CITY OF LEON VALLEY
CITY COUNCIL REGULAR MEETING
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Tuesday, December 01, 2026 at 6:00 PM

AGENDA

The City of Leon Valley City Council Shall Hold an In-Person Meeting with A Quorum of Members of City Council to Be Physically Present in The Leon Valley City Council Chambers, 6400 El Verde Road, Leon Valley, Texas 78238. Some Members of City Council May Appear and Participate in The Meeting by Videoconference Pursuant to The Requirements Set Forth in The Texas Open Meetings Act.

Citizens May E-Mail Public Comments To citizenstobeheard@leonvalleytexas.gov. All Other Citizen Participation May Be Provided In-Person at City Council Chambers.

1. **Call to Order; Determine a Quorum is Present, Pledge of Allegiance**

2. **Citizens to be Heard -** Citizens wishing to address the City Council for items not on the agenda will be received at this time. Please limit comments to 3 minutes. In accordance with the Open Meetings Act, the City Council is restricted from discussing or acting on items not listed on this agenda.

3. **Presentations**

    1. Presentation, Discussion and Possible Direction to Staff on the FY2026 Business Audit Report and Monthly Sales Tax Reports - S. Woeppel, Economic Development & Special Projects Director

    2. Presentation and Possible Action on an Economic and Community Development Advisory Committee Objective to Review and Recommend Residential Beautification Initiatives - S.Woeppel, Economic Development & Special Projects Director

4. **Announcements by the Mayor and Council Members.** At this time, reports about items of community interest, which no action will be taken may be given to the public as per Chapter 551.0415 of the Government Code, such as: expressions of thanks, congratulations or condolence, information regarding holiday schedules, reminders of social, ceremonial, or community events organized or sponsored by the governing body or that was or will be attended by a member of the Leon Valley City Council or a City official.

5. **City Manager's Report**

    1. **Upcoming Important Events**:
        - **December 15, 2026 – Regular City Council Meeting**
          6:30 PM - City Council Chambers
        - **November 23, 2026 – Blood Drive**
          10:00 AM – 3:00 PM – City Hall Parking Lot
        - **November 24, 2026 – Big Rig Petting Zoo**
          9:00 AM – 11:30 AM – Raymond Rimkus Park
        - **November 26–27, 2026 – City Offices & Municipal Court Closed**
          Thanksgiving Holiday (City Hall reopens November 30, 2026)
        - **December 5, 2026 – Breakfast with Santa**
          9:00 AM – 11:30 AM – Leon Valley Library
        - **December 7, 2026 – Annual Tree Lighting**
          5:30 PM – Community/Conference Center Area
        - **December 24, 2026- January 01, 2027 – City Offices & Municipal Court Closed**
          Winter Break (City Hall reopens January 04, 2027)
        - **Miscellaneous other Events and Announcement**

6. **Consent Agenda -** All Consent Agenda items listed are considered to be routine by the City Council and may be enacted by one (1) motion. There will be no separate discussion of a Consent Agenda item unless a member of City Council requests that the item be pulled from the Consent Agenda and considered in its normal sequence on the Regular Agenda.

    1. Discussion and Possible Action Approving of the Following City Council Minutes:
        a. 11-17-2026 Regular City Council Meeting Minutes
        b. 11-21-2026 Special City Council and Leon Valley Historical Society Joint Meeting

    2. Discussion and Possible Action Accepting of the Following Board/Commission Minutes:
        a. 10-08-2026 Library Advisory Board Meeting Minutes
        b. 10-27-2026 Planning Zoning Commission Meeting Minutes

    3. Discussion and Possible Action on an Ordinance of the City of Leon Valley Accepting Grant Funds from the Ladd and Katherine Hancher Foundation and Authorizing a Budget Adjustment for Fiscal Year 2026-2027 to the General Fund Budget in the Amount of $8,000 for the Purpose of Updating the Physical Space in the Adult and Young Adult Areas at the Leon Valley Public Library (1st Read was Held on 11-17-2026) - R. Reed, Library Director

    4. Discussion and Possible Action on an Ordinance of the City of Leon Valley, TX, City Council Authorizing a FY 2027 Budget Adjustment for the Rollover of FY 2026 Capital Improvements and Projects in the General Fund in the Amount of $597,436, Traffic Safety Fund in the Amount of $52,867, Enterprise Fund in the Amount of $250,554, and Street Maintenance Fund in the Amount of $64,024; Providing for Repealer, Severability, and Savings Clauses; and Providing for an Effective Date (1st Read was Held on 11-17-2026) - C. Goering, Finance Director

5. City Manager Training Report as per the employment agreement - Dr. Crystal Caldera, City Manager

6. Discussion and Possible Action Excusing Council Place 4, Orozco from the December 15, 2026, Regular City Council Meeting in Accordance with the City of Leon Valley Charter, Article III - The City Council and Mayor

7. Discussion and Possible Action Excusing Council Place 3, Campos from the December 1, 2026, Regular City Council Meeting in Accordance with the City of Leon Valley Charter, Article III - The City Council and Mayor

7. **Regular Agenda**

1. Presentation, Discussion, and Possible Action on Adopting the Revised Leon Valley Public Library Policy Manual — R. Reed, Library Director

2. Presentation, **Public Hearing** and Discussion to Consider Amending Chapter 15 Zoning, Division 2 Rules of Construction and Definitions, Section 15.02.052 Definitions to Amend the Definition of Assisted Living Facility, Amending Chapter 4 Business Regulations by Adding Article 4.15 Assisted Living Facilities, and Amending Appendix A Fee Schedule Article A8.000 Building and Construction Related Fees Section A8.004 Certificate of Occupancy by Adding a Section A8.004(D) Sanitation Fee $200.00, Section A8.004(E) ALF Fire Marshal Annual Inspection $300.00, Section A8.004(F) ALF Notice Fee $200.00 (First Read was Held 10-20-2026) - M. Gallardo, Planning and Zoning Director

3. Presentation, **Public Hearing**, and Discussion to Consider Approval of an Ordinance Granting a Zone Change From B-3 Commercial to I-1 Industrial District on Approximately .3400-acre Tract of Land Located, Located at the SW Corner of Bandera Road and NW Industrial; More Specifically Described as Lot 1, CB 4428F, BLK 1 Northwest Industrial Park Subdivision (1st Read as Required by City Charter) - M. Gallardo, Planning and Zoning Director

4. Discussion and Possible Action Regarding Topics of Discussion for the Annual Town Hall Meeting Agenda - Mayor Chris Riley

8. **Requests from Members of City Council to Add Items to Future Agendas – Per Section 3.10 (A) of the City of Leon Valley's Code of Ordinances, at a Meeting of City Council, a Member of City Council May Place an Item on an Agenda by Making a Motion to Place the Item on a Future Agenda and Receiving a Second. No Discussion Shall Occur at the Meeting Regarding the Placement of the Item on a Future Agenda.**

9. **Adjournment**

Executive Session - The City Council of the City of Leon Valley reserves the right to adjourn into Executive Session at any time during this meeting to discuss any matter listed on the posted agenda, as authorized by the Texas Government Code, including but not limited to: **Section 551.071** – Consultation with Attorney, **Section 551.072** – Deliberations about Real Property, **Section 551.073** – Deliberations about Gifts and Donations, **Section 551.074** – Personnel Matters, **Section 551.076** – Deliberations about Security Devices, and **Section 551.087** – Economic Development

Continuation of Meetings (Sec. 551.0411, Texas Government Code) - A governmental body that recesses an open meeting to the following regular business day is not required to post a new notice if the action is taken in good faith and not to circumvent the law. If a recessed meeting is continued to another day beyond the following business day, written notice of the continued meeting must be given as required by law.

Attendance by Other Elected or Appointed Officials - Members of other City boards, commissions, and/or committees may attend this meeting in numbers that could constitute a quorum. Accordingly, this agenda is also posted as a meeting notice for those boards, commissions, and/or committees. Members present may participate in discussions but may not deliberate or take action on items listed on this agenda. *[Attorney General Opinion No. GA-0957 (2012)]*

Certification of Posting - I hereby certify that the above **Notice of Public Meeting(s) and Agenda of the Leon Valley City Council** was posted at Leon Valley City Hall, 6400 El Verde Road, Leon Valley, Texas, and remained posted until the conclusion of the meeting(s). This notice is also available on the City's website at .

Accessibility: This building is wheelchair accessible. Requests for sign interpretation or other services must be made at least 48 hours in advance of the meeting. To arrange assistance, please call (210) 684-1391, Extension 212.

The City provides the following information in compliance Texas Government Code § 551.043(c): (i) a copy of the City's proposed budget may be located on the City's home page of its website and at https://www.leonvalleytexas.gov/finance/page/truth-taxation-information; and (ii) Taxpayer Impact Statement – For the median-valued homestead property a comparison of the current property tax bill in dollars pertaining to the property for the current fiscal year ("FY"), an estimate if the proposed budget is adopted for the upcoming FY, and an estimate of a balanced budget at the no-new-revenue tax rate for the upcoming FY is below:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary
NOVEMBER 23, 2027 4:28 PM

Median-Valued Homestead Property of $229,635	Property Tax Bill in Dollars
Current FY 2025/26	$ 1,255.72
An estimate if the proposed budget is adopted for FY 2026/27	$ 1,251.60
An estimate if a balanced budget is funded and adopted at the no-new-revenue tax rate for FY 2026/27	$ 1,238.41

MAYOR AND COUNCIL COMMUNICATION

DATE: December 01, 2026

TO: Mayor and Council

FROM: Sarah Woeppel, Economic Development & Special Projects Director

THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: Presentation and Possible Action on an Economic and Community Development Advisory Committee Objective to Review and Recommend Residential Beautification Initiatives

SPONSOR(S): N/A

PURPOSE & BACKGROUND

The Economic Development Department provides several recurring reports to support City Council's understanding of local economic conditions, business activity and revenue trends. Below is a brief overview of each report, its significance to City Council, and how it will be maintained for ongoing monitoring.

FY2026 Business Audit & Q4 Business Inventory Report

The Business Audit and Quarterly Business Inventory provide a comprehensive assessment of active businesses, vacancies, industry composition, and commercial occupancy throughout Leon Valley. The last Business Audit was completed by Economic Development staff in 2022. The business audit initiative began on July 21, when City Council approved the Economic & Community Development Advisory Committee (ECDAC) objectives. During August through October, staff conducted a comprehensive review of business locations throughout the City and developed a Business Inventory with input and support from the ECDAC members. On November 16, the Committee reviewed and approved the completed inventory. Staff has incorporated feedback into the updated report. Moving forward, staff will continue maintaining the inventory and provide quarterly updates to track business vacancies, monitor business outreach efforts, and support ongoing economic development initiatives throughout Leon Valley. The FY 2026 Business Audit identified 760 active brick-and-mortar businesses, 31 home-based businesses, and 194 vacant commercial spaces, resulting in a vacancy rate of 20.46%. Economic Development staff coordinated with Code Enforcement and the Planning & Zoning Department to resolve 54 identified certificate of occupancy (COO) violations.

This report provides a benchmark of the City's business environment and serves as a planning tool for business recruitment, retention, redevelopment, and commercial corridor revitalization efforts. It also identifies permitted use and other code compliance issues, tracks vacancy trends, and supports economic development initiatives aimed at increasing commercial occupancy and sales tax generation.

Significant findings from this year’s report show

Though the 2026 Business Audit is a thorough annual undertaking, the Business Inventory (Exhibit A of the referenced report) will be updated quarterly using City permitting records and business outreach efforts.

Monthly Sales Tax Report

The Monthly Sales Tax Trend Report analyzes sales tax collections reported by the Texas Comptroller and provides insight into local economic activity. Because sales tax data is reported approximately two months in arrears, the report focuses on identifying trends rather than serving as an official finance or budget document.

Sales tax collections represent one of the City's largest revenue sources. This report helps City Council understand economic conditions affecting revenue performance and provides context regarding consumer spending, inflation, interest rates, and regional economic trends that may influence future collections and development activity. Staff compiles aggregate sales tax collection data from prior fiscal years to forecast fiscal year sales tax revenue with forecasts available in the report around April of each year.

Economic Development staff prepares and publishes this report monthly to the City’s website. In addition to tracking Leon Valley's sales tax performance, staff monitors regional sales tax trends, inflation and Consumer Price Index (CPI) data, Federal Reserve interest rate changes, and broader economic indicators to support annual sales tax forecasting and identify emerging economic opportunities or risks.

FISCAL IMPACT

No fiscal impact. All future ECDAC objective recommendations will be presented

RECOMMENDATION

This item is for briefing purposes only.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

_____

_____

_____

_____

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

FISCAL YEAR 2026

BUSINESS AUDIT

& Q4 BUSINESS INVENTORY REPORT

CITY OF LEON VALLEY, TEXAS

Prepared by the Economic Development Department

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Acknowledgements

Economic Development Department staff would like to thank the Economic & Community Development Advisory Committee members who generously gave their time and provided valuable insights on the research and findings of the FY2026 Q4 Business Inventory List.

- Yvonne Orozco, *Chair*
- Tiffany Bradfield, *Vice Chair*
- Teresa Moser, *Member*
- Monica Ramirez-Escamilla, *Member*

Executive Summary

The Business Audit is a comprehensive review of all active businesses in the City of Leon Valley. The goal of the 2026 Business Audit was to create a detailed inventory that can support future recruitment, retention, and redevelopment efforts. Because businesses enter and exit the Leon Valley economic ecosystem regularly, ongoing monitoring and real-time updates are essential to maintaining accurate and relevant information. While staff continues to track changes throughout the year, the data in this report reflects the business inventory as of October 20, 2026.

The previous Business Audit was completed in 2022, and the findings from this report build on the existing business and property data. The Economic Development Department also incorporates information from the Texas Comptroller and City permitting records to determine which businesses are active or inactive. This includes reviewing sales tax permit status and verifying current Certificates of Occupancy issued by the City of Leon Valley.

Businesses that appear to be operating without an active sales tax permit are reported to the State Comptroller for further review, as the City does not audit individual business tax filings. Businesses identified as having missing or expired Certificates of Occupancy are referred to the Code Enforcement Office and the Planning & Zoning Departments for notification, compliance, and follow-up. Many of these cases involve businesses that have expanded into additional suites or have undergone ownership or name changes.

Staff also conducted outreach to active businesses to share Economic Development contact information and program details, as well as to collect voluntary contact information from business owners. This information supports the development of an ongoing internal outreach list with current phone numbers and email addresses for future communication.

Updates to the Business Inventory will continue on a quarterly basis and will be posted on the City of Leon Valley's website for public reference.

Key Achievements & Metrics

Business Environment	Metric
Active Brick & Mortar Businesses	760
Active Home-Based Businesses	31
Total Available Spaces	948
Total Vacancies	194
Vacant Stand-Alone Buildings	9

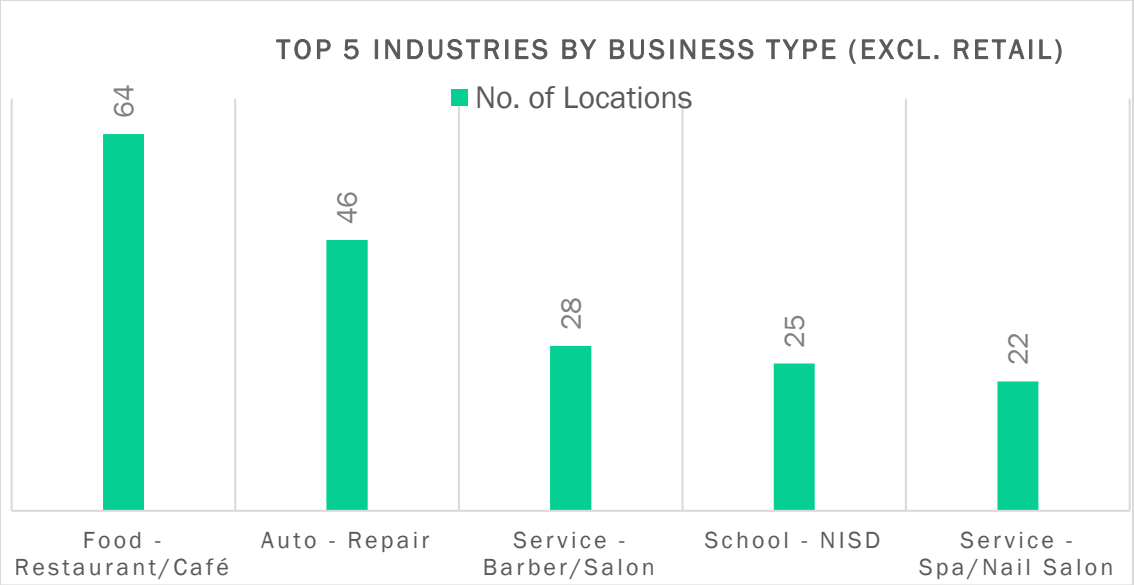
Business Audit Year	2026	2022
Vacancy Rate	20.46%	10.39%

Business Support & Compliance	Metric
Business Outreach Visits	176
Business Retention & Expansion Visits	12
CO Violations Reported[1]	54
Permitted Use Violations	1
Sales Tax Permit Inquiries	16

Industry & Identity

Excluding retail, of active businesses, Food – Restaurant/Café (64) accounted the highest number of locations followed by Auto – Repair (46).

[1] Certificate of Occupancy (CO) violations include missing COs and violations of CO permitted use. Many cases of missing COs were due to expansion of an existing business into a neighboring suite and changes in ownership.



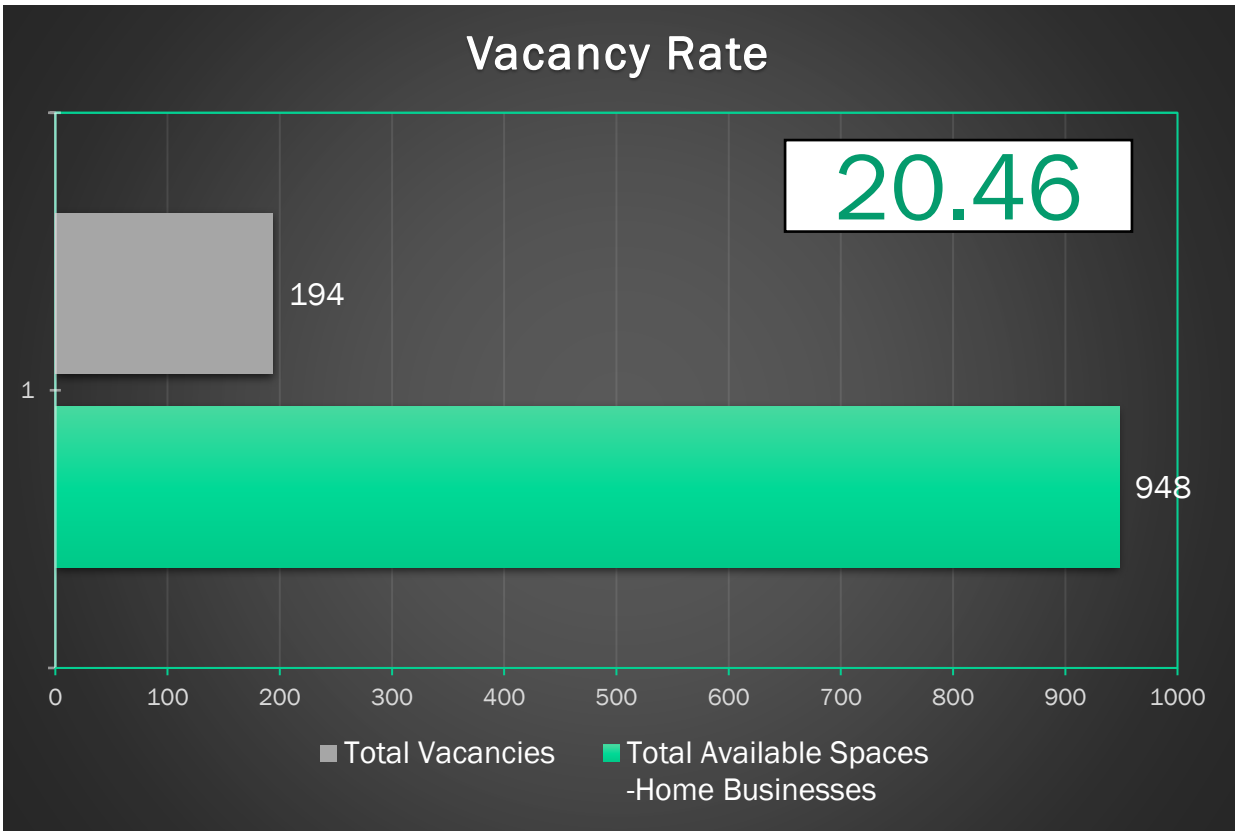
Future Outlook & Goals

- Vacancy Reduction
  - Live data from the Business Inventory will be used for site selection support and continued efforts to promote the recruitment of new and expanding businesses through attraction and incentive initiatives.
- Business Directory
  - Looking ahead, staff recommend using the findings from the 2026 Business Audit to build out a business directory for a Shop Local initiative for the City of Leon Valley.
- Targeted Outreach
  - Mailers will be sent to property owners of shopping centers of over 20 years or more to promote the Façade & Building Improvement Program
  - Business Retention and Expansion Visits with local businesses to discuss further business needs and opportunities/obstacles for growth within Leon Valley.

Results & Findings

Summary:

The rise in the vacancy rate is primarily due to higher turnover within business centers and business parks. These properties—typically zoned B-3 or I-1 for industrial uses—offer small suites with limited amenities, which tend to attract small businesses or storage and warehouse users. However, with more commercial sites now available and continued stagnation in the general construction and small contractor markets, vacancies have increased across several business parks, including West Loop Centre, West Loop Distribution Center, and Bandera Business Park.


Vacancy Rate
20.46
194
948
1
0
100
200
300
400
500
600
700
800
900
1000
Total Vacancies
Total Available Spaces -Home Businesses

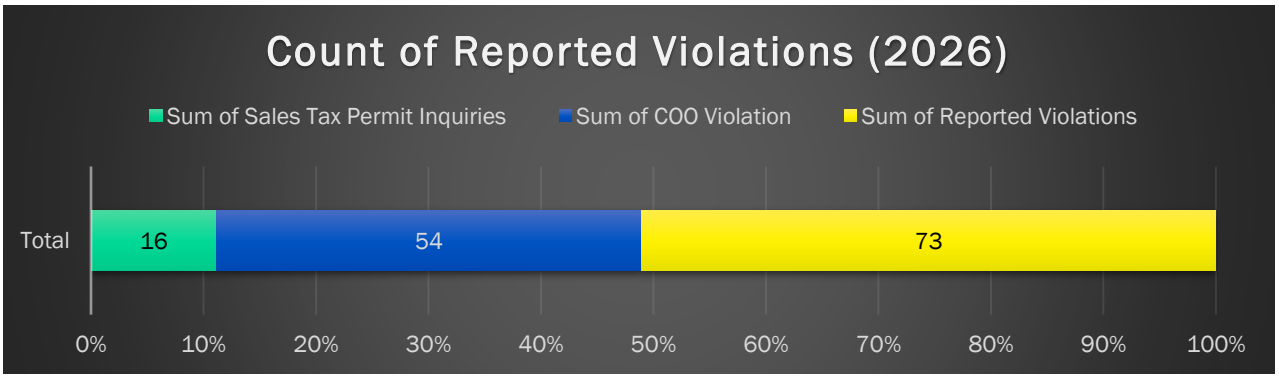

Count of Reported Violations (2026)
Sum of Sales Tax Permit Inquiries
Sum of COO Violation
Sum of Reported Violations
Total
16
54
73
0%
10%
20%
30%
40%
50%
60%
70%
80%
90%
100%

Table 1. Vacancy Rates by Shopping Center

Shopping Center	Total No of Units	Number of Vacant Units	Percentage of Vacant Units
Exchange Service Center	5	3	60.00%
Bandera Crossing	17	9	52.94%
Sunset Plaza	17	9	52.94%
Bandera Business Park	79	32	43.84%
Grass Valley #2	12	5	41.67%
Eckhert Center	17	6	35.29%
Bandera Plaza	6	2	33.33%
Poss Road Center	12	4	33.33%
Crossway	31	10	32.26%
West Loop Centre	56	18	32.14%
Oak Center Plaza	13	4	30.77%
NW Industrial Park	10	3	30.00%
Exchange Parkway Plaza	24	7	29.17%
Omninet Tower	26	7	26.92%
Leon Valley Executive Center	30	7	23.33%
Lebman's Corral	13	3	23.08%
Leon Valley Business Park	35	8	22.86%
Lim's Village	9	2	22.22%
Seneca Plaza	19	4	21.05%
Bandera North	11	2	18.18%
Timco Business Park	20	3	15.00%
Bandera Heights	28	4	14.29%
Bandera Marketplace	14	2	14.29%
West Loop Distribution Center	22	3	13.64%
Leon Creek	8	1	12.50%
Bandera Center	9	1	11.11%
Savings Square	18	2	11.11%
Rios' Crystal Mall	28	3	10.71%
Clear Creek Shopping Center	18	1	5.56%
Bandera 410 Plaza	4	0	0.00%
Grass Valley #1	6	0	0.00%
Town Center	4	0	0.00%
Leon Valley Shopping Center	15	0	0.00%
Lee's Dental Center	3	0	0.00%
Bandera Square	8	0	0.00%

Exhibit 1. FY2026 Q4 Business Inventory List

Address Number	Street	Suite	2026 changes	2026 Business Name	2026 Visited	Type of Business (PUT)	Building Type	Shopping Center	COO (2026)	Available Spaces	Vacancies	Sq. ft
5213	Bandera	B	Existing Business	CASTILLO BOOKKEEPING/TAX SVC	No	Professional - Financial/Bookkeeping	Multi-tenant	N/A	Y	1	0	
7500	Eckhert	560	Existing Business	Turn Up Fitness	Yes; Closed	Gym - Fitness	Multi-tenant	Eckhert Center	Y	**1**	**0**	
5213	Bandera	A	Vacant	Vacant	No	N/A	Multi-tenant	N/A	NA	**1**	1	
5300	Bandera		Existing Business	ELLIOTT ELECTRIC SUPPLY INC	No	Electrical Supplier	Stand Alone	N/A	Y	1	**0**	20400
5301	Bandera		Existing Business	HERBERT H CONSTRUCTION	No	Office - Contractor Facility	Stand Alone	N/A	Y	1	0	1458
5302	Bandera		Business Replaced	Joshuas Kustomz	No	Auto - Repair	Stand Alone	N/A	Y	1	0	
5304	Bandera		Existing Business	A1 AUTO INTERIORS	No	Auto - Accessories	Stand Alone	N/A	Y	**1**	0	2380
5305	Bandera		Existing Business	PENA BROS UPHOLSTERY	No	Auto - Accessories	Stand Alone	N/A	Y	1	0	1831.5
5308	Bandera		Business Replaced	1 Affordable Backflow Testing Co. LLC	No	Auto - Repair	Stand Alone	N/A	Y	1	0	
5704	Evers		Business Replaced	Infinity Cakes	Yes	Food - Bakery	Multi-tenant	Rios' Crystal Mall	Y	1	0	
5309	Bandera		Existing Business	Villanueva's Express Auto	No	Auto - Repair	Multi-tenant	N/A	Y	**1**	0	
5309	Bandera		Business Replaced	ABC Auto Hail Repair	No	Auto - Repair	Multi-tenant	N/A	Y	1	0	
5309	Bandera		Business Replaced	TNT Motors Used Car Sales	No	Auto - Sales	Multi-tenant	N/A	Y	1	0	
5309	Wurzbach	102	Business Replaced	Stepping Stones Day Habilitation	Yes; Closed	Medical - Mental Health	Multi-tenant	Exchange Parkway Plaza	Y	1	0	
5309	Wurzbach	104	New Business	Kingsway Physical Therapy LLC	Yes; Closed	Medical - Physical Therapy	Multi-tenant	Exchange Parkway Plaza	Y	1	0	
5714	Evers		Existing Business	Blissful Burgers	Yes	Food - Restaurant/Café	Multi-tenant	Rios' Crystal Mall	Y	1	0	2182
7500	Eckhert	152	Existing Business	Que Tortas	Yes; Closed	Food - Restaurant/Café	Multi-tenant	Eckhert Center	Y	1	0	
7324	Reindeer Trail		Existing Business	Trinity Roofing & Restoration, LLC	Yes; Closed	Office - Contractor Facility	Multi-tenant	Leon Valley Business Park	Y	1	0	1800
7500	Eckhert	150	Existing Business	Mark L Sauer D.D.S	Yes; Closed	Medical - Dentistry	Multi-tenant	Eckhert Center	Y	**1**	0	
7500	Eckhert	280	Existing Business	Hair Studio X	Yes; Closed	Service - Barber/Salon	Multi-tenant	Eckhert Center	Y	1	0	750
5401	Bandera	2	Vacant	Vacant	No	N/A	Multi-tenant	N/A	NA	**1**	1	

5401	Bandera	1	Existing Business	A's Unique Designs	No	Retail - Home	Multi-tenant	N/A	Y	1	0	2500
5401	Bandera	3	Business Replaced	LA MED FACILITY MAINTENANCE INC	No	Office - Contractor Facility	Multi-tenant	N/A	Y	1	0	
5404	Bandera	8	Existing Business	Intertek Automobile Research	No	Professional - Research and Development	Stand Alone	N/A	Y	1	0	
5405	Bandera	114	Existing Business	Texas Type Company (Torg Corporation)	No	Retail - Printing	Multi-tenant	West Loop Distribution Center	Y	1	0	4517
5405	Bandera	101	Business Replaced	Kiesler Police Supply	No	Auto - Accessories	Multi-tenant	West Loop Distribution Center	Y	1	0	
5405	Bandera	104	Business Replaced	Window World	No	Warehouse/Storage	Multi-tenant	West Loop Distribution Center	Y	1	0	8969
5405	Bandera	107	Business Replaced	Jitsu, Inc	No	Service - Logistics	Multi-tenant	West Loop Distribution Center	Y	1	0	
5405	Bandera	106	Business Replaced	Jitsu, Inc	No	Service - Logistics	Multi-tenant	West Loop Distribution Center	Y	1	0	
5740	Evers		Existing Business	Melody Hair Braiding Salon	Yes; Closed	Service - Barber/Salon	Multi-tenant	Rios' Crystal Mall	Y	1	0	
5742	Evers		New Business	Aesthetic Coach	Yes; Closed	Service - Spa/Nail Salon	Multi-tenant	Rios' Crystal Mall	N	1	**0**	
7207	Gumtree		New Business	CLASSY JAZZY'S K9 AVENUE	No	Home Business	Home	N/A	Exempt	1	0	
7500	Eckhert	148	Existing Business	Glitey Cutz By Lisa & CO.	Yes; Closed	Service - Barber/Salon	Multi-tenant	Eckhert Center	Y	1	0	
5405	Bandera	109	Business Replaced	Community Moving and Storage Inc.	No	Warehouse/Storage	Multi-tenant	West Loop Distribution Center	Y	1	0	6748
5405	Bandera	110	Existing Business	National Educational Systems	No	Office - Corporate	Multi-tenant	West Loop Distribution Center	Y	1	0	
6622	Peachtree		Existing Business	APACHE CUSTOMS CO	No	Home Business	Home	N/A	Exempt	1	0	
5405	Bandera	111	Business Replaced	Artea Group	No	Warehouse/Storage	Multi-tenant	West Loop Distribution Center	Y	1	0	3144
5405	Bandera	113	Existing Business	Alauplast LLC	No	Professional - Research and Development	Multi-tenant	West Loop Distribution Center	Y	1	0	6803
5405	Bandera	115	Existing Business	Classic Moves West	No	Service - Moving	Multi-tenant	West Loop Distribution Center	Y	**1**	0	4649
5407	Bandera	109	Business Replaced	Ike's Air Conditioning	Yes	Home - HVAC	Multi-tenant	West Loop Centre	Y	1	0	
5405	Bandera	116	Business Replaced	Classic Moves West	No	Service - Moving	Multi-tenant	West Loop Distribution Center	NA	1	**0**	5000
5407	Bandera	110	Business Replaced	Hobart Service	Yes	Office - Food Servicer	Multi-tenant	West Loop Centre	Y	**1**	**0**	
7500	Eckhert	310	New Business	Shear Identity	Yes; Closed	Service - Barber/Salon	Multi-tenant	Eckhert Center	Y	1	1	

5405	Bandera	117	Existing Business	Total Care DME	No	Warehouse/Storage	Multi-tenant	West Loop Distribution Center	Y	1	0	
5405	Bandera	119	Existing Business	Fetch Package, INC	No	Service - Delivery	Multi-tenant	West Loop Distribution Center	Y	1	0	
5770	Evers		Vacant	Vacant	No	N/A	Multi-tenant	Rios' Crystal Mall	NA	1	**1**	
5405	Bandera	120	Business Replaced	Pro Support Accessories	No	Auto - Accessories	Multi-tenant	West Loop Distribution Center	N	1	0	
5405	Bandera	121	Existing Business	Wayne Global	No	Service - Restoration	Multi-tenant	West Loop Distribution Center	Y	**1**	0	
5405	Bandera	124	Existing Business	Cheer Riffic Techniques	No	Gym - Sport	Multi-tenant	West Loop Distribution Center	Y	1	0	
5405	Bandera	127	Vacant	Vacant	No	N/A	Multi-tenant	West Loop Distribution Center	NA	1	**1**	
7346	Reindeer Trail		Existing Business	Becker Home Furniture & More	Yes; Closed	Retail - Furniture	Multi-tenant	Leon Valley Business Park	Y	1	0	1500
5405	Bandera	128	Existing Business	Enviromaster	No	Office - Warehouse/Storage	Multi-tenant	West Loop Distribution Center	Y	1	0	4500
5405	Bandera	129	Vacant	Vacant	No	N/A	Multi-tenant	West Loop Distribution Center	NA	1	1	
5405	Bandera	130	Vacant	Vacant	No	N/A	Multi-tenant	West Loop Distribution Center	NA	**1**	1	
5413	Nutmeg Trail		New Business	Pool Sweep	No	Home Business	Home	N/A	Exempt	1	0	
7034	Mill Stream		New Business	OLD MILL TRADING COMPANY	No	Home Business	Home	N/A	Exempt	1	0	
6011	Mike Nesmith		New Business	The Frosted Pop	No	Home Business	Home	N/A	Exempt	1	0	
5405	Bandera	131	Business Replaced	Ace Flooring Solutions, LLC	No	Office and tool Warehouse	Multi-tenant	West Loop Distribution Center	Y	1	0	3911
5407	Bandera	106	Existing Business	Sunburst Shutters, Shades & Blinds San Antonio	Yes	Office - Contractor Facility	Multi-tenant	West Loop Centre	Y	1	0	
7348	Reindeer Trail		Existing Business	Becker Furniture Repair	Yes; Closed	Service - Furniture Repair	Multi-tenant	Leon Valley Business Park	Y	**1**	0	
5407	Bandera	107	Existing Business	Faisan Folklorico	No	Fitness - Dance Studio	Multi-tenant	West Loop Centre	Y	1	0	
5405	Bandera	133	Vacant	Vacant	No	N/A	Multi-tenant	West Loop Distribution Center	NA	1	1	
5407	Bandera	102 A	New Business	Magna Painting	No	Office - Contractor Facility	Multi-tenant	West Loop Centre	N	1	0	
5407	Bandera	102 B	New Business	Vendors Byte LLC	No	Warehouse/Storage	Multi-tenant	West Loop Centre	N	1	0	
5407	Bandera	104	Existing Business	Duo's Granite and Cabinets	No	Office - Contractor Facility	Multi-tenant	West Loop Centre	Y	1	0	

5407	Bandera	105	Vacant	Vacant	No	N/A	Multi-tenant	West Loop Centre	NA	1	1	2300
5407	Bandera	107	Vacant	Vacant	No	N/A	Multi-tenant	West Loop Centre	NA	1	1	
5407	Bandera	111	Vacant	Vacant	No	N/A	Multi-tenant	West Loop Centre	NA	1	1	
5407	Bandera	113	Business Replaced	Amazing Church Texas	No	Community - Church	Multi-tenant	West Loop Centre	N	1	0	
5407	Bandera	115	Business Replaced	American Muscle Motors	No	Auto - Accessories	Multi-tenant	West Loop Centre	N	1	1	
5407	Bandera	117	Existing Business	Tail Waggerz Doggy Daycare	Yes	Pet - Boarding	Multi-tenant	West Loop Centre	Y	1	0	
5409	Bandera	203	Vacant	Vacant	No	N/A	Multi-tenant	West Loop Centre	NA	1	1	
5409	Bandera	205	Vacant	Vacant	No	N/A	Multi-tenant	West Loop Centre	NA	1	1	
5409	Bandera	201	Business Replaced	Parker Store (Wilson Company)	No	Service - Hydraulic Hose Fitting	Multi-tenant	West Loop Centre	Y	**1**	0	
6128	Wurzbach		Existing Business	SA Fun Zone	Yes; Closed	Entertainment - Indoor	Multi-tenant	Rios' Crystal Mall	Y	1	0	5350
5409	Bandera	209	Vacant	Vacant	No	N/A	Multi-tenant	West Loop Centre	NA	1	1	
5409	Bandera	210	Business Replaced	Kingdom Martial Arts Company	No	Martial Arts	Multi-tenant	West Loop Centre	N	1	0	3300
5411	Bandera	304	Vacant	Vacant	No	N/A	Multi-tenant	West Loop Centre	NA	1	1	
5413	Bandera	401	Existing Business	Touch of Class	Yes	Service - Assisted Living	Multi-tenant	West Loop Centre	Y	1	0	
5411	Bandera	301	Existing Business	Venta Furninishings	Yes	Retail - Furniture	Multi-tenant	West Loop Centre	Y	1	0	
5411	Bandera	303	Existing Business	Venta Furnishings	Yes	Retail-Furniture	Multi-tenant	West Loop Centre	Y	1	0	
5413	Bandera	403	Vacant	Vacant	No	N/A	Multi-tenant	West Loop Centre	NA	1	1	
6162	Wurzbach		Existing Business	Fighting Warrior Karate Dojo	Yes; Closed	Gym - Martial Arts	Multi-tenant	Rios' Crystal Mall	Y	1	0	2500
6176	Wurzbach		Vacant	Vacant	No	N/A	Multi-tenant	Rios' Crystal Mall	NA	1	1	
5413	Bandera	406	Existing Business	Winners Club, INC	Yes	Office - Nonprofit	Multi-tenant	West Loop Centre	Y	1	0	2984
5413	Bandera	408	Vacant	Vacant	No	N/A	Multi-tenant	West Loop Centre	NA	1	1	
5413	Bandera	404	Existing Business	Electrical Design Solutions	Yes	Home - Electrical	Multi-tenant	West Loop Centre	Y	1	0	

5413	Bandera	405	Business Replaced	Bumble Bee Blinds	Yes	Home - Window Blinds	Multi-tenant	West Loop Centre	Y	**1**	**0**	1908
5415	Bandera	501	Vacant	Vacant	No	N/A	Multi-tenant	West Loop Centre	NA	1	1	
5415	Bandera	502	Vacant	Vacant	No	N/A	Multi-tenant	West Loop Centre	NA	**1**	1	
5415	Bandera	509	Existing Business	Airsoft Revolution 15 LLC	Yes; Closed	Retail - Airsoft Guns	Multi-tenant	West Loop Centre	Y	1	0	
5415	Bandera	510	Existing Business	Airsoft Revolution 15 LLC	Yes; Closed	Retail - Airsoft Guns	Multi-tenant	West Loop Centre	Y	1	0	
5415	Bandera	510	Existing Business	Airsoft Revolution 15 LLC	Yes; Closed	Retail - Airsoft Guns	Multi-tenant	West Loop Centre	Y	1	0	
5415	Bandera	512	Existing Business	GoPuff	Yes; Closed	Service - Delivery	Multi-tenant	West Loop Centre	Y	1	0	
5415	Bandera	503	Vacant	Vacant	No	N/A	Multi-tenant	West Loop Centre	NA	1	1	
5415	Bandera	503	Vacant	Vacant	No	N/A	Multi-tenant	West Loop Centre	NA	1	1	
5415	Bandera	504	Existing Business	Restoration 1 of Central San Antonio	No	Office - Contractor Facility	Multi-tenant	West Loop Centre	Y	1	**0**	6600
5300	Wurzbach		Vacant	Vacant	No	N/A	Multi-tenant	Exchange Service Center	NA	1	1	
5300	Wurzbach	600	Vacant	Vacant	No	N/A	Multi-tenant	Exchange Service Center	NA	1	1	9233
5417	Bandera	603	Vacant	Vacant	No	N/A	Multi-tenant	West Loop Centre	NA	1	1	4000
5300	Wurzbach	800	Vacant	Vacant	No	N/A	Multi-tenant	Exchange Service Center	NA	1	1	
5308	Wurzbach	200	Business Replaced	River City Federal Credit Union	Yes	Professional - Bank	Multi-tenant	Exchange Service Center	Y	1	0	10020
5308	Wurzbach	100	Business Replaced	River City Federal Credit Union	Yes	Professional - Bank	Multi-tenant	Exchange Service Center	Y	1	0	
5417	Bandera	605	Vacant	Vacant	No	N/A	Multi-tenant	West Loop Centre	NA	1	**1**	2000
5309	Wurzbach	119	Business Replaced	The Beauty Box	Yes	Service - Spa/Nail Salon	Multi-tenant	Exchange Parkway Plaza	Y	1	0	
5417	Bandera	601	Existing Business	Helium Xpress Balloon Wholesale	Yes; Closed	Warehouse/Storage	Multi-tenant	West Loop Centre	Y	**1**	0	3775
5417	Bandera	606	Business Replaced	Krones Process Group	No	Retail - Bottling	Multi-tenant	West Loop Centre	Y	1	0	
5417	Bandera	607	Existing Business	Restoration Church	No	Community - Church	Multi-tenant	West Loop Centre	Y	**1**	0	2000
7500	Eckhert	146	Vacant	Vacant	No	N/A	Multi-tenant	Eckhert Center	NA	1	1	1235

