



CITY OF LEON VALLEY
PLANNING & ZONING COMMISSION
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Tuesday, July 28, 2026, at 6:30 PM

MINUTES

1. CALL TO ORDER AND ROLL CALL

PRESENT – Voting Members

Commissioner 1 David Perry
Vice Chair, Commissioner 2 Andrea Roofe
Commissioner 4 Donnie Britt
Commissioner 5 Olen Yarnell
Chair, Commissioner 6 Erick Matta
Commissioner 7 Russell Hernandez
1st Alternate Annette Ramirez

ABSENT

Commissioner 3 Abraham Diaz

Also, in attendance was Planning and Zoning Director, Michael Gallardo and City Manager, Dr. Crystal Caldera.

Chair Matta called the meeting to order at 6:31 PM. Chair Matta asked 1st Alternate Annette Ramirez to sit on the dais to fill in for Commissioner Diaz who was not present. Then Chair Matta Led the Pledge of Allegiance.

2. APPROVAL OF ZONING COMMISSION MINUTES

Discussion and Possible Action Approving the March 24, 2026, Planning and Zoning Commission Meeting Minutes and the April 28, 2026, Special Planning and Zoning Commission and City Council Joint Meeting Minutes - M. Gallardo, Planning And Zoning Director

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

Voting Yea: Chair, Commissioner 6 Matta, Commissioner 7 Hernandez, Commissioner 4 Britt, Commissioner 2 Roofe, Commissioner 5 Yarnell, Commissioner 1 Perry and 1st Alternate Ramirez.

The motion passed unanimously.

3. NEW BUSINESS

1. Discussion and Possible Action Excusing Commissioners from the March 24, 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 asked if Commissioner Roofe notified the Director or Chair of her absence. Director informed the group that Commissioner Roofe provided notification.

Commissioner Hernandez made a motion to excuse Commissioner Roofe's absence. The motion was seconded by Commissioner Perry.

Voting Yea: Chair, Commissioner 6 Matta, Commissioner 7 Hernandez, Commissioner 4 Britt, Commissioner 2 Roofe, Commissioner 5 Yarnell, Commissioner 1 Perry and 1st Alternate Ramirez.

The motion passed unanimously.

Chair Matta asked if Commissioner Diaz notified the Director or Chair of his absence. Director informed the group that Commissioner Diaz provided no notification.

Commissioner Yarnell made a motion to excuse Commissioner Diaz's absence. The motion was seconded by Commissioner Perry.

Voting Yea: Commissioner 7 Hernandez, Commissioner 4 Britt, Commissioner 2 Roofe, Commissioner 5 Yarnell, Commissioner 1 Perry and 1st Alternate Ramirez.

Voting Nay: Chair, Commissioner 6 Matta

The motion passed 5-1.

2. Discussion and Possible Action on the Nomination and Election of the Positions of Chair, Vice-Chair, and Second Vice-Chair of the Planning and Zoning Commission- M. Gallardo, Planning and Zoning Director

Chair Matta opened the discussion by providing clarity on when the nominations take place. He stated that officers are elected every two years and on even years.

Commissioner Roofe nominated Erick Matta for the position of Chair and the motion was seconded by Commissioner Britt. Chair Matta declined the motion and Commissioner Roofe withdrew her motion and Commissioner Britt withdrew his second motion.

Commissioner Yarnell nominated Commissioner Hernandez for the position of Chair. The motion was seconded by Chair Matta.

Voting Yea: Chair, Commissioner 6 Matta, Commissioner 7 Hernandez, Commissioner 4 Britt, Commissioner 2 Roofe, Commissioner 5 Yarnell, Commissioner 1 Perry and 1st Alternate Ramirez.

The motion passed unanimously.

Commissioner Hernandez nominated Commissioner Roofe for the position of Vice-Chair. The motion was seconded by Chair Matta.

Voting Yea: Chair, Commissioner 6 Matta, Commissioner 7 Hernandez, Commissioner 4 Britt, Commissioner 2 Roofe, Commissioner 5 Yarnell, Commissioner 1 Perry and 1st Alternate Ramirez.

The motion passed unanimously.

Commissioner Yarnell nominated Commissioner Perry for the position of Second Vice-Chair, and the motion was seconded by Commissioner Roofe.

