd</sup> Vice-Chair Roofe made a motion to accept the case as presented, which was seconded by 1<sup>st</sup> Vice-Chair Fernandez. The motion carried unanimously.

Voting Yea: Chair Matta, 1<sup>st</sup> Vice-Chair Fernandez, 2<sup>nd</sup> Vice-Chair Roofe, Commissioners Perry, Gomez, Martinez, Blackmore, 1<sup>st</sup> Alternate Koger

Voting Nay: None

3. Presentation, Public Hearing, Discussion, and Possible Recommendation, to Consider a Request for a Zone Change from B-3 Commercial with the Sustainability Overlay District to B-3 Commercial Zoning District on an Approximately 1.05 Acre Tract of Vacant Land, Located in the 6400 Block of Grissom Road, Being Lot 73, CB 5784 Leon Valley Addition Glass Service Subdivision. - R. Salinas, Economic Development Director

Economic Development Director Roque Salinas presented the case information.

Chair Erick Matta opened the public hearing at 6:50 PM. Seeing that no one wished to speak, he closed the public hearing at 6:51 PM.

2<sup>nd</sup> Vice-Chair Roofe made a motion to accept the case as presented, which was seconded by Commissioner Gomez. The motion carried unanimously.

Voting Yea: Chair Matta, 1<sup>st</sup> Vice-Chair Fernandez, 2<sup>nd</sup> Vice-Chair Roofe, Commissioners Perry, Martinez, Blackmore, and 1<sup>st</sup> Alternate Koger

Voting Nay: None

4. Presentation, Public Hearing, Discussion and Recommendation, to Consider a Request for a Zone Change From R-1 (Single Family Dwelling) District with Sustainability Overlay to B-3 (Commercial) Zoning District, on an Approximately 0.4028-Acre Tract of Vacant Land, Located at 7704 and 7708 Eckhert Road, Being Lots 13 and 14, Block 1, CB 4446A, Linkwood Addition Subdivision - R. Salinas, Economic Development Director

Economic Development Director Roque Salinas presented the case information, and a brief discussion was held regarding noise levels, mechanical work, hours of operation, why the applicant chose this location for the business, concerns for future use of property if they decide to sell, spot zoning, legal aspects, and the difference between B-2 Retail zoning and B-3 zoning.

Chair Erick Matta opened the public hearing at 6:55 PM. Seeing that no one wished to speak, he closed the public hearing at 6:55 PM.

Chair Matta made a motion to recommend denial of the case presented, which was seconded by 2<sup>nd</sup> Vice-Chair Roofe.

Voting Yea: Chair Matta, 1<sup>st</sup> Vice-Chair Fernandez, 2<sup>nd</sup> Vice-Chair Roofe, Commissioners Perry, Gomez and Martinez, and 1<sup>st</sup> Alternate Koger

Voting Nay: Commissioner Blackmore

5. Project No. PZ-2024-14 - Presentation, Discussion, and Public Hearing, to Gain Preliminary Feedback on a Request to Rezone Approximately 32-Acres of Land From R-1 (Single Family Dwelling) and RE-1 (Residential Estate) Zoning Districts to a Planned Development District (PDD) with R-6 (Garden Home) District Base Zoning, on a 19.614 Acre Tract, Being Lots 1 and 2, Block 1, CB 4430 Grass Hill Estates Subdivision and an Unplatted 11.37 Acre Tract, Being Parcel 13, Abstract 432, CB 4430, Located in the 6500 Block of Samaritan and a Portion Surrounded by Aids, Samaritan, Grass Hill, and William Rancher Streets, Leon Valley, Texas, Being a Total of Approximately 30.984-Acres - M. Moritz, Public Works Director

Public Works Director Melinda Moritz presented the case information and Applicant Mr. Samir Chehade gave his presentation, and a discussion was held between the Commissioners, Public Works Director Melinda Moritz and Mr. Samir Chehade regarding lot size, amending the plans, storm water management plan, detention pond, variances, code requirements, parkway, lights, police, fire, taxes, schools.

Chair Erick Matta opened the public hearing at 7:43 PM.

Residents from the area spoke, noting their concerns regarding density, traffic, Aids Drive, trees, foundations, flooding, Master Plan, congestion, bike paths and benefits for the City.

The following spoke in opposition: Amandine Grenier, Thomas Benavides, Linda Barker, Monica Alcocer, Richard Reyes, Sharon Hendricks, Albert Alcocer, Mark Faris and Russell Hernandez

The following residents spoke in favor: Tina Chasen

Chair Erick Matta closed the public hearing at 8:11 PM. As this was presented to gather feedback, no action was taken.

- 6. Discussion and Possible Recommendation to Amend the Leon Valley City Code of Ordinances, Chapter 15 Zoning, Article 15.02 Zoning, Division 6. Districts, Boundaries, and Use Regulations, Sec 15.02.327 - "PDD" Planned Development District - M. Moritz, Public Works Director

1<sup>st</sup> Vice-Chair Fernandez made a motion to table the item to the next meeting to allow Commissioners to review the material. The motion was seconded by 2<sup>nd</sup> Vice-Chair Roofo, and it carried unanimously.

Voting Yea: Chair Matta, 1<sup>st</sup> Vice-Chair Fernandez, 2<sup>nd</sup> Vice-Chair Roofo, Commissioners Perry, Gomez, Martinez, Blackmore, and 1<sup>st</sup> Alternate Koger

Voting Nay: None

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

Blackmore asked that the City Council Members that were present for the meeting be recognized in the minutes.

**5. ADJOURNMENT**

Chair Erick Matta announced the meeting adjourned at 8:24 PM.

*These minutes were approved by the Leon Valley Planning & Zoning Commission on the 23<sup>rd</sup> of July 2024.*

APPROVED

\_\_\_\_\_  
**ERICK MATTA**  
CHAIR

ATTEST: \_\_\_\_\_  
ELIZABETH AGUILAR  
PERMIT TECHNICIAN