7500	Eckhert	500	Vacant	Vacant	No	N/A	Multi-tenant	Eckhert Center	NA	1	1	
5417	Bandera	608	Business Replaced	Hazcore Environmental, Inc.	No	Services - Industrial and Environmental Waste management Services	Multi-tenant	West Loop Centre	Y	1	0	
5417	Bandera	609	Existing Business	(Unit being used as storage)	No	Warehouse/Storage	Multi-tenant	West Loop Centre	NA	1	0	
5417	Bandera	611	Existing Business	(Unit being used as storage)	No	Warehouse/Storage	Multi-tenant	West Loop Centre	NA	1	**0**	
5309	Wurzbach	200-3	Existing Business	Wogwu Law	Yes	Services - Law	Multi-tenant	Exchange Parkway Plaza	Y	1	**0**	578
5417	Bandera	612	Business Replaced	Seidel & Associates	No	Professional Service - Law	Multi-tenant	West Loop Centre	PENDING	**1**	0	
5419	Bandera	703	Business Replaced	TXDRONEVIEW LLC	No	Service - Drone Repair	Multi-tenant	West Loop Centre	Y	1	0	
5419	Bandera	705	Existing Business	Tees by Design	No	Retail - Apparel	Multi-tenant	West Loop Centre	Y	1	0	
5309	Wurzbach	101	Business Replaced	Prosthetic Innovations	Yes	Medical Equipment & Devices	Multi-tenant	Exchange Parkway Plaza	Y	1	0	
6710	Strawberry park		New Business	BLACK CAT RAMEN LLC	No	Home Business	Home	N/A	Exempt	1	0	
5309	Wurzbach	200-7	Vacant	Vacant	No	N/A	Multi-tenant	Exchange Parkway Plaza	NA	1	1	
6214	Parsley Hill		New Business	LIGHTING FROM ABOVE, LLC	No	Home Business	Home	N/A	NA	1	0	
5309	Wurzbach	100-3	Business Replaced	The Cleaning Authority	Yes	Government - State	Multi-tenant	Exchange Parkway Plaza	N	1	0	
5309	Wurzbach	200-9	Vacant	Vacant	No	N/A	Multi-tenant	Exchange Parkway Plaza	NA	1	1	1500
5309	Wurzbach	200-5	Vacant	Vacant	No	N/A	Multi-tenant	Exchange Parkway Plaza	NA	1	1	
7500	Eckhert	580	Existing Business	Rosita's Mexican Restaurant	Yes	Food - Restaurant/Café	Multi-tenant	Eckhert Center	Y	1	0	
5309	Wurzbach	200-6	Vacant	Vacant	No	N/A	Multi-tenant	Exchange Parkway Plaza	NA	**1**	1	
5309	Wurzbach	200-1	Vacant	Vacant	No	N/A	Multi-tenant	Exchange Parkway Plaza	NA	1	1	
5309	Wurzbach	100-6	Business Replaced	The Beauty Box	Yes	Service - Spa/Nail Salon	Multi-tenant	Exchange Parkway Plaza	Y	1	0	3500
5309	Wurzbach	100-1	Business Replaced	SS Injury/Simple Solutions Law	Yes	Service - Law/Legal	Multi-tenant	Exchange Parkway Plaza	Y	1	0	1,350
5309	Wurzbach	200-8	Vacant	Vacant	No	N/A	Multi-tenant	Exchange Parkway Plaza	NA	1	1	950
5309	Wurzbach	100-2	Business Replaced	Rudy Adame & Associates/ Tax Law Firm	Yes	Service - Law/Legal	Multi-tenant	Exchange Parkway Plaza	N	**1**	**0**	

5309	Wurzbach	200-10	Existing Business	Greater SA House Calls	No	Medical - Hospice	Multi-tenant	Exchange Parkway Plaza	Y	**1**	0	
5309	Wurzbach	105	Existing Business	Greater SA House Calls	No	Medical - Hospice	Multi-tenant	Exchange Parkway Plaza	Y	1	**0**	1800
5720	Evers		Existing Business	Sam's Nail Supply	Yes	Retail - Beauty Supplies	Multi-tenant	Rios' Crystal Mall	Y	1	0	
5309	Wurzbach	114	Existing Business	Spinal Trauma & Rehabiliation Center	Yes	Medical - Chiropractor	Multi-tenant	Exchange Parkway Plaza	Y	**1**	0	
5309	Wurzbach	200-4	Existing Business	Bilcorp Medical Billing	Yes	Medical - Billing/Records Management	Multi-tenant	Exchange Parkway Plaza	Y	1	0	
5309	Wurzbach	200-2	New Business	Almighty Primary Home Care	No	Service - Assisted Living	Multi-tenant	Exchange Parkway Plaza	NA	1	1	796
7500	Eckhert	460	Existing Business	Regional Finance	Yes	Financial - Loan	Multi-tenant	Eckhert Center	Y	**1**	0	
5309	Wurzbach	115	Existing Business	Amiga Café (Marina Fresh Mexican Grill)	Yes	Food - Restaurant/Café	Multi-tenant	Exchange Parkway Plaza	Y	1	0	
5724	Evers		New Business	LLUXELIPS	Yes	Service - Spa/Nail Salon	Multi-tenant	Rios' Crystal Mall	Y	1	1	
7500	Eckhert	520	Vacant	Vacant	No	N/A	Multi-tenant	Eckhert Center	NA	1	1	
6223	Sun Hollow		New Business	BOZ DESK LLC	No	Home Business	Home	N/A	Exempt	1	0	
7322	Reindeer Trail		Existing Business	The Paint Shop	Yes	Auto - Accessories	Multi-tenant	Leon Valley Business Park	Y	1	0	
7325	Reindeer Trail	120	New Business	A Better Buy Appliance	Yes	Retail- Resale Appliances	Multi-tenant	N/A	Y	1	0	
5309	Wurzbach	100-4	New Business	Boost Home Healthcare	Yes	Medical - Home Health Care	Multi-tenant	Exchange Parkway Plaza	N	1	0	
7500	Eckhert	360	Business Replaced	Antojos Locos	Yes	Food - Restaurant/Café	Multi-tenant	Eckhert Center	Y	1	0	
6213	Grissom	605	Vacant	Vacant	No	N/A	Multi-tenant	N/A	NA	1	1	
5728	Evers		Existing Business	Eagle International African Market	Yes	Retail - Grocery - Specialty	Multi-tenant	Rios' Crystal Mall	Y	1	0	2200
5732	Evers		Existing Business	Asia Market	Yes	Food - Grocery	Multi-tenant	Rios' Crystal Mall	Y	**1**	0	
5309	Wurzbach	200-11	Vacant	Vacant	No	N/A	Multi-tenant	Exchange Parkway Plaza	NA	1	1	
5734	Evers		New Business	Aramis Health Services	Yes	Medical	Multi-tenant	Rios' Crystal Mall	Y	1	0	
7325	Reindeer Trail		Existing Business	Nationwide Pennant & Flag	Yes	Retail	Stand Alone	N/A	Y	**1**	0	
7500	Eckhert	420	Vacant	Vacant	No	N/A	Multi-tenant	Eckhert Center	NA	1	1	

5736	Evers		Existing Business	Asia Market	Yes	Retail - Grocery - Specialty	Multi-tenant	Rios' Crystal Mall	Y	1	0	
5738	Evers		Vacant	Vacant	No	N/A	Multi-tenant	Rios' Crystal Mall	NA	1	1	500
5419	Bandera	706	New Business	Villabos Tile	Yes; Closed	Services - Tile	Multi-tenant	West Loop Centre	Y	**1**	**0**	1500
5419	Bandera	707	Existing Business	JSJ Electrical Contractors	No	Services - Electrical Contractor	Multi-tenant	West Loop Centre	Y	1	0	1500
5419	Bandera	701	Business Replaced	Voceon	No	Service - Telecommunication	Multi-tenant	West Loop Centre	Y	1	0	
7325	Reindeer Trail	118	Existing Business	Liquidation SA!	Yes	Retail - Resale	Multi-tenant	N/A	Y	1	0	
5419	Bandera	708	Existing Business	Advanced Powertrain	No	Auto - Accessories	Multi-tenant	West Loop Centre	N	1	0	
5309	Wurzbach	106	Business Replaced	Driphaus Wellness & Beauty	No	Medical - Clinic/Hospital	Multi-tenant	Exchange Parkway Plaza	PENDING	1	**0**	1800
5419	Bandera	709	Vacant	Vacant	No	N/A	Multi-tenant	West Loop Centre	NA	1	1	3000
5419	Bandera	711	Vacant	Vacant	No	N/A	Multi-tenant	West Loop Centre	NA	1	1	1500
5411	Bandera	307A	Business Replaced	Orkin	Yes; Closed	Service - Pest Control	Multi-tenant	West Loop Centre	Y	1	0	
5411	Bandera	307B	Vacant	Vacant	No	N/A	Multi-tenant	West Loop Centre	NA	**1**	1	
5404	Wurzbach		Business Replaced	Arise Build LLC	No	Service - Contractor	Multi-tenant	N/A	Y	**1**	0	9249
7332	Reindeer Trail		Existing Business	Mkustom Rides	Yes	Auto - Speciality	Multi-tenant	Leon Valley Business Park	Y	**1**	0	
5419	Bandera	712	Existing Business	Icarus Signs and Graphic	Yes	Service - Signs	Multi-tenant	West Loop Centre	Y	1	0	
5500	Bandera		Existing Business	McCoy's Building Supply	No	Home - Building Supplies	Stand Alone	N/A	Y	1	0	
5504	Bandera	101	Business Replaced	Strickland Hail Group	No	Auto - Repair	Multi-tenant	Bandera Business Park	Y	**1**	**0**	6000
5754	Evers		Existing Business	Café San Luis	Yes	Food - Restaurant/Café	Multi-tenant	Rios' Crystal Mall	Y	1	0	
5758	Evers		Existing Business	BCS Sports and More	Yes	Service - Sceenprinting	Multi-tenant	Rios' Crystal Mall	Y	1	0	
5504	Bandera	102	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Business Park	NA	1	1	4000
5504	Bandera	103	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Business Park	NA	1	1	2100
5504	Bandera	105	Business Replaced	Arrowhead Automotive	Yes	Auto - Repair	Multi-tenant	Bandera Business Park	Y	1	0	

5504	Bandera	201	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Business Park	NA	1	1	
5504	Bandera	202	Business Replaced	Reunion Coffee	Yes; Closed	Warehouse/Storage	Multi-tenant	Bandera Business Park	Y	1	0	1259
7500	Eckhert	400	Business Replaced	1-on-1 Arcade	Yes	Arcade	Multi-tenant	Eckhert Center	Y	1	0	
5764	Evers		Existing Business	Chins Chinese Kitchen (Zxlin Inc)	Yes	Food - Restaurant/Café	Multi-tenant	Rios' Crystal Mall	Y	1	**0**	
5504	Bandera	203	Business Replaced	Red Cedar Technology	Yes; Closed	Office - Contractor Facility	Multi-tenant	Bandera Business Park	Y	**1**	0	
5504	Bandera	204	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Business Park	NA	1	1	
5504	Bandera	205	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Business Park	NA	1	1	1250
5504	Bandera	206	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Business Park	NA	1	1	
5504	Bandera	207	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Business Park	NA	1	1	
5504	Bandera	208	Business Replaced	Countdown City Collision	Yes	Auto - Repair	Multi-tenant	Bandera Business Park	Y	**1**	0	
5766	Evers		Existing Business	Rios Golden Cut #8	Yes	Service - Barber/Salon	Multi-tenant	Rios' Crystal Mall	Y	1	0	
5504	Bandera	301	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Business Park	NA	1	1	
5504	Bandera	302	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Business Park	NA	1	1	2300
6213	Grissom	607	Vacant	Vacant	No	N/A	Multi-tenant	N/A	NA	**1**	1	
7500	Eckhert	200	Vacant	Vacant	No	N/A	Multi-tenant	Eckhert Center	NA	1	1	
7500	Eckhert	540	Existing Business	Adroit Medial Medical Equipment, Supplies, and Repair	Yes	Medical - Equipment/ Supplies/Repair	Multi-tenant	Eckhert Center	Y	1	0	
5504	Bandera	303	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Business Park	NA	1	1	1063
5504	Bandera	304	New Business	Mosquito Joe	Yes	Office - Contractor Facility	Multi-tenant	Bandera Business Park	Y	1	0	
7600	Eckhert	1	Business Replaced	Nectar Bar	Yes	Retail - Plant Nursery	Multi-tenant	N/A	Y	1	0	3500
5504	Bandera	305	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Business Park	NA	1	1	
5504	Bandera	306	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Business Park	NA	**1**	1	
5504	Bandera	307	Business Replaced	The Arcticom Group Refrigeration	Yes; Closed	Warehouse/Storage	Multi-tenant	Bandera Business Park	Y	1	0	1516

5504	Bandera	308	Business Replaced	Master Auto Service & Wraps	Yes	Auto - Accessories	Multi-tenant	Bandera Business Park	Y	1	**0**	
5504	Bandera	401	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Business Park	NA	1	1	
5504	Bandera	402	Business Replaced	Longhorn Auto Glass Mobile Service	Yes; Closed	Auto - Repair	Multi-tenant	Bandera Business Park	Y	**1**	0	
7600	Eckhert	2	Existing Business	Lagos Buka	No	Food - Restaurant/Café	Multi-tenant	N/A	Y	1	0	3500
5504	Bandera	403	New Business	Champion JTex LLC	Yes; Closed	Auto - Repair	Multi-tenant	Bandera Business Park	Y	1	0	
5504	Bandera	404	Business Replaced	National Sign Plazas	No	Office - Warehouse/Storage	Multi-tenant	Bandera Business Park	Y	1	0	
5504	Bandera	405	Business Replaced	San Antonio Superbike Shop (Low Cost Sportbike Repair)	No	Auto - Repair	Multi-tenant	Bandera Business Park	Y	1	0	
5504	Bandera	406	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Business Park	NA	1	1	
5504	Bandera	407	Existing Business	JE Montes Design	Yes	Office - Contractor Facility	Multi-tenant	Bandera Business Park	Y	1	**0**	
5504	Bandera	408	Business Replaced	Milestone Communications, LLC	Yes; Closed	Office/Warehouse	Multi-tenant	Bandera Business Park	Y	1	0	1254
5504	Bandera	409	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Business Park	NA	1	1	
7600	Eckhert	3	Existing Business	Lagos Buka	No	Food - Restaurant/Café	Multi-tenant	N/A	Y	1	0	3500
5504	Bandera	410	New Business	Olameter	Yes	Office - Contractor Facility	Multi-tenant	Bandera Business Park	Y	1	0	
5504	Bandera	411	New Business	Olameter	Yes	Office - Contractor Facility	Multi-tenant	Bandera Business Park	Y	1	0	
5504	Bandera	412	Business Replaced	Olameter	Yes	Office - Storage	Multi-tenant	Bandera Business Park	Y	1	0	
5504	Bandera	501	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Business Park	NA	1	1	
5504	Bandera	502	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Business Park	NA	1	1	
5504	Bandera	503	Existing Business	Skylight Company	Yes; Closed	Service - Home	Multi-tenant	Bandera Business Park	Y	1	0	
5504	Bandera	504	Existing Business	Skylight Company	Yes; Closed	Service - Home	Multi-tenant	Bandera Business Park	Y	1	0	
5504	Bandera	505	Existing Business	A-pro D&G	Yes	Service - Home	Multi-tenant	Bandera Business Park	Y	1	0	
5504	Bandera	506	Existing Business	A-pro D&G	Yes	Auto - Accessories	Multi-tenant	Bandera Business Park	Y	1	0	1782
5504	Bandera	507	Business Replaced	Texas Coffee Roaster (Los Hombres LLC)	Yes; Closed	Retail - Wholesale Coffee/Tea	Multi-tenant	Bandera Business Park	N	1	0	1291

5504	Bandera	508	Business Replaced	SA Quality Meats	Yes	Service - Butcher	Multi-tenant	Bandera Business Park	Y	**1**	0	
5504	Bandera	509	Business Replaced	SA Quality Meats	No	Service - Butcher	Multi-tenant	Bandera Business Park	Y	1	**0**	
5504	Bandera	510	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Business Park	NA	1	1	
5504	Bandera	511	Business Replaced	Entrada Management Office (Property Mgmt)	No	Office	Multi-tenant	Bandera Business Park	N	**1**	0	1265
5504	Bandera	512	Existing Business	AMG Plumbing & More, LLC	Yes	Home - Plumbing	Multi-tenant	Bandera Business Park	Y	1	0	1777
5504	Bandera	513	Business Replaced	Bay Furniture Restoration	Yes	Service - Furniture Repair	Multi-tenant	Bandera Business Park	Y	1	0	
5504	Bandera	514	Business Replaced	Manufacturas Lenin (Lenin Import, LLC)	Yes	Warehouse/Storage	Multi-tenant	Bandera Business Park	Y	**1**	0	1099
5504	Bandera	601	Business Replaced	Twisted Axel	Yes	Auto - Accessories	Multi-tenant	Bandera Business Park	Y	1	0	
5504	Bandera	602	Existing Business	Twisted Axel	Yes	Auto - Accessories	Multi-tenant	Bandera Business Park	Y	1	**0**	1250
5504	Bandera	603	Existing Business	Twisted Axel	Yes	Auto - Accessories	Multi-tenant	Bandera Business Park	Y	1	0	1250
5504	Bandera	604	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Business Park	NA	1	1	1260
5504	Bandera	605	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Business Park	NA	1	1	
5504	Bandera	606	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Business Park	NA	1	1	
7342	Reindeer Trail		Business Replaced	Mkustom Rides	Yes	Auto - Speciality	Multi-tenant	Leon Valley Business Park	Y	1	0	
5504	Bandera	607	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Business Park	NA	1	1	1263
5504	Bandera	608	Existing Business	Elite Flooring SA	Yes	Service - Flooring	Multi-tenant	Bandera Business Park	Y	**1**	0	
7344	Reindeer Trail		Business Replaced	Mkustom Rides	Yes	Auto - Speciality	Multi-tenant	Leon Valley Business Park	Y	1	0	
5504	Bandera	609	Vacant	Vacant	No	N/A	Multi-tenant		NA	1	**1**	
5504	Bandera	610	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Business Park	NA	1	1	
5504	Bandera	610	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Business Park	NA	1	1	
5504	Bandera	611	Existing Business	San Antonio Estate Sales, LLC	Yes; Closed	Warehouse/Storage	Multi-tenant	Bandera Business Park	Y	1	0	1270
5504	Bandera	612	Business Replaced	Online Auto Supply	No	Warehouse/Storage	Multi-tenant	Bandera Business Park	Y	1	0	

5504	Bandera	613	Business Replaced	The Stable Mate Boxing Gym	Yes; Closed	Gym - Fitness	Multi-tenant	Bandera Business Park	Y	1	**0**	
5504	Bandera	614	Business Replaced	Texas HVAC Heating LLC	Yes; Closed	Service - HVAC	Multi-tenant	Bandera Business Park	Y	1	0	1267
5504	Bandera	615	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Business Park	NA	1	1	
5504	Bandera	616	Business Replaced	Raze Roofing	No	Warehouse/Storage	Multi-tenant	Bandera Business Park	Y	**1**	0	1200
5504	Bandera	617	Business Replaced	Junk King (Will-Luc Enterprises)	Yes	Auto - Repair	Multi-tenant	Bandera Business Park	Y	1	0	1250
5504	Bandera	618	Business Replaced	Baja Automotive	Yes	Auto - Repair	Multi-tenant	Bandera Business Park	Y	1	0	
5504	Bandera	701	Business Replaced	TexPro Contracting	Yes; Closed	Auto - Repair	Multi-tenant	Bandera Business Park	Y	1	0	
5504	Bandera	702	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Business Park	NA	1	1	1285
5504	Bandera	703	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Business Park	NA	1	1	1389
5504	Bandera	704	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Business Park	NA	1	1	2224
5504	Bandera	705	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Business Park	NA	1	1	2206
5504	Bandera	706	Business Replaced	Atak Automotive Diagnostic and Repair	Yes; Closed	Auto - Repair	Multi-tenant	Bandera Business Park	Y	1	0	1500
5504	Bandera	707	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Business Park	NA	1	1	
5504	Bandera	708	Existing Business	PDQ Concrete	Yes	Office - Contractor Facility	Multi-tenant	Bandera Business Park	Y	1	0	
5504	Bandera	104	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Business Park	NA	1	1	4000
7354	Reindeer Trail		Business Replaced	Mkustom Rides	Yes	Auto - Speciality	Multi-tenant	Leon Valley Business Park	Y	1	0	
5600	Bandera		Existing Business	National Outdoors and Army Supply Surplus	Yes	Retail	Stand Alone	N/A	Y	1	0	
5601	Bandera		Existing Business	HEB Gas Facility	No	Retail - Convenience/Fuel	Stand Alone	N/A	Y	1	0	
5601	Bandera	100	Existing Business	Cabinet Bazaar	No	Financial - Services	Multi-tenant	Bandera Marketplace	Y	1	0	
5601	Bandera	101	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Marketplace	NA	**1**	1	
5601	Bandera	102	Existing Business	Great Clips	No	Service - Barber/Salon	Multi-tenant	Bandera Marketplace	Y	1	0	
5601	Bandera	103	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Marketplace	NA	1	0	

5601	Bandera	104	Existing Business	H & R Block	No	Financial - Tax	Multi-tenant	Bandera Marketplace	Y	1	**0**	
5601	Bandera	105	Existing Business	Topaz Dentistry (Kool Smiles)	No	Medical - Dentistry	Multi-tenant	Bandera Marketplace	Y	**1**	0	
5601	Bandera	106	Existing Business	Topaz Dentistry (Kool Smiles)	No	Medical - Dentistry	Multi-tenant	Bandera Marketplace	Y	1	0	
5601	Bandera	110	Existing Business	Sally beauty	No	Retail - Beauty Supplies	Multi-tenant	Bandera Marketplace	Y	1	0	
5601	Bandera	111	Existing Business	HEB Marketplace	No	Retail - Grocery	Multi-tenant	Bandera Marketplace	Y	1	0	
5601	Bandera	112	Existing Business	HEB Curbside	No	Retail - Grocery	Multi-tenant	Bandera Marketplace	Y	1	0	
5601	Bandera	113	Existing Business	Office Depot	No	Retail	Multi-tenant	Bandera Marketplace	Y	**1**	0	
6126	Wurzbach		Existing Business	Family Dollar	Yes	Retail - Discount	Multi-tenant	Rios' Crystal Mall	Y	1	0	
6127	Wurzbach	1	Vacant	Vacant	No	N/A	Multi-tenant	Rios' Crystal Mall	NA	1	1	
6127	Wurzbach	2	Existing Business	Autozone	Yes	Retail- Autoparts	Multi-tenant	Rios' Crystal Mall	Y	1	0	
6140	Wurzbach		Existing Business	Campos Family Dental PC	Yes	Medical - Dentistry	Multi-tenant	Rios' Crystal Mall	Y	1	0	
5601	Bandera	120	Existing Business	LA Fitness	No	Gym - Fitness	Multi-tenant	Bandera Marketplace	Y	1	0	35,066
5601	Bandera	110 B	Existing Business	Subway	No	Food - Restaurant/Café	Multi-tenant	Bandera Marketplace	Y	1	0	
5601	Bandera	115 B	Existing Business	iBrow Bar	No	Service - Spa/Nail Salon	Multi-tenant	Bandera Marketplace	Y	1	0	
5608	Bandera		Business Replaced	Crash Champions (Service King Collision)	No	Auto - Repair	Stand Alone	N/A	Y	**1**	**0**	28000
5612	Bandera		Existing Business	Jiffy Lube	No	Auto - Service	Stand Alone	N/A	Y	1	0	
5616	Bandera		Vacant	Vacant	No	N/A	Stand Alone	N/A	NA	**1**	1	
5707	Bandera		Existing Business	Discovery School of Technology and Science	No	School - Charter	Stand Alone	N/A	Y	1	**0**	55104
5721	Bandera		Vacant	Vacant	No	N/A	Stand Alone	N/A	Y	1	1	
5902	Bandera		Existing Business	Valero gas station	No	Retail - Convenience/Fuel	Stand Alone	N/A	Y	1	**0**	
5920	Bandera		Existing Business	IHOP #1496	No	Food - Restaurant/Café	Stand Alone	N/A	Y	1	0	
5930	Bandera	4	Business Replaced	Britz Motors (MAH Automotive LLC)	No	Auto - Sales	Stand Alone	N/A	Y	**1**	0	5310

5930	Bandera	6	Business Replaced	Legacy Acceptance	No	Auto - Sales	Stand Alone	N/A	Y	1	0	
5930	Bandera	2	Business Replaced	RIGHT Deal Motors	No	Auto - Sales	Stand Alone	N/A	**Y**	1	0	
5930	Bandera	3	Business Replaced	Darey Autos LLC	No	Auto - Sales	Stand Alone	N/A	Y	1	0	
5934	Bandera		Existing Business	Schlotzsky's (Vega North Enterprises LLC)	No	Food - Restaurant/Café	Stand Alone	N/A	Y	1	0	1865
6009	Bandera		Existing Business	Bill Millers BBQ	No	Food - Restaurant/Café	Stand Alone	N/A	Y	1	0	
6146	Wurzbach		Existing Business	University Health - Dialysis Medical Center	Yes	Medical - Clinic/Hospital	Multi-tenant	Rios' Crystal Mall	Y	1	0	10,000
6030	Bandera		Existing Business	Henry's Puffy Taco	No	Food - Restaurant/Café	Stand Alone	N/A	Y	1	**0**	
6040	Bandera		Business Replaced	Bojangles	No	Food - Restaurant/Café	Stand Alone	N/A	Y	1	0	
6100	Bandera	301	Business Replaced	ALO Contractors	Yes; Closed	Services - Contractor	Multi-tenant	Omninet Tower	N	1	0	1136
6100	Bandera	304	Existing Business	Ion Media	Yes; Closed	Televison Broadcasting	Multi-tenant	Omninet Tower	Y	1	**0**	1200
6100	Bandera	305	New Business	Aveanna ITC	Yes; Closed	Medical	Multi-tenant	Omninet Tower	N	1	0	
6100	Bandera	310	Business Replaced	Kemper Life	Yes; Closed	Finanical - Insurance	Multi-tenant	Omninet Tower	N	1	0	3500
6100	Bandera	401	Existing Business	University of Maryland Global Campus	Yes; Closed	School - Higher Education	Multi-tenant	Omninet Tower	Y	**1**	0	2276
6150	Wurzbach		New Business	Staging Post	Yes	Retail- Antiques	Multi-tenant	Rios' Crystal Mall	Y	1	0	
6158	Wurzbach		New Business	African Caribean Market	Yes	Retail - Grocery - Specialty	Multi-tenant	Rios' Crystal Mall	Y	1	0	
6100	Bandera	403	Business Replaced	Brightstar Care	Yes; Closed	Medical - Clinic/Hospital	Multi-tenant	Omninet Tower	N	1	0	
6100	Bandera	410	New Business	Primerica Financial	Yes; Closed	Financial Services	Multi-tenant	Omninet Tower	Y	1	0	
6100	Bandera	406	Business Replaced	Phlebotomy Training Specialists	Yes; Closed	Medical Office	Multi-tenant	Omninet Tower	Y	1	0	
6100	Bandera	407	Existing Business	Pearson Professional Centers	Yes; Closed	Service - Testing Center	Multi-tenant	Omninet Tower	Y	1	**0**	
6100	Bandera	410	Business Replaced	Global Gates	Yes; Closed	Financial - Services	Multi-tenant	Omninet Tower	Y	**1**	0	685
6100	Bandera	300	Existing Business	L.P. Di Miceli D.D.S.	No	Medical - Dentistry	Multi-tenant	Omninet Tower	Y	**1**	0	
6100	Bandera	302	Vacant	Vacant	No	N/A	Multi-tenant	Omninet Tower	NA	1	1	1136

6100	Bandera	400	Existing Business	Quest Diagnostics	No	Medical - Labatory	Multi-tenant	Omninet Tower	Y	**1**	0	
6100	Bandera	414	Existing Business	San Antonio Pain & Injury	No	Medical - Chiropractor	Multi-tenant	Omninet Tower	Y	1	0	
6100	Bandera	SL200	Vacant	Vacant	No	N/A	Multi-tenant	Omninet Tower	NA	1	1	
6100	Bandera	101	Existing Business	Synergy Elite	No	Service - Consultant	Multi-tenant	Omninet Tower	Y	**1**	0	
6100	Bandera	115	Vacant	Vacant	No	N/A	Multi-tenant	Omninet Tower	NA	1	1	
6100	Bandera	130	New Business	Beens Insurance Agency	No	Service - Insurance	Multi-tenant	Omninet Tower	Y	1	0	
6178	Wurzbach		Existing Business	Cell Phone EXCHANGE	Yes	Service - Phone	Multi-tenant	Rios' Crystal Mall	Y	1	0	
6100	Bandera	140	Vacant	Vacant	No	N/A	Multi-tenant	Omninet Tower	NA	1	1	
6100	Bandera	215	Vacant	Vacant	No	N/A	Multi-tenant	Omninet Tower	NA	1	1	6179
6100	Bandera	402	Vacant	Vacant	No	N/A	Multi-tenant	Omninet Tower	NA	1	1	
6100	Bandera	500	Existing Business	Omni net Tower West	No	Office - Property Management	Multi-tenant	Omninet Tower	Y	1	0	
6100	Bandera	501	Vacant	Vacant	No	N/A	Multi-tenant	Omninet Tower	NA	1	1	
6100	Bandera	800	Existing Business	Parsons Serve Company	No	Service - Engineering	Multi-tenant	Omninet Tower	Y	1	0	
6100	Bandera	900	Existing Business	Global Project Support Group	No	Service - Engineering	Multi-tenant	Omninet Tower	Y	**1**	**0**	
6100	Bandera	SL220-B	Business Replaced	Bexar County Juveinille Detention	No	Government Office	Multi-tenant	Omninet Tower	Exempt	1	0	
6111	Bandera		Existing Business	Ancira Winton Chevrolet	No	Auto - Sales	Stand Alone	N/A	Y	1	0	13307
6125	Bandera		Existing Business	Ancira Volkswagen	No	Auto - Sales	Stand Alone	N/A	Y	1	0	
6125	Bandera		Existing Business	Ancira Kia	No	Auto - Sales	Stand Alone	N/A	Y	1	0	26000
6128	Bandera		Vacant	Vacant	No	N/A	Multi-tenant		NA	**1**	1	1800
6132	Bandera		Existing Business	Alivio Rehabilitation	Yes	Medical - Rehab	Multi-tenant	N/A	Y	1	0	
6136	Bandera	101	Existing Business	Alivio Rehabilitation (Admin)	Yes	Medical - Rehab	Multi-tenant	N/A	Y	1	0	
6136	Bandera	103	Vacant	Vacant	No	N/A	Multi-tenant	N/A	NA	1	1	

6139	Bandera		Existing Business	Ancira Kia (ANC Venutures)	No	Auto - Sales	Stand Alone	N/A	Y	**1**	0	
6200	Bandera		Existing Business	King Buffet	Yes	Food - Restaurant/Café	Stand Alone	N/A	Y	1	**0**	11000
6221	Bandera		Existing Business	Discount Tire Company of Texas	No	Auto - Accessories	Stand Alone	N/A	Y	1	0	6000
6226	Bandera		Business Replaced	Ven Alex	No	Auto-Sales	Stand Alone	N/A	Y	1	0	
6226	Bandera		Business Replaced	Ven Alex	No	Auto - Sales	Stand Alone	N/A	Y	**1**	0	
6228	Bandera	230	Business Replaced	River City Gun Works	No	Retail	Multi-tenant	N/A	Y	1	0	11000
6228	Bandera	100	Business Replaced	Farmer's Insurance - Ulysses Campos	No	Service - Insurance	Multi-tenant	N/A	Y	1	0	11000
6228	Bandera	100	Business Replaced	Nora's Agency Business Services	No	Service - Professional	Multi-tenant	N/A	Y	1	0	11000
6300	Bandera		Business Replaced	AutoSavvy of San Antonio Bandera LLC	No	Auto - Sales	Stand Alone	N/A	Y	1	**0**	
5751	NW Loop 410		Existing Business	Skechers	No	Retail	Stand Alone	N/A	Y	1	0	
6320	Bandera		Existing Business	San Antonio Aquarium	No	Entertainment - Indoor	Stand Alone	N/A	N	**1**	0	
6321	Bandera		Existing Business	Sunset Funeral Home	No	Medical - Funeral	Stand Alone	N/A	Y	1	0	
6324	Bandera	A	Existing Business	Knapheide Truck Equipment	No	Auto - Accessories	Stand Alone	N/A	Y	**1**	0	
5409	Hurley		Existing Business	Wheels for Kids	No	Service - Child Care	Stand Alone	N/A	Y	**1**	0	
6324	Bandera	B	Existing Business	Knapheide Truck Equipment	No	Auto - Accessories	Stand Alone	N/A	Y	1	0	
6324	Bandera	C	Existing Business	Knapheide Truck Equipment	No	Auto - Accessories	Stand Alone	N/A	Y	1	**0**	
6615	Huebner		Existing Business	Heavenly Inspiration	No	Home Business	Home	N/A	Exempt	1	0	
6325	Bandera		Business Replaced	Mobility City	No	Retail - Medical Devices	Stand Alone	N/A	Y	1	0	
6336	Bandera	101	New Business	Luminous Beauty Suites	Yes	Service - Spa/Nail Salon	Multi-tenant	Lee Dental Center	Y	1	0	
6336	Bandera	120	Existing Business	Kwik Kopy 23	Yes	Service - Printing	Multi-tenant	Lee Dental Center	Y	**2**	0	
6007	Grissom		Existing Business	Valencia Lofts	No	Community - Apartments	Stand Alone	N/A	Y	**1**	0	
6213	Grissom	606	Existing Business	Element	No	Service - HVAC	Multi-tenant	N/A	Y	1	**0**	12000

6700	Huebner	B	Existing Business	Strike Zone, Inc	No	Retail - Sporting	Multi-tenant	N/A	Y	1	0	650
6700	Huebner	101	Existing Business	Planet Fitness	No	Gym - Fitness	Multi-tenant	N/A	Y	**1**	0	
6700	Huebner		Existing Business	Bandera Bowling Center	No	Entertainment - Indoor	Multi-tenant	N/A	y	1	0	54845
7500	Eckhert	140	Existing Business	The Precinct Academy & Day Care	No	Service - Child Care	Multi-tenant	Eckhert Center	Y	1	**0**	8160
6336	Bandera	C &D	Existing Business	Lee Dental Centers	Yes	Medical - Dentistry	Multi-tenant	Lee Dental Center	Y	1	0	
6346	Bandera		Existing Business	Shipley's Donuts	No	Food - Restaurant/Café	Stand Alone	N/A	Y	1	0	
5630	NW Loop 410	101	Existing Business	Tint World	No	Auto - Accessories	Multi-tenant	Bandera 410 Plaza	Y	1	0	
6665	Poss		Existing Business	Tim's Oriental Warehouse	No	Office - Warehouse/Storage	Stand Alone	N/A	Y	1	0	
6701	Huebner		Existing Business	Trinity Grace Fellowship Church	No	Community - Church	Stand Alone	N/A	Y	1	0	
6800	Huebner		Existing Business	Dollar General	No	Retail - Discount	Multi-tenant	Leon Creek	Y	1	0	
6213	Grissom	602			No	Retail - Printing	Multi-tenant	N/A	Y	1	0	15000
6012	Trone Trail				No	Home Business	Home	N/A	Exempt	1	0	
6802	Huebner		Existing Business	Smoke Tokes	No	Retail - Vape	Multi-tenant	Leon Creek	Y	1	0	1540
6804	Huebner		Existing Business	Thrift City	No	Retail - Discount	Multi-tenant	Leon Creek	Y	1	**0**	
6806	Huebner		Vacant	Vacant	No	N/A	Multi-tenant	Leon Creek	NA	1	1	
7314	Reindeer Trail		Existing Business	The Dexpert Stain & Coatings	No	Home - Flooring	Multi-tenant	Leon Valley Business Park	Y	1	**0**	3500
6808	Huebner		Business Replaced	Hyperkidz	No	Indoor Entertainment	Multi-tenant	Leon Creek	PENDING	1	0	
6737	Poss	103	Business Replaced	Numidia Savor LLC	No	Food Storage	Multi-tenant	Poss Road Center	Y	1	0	
6812	Huebner		Existing Business	Buddy's Home	No	Retail - Furniture	Multi-tenant	Leon Creek	Y	1	0	
6213	Grissom	604	Business Replaced	Swift Movers	No	Service - Moving	Multi-tenant	N/A	Y	1	0	
6816	Huebner		Existing Business	Stepstone Credit	No	Financial - Services	Multi-tenant	Leon Creek	Y	1	0	
6511	Pecan Acres		Existing Business	Photography by Godsey	No	Service - Photography	Home	N/A	Exempt	1	**0**	

6401	Bandera	A	Existing Business	CJC Life Church	No	Community - Church	Stand Alone	N/A	Y	1	**0**	12000
6401	Bandera	B	Existing Business	CJC Life Church Next Gen	No	Community - Church	Stand Alone	N/A	Y	1	0	8000
6406	Bandera		Existing Business	Rita's Mexican Cocina	No	Food - Restaurant/Café	Multi-tenant	Bandera North	Y	1	**0**	
6407	Bandera		Vacant	Vacant	No	N/A	Multi-tenant	Bandera Center	NA	**1**	1	
6409	Bandera		Existing Business	Castle Hills Family Practice	No	Medical - Clinic/Hospital	Multi-tenant	Bandera Center	Y	1	0	
6410	Bandera		New Business	Wicked Wich	No	Food - Restaurant/Café	Multi-tenant	Bandera North	Y	1	0	1260
6411	Bandera	1	Existing Business	The Style Studio	No	Service - Spa/Nail Salon	Multi-tenant	Bandera Center	Y	1	0	1000
6411	Bandera	2	New Business	Wisteria Venue	No	Entertainment - Event Center	Multi-tenant	Bandera Center	Y	1	0	
6412	Bandera		Business Replaced	Lumina Event Venue	No	Entertainment - Event Center	Multi-tenant	Bandera North	Y	1	0	1400
6413	Bandera		Business Replaced	Ministerio Internacional ERJTX	No	Religious	Multi-tenant	Bandera Center	N	**1**	**0**	
6414	Bandera		Business Replaced	Elevated Luxe Salon	No	Service - Spa/Nail Salon	Multi-tenant	Bandera North	PENDING	1	0	800
6415	Bandera		Existing Business	Castle Hill pharmacy	No	Retail - Medical	Multi-tenant	Bandera Center	N	1	0	
6416	Bandera	A	Business Replaced	Modjeme Beauty Shop	No	Retail - Beauty	Multi-tenant	Bandera North	Y	**1**	0	
6416	Bandera	B	Business Replaced	Rufer's Coin Co.	No	Retail - Specialty	Multi-tenant	Bandera North	Y	1	0	
7325	Reindeer Trail	122		Fire Boss / GreaseBoss	No	Service - Vent hood Cleaning	Multi-tenant		Y	1	0	
6416	Bandera	C	Vacant	Vacant	No	N/A	Multi-tenant	Bandera North	NA	1	1	
6417	Bandera		Business Replaced	Main Phase	Yes	Retail - Card/Collectibles	Multi-tenant	Bandera Center	Exempt	1	0	
6417	Bandera	2	New Business	Junior's Pet House	No	Retail - Pet	Multi-tenant	Bandera North	Y	1	1	20000
6419	Bandera		New Business	GFT Academy Jiu Jitsu	No	Gym- Fitness	Multi-tenant	Bandera Center	Y	1	0	
6217	Grissom		Existing Business	Miracle Body & Paint	No	Auto - Repair	Stand Alone	N/A	Y	1	**0**	
6730	Poss		Existing Business	Miracle Auto & Glass	No	Auto - Repair	Stand Alone	N/A	Y	1	0	
5630	NW Loop 410	102	Existing Business	Boost Mobile	No	Retail - Telephone	Multi-tenant	Bandera 410 Plaza	Y	1	0	

6420	Bandera	A	Business Replaced	Salud Partners in Care	No	Professional Services - Health Insurance	Multi-tenant	Bandera North	Y	1	0	
5336	Wurzbach		Existing Business	EXPRESS INN & SUITES 62 ROOMS	No	Community - Hotel/Motel	Stand Alone	N/A	Y	1	0	20500
8000	Lobo		Existing Business	Marshall High School	No	School - NISD	Stand Alone	N/A	Y	**1**	**0**	69,698
6420	Bandera	B	Business Replaced	Mattress and More	No	Retail - Furniture	Multi-tenant	Bandera North	Y	1	0	
6509	Grissom		Existing Business	Luv-n-Grace Child Development Center	No	Service - Child Care	Stand Alone	N/A	Y	1	0	
6411	Bandera		Existing Business	The Style Studio	No	Service - Barber/Salon	Multi-tenant	Bandera Center	Y	1	0	1000
6422	Bandera		Vacant	Vacant	No	N/A	Multi-tenant	Bandera North	NA	1	1	1049
4700	Timco	104	Existing Business	Longtab Brewing	No	Food - Bar/Pub	Multi-tenant	Timco Business Park	Y	**1**	0	1800
4700	Timco	105	Existing Business	Longtab Brewing	No	Food - Bar/Pub	Multi-tenant	Timco Business Park	Y	1	0	
6428	Bandera		Existing Business	HealthTexas Primary Care Doctors	No	Medical - Pharmacy	Stand Alone	N/A	Y	**1**	0	
6213	Grissom	608	Business Replaced	Unique Visions	No	Auto - Repair	Multi-tenant	N/A	Y	1	0	1200
6430	Bandera	74	Business Replaced	Sanitas	Yes	Medical - Clinic/Hospital	Multi-tenant	Bandera Crossing	Y	1	0	7754
6430	Bandera	86	Existing Business	Mon and Son Bakery	Yes	Food - Bakery	Multi-tenant	Bandera Crossing	Y	1	0	2500
6430	Bandera	98	Business Replaced	Hillside Medical Group/ Valley Clinic	Yes	Medical - Clinic/Hospital	Multi-tenant	Bandera Crossing	Y	1	0	
6430	Bandera	110	Existing Business	Hillside Medical Group/ Valley Clinic	Yes	Medical - Clinic/Hospital	Multi-tenant	Bandera Crossing	Y	1	0	1770
6430	Bandera	118	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Crossing	NA	1	1	
6300	El Verde		Existing Business	Leon Valley Fire Department	No	Government - Public Safety	Stand Alone	N/A	Y	**1**	0	
6820	Huebner		Existing Business	Tias Taco Hut	No	Food - Restaurant/Café	Multi-tenant	Leon Creek	Y	1	0	
6430	Bandera	142	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Crossing	NA	1	1	
6430	Bandera	100	Existing Business	Wing Daddy's	No	Food - Restaurant/Café	Multi-tenant	Bandera Crossing	Y	1	0	
6430	Bandera	114	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Crossing	NA	1	1	
6430	Bandera	121	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Crossing	NA	1	1	

6430	Bandera	122	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Crossing	NA	1	1	
6430	Bandera	126	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Crossing	NA	1	1	
6430	Bandera	138	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Crossing	NA	1	1	
6430	Bandera	146	New Business	Texas Puppyland Puppies	No	Retail - Puppy	Multi-tenant	Bandera Crossing	Y	1	0	
6430	Bandera	134-A	Existing Business	Salon Twenty Four	No	Service - Spa/Nail Salon	Multi-tenant	Bandera Crossing	Y	1	0	1200
6430	Bandera	134-B	Business Replaced	Anointed Ethereal LLC	No	Service - Spa/Nail Salon	Multi-tenant	Bandera Crossing	Y	**1**	0	1200
6430	Bandera	130	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Crossing	NA	1	1	
6436	Bandera		New Business	The Law Office of Randy Mora	Yes	Office - Law	Multi-tenant	Bandera Crossing	Y	1	0	
6451	Bandera		Existing Business	Intown Suites Extended Stay - SOUTH	No	Community - Hotel/Motel	Stand Alone	N/A	Y	1	0	
6461	Bandera		Existing Business	Quick Trip #4016	No	Retail - Convenience/Fuel	Stand Alone	N/A	Y	**1**	0	4840
6501	Bandera		Existing Business	Halftime Cuts	Yes	Service - Barber/Salon	Multi-tenant	Seneca Plaza	Y	1	0	652
6502	Bandera	101	Business Replaced	Stellar Counseling, PLLC	Yes; Closed	Service - Counseling	Multi-tenant	Leon Valley Executive Center	Y	1	0	1745
6502	Bandera	204	New Business	MGS Suites	Yes; Closed	Service - Spa/Nail Salon	Multi-tenant	Leon Valley Executive Center	N	1	0	
6502	Bandera	205	New Business	Law Offices of Said Alfonso Figueroa	Yes; Closed	Services - Law	Multi-tenant	Leon Valley Executive Center	N	1	0	
8001	Lobo		Existing Business	John Marshall Library	No	School - NISD	Stand Alone	N/A	Y	1	0	12,264
6502	Bandera	206	Business Replaced	Proper Realty	Yes; Closed	Services - Realtor	Multi-tenant	Leon Valley Executive Center	N	1	**0**	439
6502	Bandera	207	Existing Business	Clarence Franke Allstate	Yes; Closed	Finanical - Insurance	Multi-tenant	Leon Valley Executive Center	Y	1	0	
6502	Bandera	210	Business Replaced	Bella Rose Aesthetics	Yes; Closed	Service - Med Spa	Multi-tenant	Leon Valley Executive Center	N	1	0	
6502	Bandera	200-A	Business Replaced	Gold Star Hospice	Yes; Closed	Service - Hospice	Multi-tenant	Leon Valley Executive Center	N	**1**	0	221
6502	Bandera	200-B	Business Replaced	Aesthetics by Velvet Master	Yes; Closed	Service - Spa/Nail Salon	Multi-tenant	Leon Valley Executive Center	N	1	0	227
6502	Bandera	200-D	Business Replaced	Nudeskin	Yes; Closed	Service - Spa/Nail Salon	Multi-tenant	Leon Valley Executive Center	N	1	0	
6502	Bandera	208	New Business	Yajaira's Transformation Spa	Yes	Service - Spa/Nail Salon	Multi-tenant	Leon Valley Executive Center	N	1	0	