Voting Yea: Chair, Commissioner 6 Matta, Commissioner 7 Hernandez, Commissioner 4 Britt, Commissioner 2 Roofe, Commissioner 5 Yarnell, Commissioner 1 Perry and 1st Alternate Ramirez.

The motion passed unanimously.

Chair Matta expressed his objection to the Special Meeting that City Council held with one of the Commission members. Chair Matta felt City Council went around the Chair and the Commission.

Chair Matta then passed on the position of Chair to the new Chair Hernandez. Chair Hernandez then facilitated the remainder of the meeting.

3. Presentation, Public Hearing, and Discussion to Consider a Recommendation on a Specific Use Permit Request to Allow a Professional Aesthetic Clinic Offering Advanced Aesthetic Treatments in a B-2 Retail District on Approximately 1.03 Acre Tract of Land, Located at 6502 Bandera Road Suite 201; and More Specifically Described as CB 4429A, Block 8, Lot 6, Seneca Estates Unit 9 – M. Gallardo, Planning and Zoning Director

Chair Hernandez opened the discussion and Commissioner Yarnell asked if this type of request was the same as the previous meeting. Director Gallardo confirmed that it was the same type of request. The applicant, Amanda Szyman spoke to the Commission and confirmed that she is Registered Nurse and would have a Medical Director on site. Commissioner Matta asked if the group had submitted the required documentation. Director Gallardo affirmed that those documents would be required prior to the issuance of a Certificate of Occupancy. 1st Alternate Ramirez asked if the business would become a dispensary. The applicant confirmed that it would not.

After discussion regarding the process a motion was made by Commissioner Britt to approve the request and seconded by Commissioner Roofe.

Voting Yea: Commissioner 6 Matta, Chair, Commissioner 7 Hernandez, Commissioner 4 Britt, Commissioner 2 Roofe, Commissioner 5 Yarnell, Commissioner 1 Perry and 1st Alternate Ramirez.

The motion passed unanimously.

4. Presentation, Public Hearing, and Discussion to Consider a Recommendation on a Specific Use Permit Request to Allow a Provider-led Wellness and Aesthetic Clinic Offering Advanced Aesthetic Treatments in a B-2 Retail District on Approximately 2.24 Acre Tract of Land, Located at 5309 Wurzbach Road Suite 106; and More Specifically Described as CB 4429A, Block 4, Lot 29, Crystal Lake Commercial– M. Gallardo, Planning and Zoning Director

Chair Hernandez opened the discussion and the applicant, Veronica Carrera came to the podium to field questions. Commissioner Yarnell asked when the business would open. The applicant stated they would open on August 15, 2026. Commissioner Matta discussed the increase in aesthetic businesses and asked why the business chose Leon Valley. The applicant stated that the cost and proximity to other businesses made the location ideal.

After discussion a motion was made by Commissioner Britt to approve the request and seconded by Commissioner Roofe.

Voting Yea: Commissioner 6 Matta, Chair, Commissioner 7 Hernandez, Commissioner 4 Britt, Commissioner 2 Roofe, Commissioner 5 Yarnell, Commissioner 1 Perry and 1st Alternate Ramirez.

The motion passed unanimously.

5. Discussion and Action to Approve the Vacate of a Portion of Jeff Loop Road and Lots Located Along the Roadway for Public Purposes- M. Gallardo, Planning and Zoning Director

The Commission discussed what the property was used for in previous years. Commissioner Roofe asked if a sign would be erected notifying the public that the road ends. Director Gallardo stated that signage would be determined after completion recording the plat.

After the discussion a motion was made by Commissioner Matta to approve the item and seconded by Commissioner Perry.

Voting Yea: Commissioner 6 Matta, Chair, Commissioner 7 Hernandez, Commissioner 4 Britt, Commissioner 2 Roofe, Commissioner 5 Yarnell, Commissioner 1 Perry and 1st Alternate Ramirez.

The motion passed unanimously.

Chair Hernandez suggested that we modify the way the Commission determines an excused or unexcused absence. Dr. Caldera informed the Commission that City Council updated the ordinance so that the Commission voted on whether or not to excuse an absence. Commissioner Matta provided some background on why the ordinance changed. Dr. Caldera confirmed that a vote was required.

4. ADJOURMENT

Chair Hernandez announced the meeting adjourned at 7:28 PM.

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

APPROVED


RUSSELL HERNANDEZ
CHAIR

ATTEST: 
MICHAEL GALLARDO
PLANNING AND ZONING DIRECTOR

