



**City of Leon Valley
PLANNING AND ZONING COMMISSION
MEETING MINUTES
6:30 PM – SEPTEMBER 24, 2024
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 6:30PM.

PRESENT

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

Also in attendance were Economic Development Director Roque Salinas, Public Works Director Melinda Moritz, City Manager Dr. Crystal Caldera, City Council Member Will Bradshaw and Permit Technician Elizabeth Aguilar.

2. APPROVAL OF ZONING COMMISSION MINUTES

1. Planning & Zoning Commission - Regular Meeting - July 23, 2024

Olen Yarnell requested to be recognized to comment on the minutes. His questions regarding the status of an alternate and how they became an official member and how the 2nd alternate were allowed during the July meeting. Staff answered his question and moved on.

2nd Vice-Chair Roofe made a motion to approve the minutes as presented, which was seconded by Commissioner Perry. The motion carried unanimously.

2. Planning & Zoning Commission - Regular Meeting - August 27, 2024

2nd Vice-Chair Roofe and Commissioner Gomez stated that they were marked unexcused for the last meeting, but they had emailed stating they would not be attending. Changes were noted and corrected.

Olen Yarnell requested to be recognized to comment on the minutes. His comment was on the minutes that could have more detail. The chair provided an answer that all meetings are recorded and that anyone can watch it to get the full details of the meeting.

2nd Vice-Chair Roofe made a motion to accept the minutes with corrections, which was seconded by Commissioner Koger. The motion carried unanimously.

3. NEW BUSINESS

1. Presentation, **Public Hearing**, and Possible Action to Consider a Replat of Approximately 2.32-acre tract of Vacant Land, Located in the 5400 Block of Grissom Road, From Lots 4 and 5 to Lots 8 and 9, Block 102, CB 4433, Timberhill Apartments Subdivision. - R. Salinas, Planning and Zoning Director.

Mr. Salinas presented the case information. A brief discussion was held between the Commissioners and Mr. Salinas regarding the reason for the replat.

Chair Matta opened the public hearing at 6:48PM. Seeing that nobody wished to speak, Chair Matta closed the public hearing at 6:49PM.

2nd Vice-Chair Roofe made a motion to approve the replat as presented, which was seconded by 1st Vice-Chair Fernandez. The motion carried unanimously.

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

Voting Nay: None

2. Presentation, **Public Hearing**, Discussion, and Recommendation to Amend Specific Use Permit PZ-2023-30 to Relocate the Proposed Facility on the Lot for the Construction and Operation of a Carwash (Automatic) on an approximately 2.32-acre Tract of Vacant Land, Located in the 5400 Block of Grissom Road, Being Lots 4 and 5, Block 102, CB 4433, Timberhill Apartments Subdivision - R. Salinas, Planning and Zoning Director

Mr. Salinas presented the case information.

Chair Matta opened the public hearing at 6:51PM.

Olen Yarnell had questions regarding Grissom Road access and what would happen to the smaller portion of the property.

Staff answered Mr. Yarnell's questions and moved on.

Chair Matta closed the public hearing at 6:54PM.

2nd Vice-Chair Roofe made a motion to approve the replat as presented, which was seconded by Commissioner Martinez. The motion carried unanimously.

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

Voting Nay: None

3. Discussion and Possible Action 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

A brief discussion was between the Commissioners and Public Works Director Moritz about recommendations for changes. Ms. Moritz stated she would prepare a final draft, based on their recommendations, for the next meeting.

4. ANNOUNCEMENTS BY COMMISSIONERS AND CITY STAFF

Economic Development Director Roque Salinas announced that binders will still be provided to the Commissioners if they would like them. Commissioners were asked to email stating whether they would still like a binder printed for each meeting.

5. ADJOURNMENT

Chair Erick Matta announced the meeting adjourned at 7:10PM.

These minutes were approved by the Leon Valley Planning & Zoning Commission on the 22nd of October 2024.

ATTEST: 
ROQUE SALINAS
ECONOMIC DEVELOPMENT DIRECTOR

APPROVED

ERICK MATTA
CHAIR