6502	Bandera	200-C	Vacant	Vacant	No	N/A	Multi-tenant	Leon Valley Executive Center	NA	1	1	
6502	Bandera	100	Existing Business	Sushil Sadh & Associates	No	Financial - Bookkeeping	Multi-tenant	Leon Valley Executive Center	Y	**1**	0	
6502	Bandera	102	Existing Business	Jovana Rehabilitation Medicine & Pain	No	Medical - Rehab	Multi-tenant	Leon Valley Executive Center	Y	1	0	
6502	Bandera	103	Business Replaced	Johnson Investments SAT LLC	No	Office - Property Management	Multi-tenant	Leon Valley Executive Center	Y	1	**0**	928
6502	Bandera	105	Existing Business	Farmers Insurance - Elda Cavazos	No	Finanical - Insurance	Multi-tenant	Leon Valley Executive Center	Y	1	0	
6502	Bandera	106	Vacant	Vacant	No	N/A	Multi-tenant	Leon Valley Executive Center	NA	**1**	1	760
6502	Bandera	107	Vacant	Vacant	No	N/A	Multi-tenant	Leon Valley Executive Center	NA	1	1	
6502	Bandera	104	Business Replaced	Ried Pecina Trial Lawyers	No	Service - Law/Legal	Multi-tenant	Leon Valley Executive Center	Y	1	0	
6502	Bandera	108	Business Replaced	Monica Salazar, Inc.	No	Office - Contractor	Multi-tenant	Leon Valley Executive Center	N	1	0	
6502	Bandera	109	Business Replaced	Collections Inc.	No	Service - Debt Collection	Multi-tenant	Leon Valley Executive Center	N	1	**0**	
6502	Bandera	110	Business Replaced	Attorney Rafael J. Borias	No	Service - Law/Legal	Multi-tenant	Leon Valley Executive Center	N	1	0	
6502	Bandera	111	Vacant	Vacant	No	N/A	Multi-tenant	Leon Valley Executive Center	NA	1	1	637
6502	Bandera	112	Existing Business	Ascendant Realty	No	Service - Realtor	Multi-tenant	Leon Valley Executive Center	Y	1	**0**	
6502	Bandera	201	Business Replaced	Alamo Sculpting and Wellness	No	Service - Med Spa	Multi-tenant	Leon Valley Executive Center	Y	1	0	
6502	Bandera	202	Vacant	Vacant	No	N/A	Multi-tenant	Leon Valley Executive Center	NA	**1**	1	1533
6502	Bandera	211	Business Replaced	Copasa Insurance Group USA LLC	No	Service - Insurance	Multi-tenant	Leon Valley Executive Center	N	**1**	0	
5630	NW Loop 410	104	Existing Business	Home Improvement Warehouse	No	Retail - Building Supplies	Multi-tenant	Bandera 410 Plaza	Y	**1**	0	
6502	Bandera	212	Business Replaced	Best Bookeeping & Notary Consultants LLC	No	Service - Bookkeeping	Multi-tenant	Leon Valley Executive Center	N	1	0	661
6502	Bandera	200-E	Existing Business	Telemind	No	Medical - Counseling	Multi-tenant	Leon Valley Executive Center	Y	**1**	**0**	512
6502	Bandera	200-F	Vacant	Vacant	No	N/A	Multi-tenant	Leon Valley Executive Center	NA	1	1	100
6502	Bandera	200-G	Vacant	Vacant	No	N/A	Multi-tenant	Leon Valley Executive Center	NA	1	1	
6503	Bandera		Business Replaced	Dumas Corporative LLC - Toro Taxes	No	Professional Service - Tax	Multi-tenant	Seneca Plaza	Y	**1**	0	1500

6000	Trone Trail		Inactive		No	Home Business	Home	N/A	Exempt	0	0	
6504	Bandera	7	Business Replaced	Beauty Glo Spa	Yes; Closed	Service - Spa/Nail Salon	Multi-tenant	Lebman's Corral	Y	1	0	1700
6504	Bandera	1	Vacant	Vacant	No	N/A	Multi-tenant	Lebman's Corral	NA	1	1	
6213	Grissom	603	Existing Business	Global Borescope	No	Service - MISC	Multi-tenant	N/A	Y	**1**	0	
6504	Bandera	5	Vacant	Vacant	No	N/A	Multi-tenant	Lebman's Corral	NA	1	1	1500
6500	Grissom		Existing Business	G & R Automotive Service	No	Auto - Repair	Stand Alone	N/A	Y	1	0	
7616	Eckhert	2	Existing Business	Top Bilingual	No	School - Language Services	Multi-tenant	N/A	Y	1	0	
6416	Grissom		Existing Business	Freedom Baptist Church	No	Community - Church	Stand Alone	N/A	Y	1	0	
6657	Poss		Existing Business	Flowers Foods	No	Retail - Grocery - Specialty	Stand Alone	N/A	Y	1	0	
5650	Grissom		Existing Business	Finley Apartments	No	Community - Apartments	Stand Alone	N/A	Y	1	0	
7338	Reindeer Trail		Existing Business	Red 27 General Auto Repair	No	Auto - Repair	Multi-tenant	Leon Valley Business Park	Y	1	0	1500
6645	Poss		Business Replaced	Heaven Automotive	No	Auto - Repair	Multi-tenant	N/A	Y	1	**0**	
5630	NW Loop 410	103	Existing Business	Emmazing Play	No	Entertainment - Indoor	Multi-tenant	Bandera 410 Plaza	Y	1	**0**	3370
6504	Bandera	6	Existing Business	Cutting Cultures Barber Shop	Yes	Service - Barber/Salon	Multi-tenant	Lebman's Corral	Y	1	0	1700
6504	Bandera	8	Vacant	Vacant	No	N/A	Multi-tenant	Lebman's Corral	NA	1	1	
6504	Bandera		Existing Business	Wells Fargo Bank ATM	No	Financial - Bank/Credit Union/ATM	Multi-tenant	Lebman's Corral	Exempt	1	0	
6504	Bandera	2	Business Replaced	Framboyan Dance Studio	No	Gym - Fitness	Multi-tenant	Lebman's Corral	Y	1	0	
6504	Bandera	3	Business Replaced	Framboyan Dance Studio	No	Gym - Fitness	Multi-tenant	Lebman's Corral	Y	1	0	
6504	Bandera	4	Existing Business	Invictus Fitness	No	Gym - Fitness	Multi-tenant	Lebman's Corral	Y	1	0	
6504	Bandera	9	Business Replaced	Iglesia Despertando Concienca	No	Religious	Multi-tenant	Lebman's Corral	NA	1	0	1500
6737	Poss	105	Business Replaced	Power Output Crossfit (Cain Industries LLC)	No	Gym - Fitness	Multi-tenant	Poss Road Center	Y	**1**	0	2880
6505	Bandera		Existing Business	Mother's Needle Alterations	Yes	Service - Alterations/Embroidery	Multi-tenant	Seneca Plaza	Y	**1**	0	400

6506	Bandera		Existing Business	Yho Store	Yes; Closed	Retail - Beauty Supplies	Multi-tenant	Lebman's Corral	Y	1	**0**	1100
6510	Bandera		Business Replaced	Sweet Leaf Dispensary	Yes	Retail - Vape	Multi-tenant	Lebman's Corral	Y	1	0	1100
6515	Bandera		Vacant	Vacant	No	N/A	Multi-tenant	Seneca Plaza	NA	1	1	1100
6516	Bandera		Existing Business	Lone Star Title Loans	Yes	Financial - Services	Stand Alone	N/A	Y	1	0	
6519	Bandera		Vacant	Vacant	No	N/A	Multi-tenant	Seneca Plaza	NA	1	1	1100
6008	Grissom		Business Replaced	Dolan Roofing & Construction	No	Service - Construction	Stand Alone	N/A	Y	1	0	
7305	Huebner		Business Replaced	Northside American Federation of Teachers (NAFT)	No	Office - Nonprofit	Stand Alone	N/A	Y	**1**	0	
6520	Bandera		Existing Business	PPG Paints	Yes	Retail - Home	Stand Alone	N/A	Y	1	0	
6756	Poss		Existing Business	Cantu Pediatric Dentistry	No	Medical - Dentistry	Stand Alone	N/A	Y	1	0	1658
6508	Bandera		New Business	Iglesia Evangelica Vida Nueva	No	Religious	Multi-tenant	Lebman's Corral	Y	1	0	
7317	Huebner		Existing Business	St Johns Baptist Church (Price Center)	No	Community - Church	Stand Alone	N/A	N	**1**	0	
6521	Bandera		Business Replaced	Sapphire Radiance	Yes	Service - Med Spa	Multi-tenant	Seneca Plaza	Y	1	0	
5959	Wurzbach		Existing Business	Hidden Meadow Apartments	No	Community - Apartments	Stand Alone	N/A	Y	1	0	79411
6201	Grissom		Existing Business	Barcelona Lofts	No	Community - Apartments	Stand Alone	N/A	Y	1	0	
6737	Poss	201	Existing Business	Banis Towing Service	No	Auto - Misc	Multi-tenant	Poss Road Center	Y	1	0	
6523	Bandera		Existing Business	Femina Hair & Makeup Salon	No	Service - Barber/Salon	Multi-tenant	Seneca Plaza	Y	1	**0**	
6003	Wurzbach		Existing Business	SAWS Pump Station	No	Government - Other	Stand Alone	N/A	Exempt	1	0	
6525	Bandera		Existing Business	Postal and KPOP	Yes	Retail	Multi-tenant	Seneca Plaza	Y	1	0	
6526	Bandera	1	Existing Business	World Finance	Yes	Financial - Services	Multi-tenant	N/A	Y	**1**	0	
6004	Grissom		Existing Business	Arredondo Group	No	Office - Contractor Facility	Stand Alone	N/A	Y	1	**0**	
6526	Bandera	3	Existing Business	Alkaline Water Tree Leon Valley (Texas Water Shop LLC)	Yes	Food - Water	Multi-tenant	N/A	Y	1	0	700
6526	Bandera	2	Existing Business	DC Molina Cleaners	Yes	Dry Cleaning	Multi-tenant	N/A	Y	1	0	

6526	Bandera	4	Existing Business	El Monte BBQ	No	Food - Restaurant/Café	Multi-tenant	N/A	Y	1	0	
6527	Bandera		Existing Business	Music Institute	Yes	School - Music	Multi-tenant	Seneca Plaza	Y	1	**0**	
6031	Forest Shadow		New Business	Honky's Hot Chicken LLC	No	Home Business - Food Truck	Home	N/A	Exempt	1	0	
6007	Wurzbach		Existing Business	SAWS Northwest Service Center	No	Government - Other	Stand Alone	N/A	Exempt	1	0	
6529	Bandera		Existing Business	Health and Life Insurance Center	Yes	Finanical - Insurance	Multi-tenant	Seneca Plaza	Y	1	0	
6531	Bandera		Vacant	Vacant	No	N/A	Multi-tenant	Seneca Plaza	NA	1	1	
6533	Bandera		Business Replaced	Poca Mota Cannabis Dispensary	No	Retail - Smoke	Multi-tenant	Seneca Plaza	Y	**1**	0	
6535	Bandera		Existing Business	Avis Rent-a-car	No	Auto - Rental	Multi-tenant	Seneca Plaza	Y	1	0	
6539	Bandera		Existing Business	Funeral Caring	No	Medical - Funeral	Multi-tenant	Seneca Plaza	Y	1	0	
6315	Grissom		Business Replaced	Covenant Care Animal Hospital	No	Pet - Veterinary	Stand Alone	N/A	Y	1	0	10145
6209	Grissom		Business Replaced	Storage Hub	No	Office - Storage	Stand Alone	N/A	N	1	0	
6011	Grissom		Existing Business	A Place For Kids	No	Service - Child Care	Stand Alone	N/A	Y	1	0	
6541	Bandera		Existing Business	The PC Portal	No	Computer Repair	Multi-tenant	Seneca Plaza	Y	1	0	1500
5612	Grissom		New Business	Discount Roofing Company	No	Service - Roofing	Stand Alone	N/A	N	1	0	
6543	Bandera		New Business	His Dwelling Place Church	No	Community - Church	Multi-tenant	Seneca Plaza	Y	1	0	2000
6180	Wurzbach		Existing Business	Pho Hong Phat	No	Food - Restaurant/Café	Multi-tenant	Rios' Crystal Mall	Y	1	0	
6553	Bandera		Existing Business	Dependable Auto Insurance	No	Service - Insurance	Multi-tenant	Seneca Plaza	Y	1	0	450
6555	Bandera		Business Replaced	African Grocer	No	Food - Grocery	Multi-tenant	Seneca Plaza	Y	1	0	4000
6565	Bandera		Business Replaced	Praise Chapel San Antonio	No	Community - Church	Multi-tenant	Seneca Plaza	Y	1	0	
6600	Bandera		New Business	Royal Tile	Yes	Retail - Flooring	Stand Alone	N/A	Y	1	0	
6737	Poss	106	Vacant	Vacant	No	N/A	Multi-tenant	Poss Road Center	NA	1	1	
6737	Poss	200	Existing Business	Camp construction services	No	Service - Construction	Multi-tenant	Poss Road Center	N	1	0	

6608	Bandera		Existing Business	A & M AUTO CENTER	No	Auto - Repair	Stand Alone	N/A	Y	1	**0**	
6610	Bandera		Existing Business	Bring Your Own Parts	No	Auto - Repair	Stand Alone	N/A	Y	1	0	
6612	Bandera		Existing Business	Joe Hudson's Collision Central (Gerber Collision)	No	Auto - Repair	Stand Alone	N/A	Y	1	0	
6613	Bandera		Existing Business	Bandera Onion House	No	Government - Historical Site	Stand Alone	N/A	Exempt	1	0	
6746	Poss		Business Replaced	Fibernet USA Inc/Sancast group llc	No	Office - Contractor	Stand Alone	N/A	Y	**1**	0	
4700	Timco	102	Existing Business	WOT Auto Detailing (South Texas Coatings Unlimited)	No	Auto - Repair	Multi-tenant	Timco Business Park	Y	1	0	
4903	NW Industrial		Vacant	Vacant	No	N/A	Stand Alone	NW Industrial Park	NA	1	**1**	
6625	Bandera		Existing Business	Intown Suites Extended Stay - NORTH	No	Community - Hotel/Motel	Stand Alone	N/A	Y	1	0	
5238	Evers		Vacant	Vacant	No	N/A	Stand Alone	N/A	NA	1	1	
7302	Reindeer Trail		Existing Business	Coopers Bimmers & Benz	No	Auto - Repair	Multi-tenant	Leon Valley Business Park	N	1	0	3500
4902	NW Industrial		Existing Business	Williams Insulation/Chase Insualtion	No	Home - Repair/Remodeling	Stand Alone	NW Industrial Park	Y	1	0	
6632	Bandera	A	Existing Business	NISD - Northside School Museum	No	School - NISD	Stand Alone		Exempt	1	0	
6632	Bandera	B	Existing Business	NISD - GED Testing Center	No	School - NISD	Stand Alone		Exempt	1	0	
5303	Wurzbach		Existing Business	Image 360 San Antonio West	No	Service - Signs	Stand Alone	N/A	Y	1	0	
6632	Bandera	C	Existing Business	NISD - Community Education	No	School - NISD	Stand Alone		Exempt	1	0	
6632	Bandera	D	Existing Business	NISD - Technology Training	No	School - NISD	Stand Alone		Exempt	1	0	
6632	Bandera	E	Existing Business	NISD - Library Services	No	School - NISD	Stand Alone		Exempt	1	0	
6632	Bandera	P1	Existing Business	NISD - Office	No	School - NISD	Stand Alone		Exempt	1	0	
6632	Bandera	P2	Existing Business	NISD - School Age Partners	No	School - NISD	Stand Alone		Exempt	1	0	
6632	Bandera	P3	Existing Business	NISD - Growing Tree Child Development Center	No	School - NISD	Stand Alone	N/A	Exempt	**1**	**0**	
6632	Bandera	P4	Existing Business	NISD - Pupil Personnel Attendance Office & SIS PEIMS Office	No	School - NISD	Stand Alone		Exempt	1	0	
6632	Bandera	P5	Existing Business	NISD - Grants & Recognition	No	School - NISD	Stand Alone		Exempt	1	0	

5250	Evers		Existing Business	Floor Covering Unlimited	No	Retail - Home	Stand Alone	N/A	Y	1	0	7200
6632	Bandera	P6	Existing Business	NISD - Grants & Recognition	No	School - NISD	Stand Alone		Exempt	1	0	
6632	Bandera	P7	Existing Business	NISD - Adult and Community Education	No	School - NISD	Stand Alone		Exempt	1	0	
5258	Evers		Existing Business	Evers Road Christian Church	No	Community - Church	Stand Alone	N/A	Y	**1**	0	
6632	Bandera	P8	Existing Business	NISD - Family Involvement Program	No	School - NISD	Stand Alone		Exempt	1	0	
6632	Bandera	P9	Existing Business	NISD - Adult Eduction Distance Learning	No	School - NISD	Stand Alone		Exempt	1	0	
6635	Bandera	A	Existing Business	Redbox	No	Entertainment - CD/DVD	Other	N/A	Y	1	**0**	
4700	Timco	112	Business Replaced	Inline Dent Repair	No	Auto - Repair	Multi-tenant	Timco Business Park	Y	**1**	0	
4700	Timco	114	Vacant	Vacant	No	N/A	Multi-tenant	Timco Business Park	NA	1	1	
6635	Bandera		Existing Business	Walgreens	No	Retail	Stand Alone	N/A	Y	1	0	
6700	Bandera		Existing Business	Randolph Brooks Federal Credit Union	No	Financial - Bank/Credit Union/ATM	Stand Alone	N/A	Y	**1**	**0**	4000
6701	Bandera		Existing Business	Leon Valley Veterinary Hospital	Yes	Pet - Veterinary	Stand Alone	N/A	Y	1	0	
6703	Bandera		Existing Business	Advance America Serving of Texas	Yes	Financial - Services	Multi-tenant	Savings Square	Y	1	0	
6707	Bandera		New Business	Skycity Vape and Smoke LLC (PAL Vape Dispensary)	Yes	Retail - Vape	Multi-tenant	Savings Square	Y	1	0	
6709	Bandera		New Business	Nonni's Pizza	Yes; Closed	Food - Restaurant/Café	Multi-tenant	Savings Square	Y	1	0	
5420	Grissom		Existing Business	U-Haul Rental & Storage	No	Auto - Rental	Stand Alone	N/A	Y	1	**0**	
6710	Bandera	A	Existing Business	Mothers Window Tint	No	Auto - Accessories	Multi-tenant	N/A	Y	**1**	0	
6710	Bandera	B	Existing Business	Quick Cash Lend Nation	No	Financial - Services	Multi-tenant	N/A	Y	1	**0**	
6711	Bandera		Existing Business	Sentinel Hobby & Games	Yes; Closed	Retail - Hobby Shop	Multi-tenant	Savings Square	Y	1	0	
7306	Reindeer Trail		Business Replaced	Coopers Bimmers & Benz	No	Auto - Repair	Multi-tenant	Leon Valley Business Park	NA	1	**1**	
6715	Bandera		Vacant	Vacant	No	N/A	Multi-tenant	Savings Square	NA	1	1	1200
6721	Bandera		Business Replaced	Sinclair Beauty Studio	No	Service - Spa/Nail Salon	Multi-tenant	Savings Square	N	1	0	

6727	Bandera		Existing Business	Baskin Robbins	No	Food - Restaurant/Café	Stand Alone	Savings Square	Y	**1**	0	
6729	Bandera		New Business	Happy Gut Cocina, Inc	Yes; Closed	Retail - Health Foods Store	Multi-tenant	Savings Square	Y	1	0	
6312	Grissom	3	Business Replaced	Service Care Collision	No	Auto - Repair	Multi-tenant	N/A	Y	1	0	
6731	Bandera		Existing Business	Harry's Coin & Jewelry	Yes	Retail - Coins/Jewlery	Multi-tenant	Savings Square	Y	1	0	
6733	Bandera		New Business	Garlic Bulgogi	Yes; Closed	Food - Restaurant/Café	Multi-tenant	Savings Square	Y	**1**	**0**	
6737	Bandera		Vacant	Vacant	No	N/A	Multi-tenant	Savings Square	NA	1	1	
6703	Blacksmith		New Business	ALLEY CAT JAZZ MELODY MENDING PIANO SERVICE LLC	No	Home Business	Home	N/A	Exempt	1	0	
6005	Rue Sophie		Inactive Home Business	0	No	Home Business	Home	N/A	NA	0	0	
6749	Bandera		Existing Business	Smarty Pants Learning Center	Yes; Closed	Service - Child Care	Stand Alone	Savings Square	Y	1	0	1760
6751	Bandera		Existing Business	Craftiques Mall	No	Retail - Antiques	Multi-tenant	Savings Square	Y	1	0	
6753	Bandera		New Business	Only Nails & Hair	Yes; Closed	Service - Spa/Nail Salon	Multi-tenant	Savings Square	Y	**1**	0	
6755	Bandera		Existing Business	Clinica Hispana Guadalupe	Yes	Medical - Clinic/Hospital	Multi-tenant	Savings Square	Y	1	0	1658
6757	Bandera		Existing Business	Clinica Hispana Guadalupe	Yes	Medical - Clinic/Hospital	Multi-tenant	Savings Square	Y	1	0	1658
6767	Bandera		New Business	Garcia Family Dental	Yes	Medical - Dentistry	Multi-tenant	Savings Square	N	**1**	0	
4700	Timco	120	Existing Business	Timco Business Park	No	Office - Property Management	Multi-tenant	Timco Business Park	Y	1	0	
5072	Timberhill		Existing Business	Timberhill Commons Commons	No	Community - Apartments	Stand Alone	N/A	Y	1	0	7022
5622	Evers		Business Replaced	The Mission at Medical Apartments	No	Community - Apartments	Stand Alone	N/A	Y	1	0	
6004	Rue Liliane		Inactive Home Business	0	No	Home Business	Home	N/A	NA	0	0	
7308	Reindeer Trail		Existing Business	Johnny's Automotive	No	Auto - Repair	Multi-tenant	Leon Valley Business Park	Y	1	0	
7010	Sunlight		Inactive Home Business	0	No	N/A	Home	N/A	NA	0	0	1700
7310	Reindeer Trail		Existing Business	Ace Security Solutions	No	Service - Security	Multi-tenant	Leon Valley Business Park	Y	**1**	0	1500
7312	Reindeer Trail		Existing Business	The Dexpert Stain & Coatings	No	Home - Flooring	Multi-tenant	Leon Valley Business Park	Y	1	0	3500

6780	Bandera	A	Vacant	Vacant	No	N/A	Multi-tenant	N/A	NA	1	1	1500
6780	Bandera	B	Business Replaced	MR Foot Spa	No	Service - Foot Massage	Multi-tenant	N/A	Y	1	**0**	
6780	Bandera		Business Replaced	Super Sudz Car wash	No	Auto - Wash	Multi-tenant	N/A	Y	1	0	
7622	Linkside		Existing Business	Bexar County Board of Trustees for Mental Health Services	No	Medical - Adult Care Facility	Stand Alone	N/A	Y	1	0	
6790	Bandera		Existing Business	Rely Signs	No	Service - Signs	Stand Alone	N/A	Y	1	0	2,200
6799	Bandera		Existing Business	Arby's	No	Food - Restaurant/Café	Stand Alone	Savings Square	Y	**1**	0	2170
6803	Bandera		Existing Business	Dairy Queen	No	Food - Restaurant/Café	Stand Alone	N/A	Y	1	0	
6805	Bandera		Existing Business	Midas Automotive and Sales	No	Auto - Repair	Stand Alone	N/A	Y	1	**0**	
6527	Forest Grove		Inactive Home Business	0	No	Medical - Adult Care Facility	Other	N/A	NA	1	0	
5650	Grissom	2014	New Business	MADE BY THE OTTER APPAREL	No	Home Business	Home	N/A	Exempt	1	1	
6807	Bandera		Existing Business	Honeybee and Hoss at CarVel Leon Valley	No	Entertainment - Indoor	Stand Alone	N/A	Y	1	0	
6802	Poss		New Business	Little Caeser's Pizza	No	Retail - Food	Stand Alone	Town Center	Y	1	0	
6810	Bandera	1	Existing Business	Exclusive Adult Day Care	Yes	Service - Adult Care	Multi-tenant	Town Center	Y	**1**	0	5400
6810	Bandera	2	Existing Business	Celebrate Dental & Braces	Yes	Medical - Dentistry	Multi-tenant	Town Center	Y	1	0	
6810	Bandera	3	Existing Business	Verizon	Yes	Retail - Telephone	Multi-tenant	Town Center	Y	1	**0**	
6811	Bandera		Business Replaced	Quesadilla King	No	Food - Restaurant/Café	Stand Alone	N/A	Y	1	0	2989
6505	Grissom		Business Replaced	Xtream Lighting & Audio	No	Auto - Accessories	Stand Alone	N/A	PENDING	1	0	5000
4700	Timco	109	Business Replaced	Vigorous Automotive Services LLC	No	Auto - Repair	Multi-tenant	Timco Business Park	Y	1	0	
6812	Bandera	109	Existing Business	Kuk Sool Won of Crossway	Yes; Closed	Gym - Martial Arts	Multi-tenant	Crossway	Y	**1**	0	
6812	Bandera	112	Existing Business	Cuts Unlimited	Yes; Closed	Service - Barber/Salon	Multi-tenant	Crossway	Y	1	0	
6812	Bandera	119	Business Replaced	Sweet Serenity	Yes; Closed	Food - Restaurant/Café	Multi-tenant	Crossway	Y	1	0	
6812	Bandera	126	Existing Business	All the Gospel Assemblies of God (Bethel Covenant Church)	Yes; Closed	Community - Church	Multi-tenant	Crossway	Y	1	0	

6812	Bandera	203	Existing Business	Gilbert Law Office	Yes; Closed	Service - Law/Legal	Multi-tenant	Crossway	Y	1	0	1184
6812	Bandera	204	Business Replaced	Alamo City Insurance	Yes; Closed	Services - Insurance	Multi-tenant	Crossway	Y	**1**	0	
6812	Bandera	211	Existing Business	Ismael Roberty Diaz Insurance Agency	Yes; Closed	Finanical - Insurance	Multi-tenant	Crossway	Y	1	0	
6414	Seneca		Existing Business	SXF Graphics	No	Home Business	Home	N/A	Exempt	1	0	
6812	Bandera	213	New Business	Center for Health Care Services	Yes; Closed	Medical	Multi-tenant	Crossway	Y	1	0	
6812	Bandera	215	Business Replaced	Living Water Community Church San Antonio	Yes; Closed	Community - Church	Multi-tenant	Crossway	Y	1	1	7094
6812	Bandera	216	Existing Business	Quick Books Keepers Inc	Yes; Closed	Financial - Bookkeeping	Multi-tenant	Crossway	Y	1	**0**	
6812	Bandera	200 B	New Business	Omni Manufacturing Services	Yes; Closed	Manufacturing/Warehouse	Multi-tenant	Crossway	Y	1	0	
6013	Rue Sophie		Inactive Home Business	0	No	Home Business	Home	N/A	NA	0	0	
6812	Bandera	102	Existing Business	The Center for Health Care Service	Yes	Medical - Other	Multi-tenant	Crossway	Y	**1**	0	13061
6812	Bandera	106	Existing Business	Barber College	Yes	School - Trade	Multi-tenant	Crossway	Y	1	0	
6812	Bandera	107	Existing Business	Alamo City Hobby Shop	Yes	Retail - Hobby Shop	Multi-tenant	Crossway	Y	1	0	2844
6812	Bandera	108	Existing Business	Farmers insurance	Yes	Financial - Insurance	Multi-tenant	Crossway	Y	1	0	
6812	Bandera	110	Existing Business	Showcase Fitness	Yes	Gym - Fitness	Multi-tenant	Crossway	Y	1	0	
4811	NW Industrial		Business Replaced	Powered by Voltron	No	Service - Electrical	Stand Alone	NW Industrial Park	Y	**1**	0	
6812	Bandera	113	Existing Business	The Center for Health Care Services	Yes	Medical office	Multi-tenant	Crossway	Y	**1**	0	1847
6812	Bandera	124	Business Replaced	Clearday Clubs of Leon Valley	Yes	Service - Adult Care	Multi-tenant	Crossway	N	**1**	**0**	5300
6812	Bandera	202	Vacant	Vacant	No	N/A	Multi-tenant	Crossway	NA	1	1	
6812	Bandera	205-A	Vacant	Vacant	No	N/A	Multi-tenant	Crossway	NA	1	1	
6737	Poss	204	Existing Business	SP Medical Supply	No	Medical - Equipment/ Supplies/Repair	Multi-tenant	Poss Road Center	Y	1	0	
6812	Bandera	206	Vacant	Vacant	No	N/A	Multi-tenant	Crossway	NA	1	1	
6812	Bandera	207	Vacant	Vacant	No	N/A	Multi-tenant	Crossway	NA	1	1	

6812	Bandera	208	Vacant	Vacant	No	N/A	Multi-tenant	Crossway	NA	1	1	
6812	Bandera	209	Vacant	Vacant	No	N/A	Multi-tenant	Crossway	NA	1	1	
6812	Bandera	210	Vacant	Vacant	No	N/A	Multi-tenant	Crossway	NA	1	1	
5332	Blackberry		Existing Business	Small Office Services	No	Professional - Financial/Bookkeping	Stand Alone	N/A	Y	1	**0**	
6812	Bandera	212	Vacant	Vacant	No	N/A	Multi-tenant	Crossway	NA	1	1	
5718	Evers		Existing Business	Moroccan Bites Tajone	Yes	Food - Restaurant/Café	Multi-tenant	Rios' Crystal Mall	Y	1	0	
6812	Bandera	213	Existing Business	Center for Health Care Services	Yes	Medical - Other	Multi-tenant	Crossway	Y	**1**	0	
6812	Sawyer		New Business	Luckor LLC	No	Auto - Sales	Stand Alone	N/A	PENDING	1	0	
6300	Rue Marielyne		Business Replaced	The Alto Apartments	No	Community - Apartments	Stand Alone	N/A	Y	1	0	
6812	Bandera	214	Vacant	Vacant	No	N/A	Multi-tenant	Crossway	NA	1	1	
6812	Bandera	200 A	Vacant	Vacant	No	N/A	Multi-tenant	Crossway	NA	1	1	
6812	Bandera	101	Business Replaced	Comfort Cafe San Antonio - Bandera	No	Food - Restaurant/Café	Multi-tenant	Crossway	Y	1	0	
4700	Timco	111	Existing Business	Sho-link Inc.	No	Office - Contractor Facility	Multi-tenant	Timco Business Park	Y	1	0	20480
6812	Bandera	201	Existing Business	Falcon Insurance	No	Finanical - Insurance	Multi-tenant	Crossway	Y	1	0	
7314	Reindeer Trail		Existing Business	The Dexpert Stain & Coatings	No	Home - Flooring	Multi-tenant	Leon Valley Business Park	Y	1	0	
7316	Reindeer Trail		Vacant	Vacant	No	N/A	Multi-tenant	Leon Valley Business Park	NA	1	1	1500
6815	Bandera		Existing Business	Taco Bell	No	Food - Restaurant/Café	Stand Alone	N/A	Y	1	**0**	
6821	Bandera		Existing Business	PR Center, Cabinets, Flooring, and More	Yes	Home - Remodeling	Multi-tenant	Grass Valley #2	Y	**1**	0	6000
7521	Linkview		Inactive Home Business	0	No	N/A	Home	N/A	NA	0	0	
6825	Bandera		Existing Business	Natural Image 4 Hair	Yes; Closed	Service - Barber/Salon	Multi-tenant	Grass Valley #2	Y	1	0	
6827	Bandera		Existing Business	BMS sport Apparel & More	Yes; Closed	Service - Shoe Repair	Multi-tenant	Grass Valley #2	Y	1	**0**	1475
5653	Caraway		New Business	PICKY PICKS	No	Home Business	Home	N/A	Exempt	1	0	

5408	Daughtry		Existing Business	Sendero Assembly of God Church	No	Community - Church	Stand Alone	N/A	Y	1	0	
7318	Reindeer Trail		Existing Business	Environmental Cleaners	Yes	Service - Restoration	Multi-tenant	Leon Valley Business Park	Y	1	0	
6829	Bandera		Vacant	Vacant	No	N/A	Multi-tenant	Grass Valley #2	NA	**1**	1	
6831	Bandera		Vacant	Vacant	No	N/A	Multi-tenant	Grass Valley #2	NA	1	1	
6835	Bandera		Vacant	Vacant	No	N/A	Multi-tenant	Grass Valley #2	NA	1	1	
7712	Linkside		Inactive Home Business	0	No	N/A	Home	N/A	NA	1	0	
6837	Bandera		Vacant	Vacant	No	N/A	Multi-tenant	Grass Valley #2	NA	1	1	
7320	Reindeer Trail		Existing Business	Mg Group Design	No	Home - Cabinetry	Multi-tenant	Leon Valley Business Park	Y	1	0	
6838	Bandera		Existing Business	Office Furniture Liquidations	No	Retail - Furniture	Stand Alone	N/A	Y	1	0	45693
6850	Bandera		Existing Business	Renegade Classics	Yes	Retail	Multi-tenant	Bandera Plaza	Y	1	**0**	
6854	Bandera		Vacant	Vacant	No	N/A	Multi-tenant	Bandera Plaza	NA	1	1	
6737	Poss	208	Business Replaced	Moonrise Glass	No	Retail - Glass	Multi-tenant	Poss Road Center	Y	**1**	0	
6866	Bandera		Vacant	Vacant	No	N/A	Multi-tenant	Bandera Plaza	NA	**1**	1	
6875	Bandera		Vacant	Vacant	No	N/A	Multi-tenant	Grass Valley #2	NA	1	1	
6877	Bandera		Existing Business	Smash Dance Fitness	Yes; Closed	School - Dance	Multi-tenant	Grass Valley #2	Y	1	0	1600
6879	Bandera		Existing Business	Smash Dance Fitness	Yes; Closed	School - Dance	Multi-tenant	Grass Valley #2	Y	1	0	
6881	Bandera		Business Replaced	Smash Dance Fitness	Yes; Closed	School - Dance	Multi-tenant	Grass Valley #2	Y	1	0	
6883	Bandera		Existing Business	Smash Dance Fitness	Yes; Closed	School - Dance	Multi-tenant	Grass Valley #2	Y	**1**	**0**	
6886	Bandera		Existing Business	Ward Auction	No	Retail - Auction House	Multi-tenant	Bandera Plaza	Y	1	0	
6891	Bandera	1	Existing Business	Cash America	No	Financial - Services	Multi-tenant	Grass Valley #1	Y	1	0	
6891	Bandera	3	Existing Business	Batteries Plus	No	Retail - Specialty	Multi-tenant	Grass Valley #1	Y	1	0	1000
4700	Timco	103	New Business	Audio By Art	Yes	Auto - Accessories	Multi-tenant	Timco Business Park	Y	1	0	1700

4700	Timco	118	Business Replaced	Grupo CDC	No	Storage	Multi-tenant	Timco Business Park	Y	1	0	1650
5072	Timberhill	Apt. 7310	New Business	Finesse Apparel	No	Home Business	Home	N/A	Exempt	1	0	
5072	Timberhill	Apt. 8309	New Business	HealingEats	No	Home Business	Home	N/A	Exempt	1	0	
5072	Timberhill	Apt. 9310	New Business	Rocker Foo Media	No	Home Business	Home	N/A	Exempt	1	0	
6762	Timberhill		Inactive Home Business	0	No	N/A	Home	N/A	NA	0	0	
6891	Bandera	4	Existing Business	Browtiful lash	No	Retail - Specialty	Multi-tenant	Grass Valley #1	Y	**1**	0	1000
6901	Shadow Mist		Existing Business	Rita Kay Driggers PTA	No	School - NISD	Stand Alone	N/A	Exempt	1	0	
6893	Bandera	2	Existing Business	Fade Master	No	Service - Barber/Salon	Multi-tenant	Grass Valley #1	Y	1	**0**	
6893	Bandera	A	Existing Business	Ace America's Cash Express	No	Financial - Services	Multi-tenant	Grass Valley #1	Y	1	0	
6894	Bandera		Existing Business	Centro De Avivemiendo Church	No	Community - Church	Stand Alone	Bandera Plaza	Y	1	0	
6895	Bandera		Existing Business	Leslie's Pool Supplies	No	Retail	Multi-tenant	Grass Valley #1	Y	**1**	0	
6898	Bandera		Existing Business	Title Max Title Loans	No	Financial - Services	Stand Alone	Bandera Plaza	Y	1	0	
6900	Bandera		Existing Business	USAA ATM	No	Financial - Bank/Credit Union/ATM	Other	Leon Valley Shopping Center	Exempt	1	0	
6901	Bandera		Existing Business	Firestone Tire Company	No	Auto - Accessories	Stand Alone	Leon Valley Shopping Center	Y	1	0	
6904	Bandera	6	Business Replaced	Collectr District	Yes	Retail - Collectibles	Multi-tenant	Bandera Square	Y	1	0	
6904	Bandera	1	Existing Business	Soccer Guru	No	Retail - Sporting	Multi-tenant	Bandera Square	Y	**1**	0	
6904	Bandera	2	Business Replaced	Leon Valley Tailor	No	Service - Alterations/Embroidery	Multi-tenant	Bandera Square	Y	1	**0**	
6904	Bandera	3	Existing Business	5 Star Barber Company	No	Service - Barber/Salon	Multi-tenant	Bandera Square	Y	1	0	
6008	Grissom	A	Existing Business	Real Tech Collision & Auto	No	Auto - Repair	Multi-tenant	N/A	Y	1	0	
7372	Reindeer Trail		Vacant	Vacant	No	N/A	Multi-tenant	Leon Valley Business Park	NA	1	1	
5726	Evers		Vacant	Vacant	No	N/A	Multi-tenant	Rios' Crystal Mall	NA	1	1	
6904	Bandera	4	Business Replaced	Kaliana's Boutique	No	Retail- Clothing	Multi-tenant	Bandera Square	Y	1	0	

6904	Bandera	5	Business Replaced	Leon Valley Barbacoa Taco Spot	No	Food - Restaurant/Café	Multi-tenant	Bandera Square	Y	**1**	0	1000
6904	Bandera	7	Business Replaced	Grand City Mattress & Furniture (Acera Holdings LLC)	No	Retail - Furniture	Multi-tenant	Bandera Square	Y	1	**0**	1020
6904	Bandera	8	Existing Business	Texas Puppy Store	No	Pet - Sales	Multi-tenant	Bandera Square	Y	1	0	1900
6706	Timberhill		Inactive Home Business	0	No	N/A	Home	N/A	NA	**0**	**0**	
6915	Bandera	101	Existing Business	The Colour room Salon	Yes; Closed	Service - Barber/Salon	Multi-tenant	Leon Valley Shopping Center	Y	1	0	
6915	Bandera	102	Existing Business	San Antonio Mariachi Academy	Yes; Closed	School - Music	Multi-tenant	Leon Valley Shopping Center	Y	**1**	0	
6915	Bandera	100	New Business	LaundroLab	Yes	Laundrymat	Multi-tenant	Leon Valley Shopping Center	Y	1	0	
6915	Bandera	104	Existing Business	Flour in Flower	Yes	Food - Restaurant/Café	Multi-tenant	Leon Valley Shopping Center	Y	1	0	
6915	Bandera	103	Business Replaced	San Antonio Mariachi Academy	Yes; Closed	School - Music	Multi-tenant	Leon Valley Shopping Center	Y	**1**	0	
6931	Evening Sun St		Existing Business	Avalon Walkin Tubs	No	Retail - Home	Home	N/A	Exempt	1	0	
6935	Bandera		Existing Business	Aaron's Rent-A-Center	Yes	Retail	Multi-tenant	Leon Valley Shopping Center	Y	1	0	
6939	Bandera		Existing Business	Dollar Deal, LLC	Yes	Retail - Discount	Multi-tenant	Leon Valley Shopping Center	Y	1	0	4800
6002	Kinman		Existing Business	Professional Appliance Service	No	Service - Appliance Repair	Home	N/A	Exempt	1	**0**	
6945	Bandera		Existing Business	Once Upon a Child	Yes	Retail	Multi-tenant	Leon Valley Shopping Center	Y	**1**	0	
6955	Bandera		Existing Business	Beyond the cut	Yes; Closed	Service - Barber/Salon	Multi-tenant	Leon Valley Shopping Center	Y	1	1	
5405	Hurley		Business Replaced	Robins Nest Remodeling	No	Service - Home Remodel	Multi-tenant	N/A	Y	1	0	2200
6959	Bandera		Business Replaced	LIFELINE RGV, LLC (Pure Joy)	No	Retail - Collectibles	Multi-tenant	Leon Valley Shopping Center	Y	1	0	
6960	Bandera		Existing Business	Brother Audio Sound	No	Auto - Accessories	Stand Alone	N/A	Y	1	0	
4700	Timco	106	New Business	Fullblast Sound and Lights	No	Auto - Accessories	Multi-tenant	Timco Business Park	Y	1	0	1800
6963	Bandera		Existing Business	Peter Piper Pizza	No	Food - Restaurant/Café	Multi-tenant	Leon Valley Shopping Center	Y	1	0	
6965	Bandera		Existing Business	Peter Pipers Pizza	Yes; Closed	Food - Restaurant/Café	Multi-tenant	Leon Valley Shopping Center	Y	1	0	
6988	Bandera		Existing Business	Circle K 2740932 - Valero	No	Retail - Convenience/Fuel	Stand Alone	N/A	Y	**1**	0	

