



**CITY OF LEON VALLEY  
PLANNING & ZONING COMMISSION**  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, TX 78238  
Tuesday, February 24, 2026 at 6:30 PM

**MINUTES**

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**1. CALL TO ORDER AND ROLL CALL**

**PRESENT – Voting Members**

Commissioner 3 Abraham Diaz  
Chair, Commissioner 6 Erick Matta  
Commissioner 5 Olen Yarnell  
1st Alternate Russell Hernandez

**ABSENT**

Commissioner 1 David Perry  
2nd Vice Chair, Commissioner 2 Andrea Roofe  
2nd Alternate Donnie Britt  
3rd Alternate Karen Lochart

Also, in attendance was Planning and Zoning Director Michael Gallardo.

Chair Matta called the meeting to order at 6:35 PM. Chair Matta asked 1st Alternate Russell Hernandez to sit on the dais to fill in for Commissioner Perry, and 2nd Vice Chair, Commissioner 2 Andrea Roofe, who were not present.

**2. APPROVAL OF ZONING COMMISSION MINUTES**

**Discussion and Possible Action Approving of January 27, 2026, Planning and Zoning Commission Meeting Minutes - M. Gallardo, Planning and Zoning Director**

Commissioner Yarnell made a motion to approve the minutes as presented. The motion was seconded by Commissioner Diaz.

Voting Yea: Commissioner 3 Diaz, Commissioner 5 Yarnell, Chair, Commissioner 6 Matta, 1st Alternate Hernandez

The motion passed unanimously.

**4.3 Presentation, Public Hearing, and Discussion to Consider a Recommendation on a Specific Use Permit Request to Allow a Drive Thru Coffee Shop in a B-2 Retail District on an Approximately 0.44 Acre Tract of Land, Located at NE Corner of Bandera and Heubner Road; and More Specifically Described as Lot 10, CB 4446G Clear Creek Village Subdivision Unit 2- M. Gallardo, Planning and Zoning Director**

Chair Matta opened the discussion by announcing that the Commission wanted to reorder the agenda and discuss item 4.2 before item 3.1.

A motion was made by Commissioner Diaz to move item 4.2 ahead of item 3.1. The motion was seconded by 1st Alternate Hernandez.

The Commission briefly discussed the challenges regarding the location and the preservation of trees. However, the Commission came to consensus that a Drive Thru Coffee Shop positively benefits the City of Leonn Valley.

Chair Matta opened the Public Hearing at 7:02pm. No one spoke and Chair Matta closed the closed the Public Hearing at 7:02pm.

A motion was made by 1st Alternate Hernandez to approve the Specific Use Permit. The motion was seconded by Commissioner Diaz.

Voting Yea: Commissioner 3 Diaz, Commissioner 5 Yarnell, Chair, Commissioner 6 Matta, 1st Alternate Hernandez

The motion passed unanimously.

**3. OLD BUSINESS**

**1. Discussion and Summary of 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 opened the discussion by stating that the summary presented to the Commission coincides with his notes from the Planning and Zoning Workshops. During the discussion Commissioner Yarnell and 1st Alternate Hernandez discussed a couple of recommendations for clarity. Additional suggestions were noted and added as part of the update to the permitted use table. Overall, feedback from the Commission confirmed that the summary accurately represented their recommendations.

The Commission also came to a consensus on selecting a date for a joint meeting with City Council regarding the recommendations for the permitted use table. The Commission selected Tuesday, April 28, 2026, as Option #1 and Tuesday, May 12, 2026, as Option #2.

#### 4. NEW BUSINESS

##### 1. Discussion and Recommendation Appointing New Commissioners and Alternates - M. Gallardo, Planning and Zoning Director

Chair Matta started the discussion on the process of filling the vacancy for the Planning & Zoning Commission due to the resignation of Commissioner Koger and Commissioner Martinez.

A motion was made by Commissioner Diaz to designate 1st Alternate Hernandez to Commissioner 7, 2nd Alternate Britt to Commissioner 4 and 3rd Alternate Lockhart to 1st Alternate. The motion was seconded by Commissioner Yarnell.

Voting Yea: Commissioner 3 Diaz, Commissioner 5 Yarnell, Chair, Commissioner 6 Matta, 1st Alternate Hernandez

The motion passed unanimously.

##### 2. Discussion and Possible Action Excusing Commissioner 3, Abraham Diaz, 2nd Alternate Donnie Britt and 3rd Alternate Karen Lochart from the January 27, 2026, Planning and Zoning Commission Meeting in Accordance with Chapter 15 Article 15.02 Zoning Ordinance Division 13 Organization and Enforcement Section 15.02.721- M. Gallardo, Planning and Zoning Director

Chair Matta opened the discussion with some context as to why the Commission is required to vote on attendance. The group came to a consensus that Commissioner Diaz could vote on attendance even though he was listed as absent in the previous meeting.

Commissioner Yarnell made a motion to excuse all the absences. The motion was seconded by 1st Alternate Hernandez.

The motion passed unanimously.

#### 5. ADJOURNMENT

Chair Matta announced the meeting adjourned at 7:24 PM.


*These minutes were approved by the Leon Valley Planning & Zoning Commission on the 24<sup>th</sup> of March 2026.*

APPROVED



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ERICK MATTA  
CHAIR

ATTEST:   
**MICHAEL GALLARDO**  
PLANNING AND ZONING DIRECTOR

