
From: Olen Yarnell [REDACTED] >
Sent: Thursday, November 6, 2025 10:18 AM
To: Michael Gallardo <m.gallardo@leonvalleytexas.gov>
Subject: Re: FW: P&Z Meeting- 10/28/2025

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Greetings Director Gallardo,

Re: Compliance with the P & Z
Sec. 1.06.006 Board appointments and succession requirements.

I do here by information you that I do accept the appointment to fill the current vacancy and become a full fledged voting member of the Leon Valley P & Z Commission.

I appreciate your assistance on this matter.

Yours truly,
Olen Yarnell
L V Planning & Zoning Commissioner
Alternate #1

On Thu, Nov 6, 2025, 9:59 AM Michael Gallardo <m.gallardo@leonvalleytexas.gov> wrote:

Respectfully,

Michael Gallardo
Planning and Zoning Director
City of Leon Valley
[6400 El Verde Road](#)
[Leon Valley, Texas 78238](#)
[Office: \(210\) 684-1391 Ext. 234](#)
Office Hours: Mon.-Thur, 7:30am-6pm

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From: Michael Gallardo
Sent: Thursday, November 6, 2025 9:55 AM
To: Olen Yarnell [REDACTED]<[REDACTED]>

Cc: Erick Matta <[REDACTED]>

Subject: P&Z Meeting- 10/28/2025

Mr. Yarnell,

In the last P&Z Meeting which took place on Tuesday, October 28, 2025, you were recommended by the P&Z Commission to fill the vacancy on the commission.

Please respond to this email and acknowledge that you consent to the appointment in writing.

Sec. 1.06.006 Board appointments and succession

(a) All members and alternates shall be appointed by city council through resolution.

(b) For boards and commissions that have alternates, if a member position becomes vacant, the chairperson of that board, committee, or commission may ask the first alternate if he or she wishes to become a regular member. **If the alternate consents to the appointment in writing, the board, committee, or commission shall vote to approve such recommendation and submit that recommendation to the city council that such alternate be appointed as a regular member and forward the written consent of the alternate.** Should the first alternate position be vacant or the alternate does not consent in writing, the chairperson of that board, committee, or commission may ask the second alternate, vote, and then forward such recommendation and written consent to the city council for appointment, and so on until a recommendation and written consent is presented to city council. Should alternate positions be vacant or the alternates do not consent to the consideration of appointment, the city council may consider other candidates for the member position, when all alternates considered for recommendation have been exhausted.

(Ordinance 2018-37 adopted 5-1-18; Ord. No. 2021-40, § 1, 8-17-2021)

Respectfully,

Michael Gallardo

Planning and Zoning Director

City of Leon Valley

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