6997	Bandera		Existing Business	Compact Disc Exchange	Yes	Retail - Electronic	Multi-tenant	Leon Valley Shopping Center	Y	1	0	
7003	Bandera		Business Replaced	Auntie Anne's/Jamba Juice	No	Food - Restaurant/Café	Stand Alone	Clear Creek Shopping Center	Y	1	0	2000
7007	Bandera	3	New Business	Six Blades Jiu Jitsu/ Trilogy Jiu Jitsu	Yes; Closed	Gym - Fitness	Multi-tenant	Clear Creek Shopping Center	N	1	0	9000
7007	Bandera	2	Business Replaced	Sheena's Dog Grooming	Yes; Closed	Service - Dog groomer	Multi-tenant	Clear Creek Shopping Center	Y	1	0	1200
7007	Bandera	12	Existing Business	Macha Picchu Peruvian Grill	Yes; Closed	Food - Restaurant/Café	Multi-tenant	Clear Creek Shopping Center	Y	1	0	1050
6737	Poss	101	Business Replaced	Excalibur Barbell Club	No	Gym - Fitness	Multi-tenant	Poss Road Center	Y	1	0	3500
7007	Bandera	16	Existing Business	Texas Concept Home Improvement	Yes; Closed	Home - Repair/Remodeling	Multi-tenant	Clear Creek Shopping Center	Y	**1**	**0**	2200
7007	Bandera	7	New Business	Girl Gym	Yes; Closed	Fitness - Gym	Multi-tenant	Clear Creek Shopping Center	N	1	0	
7007	Bandera	1	Existing Business	Kwik Wash	Yes	Service - Laundrymat	Multi-tenant	Clear Creek Shopping Center	Y	1	**0**	2500
7007	Bandera	8	Existing Business	Town Mark insurance services	Yes	Service - Barber/Salon	Multi-tenant	Clear Creek Shopping Center	Y	**1**	0	100
7007	Bandera	10	New Business	Esta Noche Dance Studio	Yes	Gym - Dance Studio	Multi-tenant	Clear Creek Shopping Center	Y	1	1	2500
7007	Bandera	11	New Business	Esta Pizza	Yes	Retail	Multi-tenant	Clear Creek Shopping Center	Y	**1**	0	2700
7007	Bandera	13	Existing Business	I Love Churros	Yes	Food - Restaurant/Café	Multi-tenant	Clear Creek Shopping Center	Y	1	0	
7007	Bandera	14	Existing Business	I Love Churros	Yes	Food - Restaurant/Café	Multi-tenant	Clear Creek Shopping Center	Y	**1**	0	2617
7007	Bandera	15	Existing Business	Elite Tailoring	Yes	Service - Alterations/Embroidery	Multi-tenant	Clear Creek Shopping Center	Y	1	0	1400
7007	Bandera	18	New Business	Wulfspar Nexus	Yes	Entertainment - Indoor	Multi-tenant	Clear Creek Shopping Center	Y	1	0	
7007	Bandera	19	Vacant	Vacant	No	N/A	Multi-tenant	Clear Creek Shopping Center	NA	1	1	1200
7007	Bandera	21	New Business	Barberville Barbershop	Yes	Service- Barber	Multi-tenant	Clear Creek Shopping Center	Y	1	0	1300
7007	Bandera	23	New Business	Boss Beauties Hair Studio	Yes	Service - Barber/Salon	Multi-tenant	Clear Creek Shopping Center	Y	1	0	
7007	Bandera	24	Existing Business	Speedy Cash Payday and Title Loans	Yes	Financial - Services	Multi-tenant	Clear Creek Shopping Center	Y	1	0	3000
7015	Bandera	1	Existing Business	Tim's Oriental and Seafood Markets	Yes	Retail - Grocery	Multi-tenant	Lim's Village	Y	1	0	
4907	NW Industrial		Vacant	Vacant	No	N/A	Stand Alone	NW Industrial Park	Y	1	1	5999

7012	Bandera		Existing Business	Never Falter Crossfit	Yes; Closed	Gym - Crossfit	Multi-tenant	Bandera Heights	Y	1	0	3215
6828	Poss		Existing Business	Northwest Little League	No	Entertainment - Outdoor	Stand Alone	N/A	Y	1	0	
4700	Timco	101	New Business	South Texas Coatings Unlimited	No	Auto - Accessories	Multi-tenant	Timco Business Park	PENDING	1	0	
5617	Grissom		Existing Business	Northside ISD Human Resources	No	School - NISD	Stand Alone	N/A	Exempt	1	**0**	
5615	Grissom		Existing Business	Northside Benefits & Risk Management	No	School - NISD	Stand Alone	N/A	Exempt	1	0	
7358	Bandera		New Business	Dyer Custom Woodworking	No	Service - Carpentry	Multi-tenant	Leon Valley Business Park	Y	1	0	
7015	Bandera	3	Existing Business	Tim's Oriental and Seafood Markets	Yes	Retail - Grocery	Multi-tenant	Lim’s Village	Y	1	0	
5647	Grissom		Existing Business	NISD Testing Annex	No	School - NISD	Stand Alone	N/A	Exempt	1	0	
5651	Grissom		Existing Business	NISD Student Services	No	School - NISD	Stand Alone	N/A	Y	1	0	
5619	Grissom		Existing Business	NISD PD	No	Government - Public Safety	Stand Alone	N/A	Y	1	0	
6737	Poss	102	Vacant	Vacant	No	N/A	Multi-tenant	Poss Road Center	NA	1	1	5000
5000	NW Industrial		Business Replaced	Celestial Church of Christ Heavenly Glory Parish	No	Community - Church	Stand Alone	NW Industrial Park	Y	1	0	5000
6112	Rue Francois		New Business	LATIN BOX	No	Home Business	Home	N/A	Exempt	1	0	
6105	Rue Liliane		New Business	SPARKLY SENSATIONS	No	Home Business	Home	N/A	Exempt	1	0	
6224	Rue Marielyne		New Business	V & P ENTERPRISES	No	Home Business	Home	N/A	Exempt	1	0	
6224	Rue Marielyne		New Business	BE EARTHLING	No	Home Business	Home	N/A	Exempt	1	0	
6108	Rue Sophie		New Business	BRIAN P NIETFELD	No	Home Business	Home	N/A	Exempt	1	0	
6319	Rue Sophie		New Business	PAT'S ALTERATION	No	Home Business	Home	N/A	Exempt	1	0	
6505	Rue Francois		Inactive Home Business	0	No	Home Business	Home	N/A	NA	0	0	
7403	Canterfield		Inactive Home Business	0	No	Home Business	Home	N/A	NA	0	0	
5336	Wurzbach		Existing Business	Wells Fargo ATM	No	Financial - Bank/Credit Union/ATM	Multi-tenant	N/A	Exempt	1	0	
6400	Grissom		Existing Business	Mundo Verde Irrigation & Landscaping	No	Home - Lawn Service	Stand Alone	N/A	Y	1	0	

4700	Timco	100	Existing Business	Mr. O's Appliance Plus	No	Retail - Appliances	Multi-tenant	Timco Business Park	Y	1	1	**1600**
7013	Bandera	4	Existing Business	Tim's Oriental and Seafood Markets	Yes	Retail - Grocery	Multi-tenant	Lim's Village	Y	1	0	
7326	Reindeer Trail		Vacant	Vacant	No	N/A	Multi-tenant	Leon Valley Business Park	NA	1	**0**	
7014	Bandera	9	Existing Business	Tim's Oriental and Seafood Markets	Yes	Retail - Grocery	Multi-tenant	Lim's Village	Y	1	0	
7015	Bandera	11	Existing Business	Tim's Oriental and Seafood Markets	Yes	Retail - Grocery	Multi-tenant	Lim's Village	Y	1	0	
7015	Bandera	12	Vacant	Vacant	No	N/A	Multi-tenant	Lim's Village	NA	1	1	
6312	Grissom	1	Business Replaced	Service Care Collision	No	Auto - Repair	Multi-tenant	N/A	Y	1	**0**	
7328	Reindeer Trail		Vacant	Vacant	No	N/A	Multi-tenant	Leon Valley Business Park	NA	1	0	
6911	Sunlight		Inactive Home Business	0	No	N/A	Home	N/A	NA	0	0	
7015	Bandera	14	Vacant	Vacant	No	N/A	Multi-tenant	Lim's Village	NA	1	1	
7015	Bandera	15	Existing Business	Subway	Yes	Food - Restaurant/Café	Multi-tenant	Lim's Village	Y	1	**0**	
4700	Timco	107	Existing Business	Melchor Cabinet and Countertop	No	Service - Furniture	Multi-tenant	Timco Business Park	Y	1	0	
4810	NW Industrial		Business Replaced	Maximum Velocity Motorsports	No	Auto - Repair	Stand Alone	NW Industrial Park	Y	1	0	
6104	Locker		Inactive Home Business	0	No	N/A	Home	N/A	NA	0	**0**	
7015	Bandera	13	Existing Business	The Exclusive Cake Shope	Yes	Retail - Grocery - Specialty	Multi-tenant	Lim's Village	Y	**1**	0	
7016	Bandera		Existing Business	Whataburger	No	Food - Restaurant/Café	Stand Alone	N/A	Y	1	0	
7018	Bandera		Vacant	Vacant	No	N/A	Multi-tenant	Bandera Heights	NA	**1**	1	
7020	Bandera		Existing Business	Raising Cane's	No	Food - Restaurant/Café	Stand Alone	N/A	Y	1	**0**	
6011	Grissom		Business Replaced	A Place for Kids - Christian Learning Center	No	Community - Daycare	Stand Alone	N/A	Y	1	0	
6335	Pickering		Inactive Home Business	0	No	N/A	Home	N/A	NA	0	**0**	
6206	Setting Sun		Existing Business	Cryst Care Homes LLC Series Setting Sun	No	Medical - Adult Care Facility	Stand Alone	N/A	Y	**1**	0	
6737	Poss	206	Vacant	Vacant	No	N/A	Multi-tenant	Poss Road Center	NA	**1**	1	

6613	Charles		New Business	PHOTOS BY NATALIE ROSE, LLC	No	Home Business	Home	N/A	Exempt	1	0	
6630	Cherryleaf		Inactive Home Business	0	No	N/A	Home	N/a	NA	0	0	
5900	NW Industrial		Business Replaced	Darryl's Cars	No	Finanical - Insurance	Stand Alone	NW Industrial Park	Y	1	0	
5630	Wurzbach		Vacant	Vacant	No	N/A	Stand Alone	N/A	NA	1	1	
5701	Wurzbach		New Business	Ancira Commercial Truck Center	No	Auto - Repair	Stand Alone	N/A	Y	1	0	
5708	Wurzbach		Existing Business	Bottlecaps Liquor	Yes	Retail - Liqiour	Multi-tenant	Sunset Plaza	Y	1	0	
7330	Reindeer Trail		Business Replaced	Santex Air LLC	No	Service - HVAC	Multi-tenant	Leon Valley Business Park	Y	1	0	1500
4700	Timco	110	Business Replaced	SINDUSTRY 210	No	Auto - Repair	Multi-tenant	Timco Business Park	N	1	0	1800
7022	Bandera		Existing Business	Otaku Café	Yes	Entertainment - Indoor	Multi-tenant	Bandera Heights	Y	1	0	5340
5712	Wurzbach		Existing Business	First Choice International Supermarket	Yes	Retail - Grocery - Specialty	Multi-tenant	Sunset Plaza	Y	**1**	0	
7055	Forest Meadow		Existing Business	Leslie Martinez Photography	No	Services - Photography	Home	N/A	Y	1	0	365
6360	Grissom		Existing Business	Leon Valley Storage Annex	No	Office - Storage	Stand Alone	N/A	Y	1	0	
6200	Grissom		Existing Business	Leon Valley Storage (UHL's Storage)	No	Office - Storage	Stand Alone	N/A	Y	1	0	
5744	Evers		Vacant	Vacant	No	N/A	Multi-tenant	Rios' Crystal Mall	NA	1	1	
5748	Evers	103	Existing Business	Fred Loya Insurance	No	Finanical - Insurance	Multi-tenant	N/A	Y	**1**	0	
5748	Evers	101	Existing Business	Domino's Pizza	No	Food - Restaurant/Café	Multi-tenant	N/A	Y	1	0	1969
5748	Evers	102	Existing Business	Vape city	No	Retail - Vape	Multi-tenant	N/A	Y	1	0	
5811	Grass Hill		New Business	LNB DESIGNS	No	Home Business	Home	N/A	Exempt	1	0	
6210	Grass Hill		Existing Business	Leon Valley Grass Hill Well	No	Government - Leon Valley	Stand Alone	N/A	Y	1	0	
5750	Evers		Business Replaced	Syrian Kitchen Halal Food	No	Food - Restaurant/Café	Multi-tenant	Rios' Crystal Mall	N	1	0	1467
6400	El Verde		Existing Business	Leon Valley City Hall	No	Government - Leon Valley	Stand Alone	N/A	Y	**1**	0	
6812	Poss		Existing Business	Leon Trace Apartments	No	Community - Apartments	Stand Alone	N/A	Y	**1**	0	

6532	Adair		Inactive Home Business	0	No	N/A	Home	N/A	NA	0	0	
6406	Red Jacket		Inactive Home Business	0	No	N/A	Home	N/A	NA	1	0	
4700	Timco	115	Business Replaced	D&K Distributing LLC	No	Office - Contractor Facility	Multi-tenant	Timco Business Park	Y	1	0	
5716	Wurzbach		Vacant	Vacant	No	N/A	Multi-tenant	Sunset Plaza	NA	1	1	2400
7015	Sunlight		Inactive Home Business	0	No	N/A	Home	N/A	NA	1	**0**	
6910	Fernmoss		Inactive Home Business	0	No	Home Business	Home	N/A	NA	0	0	
5718	Wurzbach	B	Vacant	Vacant	No	N/A	Multi-tenant	Sunset Plaza	NA	1	1	1200
7026	Bandera		Existing Business	Jackson Hewitt Tax Service	Yes	Financial - Tax	Multi-tenant	Bandera Heights	Y	**1**	0	1200
6807	Cloverbend		New Business	VEE'S EMBROIDERY	No	Home Business	Home	N/A	Exempt	1	0	
6815	Cloverbend		New Business	GREEN LAWNS OF TEXAS	No	Home Business	Home	N/A	Exempt	1	0	
6703	Cloverbend		Inactive Home Business	0	No	N/A	Home	N/A	NA	0	0	
5718	Wurzbach	A	Existing Business	Rozy Eyebrow Threading	Yes	Service - Spa/Nail Salon	Multi-tenant	Sunset Plaza	Y	1	0	
6625	Adair		Inactive Home Business	0	No	N/A	Home	N/A	NA	0	0	
6605	Countess Adria		New Business	JW ELITE LLC	No	Home Business	Home	N/A	Exempt	1	0	
5408	Daughtry		Existing Business	Sendero Assembly of God	No	School - Religion Based	Stand Alone	N/A	Y	1	0	
4921	Hodges		Inactive Home Business	0	No	N/A	Home	N/A	NA	0	0	
6707	Sunlight		Inactive Home Business	0	No	N/A	Home	N/A	NA	1	0	
7334	Reindeer Trail		Existing Business	Beyond Leak Detections	No	Storage	Multi-tenant	Leon Valley Business Park	Y	1	0	1100
4707	NW Industrial		Existing Business	Joe W. Fly Co Inc. Air Filtration Products & Services	Yes; Closed	Home - HVAC	Stand Alone	NW Industrial Park	Y	**1**	**0**	
7030	Bandera		Existing Business	Pet Land	Yes	Pet - Supplies	Multi-tenant	Bandera Heights	Y	1	0	
6222	Setting Sun		Inactive Home Business	0	No	N/A	Home	N/A	NA	1	0	
6810	Evening Sun		New Business	CASSAPORA	No	Home Business	Home	N/A	Exempt	1	0	

6919	Evening Sun		New Business	BRUJATX	No	Home Business	Home	N/A	Exempt	1	0	
7027	Evening Sun		New Business	3 AMIGOS SERVICES	No	Home Business	Home	N/A	Exempt	1	0	
7018	Evening Sun		Inactive Home Business	Vacant	No	Home Business	Home	N/A	NA	0	0	
6012	Grissom	1	Existing Business	Jacob Motors	No	Auto - Sales	Stand Alone	N/A	Y	**1**	0	35000
6012	Grissom	2	Existing Business	Jacob Motors	No	Auto - Sales	Stand Alone	N/A	Y	**1**	0	2000
6012	Grissom	3	Existing Business	Jacob Motors	No	Auto - Sales	Stand Alone	N/A	Y	**1**	0	1500
7031	Bandera		Vacant	Vacant	No	N/A	Stand Alone	N/A	NA	1	1	
6018	Exchange Parkway		Existing Business	J.B. Woolf Sheds	Yes	Home - Misc	Stand Alone	N/A	Y	1	0	
6302	Stirrup		Inactive Home Business	0	No	N/A	Home	N/A	NA	1	0	
5720	Wurzbach		Existing Business	Marvelous Salon and Spa	Yes	Service - Spa/Nail Salon	Multi-tenant	Sunset Plaza	Y	1	0	
6238	Forest Bend		Inactive Home Business	0	No	Service - Engineering	Home	N/A	NA	0	0	
7332	Linklea		Inactive Home Business	0	No	N/A	Home	N/A	NA	0	0	
5724	Wurzbach	B	Existing Business	SA City Barbershop	Yes; Closed	Service - Barber/Salon	Multi-tenant	Sunset Plaza	Y	1	0	
6714	Thunderbird		Inactive Home Business	0	No	N/A	Home	N/A	NA	1	0	
6825	Huebner		Existing Business	United States Postal Office	No	Government - USPS	Stand Alone	N/A	Y	1	0	
6655	Poss	A	Existing Business	Heaven Automotive	No	Auto - Repair	Stand Alone	N/A	Y	1	0	4200
5401	Hurley		Existing Business	Hair Masters Salon and Day Spa	No	Service - Barber/Salon	Stand Alone	N/A	Y	1	0	
5772	Evers		Existing Business	The Sunnah The Better Islamic Gift Shop	No	Retail	Multi-tenant	Rios' Crystal Mall	Y	1	0	
5724	Wurzbach	C	Vacant	Vacant	No	N/A	Multi-tenant	Sunset Plaza	NA	1	1	380
5724	Wurzbach	A	Vacant	Vacant	No	N/A	Multi-tenant	Sunset Plaza	NA	1	1	
6312	Grissom	2	Business Replaced	Service Care Collision	No	Auto - Repair	Multi-tenant	N/A	Y	**1**	0	
7035	Bandera		Vacant	Vacant	No	N/A	Multi-tenant	Oak Center Plaza	NA	1	1	

7616	Eckhert	1	Business Replaced	The 5 Dollar Brow Line	No	Service - Barber/Salon	Multi-tenant	N/A	Y	1	0	
6511	Pecan Acres		Existing Business	Photography by Godsey	No	Service - Photography	Home	N/A	Exempt	**1**	0	
7336	Reindeer Trail		Existing Business	Beyond Leak Detections	No	Service - Electric Leak Detection	Multi-tenant	Leon Valley Business Park	Y	1	0	
4700	Timco	119	Business Replaced	Cirque Aria	No	Gym - Sport	Multi-tenant	Timco Business Park	Y	1	**0**	
5724	Wurzbach	D	Vacant	Vacant	No	N/A	Multi-tenant	Sunset Plaza	NA	1	1	
5724	Wurzbach	E	Existing Business	KT African Hair Braiding	Yes	Service - Barber/Salon	Multi-tenant	Sunset Plaza	Y	1	0	
5728	Wurzbach		Vacant	Vacant	No	N/A	Multi-tenant	Sunset Plaza	NA	1	1	
5900	Evers		Existing Business	Northside ISD Administration Building	No	School - NISD	Stand Alone	N/A	Exempt	1	0	
5730	Wurzbach		Vacant	Vacant	No	N/A	Multi-tenant	Sunset Plaza	NA	1	1	
6233	Evers	2	Vacant	Vacant	No	N/A	Multi-tenant	N/A	NA	**1**	**1**	
6233	Evers	5	Business Replaced	Makeup & Hair By Annika Studio	No	Service - Barber/Salon	Multi-tenant	N/A	Y	1	0	
7036	Bandera		Existing Business	Tuxedo Jones	Yes	Retail - Clothing	Multi-tenant	Bandera Heights	Y	**1**	**0**	3050
6132	Stirrup		Existing Business	Firecat Studio	No	Service - Marketing	Home	N/A	Exempt	1	0	
5732	Wurzbach		Vacant	Vacant	No	N/A	Multi-tenant	Sunset Plaza	NA	1	1	
5736	Wurzbach	A	Vacant	Vacant	No	N/A	Multi-tenant	Sunset Plaza	NA	1	1	2400
7038	Bandera		Business Replaced	Sumer Barber Shop	Yes; Closed	Service - Barber/Salon	Multi-tenant	Bandera Heights	Y	**1**	0	1847
7040	Bandera		Existing Business	Sally Beauty	No	Retail - Beauty Supplies	Multi-tenant	Bandera Heights	Y	1	0	
7042	Bandera		Vacant	Vacant	No	N/A	Multi-tenant	Bandera Heights	NA	1	1	
7923	Stebbins		Inactive Home Business	0	No	N/A	Home	N/A	NA	1	0	4300
7043	Bandera		Business Replaced	Angelic Medical Designs	Yes; Closed	Medical - Equipment/ Supplies/Repair	Multi-tenant	Oak Center Plaza	Y	1	0	
6233	Evers	6	Existing Business	Farmers Insurance - Jorge Duque Farmers Insurance	No	Finanical - Insurance	Multi-tenant	N/A	Y	1	0	
6233	Evers	1	Existing Business	Esteem Home Health Care	No	Medical - Home Health Care	Multi-tenant	N/A	Y	1	0	

7044	Bandera		Existing Business	Omni Life	No	Retail - Health	Multi-tenant	Bandera Heights	Y	1	0	
5736	Wurzbach	B	Vacant	Vacant	No	N/A	Multi-tenant	Sunset Plaza	NA	1	1	
5740	Wurzbach		Existing Business	VelvisDoll Beauty	Yes; Closed	Service - Spa/Nail Salon	Multi-tenant	Sunset Plaza	Y	1	0	3,900
7046	Bandera		Existing Business	Dollar Tree	No	Retail - Discount	Multi-tenant	Bandera Heights	Y	**1**	0	
7047	Bandera		Existing Business	Tom Gueringer State Farm	Yes; Closed	Finanical - Insurance	Multi-tenant	Oak Center Plaza	Y	1	**0**	600
7050	Bandera		Existing Business	Starbucks Coffee	No	Food - Restaurant/Café	Stand Alone	N/A	Y	1	0	
7051	Bandera		Vacant	Vacant	No	N/A	Multi-tenant	Oak Center Plaza	NA	1	1	
7055	Bandera		Existing Business	Macias Health Care Clinic	No	Medical - Clinic/Hospital	Multi-tenant	Oak Center Plaza	Y	1	0	1250
7057	Bandera		Existing Business	The Heritage Fellowship Church	Yes; Closed	Community - Church	Multi-tenant	Oak Center Plaza	N	1	0	
7058	Bandera		Existing Business	Hobby Lobby	No	Retail - Home	Multi-tenant	Bandera Heights	Y	**1**	0	
6233	Evers	4	Existing Business	CPR of San Antonio/San Antonio AED Supplies	No	School - Medical	Multi-tenant	N/A	Y	1	0	
6233	Evers	7	Vacant	Vacant	No	N/A	Multi-tenant	N/A	NA	**1**	1	
7059	Bandera		Existing Business	The Heritage Fellowship Church	Yes; Closed	Community - Church	Multi-tenant	Oak Center Plaza	N	1	0	
7031	Evening Sun		Existing Business	Evening Sun Care Home	No	Medical - Adult Care Facility	Stand Alone	N/A	Y	1	0	1700
6233	Evers	3	Vacant	Vacant	No	N/A	Multi-tenant	N/A	NA	1	1	
4637	Timco		Existing Business	Escante	No	Retail - Wholesale	Stand Alone	N/A	Y	**1**	0	
7061	Bandera		Vacant	Vacant	No	N/A	Multi-tenant	Oak Center Plaza	NA	1	1	
7062	Bandera		Existing Business	Beauty Pop	No	Retail - Beauty Supplies	Multi-tenant	Bandera Heights	Y	1	0	7007
7340	Reindeer Trail		Business Replaced	BLT Flooring Contractor	No	Service - Flooring	Multi-tenant	Leon Valley Business Park	N	1	**0**	
7063	Bandera		Vacant	Vacant	No	N/A	Multi-tenant	Oak Center Plaza	NA	**1**	1	
7065	Bandera		Business Replaced	Color Me Prunella	Yes	Service - Barber/Salon	Multi-tenant	Oak Center Plaza	Y	1	0	600
7067	Bandera		Existing Business	DD's African Hair Braidins	Yes; Closed	Service - Barber/Salon	Multi-tenant	Oak Center Plaza	Y	1	0	

7068	Bandera		Existing Business	Atlantis Discovered	Yes; Closed	Retail	Multi-tenant	Bandera Heights	Y	**1**	**0**	
6647	Cades Cove		Existing Business	Educare Community Living.	No	Medical - Adult Care Facility	Stand Alone	N/A	Y	**1**	0	
5742	Wurzbach		Existing Business	Sari-Sari Filipino Restaurant and Market (storage)	Yes	Food - Restaurant/Café	Multi-tenant	sunset plaza	Y	1	0	
7070	Bandera		Existing Business	I Brow + Beauty Salon	Yes; Closed	Service - Barber/Salon	Multi-tenant	Bandera Heights	Y	1	0	840
6901	Shadow Mist		Existing Business	Driggers Elementary School	No	School - NISD	Stand Alone	N/A	Y	1	**0**	
7071	Bandera		Business Replaced	Asset Insurance Groups	Yes; Closed	Finanical - Insurance	Multi-tenant	Oak Center Plaza	N	1	0	1000
7072	Bandera		Existing Business	Family Dentistry of SA	No	Medical - Dentistry	Multi-tenant	Bandera Heights	Y	1	0	
7074	Bandera		Existing Business	Family Dentistry of SA	No	Medical - Dentistry	Multi-tenant	Bandera Heights	Y	**1**	0	1226
7101	Huebner		Existing Business	Villas of Leon Valley	No	Community - Apartments	Stand Alone	N/A	Y	**1**	**0**	
7058	Autumn Chase		Inactive Home Business	0	No	N/A	Home	N/A	NA	0	0	
6237	Evers		Existing Business	Kids care Learning Center	No	Service - Child Care	Stand Alone	N/A	Y	1	0	
7341	Reindeer Trail		Vacant	Vacant	No	N/A	Multi-tenant	Leon Valley Business Park	NA	1	1	
7075	Bandera		Existing Business	Wolfpack Fighting and Fitness Academy	Yes; Closed	Gym - Martial Arts	Multi-tenant	Oak Center Plaza	Y	**1**	0	
7111	Huebner		Existing Business	Leon Valley Elementary	No	School - NISD	Stand Alone	N/A	Y	1	0	
5752	Wurzbach		Existing Business	Sari-Sari Filipino Restaurant and Market	Yes	Food - Restaurant/Café	Multi-tenant	Sunset Plaza	Y	1	0	
7616	Eckhert	3	Existing Business	4ever Young Hair Salon	No	Service - Barber/Salon	Multi-tenant	N/A	Y	**1**	0	
5305	Blackberry		Business Replaced	Always for You Assisted Living	No	Medical - Adult Care Facility	Stand Alone	N/A	Y	1	0	3875
7076	Bandera		Existing Business	Laurie's Nail	Yes; Closed	Service - Spa/Nail Salon	Multi-tenant	Bandera Heights	Y	1	**0**	
7078	Bandera		Vacant	Vacant	No	N/A	Multi-tenant	Bandera Heights	NA	1	1	
7080	Bandera		Business Replaced	Hyderabadi Spicy Matka Indian Restaurant	Yes; Closed	Food - Restaurant/Café	Multi-tenant	Bandera Heights	Y	1	0	
5628	NW Loop 410		Existing Business	Custom Sounds & Tint	No	Auto - Accessories	Stand Alone	N/A	Y	**1**	0	
7407	Canterfield		Inactive Home Business	0	No	Home - Electrical	Home	N/A	NA	0	0	

6748	Poss		Existing Business	Country Home Learning Center	No	Service - Child Care	Stand Alone	N/A	Y	1	0	
6750	Poss		Existing Business	Country Home Learning Center	No	Service - Child Care	Stand Alone	N/A	Y	1	0	
4700	Timco	113	Vacant	Vacant	No	N/A	Multi-tenant	Timco Business Park	NA	1	**1**	
6401	El Verde		Existing Business	City of Leon Valley Annex	No	Government - Leon Valley	Stand Alone	N/A	Exempt	1	0	
5783	Wurzbach		Existing Business	Ancira Winton Chevrolet (Ancira Fleet)	No	Auto - Sales	Stand Alone	N/A	Y	1	0	3136
6313	Evers		Existing Business	Forest Oak Apartments	Yes	Community - Apartments	Stand Alone	N/A	Y	1	0	2800
6757	Poss		Existing Business	Chacho's	No	Food - Restaurant/Café	Stand Alone	N/A	Y	1	**0**	
5800	Wurzbach		Existing Business	Christian Retirement Village	No	Community - Apartments	Stand Alone	N/A	Y	1	0	
5900	Wurzbach		Existing Business	Calypso Apartments	No	Community - Apartments	Stand Alone	N/A	Y	**1**	0	
6321	Evers		Existing Business	Leon Valley Conference Center	Yes	Entertainment - Event Center	Stand Alone	N/A	Y	1	0	
7350	Reindeer Trail		Vacant	Vacant	No	N/A	Multi-tenant	Leon Valley Business Park	NA	1	0	500
7022	Autumn Chase		Inactive Home Business	0	No	N/A	Home	N/A	NA	0	0	
7352	Reindeer Trail		Vacant	Vacant	No	N/A	Multi-tenant	Leon Valley Business Park	NA	1	0	
4700	Timco	116	Business Replaced	Enduring Freedom Co.	No	**Nonprofit**	Multi-tenant	Timco Business Park	Y	1	0	1800
7354	Reindeer Trail		Vacant	Vacant	No	N/A	Multi-tenant	Leon Valley Business Park	NA	1	0	
5901	Wurzbach		Existing Business	Ancira Chevrolet Body Shop	No	Auto - Repair	Stand Alone	N/A	Y	1	0	
6020	Cammie Way		Existing Business	Boss Computer Consulting	No	Service - Consultant	Home	N/A	Exempt	1	0	
6417	Evers		Business Replaced	Poppy's Cafe	Yes	Food - Restaurant/Café	Stand Alone	N/A	Y	1	0	
6425	Evers		Existing Business	Leon Valley Public Library	No	Government - Leon Valley	Stand Alone	N/A	Y	1	0	
5201	Savory Glen		Inactive Home Business	0	No	N/A	Home	N/A	NA	1	0	
7356	Reindeer Trail		Business Replaced	Pro1 Automotive	No	Auto - Accessories	Multi-tenant	Leon Valley Business Park	Y	1	**0**	1500
7360	Reindeer Trail		Business Replaced	Williams	No	Warehouse/Storage	Multi-tenant	Leon Valley Business Park	Y	1	0	

7364	Reindeer Trail		Business Replaced	Garage 45	No	Home - HVAC	Multi-tenant	Leon Valley Business Park	Y	1	0	1500
6427	Evers		Existing Business	Leon Valley Community Center	Yes	Entertainment - Event Center	Stand Alone	N/A	Y	1	**0**	
7081	Bandera		Existing Business	Meineke Car Care	No	Auto - Repair	Multi-tenant	N/A	Y	1	0	
7410	Huebner		Existing Business	DPS Facility	No	Government - State	Stand Alone	N/A	Y	1	0	
7420	Huebner		Existing Business	Church of Jesus Later	No	Community - Church	Stand Alone	N/A	Y	**1**	**0**	16558
7366	Reindeer Trail		Existing Business	Garage 45	No	Auto - Repair	Multi-tenant	Leon Valley Business Park	Y	1	0	
7083	Bandera		Existing Business	Jiffy Lube	No	Auto - Repair	Multi-tenant		Y	1	0	
7084	Bandera		Existing Business	Cici's	Yes; Closed	Food - Restaurant/Café	Multi-tenant	Bandera Heights	Y	**1**	0	
7086	Bandera		Business Replaced	Tok Foot Spa	No	Service - Foot Massage	Multi-tenant	Bandera Heights	Y	1	0	
7088	Bandera		Existing Business	Game Lot	Yes; Closed	Retail	Multi-tenant	Bandera Heights	Y	1	**0**	2499
7090	Bandera		New Business	Teriyaki Master	Yes	Food - Restaurant/Café	Multi-tenant	Bandera Heights	Y	1	0	
4727	Timco		Existing Business	Autoworks	No	Auto - Repair	Stand Alone	N/A	Y	1	0	
6737	Poss	300	Vacant	Vacant	No	N/A	Multi-tenant	Poss Road Center	NA	1	1	6700
6737	Poss	301	Business Replaced	Ladder Mesh Inc	No	Manufacturing	Multi-tenant	Poss Road Center	Y	1	**0**	6700
4700	Timco	108	Vacant	Vacant	No	N/A	Multi-tenant	Timco Business Park	NA	**1**	**1**	
7094	Bandera		Existing Business	Taqueria Jalisco	Yes	Food - Restaurant/Café	Multi-tenant	Bandera Heights	Y	1	0	
7368	Reindeer Trail		Existing Business	Cabinet Shop/ The Cabinet Wizard	No	Service - Furniture Repair	Multi-tenant	Leon Valley Business Park	N	1	0	
7096	Bandera		Existing Business	Blue Star Liquor Smoke & Vape Shop	No	Retail - Liqiour	Multi-tenant	Bandera Heights	Y	**1**	0	1275
6740	Poss		Existing Business	Atlas Floor Inc	No	Office - Warehouse/Storage	Stand Alone	N/A	Y	1	**0**	
7098	Bandera	A	New Business	Toro Texano Meat Market	Yes	Food - Restaurant/Café	Multi-tenant	Bandera Heights	Y	1	0	
7098	Bandera	B	Vacant	Vacant	No	N/A	Multi-tenant	Bandera Heights	NA	1	1	
6429	Evers		Existing Business	Leon Valley Public Works	No	Government - Leon Valley	Stand Alone	N/A	Y	1	0	

6429	Evers	A	Existing Business	Tiger Sanitation	No	Service - Waste Management	Stand Alone	N/A	Y	1	0	
6440	Evers		Existing Business	Raymond Rimkus Park	No	Government - Leon Valley	Stand Alone	N/A	Exempt	1	0	
7100	Bandera		Existing Business	Texas Auto Inspections	No	Auto - Misc	Stand Alone	N/A	Y	1	0	
6213	Grissom	601	Vacant	Vacant	No	N/A	Multi-tenant	N/A	NA	**1**	1	
999	Shadow Mist		Existing Business	ARCA FV Properties, LLC	No	Entertainment - Outdoor	Other	N/A	Y	1	0	
7702	Eckhert		Business Replaced	Bilingual Child Academy	No	School - NISD	Stand Alone	N/A	Y	1	**0**	
7712	Eckhert		Existing Business	Wound Care	No	Medical - Clinic/Hospital	Stand Alone	N/A	Y	1	0	
6207	Forest Rose		Inactive Home Business	0	No	Medical - Adult Care Facility	Home	N/A	NA	0	0	
6500	Evers		Existing Business	Leon Valley Library Annex	No	Government - Leon Valley	Stand Alone	N/A	Y	1	**0**	
7046	Autumn Chase		Inactive Home Business	0	No	N/A	Home	N/A	NA	0	0	
7722	Eckhert		Existing Business	Fruteria Los Trejo #2	No	Food - Restaurant/Café	Stand Alone	N/A	Y	**1**	0	
7101	Bandera		Vacant	Vacant	No	N/A	Stand Alone	N/A	NA	1	1	
6609	Evers		Existing Business	Evers Stop	Yes	Retail - Convenience/Fuel	Multi-tenant	N/A	Y	**1**	0	
7106	Bandera		Existing Business	Shurgards Storage Centers	No	Office - Storage	Stand Alone	N/A	Y	1	0	
6935	Sunlight		Inactive Home Business	0	No	N/A	Home	N/A	NA	1	0	
6535	Sally Agee		Inactive Home Business	0	No	N/A	Home	N/A	NA	1	0	
6711	Sunlight		Inactive Home Business	0	No	N/A	Home	N/A	NA	1	0	
7724	Eckhert		Existing Business	Rhodes Driving School	No	School - Trade	Multi-tenant	N/A	Y	1	0	5500
7525	Linklea		Inactive Home Business	0	No	N/A	Home	N/A	NA	0	**0**	
4807	NW Industrial		Existing Business	A1 Scale Services	No	Retail - Specialty	Stand Alone	NW Industrial Park	Y	1	0	
7724	Eckhert		Existing Business	Maple Grove Montessori & Childcare (Kids Galaxy)	No	Service - Child Care	Multi-tenant	N/A	Y	1	0	
6814	Conestoga		Inactive Home Business	0	No	N/A	Home	N/A	NA	0	0	

4907	NW Industrial		Vacant	Vacant	No	N/A	Multi-tenant	NW Industrial Park	NA	1	1	
7108	Bandera		Vacant	Vacant	No	N/A	Stand Alone	N/A	NA	1	0	3497
7109	Bandera		Existing Business	Pet Town Dog Grooming	No	Pet - Grooming	Stand Alone	N/A	Y	1	0	720
6613	Evers		Business Replaced	Dara Bakery & Food	Yes; Closed	Food - Restaurant/Café	Multi-tenant	N/A	Y	1	0	
6617	Evers		Existing Business	Paradise Car Wash	No	Auto - Wash	Stand Alone	N/A	Y	**1**	0	
6800	Evers		Existing Business	St. John Baptist Church	No	Community - Church	Stand Alone	N/A	Y	1	0	
7113	Bandera		Vacant	Vacant	No	N/A	Stand Alone	N/A	NA	**1**	1	
7117	Bandera		Business Replaced	Texans for Rick Martinez	No	Nonprofit	Multi-tenant	N/A	Y	1	**0**	
7120	Bandera		Existing Business	The Busted Knuckle	Yes	Auto - Repair	Multi-tenant	N/A	Y	1	0	
7121	Bandera		Existing Business	Jack Biegger Realtors	No	Service - Realtor	Multi-tenant	N/A	Y	1	0	
7122	Bandera		Vacant	Vacant	No	N/A	Multi-tenant	N/A	NA	1	1	
7124	Bandera		Existing Business	210 Ice Cream and Street Tacos	No	Food - Restaurant/Café	Multi-tenant	N/A	Y	**1**	0	1000
7126	Bandera		Existing Business	210 Ice Cream and Street Tacos	No	Food - Restaurant/Café	Multi-tenant	N/A	Y	1	0	
7128	Bandera		New Business	H Ram Enterprises Inc (Hi-Tech Collision Repair Network)	No	Auto - Repair	Stand Alone	N/A	Y	1	0	4400
7132	Bandera		Existing Business	Bandera Pass Manufactured Home Community	No	Community - Manafactured	Other	N/A	Y	1	0	
7510	Huebner		Existing Business	Steurenthaler-Silo Park	No	Government - Park	Stand Alone	N/A	Exempt	1	0	
7137	Bandera		Existing Business	Bushes Chicken	Yes	Food - Restaurant/Café	Stand Alone	N/A	Y	1	0	
7153	Bandera	A	Existing Business	Redbox	No	Entertainment - CD/DVD	Other	N/A	Exempt	**1**	0	
7153	Bandera		Existing Business	Valero Circle K	No	Retail - Convenience/Fuel	Stand Alone	N/A	Y	1	0	
7154	Bandera		Existing Business	Circle K 2741048 - Valero	No	Retail - Convenience/Fuel	Stand Alone	N/A	Y	1	0	
7160	Bandera		Existing Business	Billy's Turtle Wash Self Service	No	Auto - Wash	Stand Alone	N/A	Y	1	0	
7180	Bandera		Vacant	Vacant	No	N/A	Stand Alone	N/A	NA	**1**	1	

7200	Bandera		Existing Business	Hacienda Vallarta Mexican Restaurant	No	Food - Restaurant/Café	Stand Alone	N/A	Y	1	**0**	
7205	Bandera	201	Vacant	Vacant	No	N/A	Multi-tenant		NA	**1**	1	
7205	Bandera	101	Business Replaced	Complete Care Insurance Group LLC	No	Professional Services - Insurance	Multi-tenant	Golden Girls Executive Center	Y	1	**0**	
7205	Bandera	203	Business Replaced	Saved by Nails Shop	No	Service - Spa/Nail Salon	Multi-tenant	Golden Girls Executive Center	Y	1	0	950
7210	Bandera		Existing Business	Club Car Wash	No	Auto - Wash	Stand Alone	N/A	Y	1	0	
7212	Bandera		Existing Business	Lockaway Storage	No	Service - Storage	Stand Alone	N/A	Y	1	0	
7212	Bandera		Existing Business	Lockaway Storage	No	Office - Storage	Stand Alone	N/A	Y	1	0	
7213	Bandera		Existing Business	In Focus Eyecare Center	No	Medical - Optometrist	Stand Alone	N/A	Y	**1**	0	
7217	Bandera		Business Replaced	EZ Air Conditioning & Heating	No	Office - Contractor	Stand Alone	N/A	Y	1	0	
7228	Bandera	100	Existing Business	Wecare Event Center	No	Entertainment - Event Center	Multi-tenant	WeCare Shopping Center	Y	1	0	1938
7228	Bandera	104	Existing Business	WeCare Family Dentistry	No	Medical - Dentistry	Multi-tenant	WeCare Shopping Center	Y	1	0	3763
7228	Bandera	120	Existing Business	MyOffice	No	Office	Multi-tenant	WeCare Shopping Center	NA	1	1	1196
7228	Bandera	124	Existing Business	WeCare Family Dentistry	No	Office - Property Management	Multi-tenant	WeCare Shopping Center	Y	1	0	600
7247	Bandera		Existing Business	Rodeo bar and grill	No	Food - Restaurant/Café	Stand Alone	NA	Y	1	**0**	2948
7370	Reindeer Trail		Existing Business	Cabinet Shop/ The Cabinet Wizard	No	Service - Furniture Repair	Multi-tenant	Leon Valley Business Park	Y	**1**	0	
7804	Eckhert		Existing Business	Grace Fellowship Baptist Church	No	Community - Church	Stand Alone	N/A	Y	1	0	
7249	Bandera		Business Replaced	Layne's Chicken Fingers	Yes	Food - Restaurant/Café	Stand Alone	N/A	PENDING	1	0	
Total	1028											

OCT FY2027

SALES TAX REPORT

CITY OF LEON VALLEY, TEXAS

Prepared by the Economic Development Department

FY2027 October Sales Tax Report
Date Published: 11/09/2026
Edition: 2

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FY2027 October Sales Tax Report
Date Published: 11/09/2026
Edition: 2

Background

The data enclosed in the following report is provided monthly by the Texas Comptroller. The sales tax information is reported 2 months in arrears; therefore, this report reflects actual sales tax figures for the calendar month August 2026 adjusted for the fiscal year Reporting Period[1]. This is a trend analysis report and does not reflect the City of Leon Valley's official finance or budget reports. The amount shown is what was reported to the City on the current month. This report is to show economic trends that affect sales tax collections. An official finance or budget report that includes sales tax collections must be requested from the finance department.

Executive Summary

TOTAL COLLECTIONS FY2026 YTD

The report for October 2026 showed that the City of Leon Valley collected $383,367 this fiscal year. This amount is +$2,577 or 0.68% higher than the reported collections compared to the preceding fiscal year month of October 2025.

Table 1. Total Collections Fiscal YTD (3-yr Comparison)[1]

MONTH OF REPORT (FY27)	COLLECTIONS REPORTED (2-MONTH ARREARS)	COLLECTED 2026-2027	COLLECTED 2025-2026	COLLECTED 2024-2025	COLLECTED 2023-2024	3 YEAR AVERAGE
OCT	Aug-26	383,367	380,790	362,807	391,348	378,315
NOV	Sep-26	-	415,917	445,715	421,314	427,649
DEC	Oct-26	-	395,520	380,912	366,119	380,850
JAN	Nov-26	-	343,614	356,103	363,283	354,333
FEB	Dec-26	-	472,798	459,224	432,238	454,753
MAR	Jan-27	-	329,377	327,375	326,763	327,838
APR	Feb-27	-	338,151	319,952	350,439	336,181
MAY	Mar-27	-	468,936	436,028	414,148	439,704
JUN	Apr-27	-	379,955	349,218	369,606	366,260
JUL	May-27	-	361,269	380,313	346,732	362,772
AUG	Jun-27	-	352,311	417,746	420,785	396,948
SEP	Jul-27	-	383,367	371,473	370,993	375,278
TOTAL		**383,367**	**4,622,005**	**4,606,866**	**4,573,769**	**4,600,880**

[1] **Reporting Period data reflects collections from August 2026 actuals. Data is compiled from ZacTax and State Comptroller reports released October 2026.**

Note: This report is not an official finance or budget report. The amount shown is what was reported to the City on the current month. This report is to show economic trends that affect sales tax collections. An official finance or budget report that includes sales tax collections must be requested from the finance department

FY2027 October Sales Tax Report
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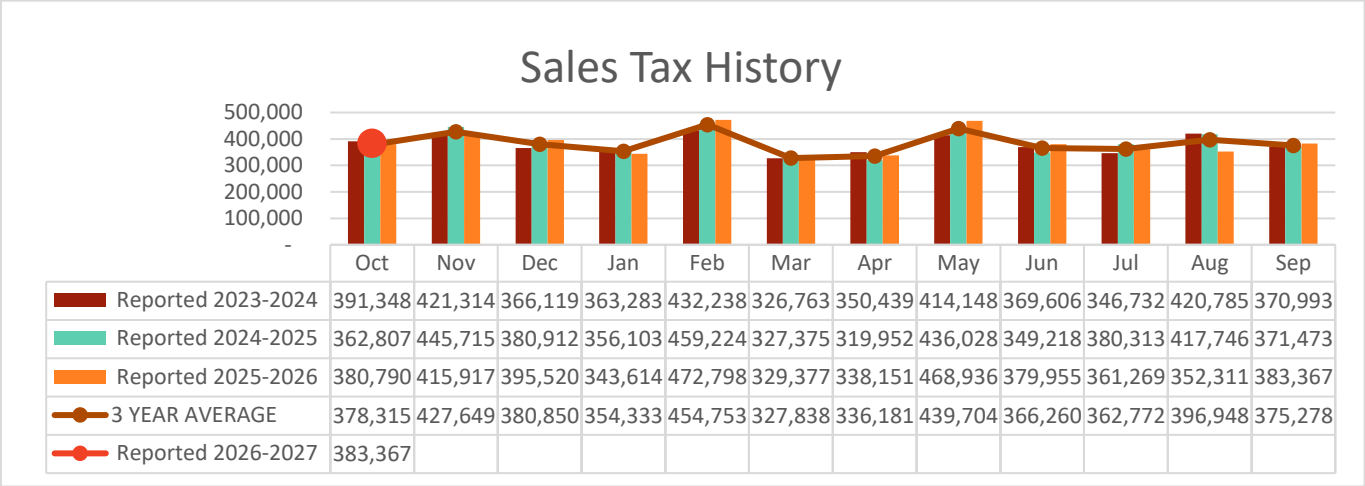
Graph 1. Sales Tax History Fiscal YTD (3-yr Comparison)[2]

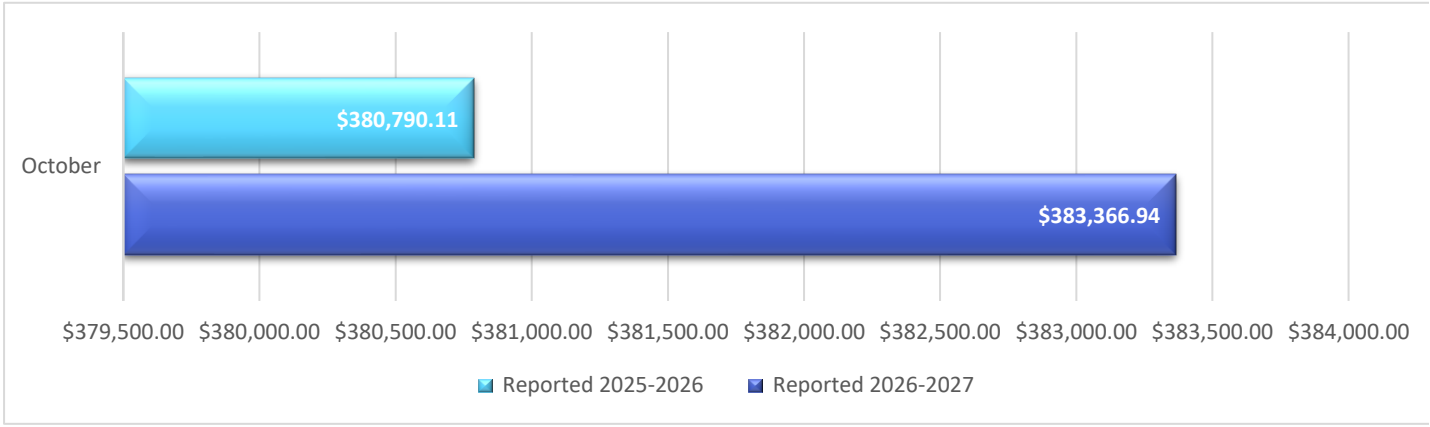


	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Reported 2023-2024	391,348	421,314	366,119	363,283	432,238	326,763	350,439	414,148	369,606	346,732	420,785	370,993
Reported 2024-2025	362,807	445,715	380,912	356,103	459,224	327,375	319,952	436,028	349,218	380,313	417,746	371,473
Reported 2025-2026	380,790	415,917	395,520	343,614	472,798	329,377	338,151	468,936	379,955	361,269	352,311	383,367
3 YEAR AVERAGE	378,315	427,649	380,850	354,333	454,753	327,838	336,181	439,704	366,260	362,772	396,948	375,278
Reported 2026-2027	383,367											

- Total Collections Reported FY2026 YTD: $383,367
- Year-over-Year Change: + $2,577 (0.68%)

Reporting Period Overview

Graph 2. Reporting Period Collections (Prior FY Comparison)[2]



- Reporting Period Total: $383,367
- Comparison to Last Year:
  - Last Year: $380,790

[2] **Reporting Period data reflects collections from August 2026 actuals. Data is compiled from ZacTax and State Comptroller reports released October 2026.**
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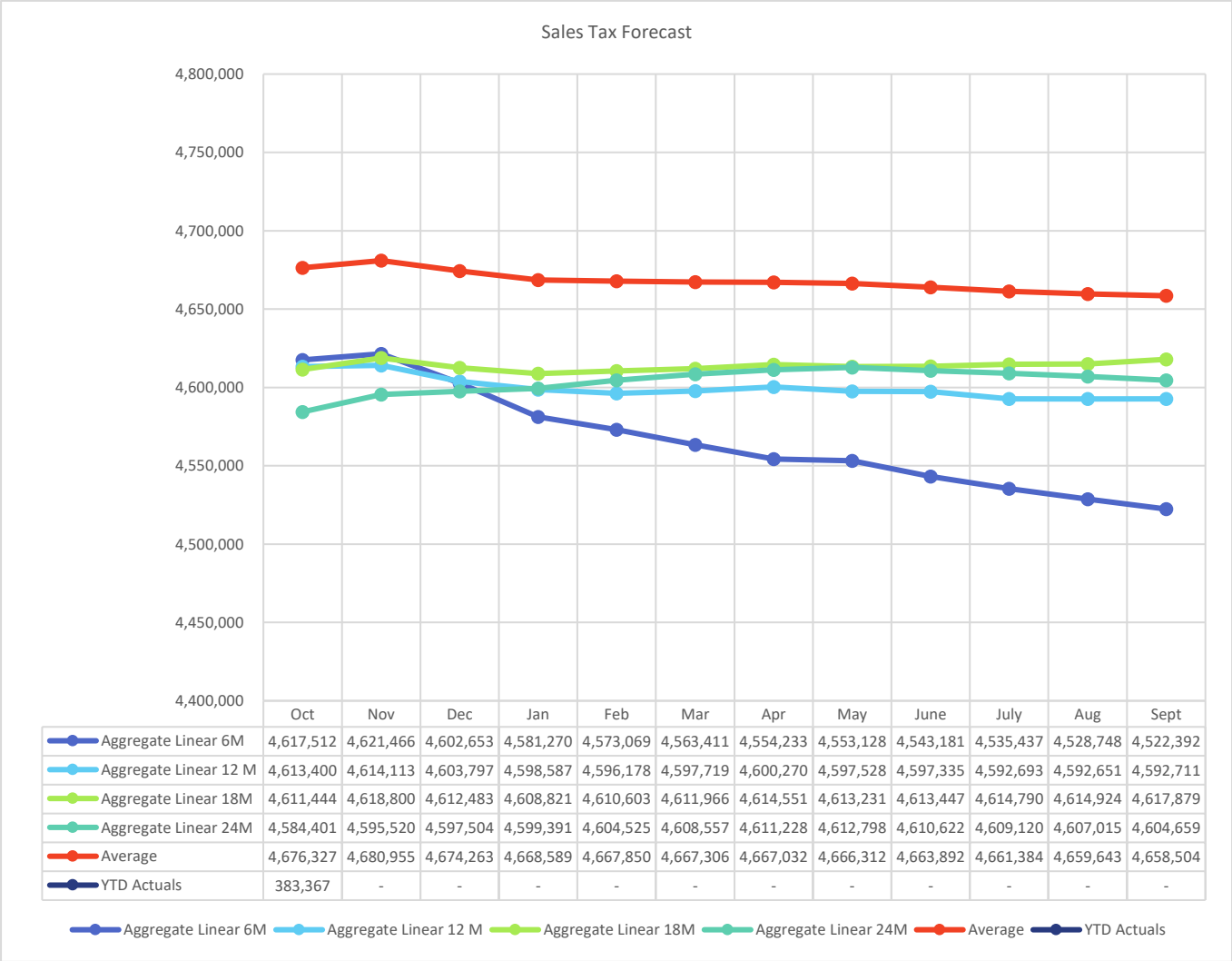
Graph 3. Sales Tax Forecast (FY2016-YTD)[3]



	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Aggregate Linear 6M	4,617,512	4,621,466	4,602,653	4,581,270	4,573,069	4,563,411	4,554,233	4,553,128	4,543,181	4,535,437	4,528,748	4,522,392
Aggregate Linear 12 M	4,613,400	4,614,113	4,603,797	4,598,587	4,596,178	4,597,719	4,600,270	4,597,528	4,597,335	4,592,693	4,592,651	4,592,711
Aggregate Linear 18M	4,611,444	4,618,800	4,612,483	4,608,821	4,610,603	4,611,966	4,614,551	4,613,231	4,613,447	4,614,790	4,614,924	4,617,879
Aggregate Linear 24M	4,584,401	4,595,520	4,597,504	4,599,391	4,604,525	4,608,557	4,611,228	4,612,798	4,610,622	4,609,120	4,607,015	4,604,659
Average	4,676,327	4,680,955	4,674,263	4,668,589	4,667,850	4,667,306	4,667,032	4,666,312	4,663,892	4,661,384	4,659,643	4,658,504
YTD Actuals	383,367	-	-	-	-	-	-	-	-	-	-	-

Graph 4. Sales Tax by Industry Sector (YTD)[3]

The City's core sectors are retail, general services, and food represent about 80% of collections in any given month. The graph shows the average distribution for the City of Leon Valley. Monthly, staff review the confidential sales tax data from the state to ensure there are no major variances in the City's core sales tax sectors and taxpayers.

[3] **Reporting Period data reflects collections from August 2026 actuals. Data is compiled from ZacTax and State Comptroller reports released October 2026.**

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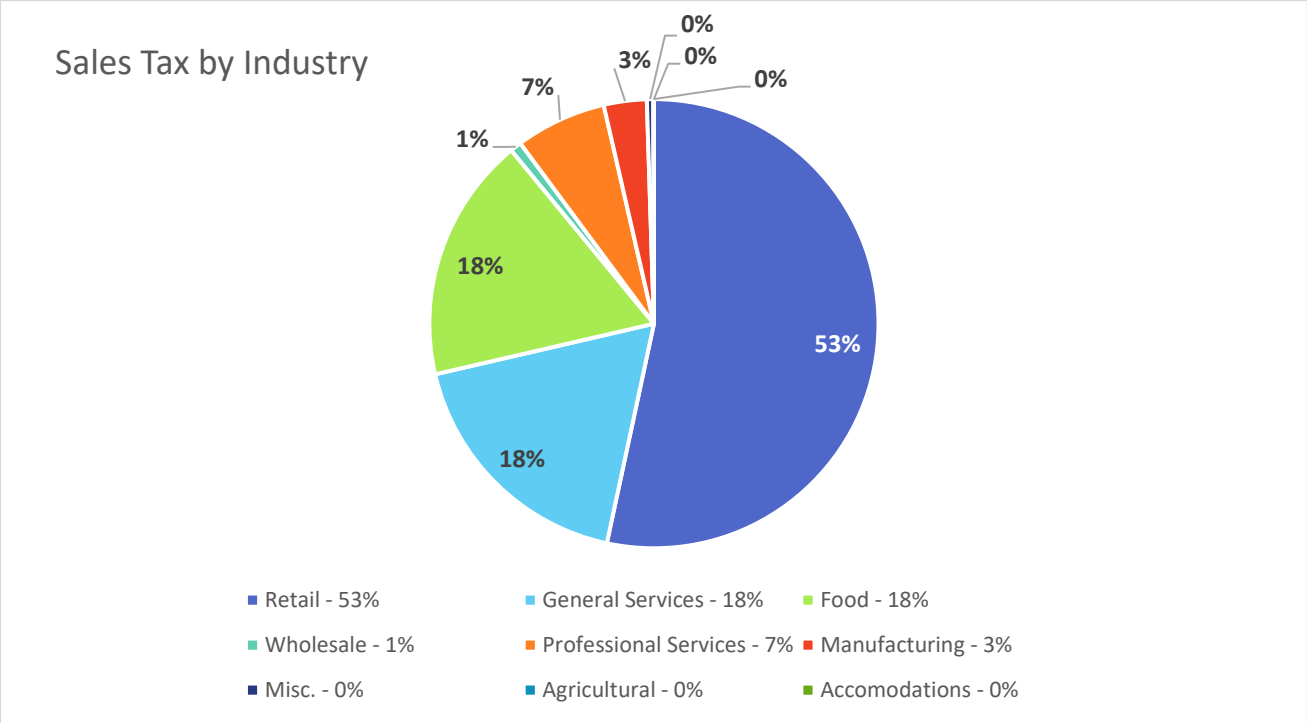


Core Sectors (~80% of total)[4]:

- Retail: 53%
- General Services: 18%
- Food: 18%

The City's sales tax base remains heavily dependent on consumer-facing industries.

Economic Environment

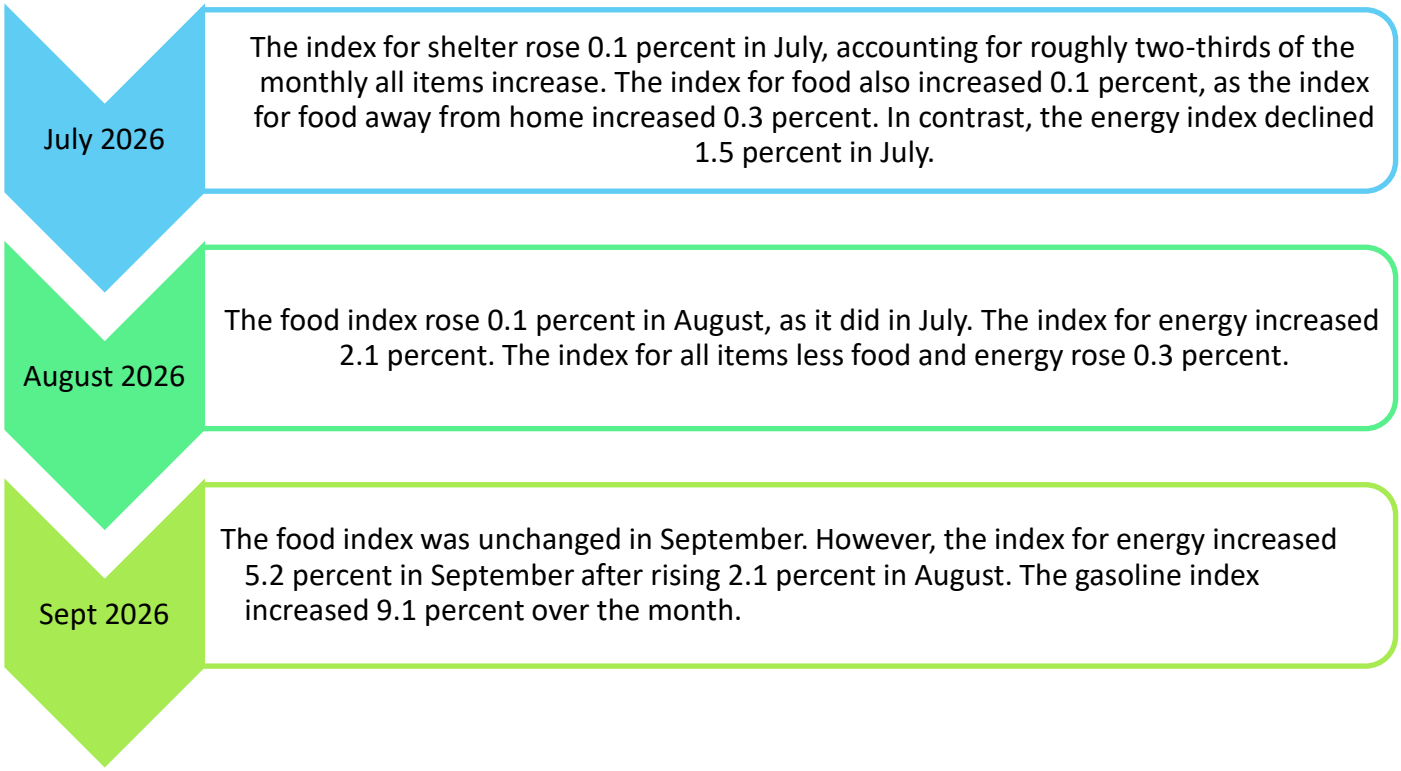
In addition to collecting sales tax data for revenue forecasting, the Economic Development Department also tracks federal trends in inflation and federal borrowing rates to monitor the national economic environment and impacts to household and commercial spending. Data for the current month reflects available data from the Federal Reserve and U.S. Department of Labor.

[4] Reporting Period data reflects collections from August 2026 actuals. Data is compiled from ZacTax and State Comptroller reports released October 2026.
Note: This report is not an official finance or budget report. The amount shown is what was reported to the City on the current month. This report is to show economic trends that affect sales tax collections. An official finance or budget report that includes sales tax collections must be requested from the finance department

Inflation

- Current Rate as of September 2026: 3.71725%[5]
- Trend: Rising
- Impact: Rising fuel and food costs mean higher transportation expenses, tighter household budgets, and increased operating pressures on local small businesses.

Diagram 1. YTD Consumer Price Index Changes[6]



Interest Rates / Monetary Policy

The federal funds rate is the main interest rate that guides the U.S. financial system. It affects other rates, like the prime rate that banks offer to their best customers. It also influences long term rates including mortgages, loans, and savings. The federal funds rate remains unchanged since the Federal Reserve voted 12-0 on September 16 to raise the federal funds rate by 25 basis points. As of October 26, the Federal Funds Effective

[5] **Federal Reserve Bank of St. Louis. *FRED Graph*. FRED, FRED Graph. Accessed 28 October 2026.**
[6] **U.S. Bureau of Labor Statistics. *Consumer Price Index News Release*. U.S. Department of Labor, https://www.bls.gov/news.release/cpi.nr0.htm. Accessed 28 October 2026. (bls.gov)**

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Rate is 3.88%.[7] Borrowing costs remained elevated for households and businesses. The City of Leon Valley is subject to national economic trends related to mortgage affordability, slower commercial investment, and tighter credit conditions for small businesses trying to expand or renovate.

Regional Comparison

The Economic Development Department also tracks how the City of Leon Valley compares to other benchmarked Texas cities in the San Antonio Metro Area. This data helps inform how the City compares in year-over-year changes in Sales Tax Collection.

Table 2. Leon Valley Ranked among San Antonio Metros – Sales Tax Collections (Oct 2026)

- Data not yet available.

Table 3. San Antonio Metros – Change in Sales Tax Collections Year-Over-Year (Sept 2026)[8]

City	Year-over-Year Change
Alamo Heights, Texas	▲ 3.95%
Balcones Heights, Texas	▲ 0%
Castle Hills, Texas	▼ -2.05%
Cibolo, Texas	▲ 4.24%
Converse, Texas	▲ 2.33%
Helotes, Texas	▼ -2.54%
Kirby, Texas	▼ -12%
Leon Valley, Texas	▼ -6.5%
Live Oak, Texas	▲ 0.06%
San Antonio, Texas	▼ -10.4%
Schertz, Texas	▼ -51.86%
Selma, Texas	▲ 14.57%
Shavano Park, Texas	▲ 38.49%
Universal City, Texas	▲ 1.74%
Windcrest, Texas	▲ 51.22%

[7] Board of Governors of the Federal Reserve System (US), Federal Funds Effective Rate [DFF], retrieved from FRED, Federal Reserve Bank of St. Louis; https://fred.stlouisfed.org/series/DFF , October 28, 2026.

[8] Sales Tax Collections from July 2026. Data is compiled from ZacTax and State Comptroller reports released/reported September 2026.
Note: This report is not an official finance or budget report. The amount shown is what was reported to the City on the current month. This report is to show economic trends that affect sales tax collections. An official finance or budget report that includes sales tax collections must be requested from the finance department

FY2026 Business Audit & Monthly Sales Tax Report

Sarah Woeppel, MA
Economic Development & Special Projects Director
City Council Meeting
December 01, 2026

Summary

- Question
  - **City Council is being asked to review results from the Economic Development Department's FY2026 Business Audit and Monthly Sales Tax Report**
- Options
  - Approval
  - Denial
  - Other
- Declaration
  - N/A

Purpose

- To present a briefing to City Council on the following reports prepared by the Economic Development Department:
  - (1) The FY2026 Business Audit and Q4 Business Inventory Report
  - (2) Monthly Sales Tax Reports

Background

July 21

City Council approved ECDAC Objectives

Aug-Oct

Staff reviewed business locations and prepared Business Inventory with the support of ECDAC

Nov 16

ECDAC Approved Business Inventory

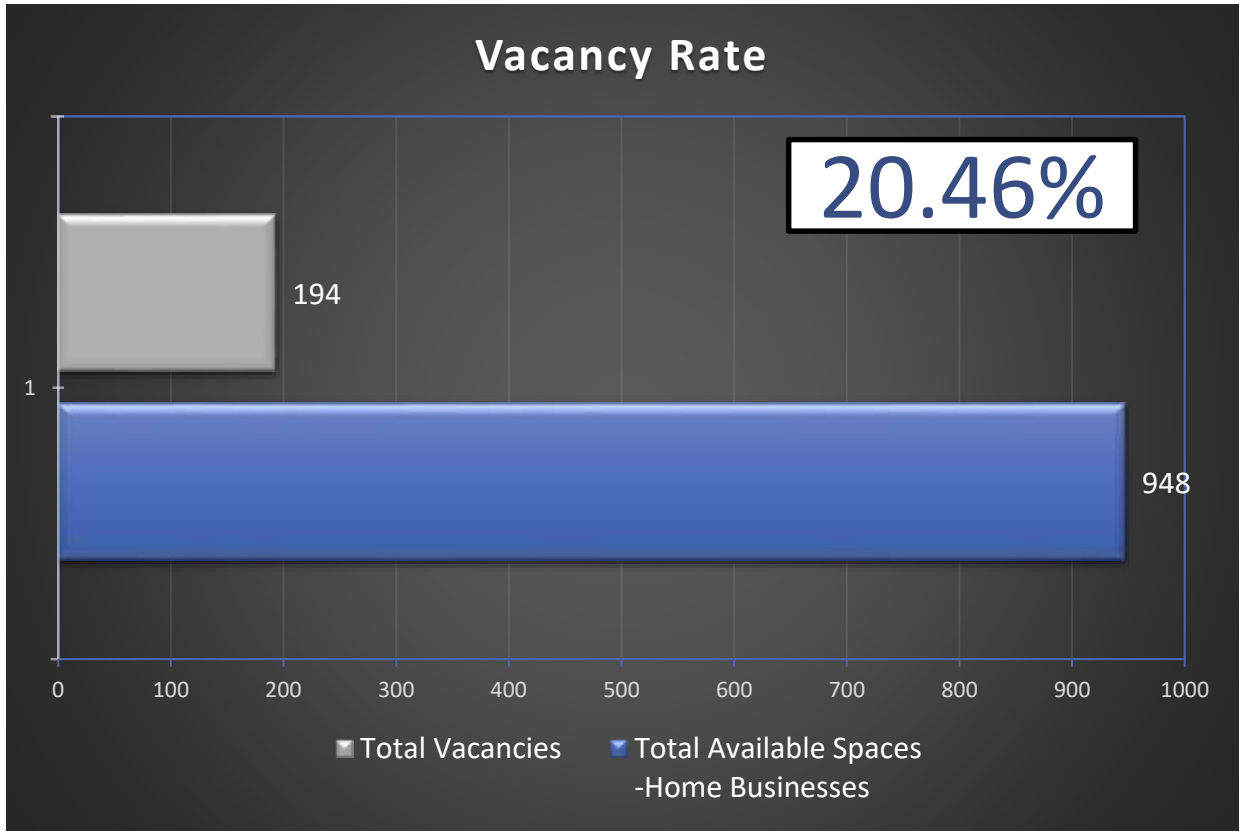
Dec 01

Staff presentation on findings, action taken, and next steps

Ongoing

Staff to provide an updated Business Inventory Report on a quarterly basis to share progress on vacancies and visits with businesses

Business Inventory – Vacancies



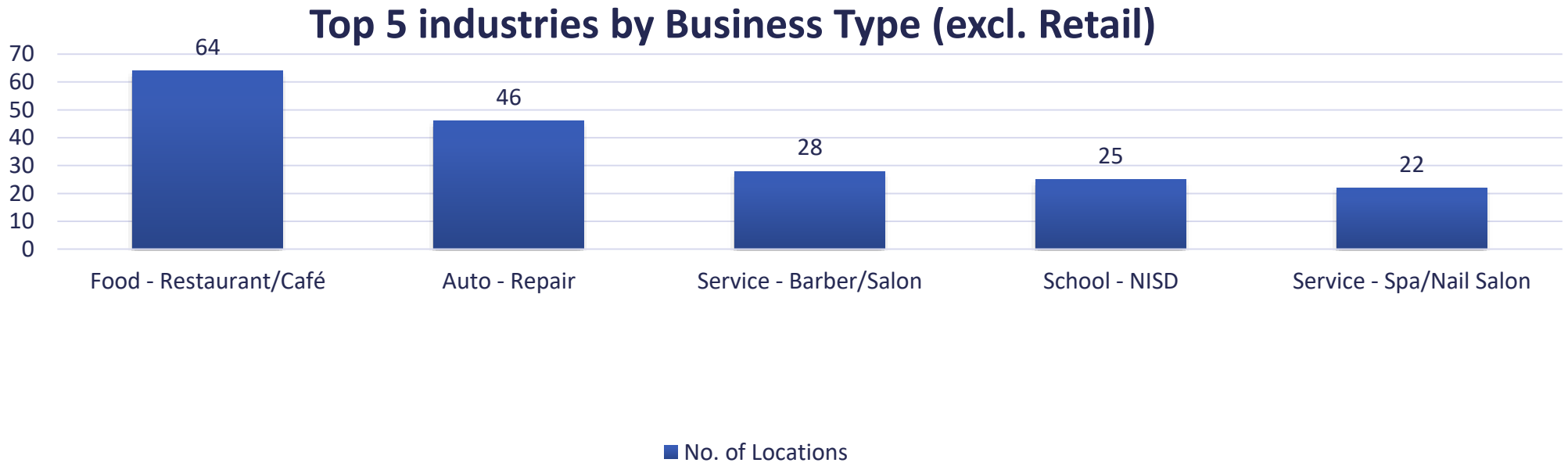
Shopping Centers Reviewed: 35

Brick & Mortar Businesses	760
Home Businesses	31
Total Available Spaces Less Home Businesses	948
Total Vacancies	194
Vacancy Rate	20.46%
Vacant Stand-Alone Buildings	9

Reported data reviewed as of 10/20/2026.

Industry Identity

By Location

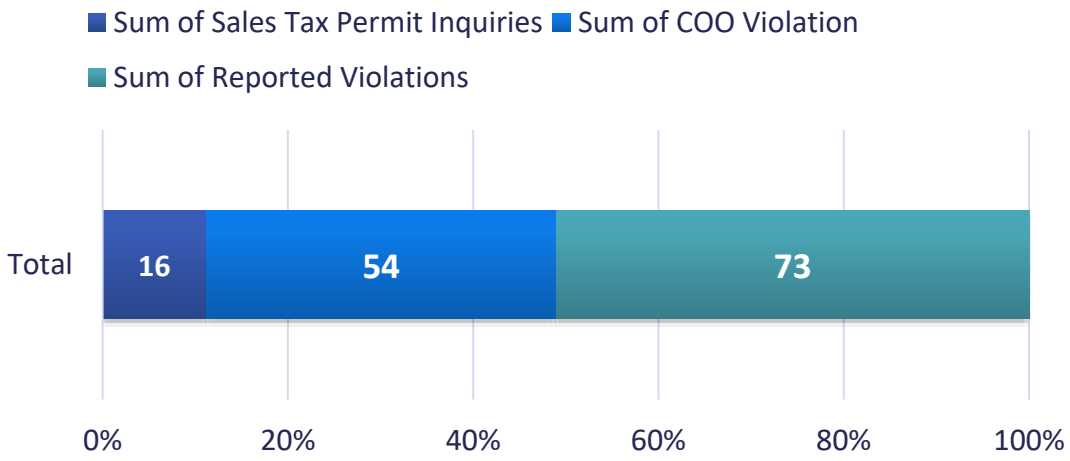


- Excluding retail, of active businesses, Food – Restaurant/Café (64) accounted the highest number of locations followed by Auto – Repair (46).

Reported data reviewed as of 10/20/2026.

Business Audit Performance

Violations



Reported data reviewed as of 10/20/2026.

Code Enforcement

Business Responses	Count of Businesses
Confirmed Vacant	9
Application Submitted/Under Review	7
COOs Issued	4
Confirmed Compliant	10
Pending Response/Escalated to Fire Marshal	24
Total Notices Sent	54

Reported data reviewed as of 11/17/2026.

Top Shopping Centers with Improvement Potential

Example: Façade improvements at 6400 Bandera Rd.

Example: Mural improvements at Grass Valley #2

Shopping Center	Vacancy Rate	Visibility	Opportunity
Bandera Crossing	● **52.9%**	High	Tenant recruitment and corridor activation along Bandera Rd.; leverage visibility near Wing Daddy's.
Sunset Plaza	● **52.9%**	High	Redevelopment and tenant attraction opportunity driven by Medical Center and Wurzbach corridor traffic.
Bandera Plaza	□ **40.0%**	High	Façade improvement incentives and targeted leasing efforts for highly visible frontage.
Eckhert Center	□ **35.3%**	Medium	Capitalize on increased activity generated by nearby Layne's Chicken Fingers.
Crossway/Poss Rd. Center	□ **32.3%-33.3%**	Medium	Improve tenant visibility and wayfinding; leverage traffic from new Little Caesar's development.

Next Steps

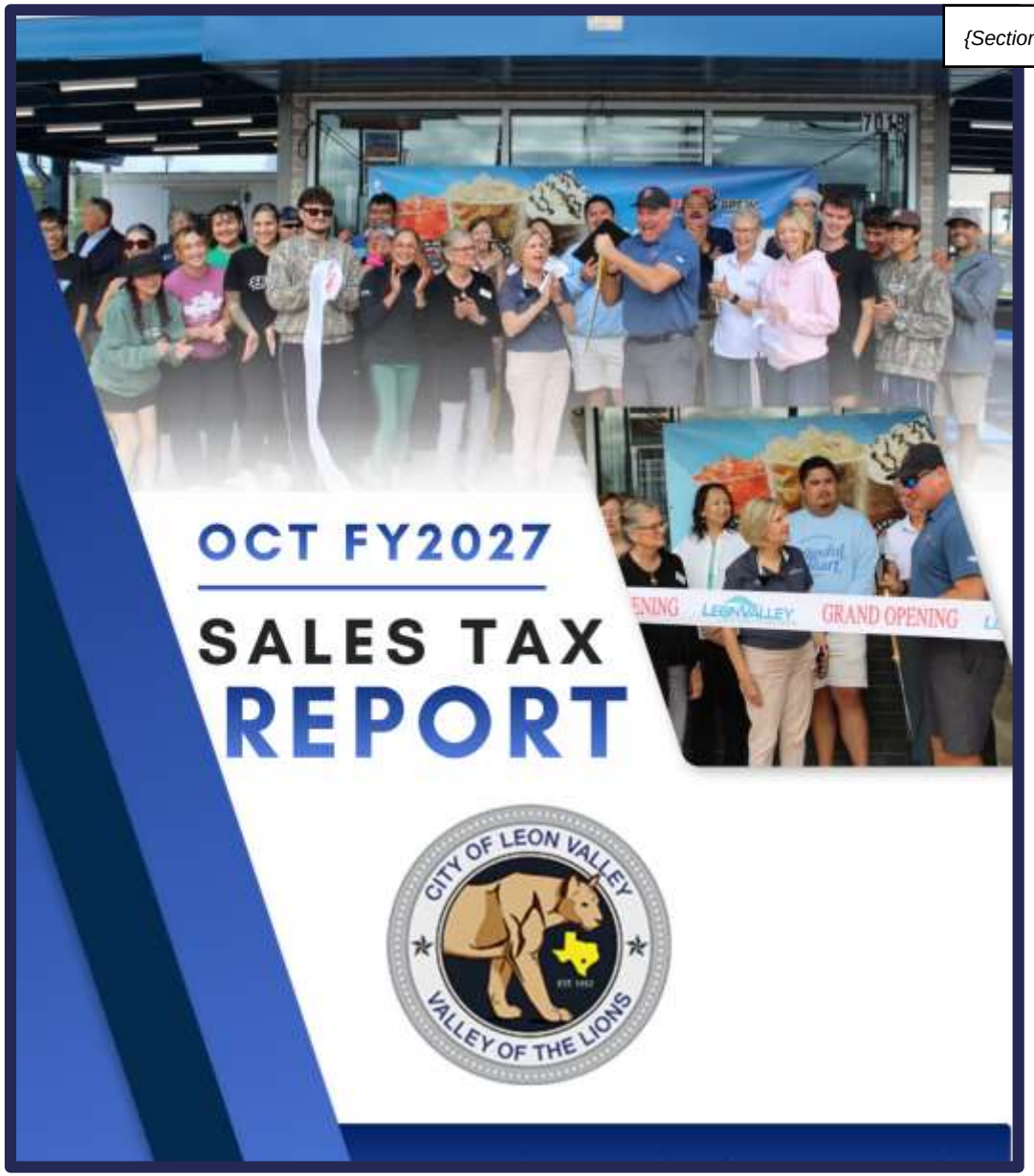
Applying a data-driven approach to Economic Development activation

- **Targeted Outreach**
  - Postcards to property owners/management for all 20-year + Shopping Centers with information on Façade & Building Improvement Program
    - QR provided with link to policy & application
  - Promotional ads will also be shared via Leon Valley socials (LinkedIn, Instagram, Facebook)
  - BRE Program – Business Retention and Expansion Visits with local businesses
- **Shop Local Initiative**
  - Complete local business directory
  - Business Spotlight
    - Monthly business features to highlight entrepreneurs in Leon Valley

LEONVALLEY

Overview

MONTHLY SALES TAX REPORTS



Sales Tax Report

- Staff generates monthly reports Sales Tax Reports for financial forecasting
- State Comptroller/ZacTax Data
  - Sales Tax data is reported two months in arrears
  - For example, October Sales Tax Report – reflects August 2026 Sales Tax Collections
  - Staff uses monthly data to compare to prior years for forecasting
- Federal Data
  - Staff also uses prior month data to review changes in Consumer Price Index (CPI) and Federal Funds Rate

Why This Report Matters

- Monitor economic activity in Leon Valley using monthly sales tax data reported by the Texas Comptroller
- Support strategic planning and forecasting by City staff (Forecast estimates become available by April of each year)

Planning & Forecasting

- Comparison to Texas Cities in San Antonio Metro Region
- Identify economic trends that may influence future City revenues

City Benchmarking

- Monitor Federal Funds Rate to determine impacts to development due to +/- borrowing costs
- Track changes in CPI/Inflation to anticipate consumer spending

Federal Environment

Forecasting Model

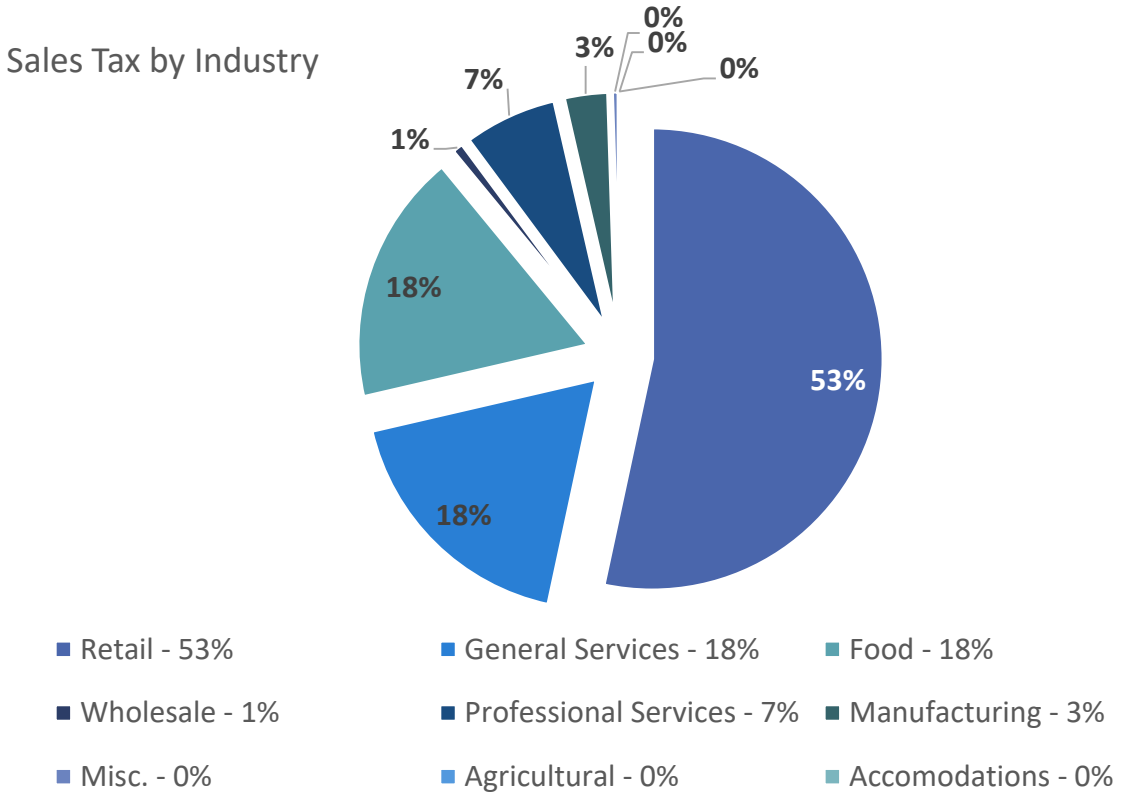
Staff uses data dating back to 2016 to analyze trends and develop models that forecast sales tax collections. Based on these models, staff typically feel confident making predictions around the month of April each year.

Example FY2026 Sales Tax Forecast vs Actuals

FY2026 Forecast	FY2026 Actual
$4,600,508	$4,664,585

- Actual sales tax revenue exceeded forecast by $64,077 (+1.4%)
- Variance is mainly due to higher audit collections (~$52K)

October FY2027 Example



Metric	October 2026 Report
FY2027 YTD Collections	$383,367
Change from Prior Year	+$2,577
Year-Over-Year Growth	+0.68%
Reporting Period Trend	Growth

Retail, General Services & Food sectors generate approximately **80% of Leon Valley's sales tax collections**

Economic Environment

- Inflation remains elevated at approximately **3.7%***.
- Higher borrowing costs continue to affect businesses and consumers.
- Local sales tax performance remains positive despite broader economic pressures.

October Report reflects August 2026 Collections reported by Texas State Comptroller. Data compiled by ZacTax.

**September 2026 Consumer Price Index (CPI) for All Urban Consumers: All Items in U.S. City Average. Federal Reserve Bank of St. Louis. FRED Graph. FRED, FRED Graph.*

Fiscal Impact

- No fiscal impact.

Recommendation

- This item is for briefing purposes only.

Strategic Goals & Objectives

A. Economic Development: To foster sustainable economic growth in Leon Valley by attracting and supporting diverse businesses, enhancing infrastructure, and creating a vibrant community that promotes job creation, innovation, and a high quality of life for residents and visitors.

Objectives:

5. Revitalization - Enhance commercial districts and revamp underutilized properties by supporting low-density/mixed-use developments that contribute to a vibrant and dynamic local economy. Support smart urban planning that balances economic progress with environmental and social responsibility.

FY2026 Business Audit & Monthly Sales Tax Report

Sarah Woeppel, MA
Economic Development & Special Projects Director
City Council Meeting
December 01, 2026

MAYOR AND COUNCIL COMMUNICATION

DATE: December 01, 2026

TO: Mayor and Council

FROM: Sarah Woeppel, Economic Development & Special Projects Director

THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: Presentation and Possible Action on an Economic and Community Development Advisory Committee Objective to Review and Recommend Residential Beautification Initiatives

SPONSOR(S): N/A

PURPOSE & BACKGROUND

The Economic & Community Development Advisory Committee (ECDAC) was established to support economic growth and community development within the City of Leon Valley. In recent discussions, City Council has expressed concerns regarding residential blight, including overgrown lawns, accumulated bulk items, and inoperable or abandoned vehicles. These issues can negatively affect neighborhood appearance and quality of life while placing increased demands on City Code Compliance resources.

In response, staff reviewed previous community beautification efforts to identify successful strategies and opportunities for improvement. Although the City of Leon Valley's Beautification Committee was dissolved in 2019 due to limited participation, the underlying need to encourage community pride and resident engagement remains. Staff believes there may be value in exploring new beautification initiatives and educational programs that promote neighborhood upkeep, increase awareness of common code requirements, and foster greater resident participation in maintaining the community's appearance.

ECDAC serves in an advisory capacity by reviewing policies and initiatives referred to it by the City Council and providing recommendations for Council consideration. Committee projects and objectives may be initiated in one of two ways:

1) The City Council may direct the Committee to evaluate, develop, or work on a specific objective, policy, or issue; or

2) The Committee may identify a potential objective or policy that aligns with its mission and submit a recommendation to the City Council requesting authorization to proceed. In either case, Committee activities are undertaken in coordination with and subject to the direction of the City Council.

In either case, Committee activities are conducted in coordination with and under the

direction of the City Council.

On November 16, 2026, the Economic & Community Development Advisory Committee voted to request City Council consideration of a Committee objective to review and recommend programs to enhance the aesthetics of residential properties to foster a beautiful and safe environment for residents in Leon Valley.

FISCAL IMPACT

No fiscal impact. All future ECDAC objective recommendations will be presented

RECOMMENDATION

City Council's Discretion.

Staff recommends approval of the Economic Development & Community Advisory Committee objectives as presented.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

_____

_____

_____

_____

ATTEST:

_____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

ECDAC Beautification Committee Objective

Sarah Woeppel, MA
Economic Development & Special Projects Director
City Council Meeting
December 01, 2026

Summary

- Question
  - The City Council is being asked to review a committee objective request from the Economic & Community Development Advisory Committee to:
    - **Review and recommend programs to enhance the aesthetics of residential properties to foster a beautiful and safe environment for residents in Leon Valley.**
- Options
  - Approval
  - Denial
  - Other
- Declaration
  - N/A

Background

•Previous Program

- Beautification Committee dissolved in Dec. 2019 due to minimal participation
- The committee would judge Beautification Awards where houses would be awarded for landscapes and curb appeal
- Weaknesses:
  - Did not engage entire community
  - Repeat award winners disincentivized participation

Current Need

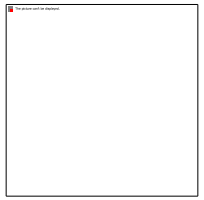
- City Council has shared renewed interest in beautification initiatives for residential properties over common concerns related to residential code complaints (trash, bulk items and overgrown yards)

Committee Opportunity

- ECDAC role to develop Community Development recommendations for future City Council review
- Identify possible solutions to residential blight/increasing community pride

Existing City Residential Programs

- Residential Assistance programs:
  - Xeriscape and Rain Barrel Rebates – COLV
    - $40 Rebate with application. Subject to funding availability.
  - Weatherization Assistance Program – AACOG
    - Home repair program to help low-income, elderly and disabled community.
    - Program subject to eligibility requirements and priority considerations.



Neither program addresses common code violations noted in residential areas (overgrown grass, brush, trash, bulk items, junk vehicles, etc.)

Recommendation

- Staff recommends City Council approval of the ECDAC Committee Objective.
  - Review and recommend programs to enhance the aesthetics of residential properties to foster a beautiful and safe environment for residents in Leon Valley.
- City Council discretion.

Strategic Goals & Objectives

A. **Economic Development:** To foster sustainable economic growth in Leon Valley by attracting and supporting diverse businesses, enhancing infrastructure, and creating a vibrant community that promotes job creation, innovation, and a high quality of life for residents and visitors.

Objectives:

2. Infrastructure & Development - Invest in critical infrastructure improvements, such as roads, utilities, and broadband, to create a business-friendly environment and support future economic expansion. Review, create and enforce codes that assist in stimulating declining commercial areas and that impact Economic development.

5. Revitalization - Enhance commercial districts and revamp underutilized properties by supporting low-density/mixed-use developments that contribute to a vibrant and dynamic local economy. Support smart urban planning that balances economic progress with environmental and social responsibility.

ECDAC Beautification Committee Objective

Sarah Woeppel, MA
Economic Development & Special Projects Director
City Council Meeting
December 01, 2026

LEONVALLEY

CITY OF LEON VALLEY
CITY COUNCIL REGULAR MEETING
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Tuesday, November 17, 2026 at 5:30 PM

MINUTES

The City of Leon Valley City Council Shall Hold an In-Person Meeting with A Quorum of Members of City Council to Be Physically Present in The Leon Valley City Council Chambers, 6400 El Verde Road, Leon Valley, Texas 78238. Some Members of City Council May Appear and Participate in The Meeting by Videoconference Pursuant to The Requirements Set Forth in The Texas Open Meetings Act.

Citizens May E-Mail Public Comments To citizenstobeheard@leonvalleytexas.gov. All Other Citizen Participation May Be Provided In-Person at City Council Chambers.

1. Call to Order; Determine a Quorum is Present, Pledge of Allegiance

PRESENT
Mayor Chris Riley
Council Place 1 Danielle Bolton
Council Place 2 Betty Heyl
Council Place 3 Philip Campos
Council Place 4 Rey Orozco
Mayor Pro-Tem, Council Place 5 Beth Mursch

Mayor Chris Riley called the meeting to order at 5:30 PM and announced that a quorum of the City Council was present in Council Chambers.

Mayor Riley asked Council Place 1, Danielle Bolton, to lead the Pledge of Allegiance.

2. Citizens to be Heard - Citizens wishing to address the City Council for items not on the agenda will be received at this time. Please limit comments to 3 minutes. In accordance with the Open Meetings Act, the City Council is restricted from discussing or acting on items not listed on this agenda.

Richard Blackmore spoke at this time.

A motion was made by Council Place 3, Campos, to move agenda item 3.3 up to this point in the meeting. The motion was seconded by Council Place 4, Orozco.

Voting Yea: Council Place 1 Bolton, Council Place 2 Heyl, Council Place 3 Campos, Council Place 4 Orozco, Mayor Pro-Tem, Council Place 5 Mursch

The motion passed unanimously.

3. Presentations

3. **Presentation on the Tax Collection Report and Delinquent Municipal Court Fines and Fees Collection Report by Attorney Ronald E. Rocha and Madeline Mendieta, Court Services Manager, with Linebarger Goggan Blair & Sampson, LLP - T. Arizola, Court Administrator**

Attorney Ronald Rocha, with Linebarger Goggan Blair & Sampson, LLP, presented a Summary of Delinquent Tax Collections and Results from July 2025 through June 2026.

Richard Blackmore spoke at this time.

Madeline Mendieta, Court Services Manager with Linebarger Goggan Blair & Sampson, LLP, gave a presentation on Delinquent Municipal Court Fees and Fines Collection and Activity Report ending September 30, 2026.

Richard Blackmore spoke once again.

1. **Presentation on Code Enforcement Procedures and Review of Cases Between 10/28/2025-10/28/2026 - Dr. Crystal Caldera, City Manager**

Dr. Crystal Caldera, City Manager, presented a review of Code Enforcement Procedures and cases.

There was a consensus among members of City Council not to conduct a citywide sweep for code violations; however, City Council did express support for the remainder of the proposed plan.

Those who spoke at this time were Mr. Mueller and Richard Blackmore.

2. **Presentation, Discussion and Direction to Staff on the Scope of Work for the Probable Cost for the Public Works Building and the Police Property Room - Dr. Caldera, City Manager**

Dr. Crystal Caldera, City Manager, presented the item.

Richard Blackmore spoke at this time.

A motion was made by Mayor Pro-Tem, Council Place 5, Mursch, to direct staff to evaluate all five options at an approximate cost of $25,000 plus Ardurra's fees. The motion was seconded by Council Place 3, Campos.

Voting Yea: Council Place 1 Bolton, Council Place 2 Heyl, Council Place 3 Campos, Council Place 4 Orozco, Mayor Pro-Tem, Council Place 5 Mursch

The motion passed unanimously.

4. **Announcements by the Mayor and Council Members.** At this time, reports about items of community interest, which no action will be taken may be given to the public as per Chapter 551.0415 of the Government Code, such as: expressions of thanks, congratulations or condolence, information regarding holiday schedules, reminders of social, ceremonial, or community events organized or sponsored by the governing body or that was or will be attended by a member of the Leon Valley City Council or a City official.

   Mayor Chris Riley and members of the City Council shared announcements.

5. **City Manager's Report**

   1. **Upcoming Important Events**:
      - **November 21, 2026 – Special City Council and Historical Society Joint Meeting**
        9:00 AM - City Council Chambers
      - **December 01, 2026 – Regular City Council Meeting**
        6:30 PM - City Council Chambers
      - **November 23, 2026 – Blood Drive**
        10:00 AM – 3:00 PM – City Hall Parking Lot
      - **November 24, 2026 – Big Rig Petting Zoo**
        9:00 AM – 11:30 AM – Raymond Rimkus Park
      - **November 26–27, 2026 – City Offices & Municipal Court Closed**
        Thanksgiving Holiday (City Hall reopens November 30, 2026)
      - **December 5, 2026 – Breakfast with Santa**
        9:00 AM – 11:30 AM – Leon Valley Library
      - **December 7, 2026 – Annual Tree Lighting**
        5:30 PM – Community/Conference Center Area
      - **December 24, 2026- January 01, 2027 – City Offices & Municipal Court Closed**
        Winter Break (City Hall reopens January 04, 2027)
      - **Miscellaneous other Events and Announcement**

      Dr. Crystal Caldera, City Manager, announced that the City Manager's Report was available in print in the foyer and posted on the City's website.

      City Manager Caldera also provided the following updates:

      - HEB has reopened; however, several other businesses in the strip center remain closed.
      - Dr. Crystal Caldera, City Manager, thanked those who attended the TML Annual Conference and encouraged attendees to contact her with interests in vendors or any questions.

6. **Consent Agenda -** All Consent Agenda items listed are considered to be routine by the City Council and may be enacted by one (1) motion. There will be no separate discussion of a Consent Agenda item unless a member of City Council requests that the item be pulled from the Consent Agenda and considered in its normal sequence on the Regular Agenda.

Mayor Pro-Tem, Council Place 5, Mursch requested to pull Consent Agenda Items 5 and 6 for further discussion.

A motion was made by Council Place 3, Campos, to approve Consent Agenda Items 1-4 and 7-11 as presented. The motion was seconded by Council Place 2, Heyl.

Voting Yea: Council Place 1 Bolton, Council Place 2 Heyl, Council Place 3 Campos, Council Place 4 Orozco, Mayor Pro-Tem, Council Place 5 Mursch

The motion passed unanimously.

1. **Discussion and Possible Action Approving of the Following City Council Minutes:**
   a. 11-03-2026 Regular City Council Meeting Minutes

2. **Discussion and Possible Action Accepting of the Following Board/Commission Minutes:**
   a. 07-28-2026 Planning & Zoning Commission Meeting Minutes

3. **Presentation and Discussion of the Monthly Financial Report Ending October 31, 2026 - C. Goering, Finance Director**

4. **Discussion and Possible Action on an Ordinance on a Specific Use Permit Request to Allow a Hospice Office Facility to Provide Advanced Aesthetic Treatments in a B-2 Retail District on Approximately 1.03 Acre Tract of Land, Located at 6502 Bandera Road Suite 200; and More Specifically Described as CB 4429A, Block 8, Lot 6, Seneca Estates Unit 9 (First Read was Held on 11-03-2026) – M. Gallardo, Planning and Zoning Director**

7. **Discussion and Possible Action on a Resolution Approving the Tax Roll for the City of Leon Valley, Texas for the 2026 Tax Year - C. Goering, Finance Director**

8. **Presentation, Discussion and Possible Action on Succession Plan - Dr. Caldera City Manager**

9. **Discussion and Possible Action to Consider Approval of a Master Interlocal Agreement (ILA) Between the City of Leon Valley and the San Antonio River Authority Relating to the Feasibility and Performance of Governmental Functions and Services - D. Dimaline, Public Works Director**

10. **Discussion and Possible Action on an Ordinance Amending the Leon Valley Code of Ordinances, Appendix A Fee Schedule, Article A2 Administrative Fees, Section A2.006 Library Fees (1st Read was Held 11-036-2026) – R. Reed, Library Director**

11. **Discussion and Possible Action on an Ordinance Authorizing a Budget Adjustment to the General Fund Budget for Fiscal Year 2026-2027 to fund the Earthwise Committee Event (1st Read was Held on 11-3-2026) - C. Miranda, Community Relations Director**

6. Items pulled from Consent Agenda

Dr. Crystal Caldera, City Manager, informed the City Council that Consent Agenda Items 5 and 6 would be presented together. Mayor Riley then read both agenda captions.

5. **Discussion and Possible Action on a Non-Specified Use Request to Revise Chapter 15 Zoning, Article 15.02 Zoning Ordinance, Division 2 Rules of Construction and Definitions and Division 7 Permitted Use Table to Establish the Definition and Use "Data Center" as Being Allowed in the I-1 Industrial Zoning Districts by Right (First Read was Held 11-03-2026) - M. Gallardo, Planning and Zoning Director**

6. **Discussion and Possible Action on a Non-Specified Use Request to Revise Chapter 15 Zoning, Article 15.02 Zoning Ordinance, Division 2 Rules of Construction and Definitions and Division 7 Permitted Use Table to Establish the Definition and Use "Logistics Center" as Being Allowed in the I-1 Industrial Zoning Districts by Right (First Read was Held 11-3-2026) - M. Gallardo, Planning and Zoning Director**

   Dr. Crystal Caldera, City Manager, presented both items and recommended that the City Council consider requiring Specific Use Permits (SUPs) for data centers and logistics centers.

   A motion was made by Mayor Pro-Tem, Council Place 5, Mursch, to require a Specific Use Permit (SUP) for data centers and to amend the definition and permitted use table accordingly (Agenda Item 6.5) . The motion was seconded by Council Place 3, Campos.

   Voting Yea: Council Place 1 Bolton, Council Place 2 Heyl, Council Place 3 Campos, Council Place 4 Orozco, Mayor Pro-Tem, Council Place 5 Mursch

   The motion passed unanimously.

   A motion was made by Mayor Pro-Tem, Council Place 5, Mursch, to require a Specific Use Permit (SUP) for logistics centers and to amend the definition and permitted use table accordingly (Agenda Item 6.5). The motion was seconded by Council Place 3, Campos.

   Voting Yea: Council Place 1 Bolton, Council Place 2 Heyl, Council Place 3 Campos, Council Place 4 Orozco, Mayor Pro-Tem, Council Place 5 Mursch

   The motion passed unanimously.

7. Regular Agenda

1. **Presentation, Discussion, and Possible Action to Consider Approval of a Variance Request to Chapter 3 Building Regulations, Article 3.05 Fences, Section 3.05.005 Dimensions and Appearance, Subsection (b) Retail, Commercial and Industrial or Mixed -Use Development Fences and Section 3.05.006 Storage Areas to be**

Fenced to Allow a Six-Foot Vison-Proof Fence made of Chain-link with Fence Slats, Located at 6600 Bandera Road - M. Gallardo, Planning and Zoning Director

Michael Gallardo, Planning and Zoning Director, presented the item.

A motion was made by Council Place 3, Campos, to approve the variance as presented. The motion was seconded by Mayor Pro-Tem, Council Place 5, Mursch.

Voting Yea: Council Place 1 Bolton, Council Place 2 Heyl, Council Place 3 Campos, Council Place 4 Orozco, Mayor Pro-Tem, Council Place 5 Mursch

The motion passed unanimously.

2. **Presentation and Discussion on an Ordinance of the City of Leon Valley Accepting Grant Funds from the Ladd and Katherine Hancher Foundation and Authorizing a Budget Adjustment for Fiscal Year 2026-2027 to the General Fund Budget in the Amount of $8,000 for the Purpose of Updating the Physical Space in the Adult and Young Adult Areas at the Leon Valley Public Library (1st Read as Required by City Charter) - R. Reed, Library Director**

   Regina Reed, Library Director, presented the item.

   There was a consensus to place this item on the December 1, 2026, Consent Agenda for second read.

3. **Presentation and Discussion on an Ordinance of the City of Leon Valley, TX, City Council Authorizing a FY 2027 Budget Adjustment for the Rollover of FY 2026 Capital Improvements and Projects in the General Fund in the Amount of $597,436, Traffic Safety Fund in the Amount of $52,867, Enterprise Fund in the Amount of $250,554, and Street Maintenance Fund in the Amount of $64,024; Providing for Repealer, Severability, and Savings Clauses; and Providing for an Effective Date (1st Reading as Required by City Charter) - C. Goering, Finance Director**

   Carol Goering, Finance Director, presented the item.

   There was a consensus to place this item on the December 1, 2026, Consent Agenda for second read.

4. **Presentation, Discussion, and Possible Action to Consider Approval of a Resolution Authorizing the City Manager to Negotiate and Enter Into a Contract with Ardurra Engineering for Professional Consulting Engineering Services - M. Gallardo, Planning and Zoning Director**

   Michael Gallardo, Planning and Zoning Director, presented the item.

   A motion was made by Council Place 3, Campos, to authorize the City Manager to negotiate and enter into a contract with Ardurra Engineering for Professional Consulting Engineering Services. If negotiations are unsuccessful, the City Manager is authorized

to proceed with the next highest-rated proposal. The motion was seconded by Council Place 1, Bolton.

Voting Yea: Council Place 1 Bolton, Council Place 2 Heyl, Council Place 3 Campos, Council Place 4 Orozco, Mayor Pro-Tem, Council Place 5 Mursch

The motion passed unanimously.

8. Requests from Members of City Council to Add Items to Future Agendas – Per Section 3.10 (A) of the City of Leon Valley's Code of Ordinances, at a Meeting of City Council, a Member of City Council May Place an Item on an Agenda by Making a Motion to Place the Item on a Future Agenda and Receiving a Second. No Discussion Shall Occur at the Meeting Regarding the Placement of the Item on a Future Agenda.

Council Place 4, Orozco, requested that an item regarding all City-owned property be placed on a future agenda. He also advised that he would be unable to attend the November 21, 2026, and the December 1, 2026, meetings and requested that an item to excuse his absences be placed on a future agenda.

9. Adjournment

There being no further business, Mayor Riley adjourned the meeting at 8:01 PM.

These minutes were approved by the Leon Valley City Council on the 1st day of December 2026.

APPROVED

_____

CHRIS RILEY
MAYOR

ATTEST:

_____

SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY

DRAFT

CITY OF LEON VALLEY
SPECIAL CITY COUNCIL AND LEON VALLEY HISTORICAL SOCIETY BOARD OF DIRECTORS JOINT WORKSHOP
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Saturday, November 21, 2026 at 9:00 AM

MINUTES

The City of Leon Valley City Council Shall Hold an In-Person Meeting with A Quorum of Members of City Council to Be Physically Present in The Leon Valley City Council Chambers, 6400 El Verde Road, Leon Valley, Texas 78238. Some Members of City Council May Appear and Participate in The Meeting by Videoconference Pursuant to The Requirements Set Forth in The Texas Open Meetings Act.

Citizens May E-Mail Public Comments To citizenstobeheard@leonvalleytexas.gov. All Other Citizen Participation May Be Provided In-Person at City Council Chambers.

1. Call to Order; Determine a Quorum is Present, Pledge of Allegiance

PRESENT
Mayor Chris Riley
Council Place 1 Danielle Bolton
Council Place 2 Betty Heyl
Council Place 3 Philip Campos
Council Place 4 Rey Orozco (Arrived at 10:16 AM)
Mayor Pro-Tem, Council Place 5 Beth Mursch

Also present was a quorum of the Leon Valley Historical Society Board members Kathy Hill, President; Darby Riley, Secretary; and Directors Danielle Bolton, John Hoyt, Mari Hoyt, and Lyn Joseph.

Mayor Chris Riley called the meeting to order at 9:00 AM and announced that a quorum of the City Council was present.

2. **Citizens to be Heard -** Citizens wishing to address the City Council for items not on the agenda will be received at this time. Please limit comments to 3 minutes. In accordance with the Open Meetings Act, the City Council is restricted from discussing or acting on items not listed on this agenda.

No citizens addressed the City Council.

3. Presentations

1. **Presentation, Discussion, and Direction to Staff Regarding Options and Possible Solutions Huebner Creek Erosion - C. Caldera, City Manager**

David Dimaline, Public Works Director, presented options and possible solutions to address the Huebner Creek erosion.

Byron Sanderford and Rick Zamora, representatives of Ardurra Engineering, were present to answer questions.

Dr. Crystal Caldera, City Manager, suggested that the Leon Valley Historical Society explore grant opportunities to fund the construction of a retaining wall at the Homestead.

A motion was made by Council Place 3, Campos, to approve Option No. 2 in the amount of $940,000.00, including all listed items, along with adding backfill to the canyon, cutting in the flowable fill, and addressing the lateral lines behind the house. The motion was seconded by Council Place 4, Orozco.

Voting Yea: Council Place 1 Bolton, Council Place 2 Heyl, Council Place 3 Campos, Council Place 4 Orozco, Mayor Pro-Tem, Council Place 5 Mursch

The motion passed unanimously.

Dr. Crystal Caldera, City Manager, stated that the next steps would include scheduling a meeting with the San Antonio Water System (SAWS) and having Ardurra prepare the project plans.

4. Adjournment

Mayor Riley adjourned the meeting at 10:40 AM.

These minutes were approved by the Leon Valley City Council on the 1st of December, 2026.

APPROVED

_____
CHRIS RILEY
MAYOR

ATTEST: _____
SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY

DRAFT

CITY OF LEON VALLEY
LEON VALLEY PUBLIC LIBRARY ADVISORY BOARD
Leon Valley Public Library
6425 Evers Road, Leon Valley, TX 78238
Thursday, October 8, 2026 at 5:30 PM

MINUTES

1. CALL TO ORDER at 5:32 pm by Maryanna Christensen, Chair
   In Attendance:
   - Maryanna Christensen, Chair – Present
   - Clare Brown – Member – Present
   - Margaret Tovar, – Member – Present
   - Linda Crews – Member – Present
   - Heather Riddle – Member – Present
   - Travis Leech – Member – Present
   - Hillary Huber, Member – Present
   - Regina Reed – Liaison and Secretary – Present
   - Cindy T. Alvarez – Liaison – Present
2. CITIZENS TO BE HEARD
   No citizens to be heard.
3. DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING MINUTES
   09-10-2026 Library Advisory Board Meeting. Motion to accept the minutes by Heather Riddle, Seconded by Hillary Huber. Approved unanimously.
4. PRESENTATION AND DISCUSSION ON LIBRARY POLICIES led by Regina Reed on changes and updates to Sections 1-5. Motion to accept the library policies and present to council by Travis Leech, Seconded by Hillary Huber. Approved unanimously.
5. LIBRARY DIRECTOR'S REPORT
   a) Statistics led by Regina Reed
   b) Grants led by Regina Reed

c) Outreach by Cindy Alvarez

d) Programs by Cindy Alvarez

6. FRIENDS OF THE LIBRARY REPORT presented by Maryanna Christensen on Book Sale in October, Friends Merchandise, and Breakfast with Santa.
7. MEMBER ANNOUNCEMENTS

   No Member Announcements.
8. ADJOURNMENT

   Hillary Huber made a motion to adjourn, and a second was made by Linda Crews. Meeting adjourned at 6:46 pm.

These minutes were approved by the Leon Valley Public Library Advisory Board on the 12th of November 2026.

APPROVED

Maryanna S. Christensen

ATTEST **MARYANNA CHRISTENSEN, CHAIR**

Regina Reed

REGINA REED, SECRETARY & STAFF LIAISION

CITY OF LEON VALLEY
PLANNING & ZONING COMMISSION
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Tuesday, October 27, 2026, at 6:30 PM

MINUTES

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1. CALL TO ORDER AND ROLL CALL

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

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

Chair Hernandez called the meeting to order at 6:30 PM. Chair Hernandez asked 1st Alternate Annette Ramirez to sit on the dais to fill in for Commissioner Diaz who was not present. Then Chair Hernandez Led the Pledge of Allegiance.

The Commission was notified by the Planning and Zoning Director that Commissioner Diaz had resigned and thus agenda item 3.1 was pulled from the agenda.

2. APPROVAL OF ZONING COMMISSION MINUTES

Discussion and Possible Action Approving of July 28, 2026, Planning and Zoning Commission Meeting Minutes- M. Gallardo, Planning and Zoning Director

Commissioner Yarnell pointed out a typo and requested it be corrected.

Commissioner Britt made a motion to approve the minutes with the correction. The motion was seconded by Commissioner Yarnell.

Voting Yea: Chair, Commissioner 7 Hernandez, Commissioner 4 Britt, Commissioner 2 Roofe, Commissioner 5 Yarnell, Commissioner 1 Perry, Commissioner 6 Matta 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**

   Director informed the group that the item would be pulled as Commissioner Diaz provided his resignation.

2. **Presentation, Public Hearing, and Discussion to Consider an Ordinance on a Specific Use Permit Request to Allow a Medical Spa Offering Advanced Aesthetic Treatments in a B-2 Retail District on Approximately 1.03 Acre Tract of Land, Located at 6502 Bandera Road Suite 200; and More Specifically Described as CB 4429A, Block 8, Lot 6 Seneca Estates Unit 9 – M. Gallardo, Planning and Zoning Director**

   Director Gallardo presented the item. Chair Hernanez opened the discussion to the Commission. Councilwoman Heyl asked if the business was in the same building as other businesses that provide aesthetic treatments. Director Gallardo informed her that there were other businesses providing the same type of services at that address.

   Chair Hernandez opened and closed the Public Hearing at 6:44pm. After a brief discussion, Commissioner Yarnell suggested the Code of Ordinances be amended so that SUP would not be required when backing up to a residential property. The Commission discussed the recommendation briefly.

   After discussion regarding the requirements for an SUP a motion was made by Commissioner Roofe to approve the request and seconded by Commissioner Perry.

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

   The motion passed unanimously.

3. **Presentation, Discussion and Public Hearing to Consider a Recommendation on a Non-Specified Use Request to Revise Chapter 15 Zoning, Article 15.02 Zoning Ordinance, Division 2 Rules of Construction and Definitions and Division 7 Permitted Use Table to Establish the Definition and Use "Logistics Center" as Being Allowed in the I-1 Industrial Zoning Districts by Right- M. Gallardo, Planning and Zoning Director**

   Director Gallardo presented the item. Chair Hernanez opened the discussion to the Commission. Commissioner Matta asked if the city had seen an increase in this type of

business. He was informed that the city was amending Chapter 15 in anticipation of such requests. After a brief discussion, Chair Hernandez opened and closed the Public Hearing at 7:02pm.

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

The motion passed unanimously.

4. **Presentation, Discussion and Public Hearing to Consider a Recommendation on a Non-Specified Use Request to Revise Chapter 15 Zoning, Article 15.02 Zoning Ordinance, Division 2 Rules of Construction and Definitions and Division 7 Permitted Use Table to Establish the Definition and Use "Data Center" as Being Allowed in the I-1 Industrial Zoning Districts by Right- M. Gallardo, Planning and Zoning Director**

Chair Hernandez opened the discussion to the Commission and Commissioner Yarnell stated he did not have enough information to vote on the item. Director Gallardo informed Commissioner Yarnell that city wanted to ensure that Data Centers only be allowed in the Industrial District. He also informed Commissioner Yarnell that City Council would ultimately create an ordinance that would regulate data centers.

Dr. Caldera provided clarity to the Commission by informing the Commission that the city was being proactive in safeguarding the city by ensuring that Data Centers would only be allowed in the Industrial District. A Data Center request would not be allowed in another district.

Chair Hernandez opened the Public Hearing at 7:12pm. Teresa Moser spoke and asked if Data Centers would be allowed in other areas. Dr. Caldera reiterated that the attempt by the city would be to keep Data Centers in the Industrial District. Chair Hernandez closed the Public Hearing at 7:15pm.

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

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.

Director Gallardo did inform the Commission that a meeting is scheduled for Wednesday, November 18, 2026, at 6:30pm.

4. ADJOURMENT

Chair Hernandez announced the meeting adjourned at 7:17 PM.

These minutes were approved by the Leon Valley Planning & Zoning Commission on the 18th of November 2026.

APPROVED

RUSSELL HERNANDEZ
CHAIR

ATTEST:

MICHAEL GALLARDO
PLANNING AND ZONING DIRECTOR

MAYOR AND COUNCIL COMMUNICATION

DATE: December 01, 2026

TO: Mayor and Council

FROM: Regina Reed, Library Director

THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: Presentation and Discussion on an Ordinance of the City of Leon Valley Accepting Grant Funds from the Ladd and Katherine Hancher Foundation and Authorizing a Budget Adjustment for Fiscal Year 2026-2027 to the General Fund Budget in the Amount of $8,000 for the Purpose of Updating the Physical Space in the Adult and Young Adult Areas at the Leon Valley Public Library (2nd Read)

SPONSOR(S): N/A

PURPOSE & BACKGROUND

City Council is being asked to accept an $8,000 grant from the Ladd and Katherine Hancher Library Foundation and authorize a corresponding adjustment to the Fiscal Year 2026-2027 General Fund Budget.

The Library requested $23,000 from the Ladd and Katherine Hancher Library Foundation to update furniture in the Young Adult and Adult areas of the Library. In its October 22, 2026 award letter, the Foundation awarded $8,000 to fund a portion of the proposed project.

The Foundation requires a written report within one year of funding documenting how the money was used, what was purchased, and how those purchases benefited the Library.

FISCAL IMPACT

The proposed budget adjustment will recognize $8,000 in grant revenue and authorize $8,000 in corresponding Library expenditures for the project.

RECOMMENDATION

- Accept the $8,000 in grant funds from the Ladd and Katherine Hancher Library Foundation.
- Approve an ordinance authorizing a Fiscal Year 2026-2027 General Fund Budget adjustment of $8,000 to update the Adult and Young Adult areas of the Leon Valley Public Library.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

_____

_____

_____

_____

ATTEST:

_____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Ladd and Katherine Hancher Library Foundation
P.O. BOX 878 . COLUMBUS, TEXAS 78934

October 22, 2026

Regina Reed
Leon Valley Public Library, City of Leon Valley
6425 Evers Road
Leon Valley, TX 78238

Dear Regina:

We were able to fund a portion of your project. Enclosed please find a check from the Ladd and Katherine Hancher Library Foundation payable to Leon Valley Public Library, City of Leon Valley in the amount of $8,000.

Please provide written documentation as to how the funds were used on/or before one year from the day the grant is funded. In your final report, you will want to review what was purchased and the value/success of the purchase(s) in relation to your library.

Very truly yours,

Charlotte Tilotta

ORDINANCE No. 2026 -__

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, AUTHORIZING THE ACCEPTANCE OF GRANT FUNDS FROM THE LADD AND KATHERINE HANCHER LIBRARY FOUNDATION IN THE AMOUNT OF $8,000; AND AMENDING THE FISCAL YEAR 2026-2027 GENERAL FUND BUDGET IN THE AMOUNT OF $8,000 TO UPDATE FURNITURE IN THE ADULT AND YOUNG ADULT AREAS OF THE LEON VALLEY PUBLIC LIBRARY.

WHEREAS, the Leon Valley Public Library was awarded $8,000 from the Ladd and Katherine Hancher Library Foundation to update furniture in the Adult and Young Adult areas of the Library; and

WHEREAS, it is necessary for the City to accept these grant funds to achieve this purpose; and

WHEREAS, Texas Local Government Code Section 102-0120 provides that a municipality is not prohibited from making changes to a budget for municipal purposes; and

WHEREAS, the Leon Valley City Council now desires to amend the General Fund Budget for FY 2026-2027 in the amount of $8,000 for the Leon Valley Public Library to update furniture in the Adult and Young Adult areas;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, THAT:

SECTION 1. The FY 2026-2027 General Fund Budget of the City of Leon Valley is hereby amended to increase the budget by the amount of $8,000 to provide funding for the Leon Valley Public Library.

SECTION 2. The financial allocations in this Ordinance are subject to approval by the Finance Director. The Finance Director may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations as necessary to carry out the purpose of this Ordinance.

APPROVED

_____

CHRIS RILEY
MAYOR

Attest:

_____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

_____
ARTURO D. 'ART' RODRIGUEZ
City Attorney

Presentation and Discussion on an Ordinance of the City of Leon Valley **Accepting Grant Funds from the Ladd and Katherine Hancher Foundation and Authorizing a Budget Adjustment for Fiscal Year 2026-2027 to the General Fund Budget in the Amount of $8,000** for the Purpose of Updating the Physical Space in the Adult and Young Adult Areas at the Leon Valley Public Library (1st Read)

Regina Reed, MLIS
Library Director
City Council Meeting
December 01, 2026

Summary

Question: City Council is being asked to consider an Ordinance Accepting $8,000 in Grant Funds from the Ladd and Katherine Hancher Library Foundation and Authorizing a Budget Adjustment to the Fiscal Year 2026-2027 General Fund Budget to Update Furniture in the Adult and Young Adult Areas of the Leon Valley Public Library.

Options:

- **Recommended:** Accept the grant funds and approve the budget adjustment.
- Deny.
- Other.

Declaration: The $8,000 grant will fund furniture updates in the Adult and Young Adult areas of the Leon Valley Public Library.

Purpose

- The Library requested $23,000 from the Ladd and Katherine Hancher Library Foundation to update furniture in the Young Adult and Adult areas.
- The Foundation awarded $8,000 for the project.
- The Library will use the $8,000 to update furniture and reorganize the Young Adult and Adult spaces.
- A report documenting purchases and their benefit to the Library is due within one year of funding.

Fiscal Impact

Accept $8,000 in grant revenue and increase the Fiscal Year 2026-2027 General Fund Budget by $8,000 for Library expenditures.

Goals

Goal 7 — Provide Excellent Parks, Recreational Green Space, & Cultural Opportunities

Objective F: "Provide cultural opportunities to our citizens and guests."

Updated furniture and reorganized spaces will support comfortable areas for patrons to read, study, and use Library resources.

Goal 8 — Openness, Transparency, and Accountability

Objective C: "To assure responsiveness and excellent customer service to our citizens and businesses."

The project will improve the Adult and Young Adult spaces to better serve Library patrons.

MAYOR AND COUNCIL COMMUNICATION

DATE: December 1, 2026

TO: Mayor and Council

FROM: Carol Goering, Finance Director

THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: Discussion and Possible Action on an Ordinance of the City of Leon Valley, TX, City Council Authorizing an FY 2027 Budget Adjustment for the Rollover of FY 2026 Capital Improvements and Projects in the General Fund in the Amount of $597,436, Red Light Camera Fund in the Amount of $52,867, Enterprise Fund in the Amount of $250,554, and Street Maintenance Fund in the Amount of $64,024; Providing for Repealer, Severability, and Savings Clauses; and Providing for an Effective Date (1st Read was Held on 11/17/2026)

SPONSOR(S): N/A

PURPOSE

The purpose of this Ordinance is to consider approval of budget adjustments for the FY 2026-2027 budget for Capital and Council Approved Economic Development Rollover Projects that were not completed during the previous fiscal year (FY 2025-2026)

The projects are as follows:

General Fund Reserve

City Manager & Council – Public Engagement Programs
In FY 2025-2026, City Council approved funding for the printing of the Lions Roar Newsletter. A remaining balance of $5,000 is being carried over to FY 2027 for public engagement programs.

Police Department – Vehicle Replacement
In FY 2025-2026, the Police Department received $21,750 in insurance proceeds to be carried over to FY 2027 for vehicle replacement.

Planning & Zoning Department – Comprehensive Master Plan
In FY 2025-2026, City Council approved funding for the Comprehensive Master Plan. The remaining balance of $174,855 is being carried over to FY 2027 to complete the project.

Economic Development – EDC Projects
In FY 2025-2026, City Council approved funding for the EDC Projects. The remaining balance of $253,218 is being carried over to FY 2027 to fund Economic Development Projects.

PEG – Council Channel
In FY 2025-2026 the Council approved the one-time capital expenditure to set up a PEG Channel. The City's remaining cost of the capital expenditure is $63,743.

Library – Library Grant Expenditures
In FY 2025-2026 the Council approved the Library Grants Expenditures. The City's remaining cost of expenditure is $79,050

Traffic Safety Reserve

Vehicle Replacement
In FY 2025-2026, the Traffic Safety Fund received $52,867 in insurance proceeds to be carried over to FY 2027 for vehicle replacement.

Water & Sewer Fund Reserve

Water Rights
In FY 2025-2026 the Council approved the purchase of water rights. The City's remaining cost of the project is $47,839

Sewer – Locker Lane
In FY 2025-2026 the Council approved the ongoing capital improvements plan to fund project Locker Lane. The City's remaining cost of the project is $202,714.

Street Maintenance Reserve

In FY 2025-2026 the Council approved the continuation of street maintenance. The City's remaining cost of the project is $64,024.

FISCAL IMPACT

CAPITAL/ PROJECTS NAME	DEPARTMENT	ACCOUNT	TOTAL
GENERAL FUND			
HR: Public Engagement Programs	City Manager & Council	100-5300-520.02	5,000
Vehicle Replacement	Police Department	100-5400-540.21	21,570
Comprehensive Master Plan	Planning & Zoning	100-5700-540.51	174,855
Economic Development Projects	Economic Development	100-5701-530.14	253,218
Council Channel - Peg Funds	Economic Development	100-5701-540.10	63,743
Grants	Library	100-5850-530.19	79,050
		TOTAL	**$ 597,436**
RED LIGHT CAMERA			
Vehicle Replacement	Traffic Safety	150-5200-540.11	52,867
		TOTAL	**$ 52,867**
ENTERPRISE FUND			
Purchase Water Rights	Water	200-5310-540.32	47,839
Locker Lane	Sewer	200-5310-540.51	202,714
		TOTAL	**$ 250,554**
STREET MAINTENANCE FUND			
Street Maintenance Projects	Street Repair	720-5100-530.07	64,024
		TOTAL	**$ 64,024**
		GRAND TOTAL	**$ 964,880**

RECOMMENDATION

City Council approve the Ordinance authorizing the budget adjustment

ATTEST :

_____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

ORDINANCE NO. 2026-___

AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL AUTHORIZING A FY 2027 BUDGET ADJUSTMENT FOR THE ROLLOVER OF FY 2026 CAPITAL IMPROVEMENTS AND PROJECTS IN THE GENERAL FUND IN THE AMOUNT OF $597,436, TRAFFIC SAFETY FUND IN THE AMOUNT OF $52,867, ENTERPRISE FUND IN THE AMOUNT OF $250,554, AND STREET MAINTENANCE FUND IN THE AMOUNT OF $64,024 FOR CAPITAL AND ROLLOVER PROJECTS; PROVIDING FOR REPEALER, SEVERABILITY AND SAVING CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, several planned Capital Improvement projects and Economic Development Rollover projects that were approved by the City Council in FY 2025-2026 but not completed; and

WHEREAS, the funding for these projects ended on September 30, 2026; and

WHEREAS, the City of Leon Valley has already passed their FY 2026-2027 Budget on September 1st, 2026; and

WHEREAS, it has been determined that funding should be added to the FY 2026-2027 Budget; and

WHEREAS, it is necessary to adjust the Budget by a total amount of $964,880 for FY 2026-2027; and

WHEREAS, Texas Local Government Code Section 102-0120 provides that a municipality is not prohibited from making changes to a budget for municipal purposes; and

WHEREAS, the Leon Valley City Council now desires to amend the FY 2025-2026 budget in a total amount $964,880, in order to fund Capital Improvements and Economic Development Rollover Projects that were bid, approved, and/or awarded by the City Council of the City of Leon Valley in FY 2025-2026, but not otherwise funded in FY 2026-2027;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, THAT:

SECTION 1. The FY 2025-2026 General Fund Budget of the City of Leon Valley is hereby amended to increase the budget by $597,436; the Traffic Safety Fund Budget of the City of Leon Valley is hereby amended to increase the budget by $52,867;the Enterprise Fund Budget of the City of Leon Valley is hereby amended to increase the budget by $250,554; the Street Maintenance Fund Budget of the City of Leon Valley is hereby amended to increase the budget by $64,024. To provide funding as follows:

CAPITAL/ PROJECTS NAME	DEPARTMENT	ACCOUNT	TOTAL
GENERAL FUND			
HR: Public Engagement Programs	City Manager & Council	100-5300-520.02	5,000
Vehicle Replacement	Police Department	100-5400-540.21	21,570
Comprehensive Master Plan	Planning & Zoning	100-5700-540.51	174,855
Economic Development Projects	Economic Development	100-5701-530.14	253,218
Council Channel - Peg Funds	Economic Development	100-5701-540.10	63,743
Grants	Library	100-5850-530.19	79,050
		TOTAL	**$ 597,436**
RED LIGHT CAMERA			
Vehicle Replacement	Traffic Safety	150-5200-540.11	52,867
		TOTAL	**$ 52,867**
ENTERPRISE FUND			
Purchase Water Rights	Water	200-5310-540.32	47,839
Locker Lane	Sewer	200-5310-540.51	202,714
		TOTAL	**$ 250,554**
STREET MAINTENANCE FUND			
Street Maintenance Projects	Street Repair	720-5100-530.07	64,024
		TOTAL	**$ 64,024**
		GRAND TOTAL	**$ 964,880**

SECTION 2. The financial allocations in this Ordinance are subject to approval by the Finance Director. The Finance Director may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations as necessary to carry out the purpose of this Ordinance.

SECTION 5. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable, and if any phrase, clause, sentence, or section of this Ordinance shall be declared unconstitutional or invalid by any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any other remaining phrase, clause, sentence, paragraph, or section of this Ordinance.

SECTION 6. The repeal of any Ordinance or part of Ordinances effectuated by the enactment of this Ordinance shall not be construed as abandoning any action now pending under or by virtue of such Ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue, or as affecting any rights of the municipality under any section or provisions at the time of passage of this Ordinance.

SECTION 7. This Ordinance shall become effective immediately upon its passage and publication as required by law.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 1 day of December, 2026.

APPROVED

_____
CHRIS RILEY
MAYOR

Attest:

_____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

_____
ARTURO D. "ART" RODRIGUEZ
City Attorney

Approval of an Ordinance Authorizing an FY 2027 Budget Adjustment for FY 2026 Capital Improvements and Projects Carryover.

Carol Goering
Finance Director

City Council Meeting

December 1, 2026

Summary

- Question
  - The City Council is being asked to consider approve an ordinance authorizing budget adjustments for the FY 2026-2027 in the following funds:

GENERAL FUND	597,436
RED LIGHT CAMERA	52,867
ENTERPRISE FUND	250,554
STREET MAINTENANCE FUND	64,024
	964,880

-Options

-Recommendation:

Approve the budget adjustment

-Denial of the request.

- Declaration
  - This adjustment will carryover capital projects.

CAPITAL PROJECT/PROJECT	CONTRACT/PROJECT COST	FY26 EXPENDITURES	BALANCE REMAINING	FY27 CARRY OVER
HR: Public Engagement Programs	-	-	-	5,000
Vehicle Replacement	21,570	-	21,570	21,570
Comprehensive Master Plan	250,000	75,145	174,855	174,855
Economic Development Projects	324,246	71,028	253,218	253,218
Council Channel - Peg Funds	114,060	50,317	63,743	63,743
Grants	85,000	5,950	79,050	79,050
			TOTAL GENERAL FUND	**$ 597,436**
Vehicle Replacement	52,867	-	52,867	52,867
			TOTAL ENTERPRISE FUND	**$ 52,867**
Purchase Water Rights	188,738	140,899	47,839	47,839
Locker Lane	612,334	409,620	202,714	202,714
			TOTAL ENTERPRISE FUND	**$ 250,554**
Street Maintenance Projects	-	-	-	64,024
			TOTAL STREET MAINTENANCE FUND	**$ 64,024**
			GRAND TOTAL	**$ 964,880**

GOALS

- Transparency:

  To foster a government that is open, transparent, and accountable by ensuring clear communication, ethical decision-making, and active public engagement.

- Fiscal Responsibility:

  To ensure responsible stewardship of public funds by maintaining a balanced budget, optimizing resources, and making strategic financial decisions that promote long-term sustainability.

Approval of an Ordinance Authorizing an FY 2027 Budget Adjustment for FY 2026 Capital Improvements and Projects Carryover.

Carol Goering
Finance Director

City Council Meeting

December 1, 2026

City Manager Training Report from Texas Municipal League
114th Annual Conference, November 11-13, 2026.

Per the City Manager employment agreement, section 12, the *"Employee agrees to provide and turn in all receipts for such expenses and to provide the City Council with a report of what information was learned or obtained at the next reasonable Council Meeting after attending a conference or training session."*

The training session was located at the City of San Antonio Henry B. Convention Center. The total cost for registration was $420, Lunch was $65 and Brunch was $45. The total cost for parking was $60. The City Manager did not seek any other reimbursement.

As part of the training, I attended the following:

November 11, 2026

- In the opening session with Lt. Col. Waldo Waldman – His presentation titled Never Fly Solo was about building trust in our partners and how committing can help you overcome obstacles, adapt to change, and achieve success. He focused on trusting your team as wingmen to help you face challenges to complete the mission.
- Beyond Public Meetings: Reaching Residents Where They Are- Informative session about opportunities to engage residents, creating a need for outreach strategies that extend beyond the traditional town hall meeting. This was a panel discussion that included Jalen McKee Rodriguez, Councilmember, City of San Antonio; Alanna Reed, Director, Communications and Engagement, City of San Antonio; Anne Kenny Hayden, Communications Director, San Antonio Water System; and Darlene Pickens, Assistant Director, Communications and Engagement, City of San Antonio (facilitator). They discussed mobile engagement, pop-up events, neighborhood-based outreach (door to door), surveys, and other digital tools like SAtalk.
- Building a Modern Municipal Workforce: What to Champion: We learned that attracting and keeping top talent in today's competitive market takes more than job postings and pay adjustments—it requires a modern, intentional approach to workforce strategy like flexible schedules and other benefits like pet insurance. This session explored practical solutions to recruitment challenges, compensation planning, and retention, while highlighting the critical role councils play in shaping organizational culture and policy and appreciation for staff and the time it takes to get the job done. This session was led by Cherree Bontrager, HR Director from Allen and Tadd Phillips, and the Assistant City Manager of Lewisville

November 12, 2026

- Nuisance Abatement and code enforcement for small cities. The discussion was led by our City Attorney, Art Rodriguez and Sara Kerr from Mess Fort, PLLC. This presentation reviewed nuisance abatement and code enforcement approaches that encourage voluntary compliance and outlined the legal tools available like chapter 54 and substandard building laws.
- Green house Session Sales Tax trends and emerging issues: This was presented by HdL companies. The session broke down local sales tax and how it comes into the city. It looked at understanding and verifying how the growth could impact future budgets. Showing how the

exemptions and how to forecast for the future. We looked at statewide trends and Auto and transportation growth.

- Lunch Session was Perfectly You: Leveraging the power within. The presentation was led by Mariana Atencio. It looked at the world of pressure to perform, the value of authenticity, and how that inspires the community around us to navigate change and uncertainty and the courage to remain “real”
- Why it is important to set and enforce financial policies. This was a panel discussion with Blu Kostelich, CFO and Assistant City Manager for the City of Waco; Cayce Lamas, the finance Director of Westlake; and Martie Simpson, Executive Director of GFOAT. This discussion went over why financial policies matter. The bottom line is that a policy is a decision you make once while calm, so you do not have to make it again under pressure.
- AI in Action: Practical Applications for small cities: This presentation was led by Kevin Benson a Business Development Executive from VC3. This session reviewed the importance of AI policies. We looked at day-to-day applications like minutes and data analysis. We reviewed junk in, junk out, and we are ultimately responsible for the data it produces. We discussed the confidentiality, or lack thereof, in OpenAI and how to ensure protections by limiting OpenAI usage.

November 13, 2026

- Risky Business: traps that lead to the emergency room court and newsrooms. This discussion was led by Jeff McKissack, the president of Defense Design. This presentation highlighted the importance of responsibility and negligence. The biggest risk to the city is our employees' human behavior. It is our responsibility to mitigate these factors with policies and accountability.
- Brunch session- Looking Ahead at Policy trends for Texas cities: This was a Panel discussion led by Andrea Barefield, TML President and councilmember of the city of Waco. Ms. Barefield asked questions to former San Antonio Mayor Ron Nirenberg and Dr. Jeremi Suri from UT Austin. She asked about potential challenges and opportunities. Focusing on last weeks election and the potential for change in the upcoming year (s).

MAYOR AND COUNCIL COMMUNICATION

DATE: December 01, 2026

TO: Mayor and Council

FROM: Regina Reed, Library Director

THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: Presentation, Discussion, and Possible Action on a Resolution Adopting the Revised Leon Valley Public Library Policy Manual — R. Reed, Library Director

SPONSOR(S): N/A

PURPOSE & BACKGROUND

City Council is being asked to approve the revised Leon Valley Public Library Policy Manual. The manual explains how Library services operate, how Library spaces and resources may be used, and the responsibilities of patrons and staff.

The previous manual was approved in March 2022, with individual changes approved afterward. This revision updates existing policies, adds policies addressing current services and operational needs, and organizes them into a consistent format.

Policies Required for Library Accreditation

The Texas State Library and Archives Commission requires accredited public libraries to maintain current, publicly available policies or procedures approved by their governing authority covering four subjects. The revised manual addresses these through:

- Circulation: Circulation Policy (LM-202503-C).
- Collection Development: Collection Development Policy (CD-202503-A).
- Technology Use: Public Computer & Wi-Fi Access Policy (TI-202503-A) and Library Equipment & Technology Use Policy (TI-202503-C).
- Information Security and Privacy: Confidentiality, Privacy, & Information Security Policy (MG-202503-C).

Internet Safety and Technology Grant Eligibility

The Public Computer & Wi-Fi Access Policy (TI-202503-A), supported by the Internet Safety Education & Guidelines Policy (TI-202503-B), establishes written rules for internet use, filtering, and online safety.

These policies support compliance with the Children's Internet Protection Act (CIPA) and the Library's ability to pursue federal and state technology grant opportunities. CIPA compliance is required when certain federal Library Services and Technology Act grant funds, including funds administered through the Texas State Library and Archives Commission, are used to purchase internet-accessible computers or pay direct internet-access costs. Requirements for other technology grants depend on the individual grant program.

Review and Supporting Documents

Much of the existing language has been retained in policies that were already in place. Because new policies and extensive organizational and formatting changes made a readable redline difficult to prepare, a clean copy and the previous manual are provided for comparison.

Supporting forms and attachments are listed to show how the policies will be administered. These documents will be finalized separately and are not part of the policies being adopted.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that City Council approve the revised Leon Valley Public Library Policy Manual, effective upon Council approval. The Library Advisory Board reviewed the proposed revision and recommended approval on October 8, 2026.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

_____

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

2026

Leon Valley Public Library Policy Manual - DRAFT

2026 POLICY REVISION

APPROVED BY THE LEON VALLEY PUBLIC LIBRARY ADVISORY BOARD ON 10.08.2026

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Leon Valley Public Library Policy Manual Guide

Background and Purpose

The 2026 policy revision brings the Library's policies together into a single, organized manual. This has been an extended process of reviewing existing language, identifying gaps, updating policies to reflect current Library services and operations, and checking for consistency across related subjects.

The goal is to provide a clear reference for patrons, Library staff, and City leadership that supports consistent service and administration. The Library Advisory Board has reviewed and approved the proposed revision, which is now presented for City Council consideration.

Organization and Cross References

Policies are grouped by subject and assigned individual Policy IDs. This identification system is new to the manual and is intended to group related policies more clearly and provide a more consistent reference than the organization used in the previous version.

Throughout the revision process, care has been taken to align policy titles and identifiers, standardize revision histories, and connect related policies and supporting references through hyperlinks. These connections are intended to make the manual easier to navigate and help readers understand how policies work together.

How to Read Each Policy

Each policy follows a common structure:

- **Policy Title:** Identifies the subject of the policy.
- **Policy ID:** Provides a unique reference using the policy category, the year and month drafting or revision began, and a letter indicating the order in which work began within that category and month. For example, LF-202503-C identifies a Library Facilities, Behavior, & Usage policy (LF), with drafting or revision beginning in March 2025 (202503), and the third policy started in that category during that month (C). The date reflects when work began, rather than the policy's approval or effective date.
- **Category:** Identifies the subject area in which the policy is organized.
- **Effective Date:** Records the effective date or indicates that the policy will take effect upon City Council approval.
- **Review Dates:** Identify the most recent review and the next planned review.
- **Version:** Identifies the policy's revision level. Version 1.0 represents a new policy; versions 1.1 and higher within the 1.x series represent updates; version 2.0 represents a comprehensive revision.

- **Policy Statement and Supporting Sections:** Explain the policy's purpose, requirements, responsibilities, and application.
- **Related Documents & References:** Provide links to associated policies and supporting sources. "None." indicates that no related documents are listed.
- **Appendices & Attachments:** Identify supporting forms, notices, agreements, or guidance materials. "None." indicates that no supporting materials are listed.
- **Revision History:** Records adoption and the general nature of subsequent changes.

Presentation of Revisions

Much of the language in the updated policies remains the same as, or similar to, the previous policies. However, the addition of numerous new policies, reorganization of existing material, and changes to the manual's format made preparing a clear and usable redline extremely difficult.

For that reason, the proposed manual is presented as a clean review copy. A copy of the previous policy manual is included separately for reference and comparison.

Each proposed policy also includes a revision history identifying its adoption and the general nature of subsequent changes. These histories provide a summary rather than a line-by-line comparison.

Appendices and Attachments

The Appendices & Attachments section identifies forms, notices, agreements, and guidance materials that support administration of each policy. Many currently exist in draft or working form and will be finalized for Library use following adoption of the related policies.

These supporting documents are not included in this review copy and are not part of the policies themselves. They are listed to show how the policies will be put into practice. Highlighted entries identify these supporting materials; "None." indicates that no appendices or attachments are listed.

Status of This Copy

This manual remains a draft pending City Council approval.

Final pagination, table placement, and other publication details will be completed after Council consideration and any resulting changes.

SECTION 1 – LIBRARY MISSION, GOVERNANCE, AND GENERAL POLICIES

This section establishes the foundational principles and Library-wide policies that guide the Leon Valley Public Library. It includes the Library's mission and general policies that apply across Library services and operations. The policies in this section provide a consistent framework for Library services, decision-making, and interactions with the community.

MG-202503-A — MISSION & VISION STATEMENTS

Policy Title	Mission & Vision Statements	**Policy ID**	MG-202503-A
Category	Mission, Governance, & General Policies	**Author**	Regina Reed
Effective Date	March 2022	**Reviewed by**	Library Advisory Board
Last Review	October 8, 2026	**Next Review**	October 2029
Version	2.0		

All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.

POLICY STATEMENT

The Leon Valley Public Library is guided by the following mission and vision in providing services to the community.

Mission Statement

The Leon Valley Public Library provides free and equitable access to information, resources, and programs that support lifelong learning, cultural enrichment, and community engagement. The Library fosters literacy, creativity, and exploration in a welcoming and inclusive environment.

Vision Statement

The Leon Valley Public Library envisions a future where knowledge, creativity, and heritage preservation thrive. As a dynamic hub for lifelong learning and innovation, the Library empowers individuals of all ages to explore, connect, and grow in an ever-changing world.

RELATED DOCUMENTS & REFERENCES

- ALA Core Values of Librarianship

APPENDICES & ATTACHMENTS

None.

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	03.12.2022	Initial Adoption	Regina Reed	LAB & Council

1.1	01.08.2025	Changes to Formatting	Regina Reed	Council
2.0	10.08.2026	Comprehensive Revision	Regina Reed	LAB

MG-202503-B — LIBRARY CODE OF CONDUCT

Policy Title	Library Code of Conduct	**Policy ID**	MG-202503-B
Category	Mission, Governance, & General Policies	**Author**	Regina Reed
Effective Date	Upon City Council Approval	**Reviewed by**	Library Advisory Board
Last Review	October 8, 2026	**Next Review**	October 2027
Version	1.0		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

POLICY STATEMENT

The Leon Valley Public Library is committed to providing a safe, respectful, and welcoming environment for all patrons, staff, and visitors.

Expected Behavior

To create a respectful and welcoming environment, patrons are expected to:

- Follow all Library policies, which are posted on the Library's website and available in the Library.
- Patrons are responsible for securing and monitoring their personal belongings. The Library is not responsible for lost, stolen, or misplaced items. Library staff may, at their discretion, collect, secure, or dispose of unattended or abandoned property in accordance with Library policies and procedures.
- Wear shoes and appropriate clothing for public health and safety reasons.
- Use public restrooms only for their intended purposes.
- Maintain acceptable hygiene. Strong odors that interfere with another person's use of the Library may result in the patron being asked to address the concern or leave the Library.
- Remain in public areas unless otherwise authorized by staff.
- Supervise children appropriately. Parents and guardians are responsible for the behavior and safety of minors in accordance with Library policies and procedures.
- Use Library spaces, furniture, and equipment only for their intended purposes. Furniture may not be moved without staff permission.

Prohibited Behavior

The following actions and behaviors are not allowed on Library property or at Library-sponsored activities, as applicable:

- **Disruptive Behavior:** Any behavior that interferes with normal Library operations or other patrons' ability to use Library services. This includes excessive noise, running, blocking aisles or entrances, throwing objects, inappropriate use of furniture, or refusing to follow staff directions.
- **Technology Misuse:** Use of Library computers or Wi-Fi in a manner that disrupts others, violates Library policies, or displays content inappropriate for a public space.
- **Harassment:** Unwelcome conduct directed at Library staff or patrons that creates an intimidating, hostile, or offensive environment, including threats, bullying, verbal abuse, stalking, discriminatory comments, or unwanted physical contact. This includes photographing, recording, or following staff or patrons in a manner that is intrusive, harassing, or violating privacy.
- **Solicitation, Panhandling, and Unauthorized Transactions:** Engaging in activities such as requesting donations, selling goods or services, distributing promotional materials, or gathering petition signatures without prior written approval from the Library Director.
- **Alcohol & Illegal Substances:** Possession or use of alcohol or illegal substances in the Library.
- **Phone Calls & Noise Control:** Phone calls must be kept short and quiet to avoid disturbing others. Loud talking while at public computers is not permitted. Speakerphone use, loud video or audio playback, and disruptive electronic alerts are prohibited. Library phones are for Library operations only and are not available for personal or patron use.
- **Intentional Damage or Vandalism:** Destruction or damage of Library property or the personal property of others.
- **Food & Drinks:** Food and drinks in the Library must comply with all Library policies and procedures.
- **Sleeping in the Library:** Sleeping is not permitted in the Library. Staff may conduct a wellness check when an individual appears unconscious, unresponsive, or in need of assistance.
- **Respond to Staff Safety Checks:** Patrons are expected to respond when Library staff attempt to check on their welfare or safety. Library staff may request a wellness check or contact emergency services when there is a reasonable concern for a patron's health or safety, including when a patron does not respond to reasonable attempts to communicate with them or appears to be experiencing a medical or other health-related emergency. This may apply even if the patron appears to be awake or otherwise active. A patron who does not wish to receive assistance may leave the Library, when their condition permits them to do so safely.

- **Smoking & Vaping:** Smoking, vaping, and use of tobacco products are not permitted inside the Library or on the Library porch. This includes e-cigarettes, vape pens, and smokeless tobacco.
- **Animals in the Library:** Animals are not permitted in the Library except service animals as defined by the ADA and animals participating in an approved Library program. Emotional support animals and pets are not permitted.
- **Illegal Activity:** Conduct that violates federal, state, or local law is prohibited.

Consequences for Policy Violations

Responses to policy violations will be based on the nature, severity, frequency, and circumstances of the conduct. Depending on the circumstances, a response may include a warning, direction to discontinue the behavior, removal from the Library, suspension or loss of Library privileges, or law enforcement intervention. A warning is not required when conduct presents an immediate safety concern, involves suspected unlawful activity, or is sufficiently serious to warrant immediate action.

1. **Warning:** When appropriate, a staff member may provide a verbal warning, request compliance, and provide a copy of this policy.
2. **Removal for the Day:** If the behavior continues, the Library Director or their appointee may require the patron to leave for the remainder of the day. Refusal to comply may result in law enforcement intervention.
3. **Suspension of Library Privileges:** Severe or repeated violations may result in temporary loss of Library privileges. For suspensions exceeding one day, patrons will receive written notice stating the reason and duration and may request a written review within 10 business days.
4. **Immediate Removal and Criminal Trespass:** The following actions may result in immediate removal from Library property without a prior warning:
    - Committing or attempting to commit a crime or violating federal, state, or local law.
    - Possessing or using a weapon in violation of applicable law.
    - Threatening or engaging in violent, assaultive, or intimidating behavior toward staff or patrons.
    - Possessing, using, or being under the influence of alcohol or illegal substances.
    - Trespassing by entering or remaining on Library property after being formally expelled or suspended.
    - Engaging in behavior that presents an immediate danger to the individual, staff, or patrons.

Authority to Suspend or Expel: The Library Director has the authority to suspend a patron's Library privileges for conduct that creates a disruptive, unsafe, or unwelcoming environment. The City Manager, at the recommendation of the Library Director, may permanently expel a patron for serious or repeated violations. Written notice will be provided when practicable, and the City Council will be notified. If a suspended patron attempts to re-enter the Library before the suspension period expires, staff will contact law enforcement immediately.

Appeal of Permanent Expulsion: A patron may appeal a permanent expulsion to the City Council by submitting a written request to the City Manager explaining the reasons for the appeal. The City Manager will coordinate Council review. The expulsion will remain in effect unless modified or reversed by the City Council.

RELATED DOCUMENTS & REFERENCES

- Incident Report & Documentation Policy (MG-202512-A)
- Caregivers, Children, & Unattended Individuals (LF-202503-A)
- Food & Drink Policy (LF-202503-F)
- Unattended Property & Lost & Found Policy (LF-202503-G)
- Photography & Video Recording Policy (MG-202505-A)
- ADA & Accessibility Policy (MG-202503-D)
- Public Computer & Wi-Fi Access Policy (TI-202503-A)
- Library Equipment & Technology Use Policy (TI-202503-C)

Appendices & Attachments

- Notice of Suspension of Library Privileges
- Request for Review of Suspension

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

MG-202503-C — CONFIDENTIALITY, PRIVACY, & INFORMATION SECURITY

Policy Title	Confidentiality, Privacy, & Information Security	**Policy ID**	MG-202503-C
Category	Mission, Governance, & General Policies	**Author**	Regina Reed
Effective Date	Upon City Council Approval	**Reviewed by**	Library Advisory Board
Last Review	October 8, 2026	**Next Review**	October 2027
Version	1.0		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

POLICY STATEMENT

The Leon Valley Public Library is committed to protecting patron confidentiality, privacy, and information security in accordance with applicable federal and state laws and established Library standards.

This policy is intended to satisfy the Texas State Library and Archives Commission (TSLAC) requirements for information security and privacy policies or procedures as set forth in 13 Texas Administrative Code (TAC) §1.77.

Confidentiality of Library Records

Under Texas Government Code §552.124, Library records that identify a person as having requested, obtained, or used Library materials or services are confidential and may only be disclosed under the following circumstances:

- When disclosure is reasonably necessary for Library operations and the record is not otherwise confidential under state or federal law.
- To the patron or the patron's authorized representative, as permitted by law and within the scope of Library policies and procedures.
- To a law enforcement agency or prosecutor under a court order or subpoena obtained in accordance with Texas Government Code §552.124.

The Library will not disclose patron records to third parties, including law enforcement, without proper legal authorization.

For law enforcement or prosecutorial requests, legal authorization means a court order or subpoena obtained in accordance with Texas Government Code §552.124. A verbal request or presentation of law enforcement credentials alone does not constitute sufficient legal authorization for disclosure of confidential Library records.

Law enforcement or other legal requests for confidential Library records will be referred to the Library Director or designated authority for review. When appropriate, the request will be referred to City administration or legal counsel before any confidential records are released. Only information authorized for disclosure will be released.

Information Collected by the Library

The Library may collect and store limited patron information necessary for Library operations, including:

- Name, address, phone number, and email.
- Items currently checked out.
- Fees owed.
- Other account information necessary to provide Library services and manage patron accounts.

The Library does not track:

- Patron circulation histories. Patrons may choose to maintain their own circulation history through their Library account; this history is not accessible to Library staff.
- Websites visited on Library computers.
- Private communications.
- Reference questions, digital resource use, database searches, or internet activity.

Patron records and system logs are retained only as long as operationally necessary and in accordance with applicable Texas state records retention requirements. The Library minimizes the retention of personally identifiable information and routinely purges or deletes data when it is no longer required for operational, legal, or audit purposes.

Staff and vendors may only access stored patron information as required to perform authorized Library functions.

Patron Privacy Rights

Information maintained by the Library is treated as confidential in accordance with applicable law and Library policy.

Library staff will not disclose a patron’s account information to others—including family members—without legal authorization or authorization permitted under applicable Library policy.

Access to another patron’s account information, including the account of a minor, is limited to access permitted by law and Library policies and procedures. Staff will take

reasonable steps to prevent unnecessary exposure of patron account information during interactions at service desks or on public terminals.

Public Computer & Internet Use Privacy

The Library protects patron privacy when providing access to public computers, internet services, and Wi-Fi, in accordance with Library policies and procedures.

Library staff do not monitor or maintain histories of patron internet activity.

Library computers automatically erase browsing data after each session.

Wi-Fi networks are unsecured, and patrons use them at their own risk.

Staff may assist patrons with navigating private accounts but will not enter passwords, Social Security numbers, financial information, or other sensitive personal information on a patron's behalf. Patrons are responsible for entering and protecting their own personal information and account credentials.

Patrons are encouraged to log out of all accounts and verify that personal data has been cleared at the end of each session.

Third-Party Services & Digital Privacy

The Library provides access to digital resources through third-party vendors. Patrons should be aware that:

- These services have their own privacy policies.
- The Library does not control how vendors handle patron data.

The Library does not share patron borrowing history, reference inquiries, or internal account notes with third-party vendors. Information necessary to provide or authenticate access to third-party services may be transmitted to the applicable vendor and is subject to that vendor's privacy practices.

Use of third-party services constitutes acceptance of the vendor's privacy terms, which may differ from the Library's confidentiality standards.

RELATED DOCUMENTS & REFERENCES

- ALA Core Values of Librarianship
- Texas Government Code §552.124
- 13 Texas Administrative Code §1.77(6)(D)

- Public Computer & Wi-Fi Access Policy (TI-202503-A)
- Patron Registration Policy (LM-202503-A)
- Minor Registration Policy (LM-202503-B)

Appendices & Attachments

None.

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

MG-202503-D — ADA & ACCESSIBILITY

Policy Title	ADA & Accessibility	**Policy ID**	MG-202503-D
Category	Mission, Governance, & General Policies	**Author**	Regina Reed
Effective Date	March 15, 2022	**Reviewed by**	Library Advisory Board
Last Review	October 8, 2026	**Next Review**	October 2027
Version	1.2		

All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.

POLICY STATEMENT

The Leon Valley Public Library is committed to providing equitable access to Library services, programs, and facilities for all individuals, including those with disabilities.

The Library provides reasonable accommodations and inclusive services in accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and applicable Texas accessibility requirements.

Library Services & Accommodations

The Library provides accommodations to ensure that all patrons have full access to resources, including:

- Homebound Delivery & Pickup Services for Leon Valley residents unable to visit the Library due to disability or mobility limitations.
- Assistance with the Texas Talking Book Program (TSLAC), which offers free audiobooks, braille, and large print materials to eligible individuals.
- Library staff assistance in retrieving materials for patrons who may have difficulty reaching shelves.
- Extended loan periods and reserves available upon request.
- Proxy borrowing for patrons needing a designated person to check out materials on their behalf.
- Staff will make every reasonable effort to provide alternative accommodations when a requested accommodation cannot be fulfilled as originally requested.
- Requests for ASL interpretation, alternative formats (such as large print, audio, or digital text), or assistive technologies will be considered on a case-by-case basis and depend on availability.

- Patrons requiring accommodations for events, materials, or services should notify the Library at least three business days in advance to ensure arrangements can be made.

Accessible Facilities

The Leon Valley Public Library is designed to be accessible and includes:

- Automatic doors at the entrance.
- Wheelchair-height furniture at service desks and designated seating areas.
- Handicap parking and an accessible ramp for easy entry.
- ADA-compliant restrooms with appropriate fixtures and grab bars.
- Staff will provide reasonable assistance navigating the facility when requested, provided such assistance does not create a safety risk for staff or patrons. Patrons may not grab, hold on to, pull, lean on, or otherwise use Library staff for physical support or mobility assistance.

Accessible Collections & Digital Resources

The Library provides:

- Large-print books available for checkout.
- A limited selection of Juvenile Braille materials.
- Digital audiobooks and e-books through Library services.
- Accessible computer accessories, assistive technologies, and other accessibility materials are available upon request, subject to availability.
- Staff can assist patrons in finding materials that best meet their accessibility needs.
- When feasible and in compliance with copyright law, staff may assist patrons in accessing materials in alternate formats.
- The Library works to ensure that its website, online services, and other digital resources comply with applicable accessibility requirements and to remediate identified accessibility barriers.

Service Animals

The Library welcomes service animals as defined by the ADA.

- Service animals must be trained to perform a task related to a patron's disability. Emotional support animals, therapy animals, or pets are not considered service animals under ADA regulations and are not permitted.
- Library staff may ask:

1. Is this animal required due to a disability?
2. What task has the animal been trained to perform?

- If a service animal is disruptive or not under control, the patron may be asked to remove the animal from the Library.
- If a service animal is removed, the patron may continue to access Library services without the animal and may request reasonable accommodations as needed.

RELATED DOCUMENTS & REFERENCES

- Public Programs & Events Policy to LF-202512-A
- Library Equipment & Technology Use Policy (TI-202503-C)
- Homebound & Outreach Services Policy (LM-202503-F)
- Library Code of Conduct (MG-202503-B)
- Americans with Disabilities Act (ADA), Title II
- Section 504 of the Rehabilitation Act of 1973
- Texas Accessibility Standards (TAS)

APPENDICES & ATTACHMENTS

- Reasonable Accommodation Request Form
- ADA Service Animal Staff Guidance

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	03.12.2022	Mild Edits	Regina Reed	LAB & Council
1.1	01.08.2025	Changes to Formatting	Regina Reed	Council
1.2	10.08.2026	Updated and Changes to Formatting.	Regina Reed	LAB

MG-202503-E — SPONSORSHIP

Policy Title	Sponsorship	**Policy ID**	MG-202503-E
Category	Mission, Governance, & General Policies	**Author**	Regina Reed
Effective Date	March 15, 2022	**Reviewed by**	Library Advisory Board
Last Review	October 8, 2026	**Next Review**	October 2027
Version	1.2		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

POLICY STATEMENT

The Leon Valley Public Library welcomes sponsorships that support Library programs, services, and initiatives while protecting the Library's independence, public trust, and equitable access.

Sponsorship Principles

- **Mission Alignment:** Sponsorships must support the Library's services, programs, and initiatives.
- **Equity of Access:** No sponsorship will result in preferential treatment or restricted access to Library resources.
- **Intellectual Freedom:** Sponsors cannot influence the selection of books, materials, or programs.
- **User Privacy:** The Library will not sell or share patron records in exchange for sponsorship.
- **Transparency & Integrity:** Sponsorships must be ethically sourced and free from conflicts of interest.
- **Endorsement:** Sponsorship does not constitute or imply Library endorsement of the sponsor's products, services, viewpoints, or organizational mission.
- **Ethical Standards:** Sponsorships must not create an appearance of undue influence, commercial pressure, or conflict with municipal ethics requirements.
- **Library Discretion:** The Library reserves the right to decline any sponsorship that does not align with the principles and requirements established in this policy.

Types of Sponsorships Accepted

The Library may accept sponsorships in the form of:

- **Financial Contributions:** Grants or monetary contributions.
- **In-Kind Contributions:** Equipment, technology, books, furniture, or other goods or services.
- **Program Series Sponsorships:** Funding for recurring Library programs.
- **Event-Specific Sponsorships:** Sponsorships supporting seasonal programs, community events, or other short-term activities.
- **Facility or Project Sponsorships:** Sponsorships supporting facility enhancements or designated project areas, provided no naming rights are implied unless separately approved by City Administration.

The Library does not accept sponsorships that:

- **Require Political or Religious Endorsement:** Sponsorships may not require the Library to support or oppose a political or religious position.
- **Promote Restricted or Discriminatory Activities:** Sponsorships may not promote activities or agendas that conflict with applicable law or City policy.
- **Attempt to Influence Library Operations:** Sponsors may not attempt to control Library policies, collections, programs, or operations.
- **Conflict with City Requirements:** Sponsorships must comply with City of Leon Valley policies, municipal purchasing requirements, and applicable law.

Recognition & Acknowledgment

- **Branding:** Sponsorship recognition will be appropriate and secondary to the Library's branding.
- **Promotional Materials:** Sponsors may be acknowledged in Library newsletters, flyers, website content, and other promotional materials.
- **Program Recognition:** Sponsors may be acknowledged in connection with sponsored program series.
- **Name & Logo Placement:** Sponsor names or logos may be displayed where appropriate and subject to Library approval.
- **No Advertising:** Sponsor recognition will not include advertising language, slogans, or calls to action.
- **City Branding:** Placement of sponsor names or logos will follow City and/or Library branding guidelines and will not imply product endorsement.
- **Temporary Signage:** Temporary sponsor signage may be permitted for event- or program-based sponsorships and must be approved in advance.
- **Donor Appreciation Events:** The Library does not host donor appreciation events.

Approval & Implementation

- **Final Approval:** The Library Director has final approval over all sponsorship agreements.
- **Written Agreements:** Sponsorships valued over $500 require a written agreement outlining:
    - Nature of the sponsorship (monetary, in-kind, or program-related).
    - Recognition terms, if applicable.
    - Restrictions or conditions, if any.
- **Agreement Terms:** All sponsorship agreements must specify duration, renewal terms, if applicable, and criteria for early termination by either party.
- **Termination:** The Library reserves the right to remove sponsor recognition or terminate an agreement if the sponsor's reputation, activities, or practices conflict with the Library's mission, public trust, or community standards.
- **Consultation:** The Library Director may consult with City Administration or Legal Counsel when evaluating higher-value, complex, or potentially sensitive sponsorships.
- **Use of Funds:** The Library maintains full control over how sponsorship funds and donations are used.

RELATED DOCUMENTS & REFERENCES

- Materials Donation & Gifts Policy (CD-202503-B)
- Public Programs & Events Policy (LF-202512-A)

APPENDICES & ATTACHMENTS

- Sponsorship Agreement Template
- Sponsor Recognition Guidelines

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	03.12.2022	New Policy	Regina Reed	LAB & Council
1.1	01.08.2025	Changes to Formatting	Regina Reed	Council
1.2	10.08.2026	Updated and Changes to Formatting	Regina Reed	LAB

MG-202505-A — PHOTOGRAPHY & VIDEO RECORDING

Policy Title	Photography & Video Recording	**Policy ID**	MG-202505-A
Category	Mission, Governance, & General Policies	**Author**	Regina Reed
Effective Date	Upon City Council Approval	**Reviewed by**	Library Advisory Board
Last Review	October 8, 2026	**Next Review**	October 2027
Version	1.0		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

POLICY STATEMENT

The Library recognizes and respects First Amendment rights related to photography, video recording, and expressive activity in publicly accessible areas of the facility.

This policy is intended to clarify how those rights are exercised within the Library while ensuring that recording activities do not interfere with Library operations, patron access, or the safe and equitable use of shared public spaces.

Public Space Consideration

As a city-owned facility, the Leon Valley Public Library is a public space comparable to a park or community plaza. Photography and video recording are generally permitted in all publicly accessible areas of the Library, in accordance with First Amendment rights.

However, patrons have a reasonable expectation not to be personally targeted, harassed, or surveilled, and the Library reserves the right to intervene if recording behavior violates Library policies, disrupts operations, or interferes with patrons' use of the Library.

Permission to photograph or record does not override the Library's responsibility to maintain a safe, welcoming, and orderly environment for all users.

Library-Initiated Photography & Video

The Library may take photographs or videos during programs, events, and daily operations for use in promotional materials, including:

- Social media platforms (e.g., Facebook, Instagram)
- The Library's website
- Printed materials (e.g., newsletters, brochures)
- Press releases and local media

Whenever possible, staff will make announcements or post signage indicating that photography or recording may occur.

Special care will be taken to avoid photographing or identifying children without parental consent. A parent or legal guardian may request in writing that images of their child not be used.

The Library will not intentionally identify patrons by name in promotional materials without consent, except when participation has been voluntarily documented (e.g., award recipients, presenters, or speakers).

Patron-Initiated Photography & Recording

The Leon Valley Public Library is a public space, and photography and video recording by patrons is legally permitted in publicly accessible areas.

While permission is not legally required, patrons are strongly encouraged to respect the privacy of others, especially when photographing or filming individuals, children, or families.

Library staff may intervene if any recording behavior:

- Targets, intimidates, harasses, or persistently focuses on other patrons or staff
- Disrupts Library operations, services, or programming
- Violates the Library's Code of Conduct

Recording in staff-only areas, restrooms, occupied study rooms, or private meetings is not permitted under any circumstances.

Recording equipment may not obstruct walkways, exits, service desks, or emergency access points. Tripods, lighting equipment, or extended setups may be restricted at staff discretion to ensure safety and accessibility.

If a patron expresses discomfort about being recorded, staff will mediate when appropriate and remind the individual filming of expected conduct in a shared public space. Staff may offer general guidance regarding shared public space expectations, while recognizing that lawful recording in public areas is permitted.

Commercial & Media Recording

Commercial photography, filming intended for profit, or recording by media outlets may require prior approval from the Library Director or the City, depending on scope and intent.

Media requests involving interviews, staged filming, or identifiable staff participation must be coordinated through library administration.

RELATED DOCUMENTS & REFERENCES

- First Amendment to the United States Constitution
- Texas Penal Code §21.15 – Invasive Visual Recording
- Library Code of Conduct Policy (MG-202503-B)
- Confidentiality, Privacy, & Information Security Policy (MG-202503-C)
- ADA & Accessibility Policy (MG-202503-D)
- Public Programs & Events Policy (LF-202512-A)

APPENDICES & ATTACHMENTS

- Commercial & Media Recording Request Form
- Parent/Guardian Photography & Video Opt-Out Form

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

MG-202505-B — VOLUNTEERS

Policy Title	Volunteers	**Policy ID**	MG-202505-B
Category	Mission, Governance, & General Policies	**Author**	Regina Reed
Effective Date	Upon City Council Approval	**Reviewed by**	Library Advisory Board
Last Review	October 8, 2026	**Next Review**	October 2027
Version	1.0		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

POLICY STATEMENT

The Leon Valley Public Library welcomes volunteers who wish to support the Library's mission of public service and lifelong learning. Volunteers contribute time, skills, and enthusiasm to help enhance Library programs, services, and community outreach.

Eligibility & Application Process

All prospective volunteers must complete the Volunteer Sign-Up Packet before beginning service.

Volunteers age 17 and older are required to pass a criminal background check, conducted through the City of Leon Valley Human Resources Department.

Teens Speak volunteers ages 12–17 must have a signed parent or guardian permission form. Volunteers ages 12–15 may participate only through the Teens Speak program. Volunteers ages 16–18 may participate through the general volunteer program or Teens Speak.

The Library may limit the number of volunteers accepted or scheduled based on available volunteer opportunities, staff supervision capacity, space, operational needs, and other Library considerations.

Volunteer acceptance does not guarantee a particular assignment, schedule, number of service hours, or continued volunteer placement.

Volunteers are required to reverify and update their application materials at least annually. In addition, the City of Leon Valley may request updated forms or documentation at any time as part of its standard administrative practices.

Volunteer Roles & Assignments

Volunteer opportunities may include:

- Shelving, organizing, and facing Library materials
- Program preparation or event support
- Assisting with children's, teen, or adult activities
- Book repair, labeling, and material processing
- Digitization and local history projects
- Community service and leadership through the Teens Speak program

All volunteers receive task-specific training and are scheduled based on Library needs, staff supervision capacity, and the individual's interests and availability. Volunteers are expected to perform assigned duties in accordance with current Library practices, policies, and procedures as directed by Library staff.

Training & Supervision

Volunteers work under the direction of designated Library staff and are expected to follow established procedures.

Orientation and task-specific instruction will be provided prior to service.

Volunteers are not permitted to perform duties in place of staff or to access restricted areas unless authorized.

Volunteers must follow all current operational procedures and staff instructions while on duty. Volunteer service does not permit independent decision-making outside of assigned tasks or established Library practices.

Conduct & Responsibilities

Volunteers are expected to:

- Adhere to the Volunteer Dress Code and maintain a professional appearance.
- Follow all Library policies, including confidentiality and patron privacy standards.
- Treat staff, patrons, and fellow volunteers with respect.
- Notify the Assistant Library Director or Volunteer Coordinator of absences or schedule changes.
- Refrain from personal phone use or disruptive behavior during shifts.
- Adhere to assigned volunteer schedules, including arriving on time, remaining on duty for the full scheduled shift, and completing assigned tasks within the designated time frame unless prior approval for changes has been granted by Library staff.

- Comply with all current Library policies, procedures, and operational practices while volunteering.

Volunteer participation is a privilege, not a right. Continued service is contingent upon adherence to assigned schedules, staff direction, and all current Library policies, procedures, and operational expectations.

The Library reserves the right to dismiss volunteers whose performance or behavior is inconsistent with the Library's standards or who fail to comply with policies.

Hours & Scheduling

- Volunteers may serve on a regular schedule or for occasional events.
- Availability is provided during the application process and is used to develop a rotating or assigned schedule.
- Volunteers are responsible for signing in and recording their hours for Library records and recognition.
- Documentation of hours for school, work, or extracurricular activities will be provided upon request if arranged in advance.
- Volunteers are expected to begin and conclude their service at the scheduled times and to complete assigned tasks during the approved volunteer shift.

Confidentiality & Background Checks

Volunteers may access confidential information and must sign a Confidentiality Agreement to uphold privacy.

Volunteers age 17 and older must complete an Information Release Authorization and CCH Verification Form as part of the background check process.

Volunteer application materials and background-check information may be required to be updated or resubmitted at least annually. Background checks and related paperwork may be repeated or updated at the request of the City of Leon Valley, even if not legally mandated, as part of internal oversight and administrative expectations.

RELATED DOCUMENTS & REFERENCES

- Library Code of Conduct (MG-202503-B)
- Confidentiality, Privacy, & Information Security Policy (MG-202503-C)
- Public Programs & Events Policy (LF-202512-A)
- Incident Report & Documentation Policy (MG-202512-A)

APPENDICES & ATTACHMENTS

- Volunteer Packet

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

MG-202505-C — COPYRIGHT

Policy Title	Copyright	**Policy ID**	MG-202505-C
Category	Mission, Governance, & General Policies	**Author**	Regina Reed
Effective Date	March 15, 2022	**Reviewed by**	Library Advisory Board
Last Review	October 8, 2026	**Next Review**	October 2027
Version	1.2		

All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.

POLICY STATEMENT

The Leon Valley Public Library supports lawful access to information while respecting copyright law and the rights of copyright holders.

United States Copyright Act

Leon Valley Public Library adheres to the United States Copyright Act (Title 17, U.S. Code) and all applicable amendments. All patrons and staff must respect copyright when using Library collections, photocopiers, computers, printers, scanners, or other equipment.

Materials obtained through Interlibrary Loan or other Library services may also be subject to copyright restrictions, including limitations on duplication or distribution. Staff will make reasonable efforts to inform users of such restrictions when known.

The Library does not monitor or control individual use of materials but reserves the right to take appropriate action if copyright violations are discovered or brought to the Library's attention. Staff members are not authorized to provide legal advice regarding copyright compliance.

Copyright Warning Notices

In accordance with federal requirements for libraries and archives, the Library will post and maintain a copyright warning notice near reproduction equipment and, when applicable, on copying/scan request forms or point-of-service requests for staff-assisted copying.

The Library will use the applicable copyright warning language required by federal law to inform users of their responsibilities.

Use of Library Equipment

Patrons using Library photocopiers, scanners, computers, or printers are responsible for ensuring that their reproduction or transmission of copyrighted works complies with the law. The Library may post notices near equipment to remind users of their legal obligations.

In addition:

- The Library may limit copying, printing, or scanning when necessary to protect equipment availability, comply with law, or enforce license terms for digital resources.
- Patrons may not use Library equipment or networks to reproduce or distribute content in violation of copyright, license agreements, or other applicable law.

Staff-Assisted Copying and Scanning

When Library staff are asked to assist with copying, scanning, printing, digitization, uploading, or distributing materials, staff may request enough information to evaluate whether the request appears consistent with Fair Use or other applicable exceptions, or whether permission is required.

The Library reserves the right to refuse a copying or scanning request if, in the Library's judgment, fulfillment would involve violation of copyright law.

Fair Use

The Library recognizes Fair Use as provided under Section 107 of the U.S. Copyright Act. Fair Use permits limited use of copyrighted materials for purposes such as criticism, comment, news reporting, teaching, scholarship, and research, subject to the circumstances of each individual use.

Fair Use is determined on a case-by-case basis using the four statutory factors: the purpose and character of the use, the nature of the copyrighted work, the amount and substantiality of the portion used, and the effect of the use on the potential market for the copyrighted work.

Library staff may provide general information about Fair Use but do not provide legal advice or make legal determinations on behalf of patrons.

Educational and Non-Commercial Use

Educational or non-commercial use does not automatically qualify as Fair Use. Teachers, students, nonprofit organizations, and other users must still consider whether their

particular use meets the requirements of Fair Use or another applicable copyright exception.

The fact that a use is educational, instructional, or non-commercial does not by itself permit copying, reproduction, distribution, display, or performance of copyrighted materials.

Digital Content, Databases, and Licensed Resources

Many Library-provided electronic resources are governed by vendor license agreements. Patrons and staff must comply with those license terms, which may restrict downloading, printing, sharing, systematic copying, automated scraping, redistribution, or commercial use—even when a user believes Fair Use would apply.

Violation of license terms may result in temporary or permanent suspension of access for the individual user and/or the Library as a whole.

Interlibrary Loan and Document Delivery

Interlibrary Loan requests and fulfillment may be subject to copyright limitations and interlibrary loan guidelines (including common practices related to the “rule of five” for periodical articles).

The Library will follow applicable state/regional protocols for interlibrary loan lending and borrowing and will require requestors to affirm compliance with copyright restrictions when applicable.

Public Programs, Displays, and Performances

Copyright applies to more than copying. Use of images, music, film/video, and other content in Library programs, presentations, recordings, livestreams, displays, and promotional materials may require permission or a license.

Library staff will make reasonable efforts to use appropriately licensed, permissioned, public domain, or otherwise lawful content when creating Library-produced materials.

Patrons, performers, and volunteers hosting events or using Library spaces are responsible for securing any necessary rights or permissions for copyrighted content used or performed, unless the Library has explicitly obtained such rights for a specific program.

For Library-sponsored movie screenings, the Library will obtain or use the appropriate public performance license or other authorization for the film being shown.

The Library does not provide public performance licenses or permissions by default for outside groups or user-hosted events.

RELATED DOCUMENTS & REFERENCES

- United States Copyright Act — Title 17, U.S. Code
- Warnings of Copyright for Use by Certain Libraries and Archives — 37 CFR §201.14
- Interlibrary Loan (ILL) Policy (LM-202503-E)
- Public Programs & Events Policy (LF-202512-A)
- Library Equipment & Technology Use Policy (TI-202503-C)

APPENDICES & ATTACHMENTS

- Copyright Warning Notice (Posted Signage)

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	03.12.2022	New Policy	Regina Reed	LAB & Council
1.1	01.08.2025	Changes to Formatting	Regina Reed	Council
1.2	10.08.2026	Updated and Changes to Formatting	Regina Reed	LAB

MG-202512-A — INCIDENT REPORT & DOCUMENTATION

Policy Title	Incident Report & Documentation	**Policy ID**	MG-202512-A
Category	Mission, Governance, & General Policies	**Author**	Regina Reed
Effective Date	Upon City Council Approval	**Reviewed by**	Library Advisory Board
Last Review	October 8, 2026	**Next Review**	October 2027
Version	1.0		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

POLICY STATEMENT

The Leon Valley Public Library requires timely, accurate, and objective documentation of incidents that may affect the safety of patrons or staff, Library operations, property, or the City.

Incident Reporting Requirements

Incidents must be reported as soon as practicable and documented no later than 24 hours after the event, unless immediate emergency response takes precedence. Staff must use the official Incident Report Form to record factual, objective information including:

- Date, time, and exact location of the incident
- Names of involved individuals (when voluntarily provided)
- Names of witnesses (if available)
- A clear, factual narrative describing what occurred
- Actions taken by staff, including contact with emergency responders or law enforcement
- Recommended or required follow-up

Personal opinions, assumptions, or subjective judgments must not be included. Staff may reference relevant evidence (photos, video timestamps, or documents) but may not share or release evidence directly to patrons, media, or outside entities except as permitted by law or city direction.

Mandatory Reporting (Texas Law)

Under Texas Family Code §261.101, a person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect must immediately make a report as required by law.

Library staff must make any required report directly to the appropriate authority and may not rely on another person to make the report on their behalf.

Documenting concerns in an incident report does not satisfy the legal obligation to report. When a report is required, staff must make the external report in addition to completing an internal Library incident report.

Confidentiality & Records Management

Incident reports frequently include sensitive information. Reports will be stored securely and retained in accordance with the City of Leon Valley's adopted records retention schedule and applicable state law. Access is limited to authorized personnel, including Library Administration and designated City staff with a business or legal need to review.

Release of incident reports is governed by the Texas Public Information Act and relevant privacy laws. Reports will not be disclosed to patrons or external parties except through formal records requests, legal processes, or administrative review.

Administrative Review & Follow-Up

The Library Director (or designee) will review all incident reports to:

- Assess safety risks or recurring patterns
- Determine whether additional action or documentation is required
- Evaluate potential policy, facility, or training needs
- Coordinate follow-up with staff, City Administration, or Legal Counsel when appropriate

Incidents involving threats, violence, illegal activity, or significant safety concerns may result in temporary or long-term restrictions of Library privileges as outlined in the Library Code of Conduct.

RELATED DOCUMENTS & REFERENCES

- Library Code of Conduct (MG-202503-B)
- Confidentiality, Privacy, & Information Security Policy (MG-202503-C)
- Emergency Closures & Safety Policy (LF-202512-B)
- Caregivers, Children, & Unattended Individuals Policy (LF-202503-A)
- Texas Family Code §261.101 — Persons Required to Report; Time to Report
- Texas Government Code, Chapter 552 — Texas Public Information Act
- Texas State Library and Archives Commission — Local Government Records Retention Schedules

APPENDICES & ATTACHMENTS

- Incident Report Form

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

SECTION 2: LIBRARY MEMBERSHIP & BORROWING POLICIES

This section outlines the general framework governing library membership and borrowing at the Leon Valley Public Library. It establishes expectations for account use, access to materials and services, and shared responsibilities between the library and its users. These policies are intended to support equitable access, responsible use of library resources, and the efficient operation of library services while aligning with applicable laws, city requirements, and professional library standards.

LM-202503-A — PATRON REGISTRATION

Policy Title	Patron Registration	**Policy ID**	LM-202503-A
Category	LM, Library Membership & Borrowing Policies	**Author**	Regina Reed
Effective Date	March 15, 2022	**Reviewed by**	Library Advisory Board
Last Review	October 8, 2026	**Next Review**	October 2027
Version	1.1		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

POLICY STATEMENT

The Leon Valley Public Library provides equitable access to Library membership and services while establishing reasonable requirements for registration, account use, borrowing, and continued access to Library resources.

City Residents, Property Owners, and Business Owners

Library membership is free to all Leon Valley residents, Leon Valley property owners, and Leon Valley business owners.

A valid photo ID and proof of Leon Valley residency or ownership are required. Acceptable proof includes a utility bill, lease agreement, or other documentation approved by the Library Director.

Post office boxes and general delivery addresses cannot be used as proof of residency.

Non-Residents

Non-residents may obtain a library card by:

- Paying a non-resident fee as indicated on the Library Fee Schedule, or
- Providing a valid TexShare Card from a participating library and meeting any applicable TexShare eligibility requirements.

Non-resident cards are subject to the same borrowing limits and policies as resident cards unless otherwise specified.

Non-Resident Volunteers

Non-resident volunteers who provide regular service to the Library are eligible for a fee waiver for the duration of their active volunteer service, provided they remain in good standing and comply with applicable Library policies and procedures.

Digital-Only Access Membership

Digital Access Cards are available to patrons who want access to digital library resources without physical borrowing privileges.

- Digital Access Cards are available to all patrons, regardless of residency.
- Applicants must provide a valid email address and verify their identity with a photo ID or other verification method approved by library administration.
- Digital Access Cards provide access to e-books, digital audiobooks, streaming media, digital databases, online learning platforms, and public computers.
- Digital Access Cards do not permit checkout of physical materials or Interlibrary Loan (ILL) requests.
- Patrons who wish to check out physical materials must obtain a full-access library card by meeting the applicable registration requirements.
- Digital Access Cards expire annually and must be renewed by verifying account information.
- Patrons must keep their contact information current, including their email address and phone number.
- Digital resource access is subject to applicable licensing agreements, copyright laws, and library policies.
- Accounts may be suspended for misuse of digital resources, unauthorized sharing of digital access, or other violations of applicable library policies.

City Employees

Current City of Leon Valley employees are eligible for a free library card.

Library Cardholder Responsibilities & Patron Accountability

- Library cardholders are responsible for the security and use of their cards and associated accounts.
- If a library card is lost or stolen, the cardholder must notify the Library immediately to prevent unauthorized use. The cardholder remains responsible for all activity on the account until notification is received.
- Replacement card fees are based on the current Library Fee Schedule.

- Patrons are responsible for all materials checked out under their account.
- Adults assume full responsibility for all materials borrowed by minors under their account.
- A library card is non-transferable. An account holder may authorize a caregiver or other designated individual to use their account on their behalf; however, the account holder remains responsible for all materials checked out and activity conducted under the account.
- Patrons are responsible for keeping their account information, including address, telephone number, and email address, current.
- Library cards and account credentials may not be shared publicly or used for commercial purposes.
- Providing false information or allowing unauthorized access to a library account may result in suspension or restriction of account privileges.

Compliance with Library Policies

All Leon Valley Public Library cardholders agree to comply with the Library's rules and regulations upon registration and throughout the duration of account use.

Habitual or severe violations of Library policies may result in the suspension of borrowing privileges, temporary or permanent account restrictions, as determined by the Library Director or designee, in accordance with applicable policies and procedures.

Account privileges may also be suspended or restricted when a patron repeatedly or seriously misuses a library account, resources, or services.

Library Card Renewal

Library cards expire one year from the date of issue and must be renewed annually. Renewal requires:

- Verification of registration information, and
- Payment of any outstanding fees or resolution of account blocks.

Minors' cards do not require the presence of a caregiver for renewal; however, the associated caregiver account must be in good standing as long as the accounts remain linked.

Account Use & Authorization

Patrons are responsible for all activity conducted using their library card or associated digital account credentials.

Patrons may not use another person's credentials to access digital resources or public computers.

Violation of digital resource licensing agreements or applicable computer or internet use rules may result in temporary or permanent loss of access to the affected service.

RELATED DOCUMENTS & REFERENCES

- City of Leon Valley Code of Ordinances, Appendix A, Article A2.000 Administrative Fees, § A2.006 Library Fees
- Minor Registration Policy (LM-202503-B)
- Volunteer Policy (MG-202505-B)

APPENDICES & ATTACHMENTS

None.

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	03.15.2022	New Policy	Regina Reed	City Council
1.1	10.08.2026	Updated and Changes to Formatting	Regina Reed	LAB

LM-202503-B— MINOR REGISTRATION

Policy Title	Minor Registration	**Policy ID**	LM-202503-B
Category	LM, Library Membership & Borrowing Policies	**Author**	Regina Reed
Effective Date	Upon City Council Approval	**Reviewed by**	Library Advisory Board
Last Review	October 8, 2026	**Next Review**	October 2029
Version	1.0		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

POLICY STATEMENT

The Leon Valley Public Library provides minors with access to Library membership and services while establishing clear requirements for registration, responsible adult involvement, and account use.

Minor Registration Requirements

A minor is defined as an individual under the age of 18.

A parent, legal guardian, or designated caregiver must establish their own library account before registering a minor. The minor's library card is linked to and registered under the responsible adult's account.

The responsible adult associated with the minor's account assumes full responsibility for all materials checked out under the minor's account.

Minors must be present to receive their library card.

The Library Director may make exceptions for minors who do not have access to a parent or guardian and can provide a valid local student ID.

Library staff do not act in place of a parent or legal guardian and are not responsible for monitoring a minor's library use or material selection.

Minor accounts are subject to the requirements, rules, and procedures established in applicable Library policies, except where this policy specifically provides otherwise.

Borrowing Privileges for Minors

Minors have the same borrowing privileges as adult cardholders, unless otherwise restricted by policy.

Parents or guardians are responsible for monitoring their child's library materials and internet use.

The library does not restrict access to materials based on age and does not serve in a supervisory or advisory role regarding content selection.

The responsible adult associated with the minor's account may request overdue or lost item information with appropriate account verification.

Library Card Renewal for Minors

Minor library cards expire annually and must be renewed upon verification of registration information. A parent or guardian does not need to be present for renewal, but the associated adult account must remain in good standing at the time of renewal.

RELATED DOCUMENTS & REFERENCES

- Patron Registration Policy (LM-202503-A)
- Circulation Policy (LM-202503-C)
- Confidentiality, Privacy, & Information Security Policy (MG-202503-C)
- Caregivers, Children, & Unattended Individuals (LF-202503-A)

APPENDICES & ATTACHMENTS

None.

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

LM-202503-C — CIRCULATION

Policy Title	Circulation	**Policy ID**	LM-202503-C
Category	LM, Library Membership & Borrowing Policies	**Author**	Regina Reed
Effective Date	March 15, 2022	**Reviewed by**	Library Advisory Board
Last Review	October 8, 2026	**Next Review**	October 2029
Version	1.1		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

POLICY STATEMENT

The Leon Valley Public Library establishes fair and consistent circulation practices to provide equitable access to Library materials and resources.

Library Card Requirements

A valid Leon Valley Public Library card is required to check out materials.

Patrons must be in good standing to borrow items. Borrowing restrictions related to outstanding fees are established in the Library Fee Schedule.

Library accounts must be renewed annually to ensure accurate patron information.

Patrons are responsible for all materials checked out on their library card, including items borrowed by authorized users.

Library cards are non-transferable. Use of another person's card without authorization may result in account suspension.

Loan Periods & Checkout Limits

The total checkout limit is 25 items per library card.

- Books: 14-day loan period, renewable up to two times if no other holds are placed.
- DVDs: 14-day loan period, renewable up to two times if no other holds are placed, with a limit of five DVDs per library card.
- Kits: 7-day loan period, with a limit of one kit per family, regardless of the number of library cards associated with the family.

Library of Things items may have specialized loan periods, renewal limits, and checkout requirements based on the type of item.

The Library Director may limit the loan period on any materials based on factors such as release date, anticipated popularity, or special collection status.

Specific checkout limits, loan periods, and renewal limits may be set or adjusted by the Library Director based on demand, release date, collection type, or operational needs.

Renewals

Items may be renewed in person, by phone, through the patron's online library account, or by email unless they are on hold for another patron.

Renewals may be denied if the patron has overdue materials or unpaid fees.

Some materials, including Library of Things items and Interlibrary Loan (ILL) materials, may not be eligible for renewal.

Reserves & Holds

Patrons may place holds on materials that are currently checked out.

Once an item is available, the patron will be notified and has a set period to pick up the item before it is released to the next person on the waiting list.

Failure to pick up held materials within the designated timeframe may result in cancellation of the hold and may affect future hold privileges.

Interlibrary Loan (ILL)

Patrons may request items from other libraries through Interlibrary Loan (ILL) services, subject to applicable Library policies and procedures.

Loan periods, renewal, and conditions for ILL materials are determined by the lending library.

Failure to return ILL materials on time may result in suspension of ILL privileges.

Patrons are responsible for all costs assessed by the lending library for lost, damaged, or overdue ILL materials.

Returning Materials

Items must be returned to designated book drops or the circulation desk.

Certain items, such as Library of Things materials, may require in-person returns.

Materials returned in book drops after hours are considered returned on the next open business day.

Damage caused by improper return methods may result in repair or replacement fees.

Account Suspension & Privilege Restrictions

Borrowing privileges may be suspended if a patron:

- Has excessive overdue materials.
- Has unpaid replacement or processing fees exceeding allowable limits.
- Habitually fails to return library materials.

The Library Director has the authority to reinstate borrowing privileges after reviewing a patron's account status.

Suspension of borrowing privileges does not eliminate a patron's responsibility for outstanding materials or fees.

RELATED DOCUMENTS & REFERENCES

- Patron Registration Policy (LM-202503-A)
- Minor Registration Policy (LM-202503-B)
- Interlibrary Loan (ILL) Policy (LM-202503-E)
- Lost, Damaged, and Overdue Materials Policy (LM-202503-D)
- City of Leon Valley Fee Schedule — Appendix A, Article A2.000 Administrative Fees, Section A2.006 Library Fees

APPENDICES & ATTACHMENTS

None.

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	03.15.2022	New & Updated	Regina Reed	LAB & City Council
1.1	10.08.2026	Updated and Changes to Formatting	Regina Reed	LAB

LM-202503-D — LOST, DAMAGED, & OVERDUE MATERIALS

Policy Title	Lost, Damaged, & Overdue Materials	**Policy ID**	LM-202503-D
Category	LM, Library Membership & Borrowing Policies	**Author**	Regina Reed
Effective Date	Upon City Council Approval	**Reviewed by**	Library Advisory Board
Last Review	October 8, 2026	**Next Review**	October 2029
Version	1.0		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

POLICY STATEMENT

The Leon Valley Public Library establishes clear, fair, and consistent procedures for addressing library materials that are overdue, lost, or damaged while supporting equitable access to Library resources and responsible stewardship of the collection.

Overdue Materials

The Library does not charge overdue fines for late materials.

Items that are 45 days overdue will be considered lost, and the patron will be billed for the replacement cost and processing fee.

Borrowing privileges may be suspended until the account is resolved.

Patrons will receive account notifications regarding overdue materials prior to an item being declared lost, when accurate contact information is available.

Lost Materials

If an item is lost, the patron must pay the full replacement cost of the item plus a processing fee as outlined in the Library Fee Schedule.

The processing fee covers the cost of cataloging, labeling, and preparing a replacement for circulation.

If a billed item is returned in acceptable condition after being declared lost, the replacement charge may be removed at the Library Director’s discretion; processing fees are non-refundable.

Damaged Materials

If an item is returned in damaged condition and is no longer usable, the patron will be charged the replacement cost and a processing fee.

If a minor repair is needed but the item remains in circulation, the Library Director may assess a repair fee instead of full replacement.

Damage includes but is not limited to:

- Water damage or mold
- Torn, missing, or defaced pages
- Broken bindings or covers
- Stained or excessively soiled materials
- Scratched, cracked, or unplayable media items
- Smell, including smoke or urine, that renders the item unusable

Normal wear from reasonable use is not considered damage.

Kits & Library of Things

Many Kits and Library of Things materials are purchased as complete items or bundles. If an item or bundle is returned with missing or damaged components that are necessary to make the item or bundle usable, the patron may be charged the replacement cost of the entire item or bundle. If the missing or damaged component can be replaced separately, the patron may provide an acceptable replacement for the missing or damaged component with approval from the Library Director or designee. A processing fee will still be assessed.

Replacement Copies

Patrons may provide a replacement copy of a lost or damaged item only with approval from the Library Director or designee.

Replacement copies must meet the library's standards for quality, condition, and edition.

Even if an approved replacement copy is provided, a minimum processing fee still applies to cover cataloging and preparation.

The library reserves the right to refuse replacement copies that do not meet collection standards or operational needs.

Unpaid Fees & Borrowing Privileges

Outstanding replacement or processing fees may affect borrowing privileges in accordance with applicable Library policies and the Library Fee Schedule.

Borrowing privileges may be reinstated once applicable fees or other account requirements are resolved, in accordance with Library policy.

RELATED DOCUMENTS & REFERENCES

- Circulation Policy (LM-202503-C)
- Patron Registration Policy (LM-202503-A)
- Minor Registration Policy (LM-202503-B)
- City of Leon Valley Fee Schedule — Appendix A, Article A2.000 Administrative Fees, Section A2.006 Library Fees

APPENDICES & ATTACHMENTS

None.

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

LM-202503-E — INTERLIBRARY LOAN (ILL)

Policy Title	Interlibrary Loan (ILL)	**Policy ID**	LM-202503-E
Category	LM, Library Membership & Borrowing Policies	**Author**	Regina Reed
Effective Date	March 15, 2022	**Reviewed by**	Library Advisory Board
Last Review	October 8, 2026	**Next Review**	October 2029
Version	1.1		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

Policy Statement

The Leon Valley Public Library provides Interlibrary Loan (ILL) services to give patrons access to materials not available in the library's collection. This policy outlines the eligibility, borrowing guidelines, and patron responsibilities for ILL services.

Eligibility & Borrowing Requirements

Patrons must have an active Leon Valley Public Library card in good standing to request ILL materials.

Non-cardholders must request ILL services through their home library.

The Library adheres to the Interlibrary Loan Code for the United States and the policies of lending libraries, which may impose restrictions on materials and loan periods.

Patrons with excessive fines, fees, or suspended borrowing privileges may be ineligible for ILL services until their account is returned to good standing.

The library reserves the right to limit the number of active ILL requests per patron to ensure equitable access and manageable service levels.

Types of Materials Available for ILL

The library will attempt to borrow requested materials, but certain items may not be available for loan, including:

- Current bestsellers and popular new releases (within the last 6–12 months).
- Reference materials (e.g., encyclopedias, dictionaries).
- Genealogy and local history materials.
- Rare, fragile, or high-value items.
- Audiovisual materials (DVDs, Blu-rays, CDs) – availability varies by lending library.

- Bulky or oversized items that are difficult to ship.
- Materials restricted by the lending library due to licensing, format, or preservation concerns.

The lending library has the right to impose restrictions on use, such as requiring that an item be used only within the library.

Fees & Patron Responsibilities

ILL services are generally free, but the patron is responsible for any loan fees, photocopying charges, or shipping costs imposed by the lending library.

If a lending library charges a fee, the patron must approve the cost before the request is processed.

Lost or damaged ILL materials are the responsibility of the borrowing patron. The lending library determines the replacement cost, which must be paid before additional ILL requests can be made.

Patrons are responsible for complying with all use restrictions established by the lending library, including in-library use only, no renewals, or special handling requirements.

Failure to comply with lending library conditions may jeopardize the Leon Valley Public Library's ability to borrow from partner libraries.

Loan Periods & Renewals

Loan periods for ILL materials are set by the lending library, not the Leon Valley Public Library.

Patrons must return ILL materials by the due date assigned at checkout.

Renewal requests must be made at least two business days before the due date, but renewals are not guaranteed and depend on the policies of the lending library.

Due dates may be adjusted by the lending library at any time, and patrons are responsible for complying with revised return deadlines.

Failure to Pick Up Requested Materials

Patrons will be notified when an ILL item arrives, and the item must be picked up within seven days.

If a patron fails to pick up a requested ILL item more than twice, ILL privileges may be suspended.

Repeated failure to pick up materials may result in temporary or permanent suspension of ILL privileges at the discretion of the Library Director or designee.

Returning ILL Materials

ILL materials must be returned to the Leon Valley Public Library circulation desk and not placed in the book drop, as some items may require special handling.

If an item is returned late, the lending library may suspend ILL privileges for Leon Valley Public Library patrons.

Patrons may be held financially responsible for additional fees incurred due to late returns or improper handling.

Policy Violations & Suspension of ILL Privileges

The Library Director reserves the right to suspend ILL privileges for patrons who:

- Consistently fail to return ILL materials on time.
- Lose or damage ILL materials.
- Fail to pick up multiple requested items.
- Fail to pay assessed fees or replacement costs.
- Demonstrate a pattern of misuse that negatively impacts lending relationships.

RELATED DOCUMENTS & REFERENCES

- Circulation Policy (LM-202503-C)
- Lost, Damaged, and Overdue Materials Policy (LM-202503-D)
- Copyright Policy (MG-202505-C)
- Interlibrary Loan Code for the United States
- Texas Interlibrary Loan Protocol

APPENDICES & ATTACHMENTS

None.

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	03.15.2022	New Policy	Regina Reed	LAB & City Council
1.1	10.08.2026	Updated Content & New Formatting	Regina Reed	LAB

LM-202503-F — HOMEBOUND & OUTREACH SERVICES

Policy Title	Homebound & Outreach Services	**Policy ID**	LM-202503-F
Category	LM, Library Membership & Borrowing Policies	**Author**	Regina Reed
Effective Date	Upon City Council Approval	**Reviewed by**	Library Advisory Board
Last Review	October 8, 2026	**Next Review**	October 2027
Version	1.0		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

Policy Statement

The Leon Valley Public Library provides Homebound and Outreach Services to extend access to library materials, resources, and services to individuals and groups who may experience barriers to in-library use. Services are provided based on eligibility, available resources, staffing, safety, and operational capacity.

Eligibility

To qualify for Homebound Services, a patron must:

- Be a Leon Valley resident.
- Have a temporary or permanent condition that prevents them from visiting the library in person.
- Reside in a private home, assisted living facility, or senior residence within Leon Valley.
- Be unable to designate a family member, friend, or caregiver to pick up and return materials on their behalf.
- Complete a Homebound Services application or intake process, which may include verification of eligibility as deemed appropriate by the Library Director or designee.

Eligibility will be determined by the Library Director or designated staff and may be reviewed periodically to ensure continued need for service.

Services Provided

Homebound and Outreach Services may include:

- **Home Delivery & Pickup:** Library staff will deliver and retrieve materials on a scheduled basis.

- **Material Selection Assistance:** Staff may assist patrons in selecting materials based on interests, formats, and reading preferences.
- **Extended Loan Periods:** Homebound patrons may be granted longer checkout periods for standard materials, subject to availability.
- **Texas Talking Book Program (TSLAC) Assistance:** Staff may assist eligible patrons with registration for free audiobooks, braille, and large-print materials provided by the Texas State Library and Archives Commission.
- **Outreach Services:** Off-site programming, pop-up library services, or group material delivery to community locations may be provided as staffing and resources allow.

Borrowing Guidelines

- Homebound patrons may check out any circulating material from the library collection.
- Interlibrary Loan (ILL) materials are not available for home delivery.
- Loan periods and renewal options are determined by material type and availability.
- Patrons are responsible for caring for borrowed items and returning them in good condition.
- All standard library policies regarding lost, damaged, or overdue materials apply.
- The Library may limit the number of items checked out at one time to ensure equitable access and manageable service delivery.

Scheduling & Delivery

- Deliveries and pickups are scheduled based on staff availability, routing efficiency, and patron needs.
- Patrons will be notified of their delivery window in advance.
- Patrons must notify the library at least 24 hours in advance if unavailable for a scheduled delivery.
- Repeated cancellations, failure to return materials, or failure to communicate availability may result in suspension of service.
- Service frequency, delivery days, and routes may be adjusted based on operational needs.
- The Library reserves the right to suspend or discontinue service if staff safety is compromised or conditions are deemed unsafe.

Outreach Services

- The Leon Valley Public Library provides outreach services to support access for individuals and groups who face barriers to in-library use, including visits to senior centers, assisted living facilities, and community organizations.
- Outreach services are intended to supplement—not replace—regular library services and may be modified based on community needs, partnerships, staffing levels, and available resources.

Service Limitations

- The library does not provide in-home assistance beyond delivery and pickup of materials.
- Patrons must designate a safe, accessible delivery location.
- Library staff are not permitted to enter private residences unless expressly authorized by library administration and consistent with safety protocols.
- The library does not provide transportation, personal care assistance, or medical services.
- Service availability may be adjusted or suspended due to staffing constraints, safety considerations, or operational limitations.

RELATED DOCUMENTS & REFERENCES

- Circulation Policy (LM-202503-C)
- Lost, Damaged, and Overdue Materials Policy (LM-202503-D)
- Interlibrary Loan (ILL) Policy (LM-202503-E)
- Texas Talking Book Program

APPENDICES & ATTACHMENTS

None.

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

SECTION 3: LIBRARY FACILITIES, BEHAVIOR, & USAGE POLICIES

This section outlines the policies governing the use of Leon Valley Public Library facilities, spaces, and resources, as well as expectations for patron behavior while on library property or participating in library-sponsored activities. These policies are designed to ensure a safe, welcoming, and accessible environment for all users; protect library staff, patrons, and property; and support the effective and equitable use of library services. Collectively, the policies in this section establish clear standards for conduct, space usage, and shared responsibility, balancing individual access with the needs of the broader community.

LF-202503-A — CAREGIVERS, CHILDREN, & UNATTENDED INDIVIDUALS

Policy Title	Caregivers, Children, & Unattended Individuals	**Policy ID**	LF-202503-A
Category	LF, Library Facilities, Behavior, & Usage Policies	**Author**	Regina Reed
Effective Date	Upon City Council Approval	**Reviewed by**	Library Advisory Board
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Version	1.0		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

Policy Statement

The Leon Valley Public Library welcomes children, families, and individuals who may require the assistance of a caregiver. Parents, guardians, and caregivers are responsible for the supervision, behavior, safety, and well-being of the individuals in their care while using the library. The library does not assume caregiver or supervisory responsibilities for minors or other individuals who require assistance.

Definition of a Caregiver

A caregiver is a parent, guardian, or other person responsible for the supervision, safety, or assistance of another individual while using the library. Caregivers must be at least 16 years old unless they are the individual's parent or legal guardian.

Caregiver Responsibilities

Caregivers are expected to:

- Provide appropriate supervision for individuals in their care, including remaining with those who cannot safely use the Library independently.
- Ensure that individuals in their care follow the Library Code of Conduct and do not disrupt other patrons.
- Address and manage any disruptive, unsafe, or inappropriate behavior.
- Ensure that individuals do not engage in activities that may endanger themselves or others.
- Monitor and attend to personal belongings of those in their care.
- Remain on library premises and may not leave dependent individuals unattended while running errands or leaving the building.

Library Staff Role

Library staff do not assume caregiver responsibilities and are not responsible for supervising unattended individuals.

Staff may intervene if an individual is found unattended and appears to require assistance or is at risk.

Staff may also intervene when an individual appears unable to safely care for themselves, even if the individual is not otherwise considered unattended.

If a dependent individual's behavior is disruptive or unsafe, both the dependent individual and caregiver may be asked to leave the library.

Supervision Guidelines

Children Under Age 9
Children under age 9 must be accompanied by a parent, guardian, or responsible caregiver age 16 or older while using the library.

Children Ages 9–11
Children ages 9–11 may use the library without a parent, guardian, or caregiver immediately present, provided they are able to follow library rules and safely care for themselves. A parent, guardian, or caregiver must remain in the library building and be readily available if needed. Parents, guardians, and caregivers remain responsible for their children while they are using the library.

Children and Teens Ages 12–17

Individuals ages 12–17 may use the library independently during normal operating hours when they are able to follow library rules and safely care for themselves. Parents, guardians, and caregivers remain responsible for individuals in their care.

Individuals Requiring Assistance

Individuals of any age who require supervision or assistance to safely use the Library must be accompanied by an appropriate caregiver.

This includes children and adults who cannot independently manage their personal safety, behavior, or other needs while using the Library.

The need for a caregiver is based on an individual's ability to safely use the Library and manage their own needs, and not solely on age, disability, medical condition, or other personal characteristic.

Behavioral Expectations

All individuals, including minors, must follow the Library Code of Conduct.

Parents, guardians, and caregivers are responsible for addressing the behavior of individuals in their care while using the library.

If a parent, guardian, or caregiver is not readily identifiable or does not address an individual's behavior within a reasonable time, staff may address the child directly in a calm and appropriate manner while attempting to identify or locate the responsible adult. Staff may intervene immediately when behavior presents a safety concern or requires prompt intervention. Once the parent, guardian, or caregiver is identified, staff will direct further communication regarding the child's behavior to the responsible adult.

If a child or teen engages in disruptive or unsafe behavior, staff will:

1. Issue a verbal warning to the parent, guardian, or caregiver and explain the expected behavior.
2. Ask the parent, guardian, or caregiver to address or correct the behavior.
3. Ask the parent, guardian, or caregiver to leave the library with the minor if the behavior does not improve or poses a safety concern.
4. Contact emergency services or law enforcement when necessary to address an immediate safety concern.

Repeated or serious violations by a minor or other individual may result in suspension of the responsible parent, guardian, or caregiver's library privileges, in accordance with applicable library policy.

Unattended Individuals

Minors

- Minors under age 9 must be accompanied by a parent, guardian, or responsible caregiver age 16 or older while using the library.
- Children ages 9–11 may use the library without a parent, guardian, or caregiver immediately present, provided they are able to follow library rules and safely care for themselves. A parent, guardian, or caregiver must remain in the library building and be readily available if needed.
- Individuals ages 12–17 may use the library independently during normal operating hours, provided they are able to follow library rules and safely care for themselves. Parents, guardians, and caregivers remain responsible for individuals in their care.

Individuals Requiring Assistance

- Individuals of any age who require supervision or assistance to safely use the Library must have an appropriate caregiver present. This requirement applies to

both minors and adults and is based on the individual's need for assistance rather than age, disability, or medical condition alone.

- Individuals with disabilities or mental health challenges who require supervision or assistance should have an appropriate caregiver present while using the library.
- Elderly patrons who require assistance with mobility, communication, personal safety, or other needs should have a caregiver present as appropriate.
- The need for a caregiver is based on an individual's ability to safely use the library and manage their own needs, and not solely on age, disability, medical condition, or other personal characteristic.

Unattended Individuals at Closing Time

The library is not responsible for individuals left unattended after closing.

- If a child under age 12 remains in the library at closing and a parent or guardian cannot be reached, staff may contact law enforcement or emergency services for the child's safety.
- If an individual ages 12–17 remains at closing and does not have a safe means of leaving the library, staff will attempt to contact a parent or guardian before contacting law enforcement, unless there is an immediate safety concern.
- If an individual who requires a caregiver remains at the library after closing, staff may attempt to contact the individual's caregiver or other responsible person. If the individual's safety cannot be reasonably ensured, staff may contact emergency services or law enforcement.
- Staff will not transport or accompany any individual off library property.

Law Enforcement & Reporting

Law enforcement may be contacted when an unaccompanied minor or dependent individual is repeatedly left at the library without appropriate supervision, particularly when there are concerns related to neglect, abandonment, or safety.

The library follows all applicable Texas child welfare, safety, and mandatory reporting laws.

RELATED DOCUMENTS & REFERENCES

- Library Code of Conduct (MG-202503-B)
- ADA & Accessibility Policy (MG-202503-D)
- Minor Registration Policy (LM-202503-B)
- Texas Family Code §261.101 — Mandatory Reporting of Child Abuse or Neglect

APPENDICES & ATTACHMENTS

- Children & Play Space Guidelines

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

LF-202503-B — FAMILY PLACE PLAY AREA

Policy Title	Family Place Play Area	**Policy ID**	LF-202503-B
Category	LF, Library Facilities, Behavior, & Usage Policies	**Author**	Regina Reed
Effective Date	Upon City Council Approval	**Reviewed by**	Library Advisory Board
Last Review	October 8, 2026	**Next Review**	October 2027
Version	1.0		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

Policy Statement

The Family Place Play Area provides a safe, welcoming space for children and caregivers to play, learn, and explore together. The space is designed with young children in mind while welcoming children of all ages.

Who May Use the Family Place Play Area

The Family Place Play Area is designed to support early learning and play for young children, particularly children ages 0–5, and their caregivers.

Children of all ages are welcome to use the play area. Older children may play independently or with younger siblings or other children, but should be mindful that the space is designed with younger children in mind and engage in safe, appropriate play that does not interfere with younger children's use of the area.

Caregivers must remain with and actively supervise their children at all times while using the space.

Supervision, Safety & Engagement

- Caregivers must remain in the play area and actively supervise their children at all times. Library staff do not provide childcare or supervision.
- The Family Place Play Area is a hands-on learning space; caregivers are encouraged to read, explore activities together, and model positive social behaviors.
- Play must be gentle and cooperative. Running, climbing on furniture, roughhousing, or throwing toys is not permitted.
- Caregivers are expected to help children take turns, share, and respect personal boundaries.

If a child is unable to engage safely or appropriately (e.g., hitting, excessive yelling, repeated disruptive behavior), staff may ask the caregiver to redirect the child or take a short break from the play area.

Encouraging Social Play

The Family Place Play Area is designed to support early social development.

Caregivers are encouraged to guide children through:

- Parallel play
- Interactive play, including sharing and turn-taking
- Language development, such as helping children express needs, use polite words, and listen to others

While peer interaction is encouraged, caregivers remain the primary play partner and are responsible for guiding interactions.

Use of Toys & Materials

- Toys, books, and materials are provided to support early literacy, creativity, and developmental play.
- After use, materials should be returned to their designated areas to maintain a clean and organized space.
- Damaged or unsafe toys should be reported to library staff.
- Toys and materials must remain in the play area and may not be removed from the library.

Cleanliness & Hygiene

- Caregivers are encouraged to place toys that are visibly dirty or have been placed in a child's mouth into the designated "Yucky Bucket" for sanitation.
- Toys are cleaned and sanitized by library staff or volunteers on a regular schedule.
- Food and drinks are not permitted in the play area, except for bottles or spill-proof cups for infants and toddlers.
- If a child becomes ill or has an accident, caregivers should notify library staff immediately for appropriate cleaning.

Respectful Use of Space

- The Family Place Play Area is a shared space; all users are expected to be respectful, inclusive, and considerate of others.
- Caregivers should model positive behavior, including kindness, sharing, and respectful communication.
- When the space is busy, caregivers should help children rotate activities and make room for other families.

RELATED DOCUMENTS & REFERENCES

- Caregivers, Children, & Unattended Individuals Policy (LF-202503-A)
- Code of Conduct Policy (MG-202503-B)

APPENDICES & ATTACHMENTS

- Children & Play Space Guidelines

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

LF-202503-C — MEETING ROOM

Policy Title	Meeting Room	**Policy ID**	LF-202503-C
Category	LF, Library Facilities, Behavior, & Usage Policies	**Author**	Regina Reed
Effective Date	March 15, 2022	**Reviewed by**	Library Advisory Board
Last Review	October 8, 2026	**Next Review**	October 2027
Version	1.3		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

Policy Statement

The Leon Valley Public Library provides meeting space for nonprofit, educational, civic, and cultural organizations while ensuring equitable access to library facilities. Use of the meeting room does not constitute endorsement by the library or the City of Leon Valley of any group, organization, viewpoint, or cause.

Eligibility & Use Guidelines

- The meeting room is available for nonprofit, educational, civic, or cultural organizations.
- Meetings must be free and open to the public; groups may not restrict attendance, except for library staff training or administrative meetings, which require prior approval.
- No commercial, sales, or profit-making activities are allowed.
- Products or services may not be advertised, solicited, or sold during meetings.
- Registration or admission fees are not permitted.
- All groups must follow all other library policies while using the meeting room.
- Library-sponsored programs and City of Leon Valley events take priority over outside reservations.
- Use of the meeting room does not constitute library endorsement of any group, organization, viewpoint, or cause.

Reservations & Scheduling

- The meeting room is available on a first-come, first-served basis.
- Reservations may be made up to three months in advance (or up to 12 months with Library Director approval).
- There is no limit on how frequently a group may reserve the meeting room, provided such use does not prevent equitable access for other groups.

- Use of the room is limited to the library's regular operating hours.
- Groups may not use the meeting room as a permanent meeting space or organizational headquarters.
- The library does not store materials for groups using the room.
- Groups must submit a Meeting Room Request Form, which includes a liability statement acknowledging responsibility for damages.

Meeting Room Rules & Conduct

- Groups must set up and clean up the meeting room after use.
- The room must be returned to its original condition and furniture arrangement.
- Food and drink are allowed, but groups must clean up all trash.
- Noise must be kept to a reasonable level to avoid disturbing library patrons.
- Library staff have the authority to end any meeting that is disruptive or violates library policies.
- The library reserves the right to deny future use of the room if a group violates policies.

Political & Private Event Restrictions

Political events, including political party meetings, candidate forums, town halls, and campaign events, are not permitted unless sponsored or co-sponsored by the Library or the City of Leon Valley.

Private events such as weddings, birthdays, family reunions, or banquets are not allowed.

Liability & Denial of Use

- The library is not responsible for any damage, loss, or bodily injury occurring in the meeting room.
- Users of the meeting room are responsible for any damages to library property.
- Groups must sign a liability statement as part of the reservation process.
- The library reserves the right to deny future reservations for groups that fail to follow policies.

RELATED DOCUMENTS & REFERENCES

- Library Code of Conduct (MG-202503-B)
- ADA & Accessibility Policy (MG-202503-D)
- Photography & Video Recording Policy (MG-202505-A)

APPENDICES & ATTACHMENTS

- Meeting Room Request Form

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	03.15.2022	New Policy	Regina Reed	LAB & City Council
1.1	10.17.2023	Revised	Regina Reed	LAB & City Council
1.2	10.08.2026	Updated and Changes to Formatting	Regina Reed	LAB

LF-202503-D — STUDY ROOM

Policy Title	Study Room	**Policy ID**	LF-202503-D
Category	LF, Library Facilities, Behavior, & Usage Policies	**Author**	Regina Reed
Effective Date	Upon City Council Approval	**Reviewed by**	Library Advisory Board
Last Review	October 8, 2026	**Next Review**	October 2027
Version	1.0		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

Policy Statement

The Leon Valley Public Library provides study rooms for quiet study, research, and small group collaboration while ensuring fair, equitable, and appropriate access to library facilities.

Eligibility & Intended Use

The Leon Valley Public Library provides two study rooms for:

- Quiet individual study
- Academic or personal research
- Small group collaboration

Study rooms may not be used for commercial activities, tutoring for profit, interviews, therapy sessions, or any activity that disrupts normal library operations.

Reservations & Walk-In Use

- Study rooms are available once per day per patron or group for up to two (2) hours per use.
- Reservations may be made in advance, or rooms may be used on a first-come, first-served basis.
- All patrons must sign in at the front desk prior to using a study room.
- If no one is waiting, use time may be extended beyond the two-hour limit at staff discretion.
- If another patron or group is waiting, library staff will provide a fifteen (15) minute notice before the room must be vacated.

- Failure to arrive within fifteen (15) minutes of a reserved start time may result in forfeiture of the reservation.

Usage Guidelines

- Study rooms accommodate a maximum of three (3) people due to space limitations.
- Study rooms are not soundproof, and noise levels must be kept low to avoid disturbing other patrons.
- Closed and resealable food containers are permitted; open food and meals are not allowed.
- Beverages must have secure lids.
- Patrons must leave the study room clean, orderly, and in the condition it was found, with no damage or excessive mess.
- Furniture and equipment may not be removed from the study room or rearranged in a way that creates safety concerns.

RELATED DOCUMENTS & REFERENCES

- Library Code of Conduct (MG-202503-B)
- Food & Drink Policy (LF-202503-F)
- ADA & Accessibility Policy (MG-202503-D)

APPENDICES & ATTACHMENTS

- Study Room Sign-In

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

LF-202503-E — PUBLIC DISPLAY & BULLETIN BOARD

Policy Title	Public Display & Bulletin Board	**Policy ID**	LF-202503-E
Category	LF, Library Facilities, Behavior, & Usage Policies	**Author**	Regina Reed
Effective Date	Upon City Council Approval	**Reviewed by**	Library Advisory Board
Last Review	October 8, 2026	**Next Review**	October 2027
Version	1.0		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

Policy Statement

The Leon Valley Public Library provides designated display areas for library, City, and community information while maintaining equitable access to public display space and ensuring that posted materials comply with library policy.

Public Display Areas

The Library maintains two distinct public display areas:

- Community Bulletin Board: A designated indoor bulletin board is available for approved community postings in accordance with this policy.
- Library & City Information Board: The exterior bulletin board is reserved exclusively for Leon Valley Public Library and City of Leon Valley information.

Community Bulletin Board

- All materials intended for the community bulletin board must be pre-approved by library staff before posting.
- Approved materials will be stamped or initialed by a staff member in the bottom right corner with the date of posting.
- Materials may be displayed for a maximum of 30 days and will be removed weekly based on the posted date.
- Notices must not exceed letter size (8.5" × 11") to ensure equitable use of space.
- Only one copy of a notice per organization or event may be displayed at a time.
- Materials must be posted by library staff; patrons may not post or remove materials themselves.

Library & City Information Board

The exterior bulletin board is reserved for Leon Valley Public Library and City of Leon Valley information. Community organizations, businesses, individuals, and other outside organizations may not post materials on the exterior board.

Eligibility & Content Priorities

The library prioritizes postings on the **Community Bulletin Board** from:

- Missing children alerts
- Local lost pet notices
- Library programs and services
- City of Leon Valley and local government notices
- Community organizations, nonprofits, and government agencies promoting:
    - Educational, cultural, or civic events
    - Free community resources and public services

Preference may be given to materials that serve Leon Valley residents or address local community needs.

Prohibited Materials

- Commercial advertisements or for-profit business promotions.
- Political endorsements, campaign materials, or partisan announcements.
- Personal notices (e.g., lost/found items, job postings, real estate listings).
- Materials containing discriminatory, inflammatory, derogatory, or insulting language directed toward individuals or groups.
- Materials advocating illegal activity or that violate local, state, or federal law.
- Materials that are primarily religious in nature or intended to proselytize.
- Materials that promote private events not open to the general public.

Library Rights & Responsibilities

- The Library does not endorse any posted materials or organizations.
- Materials that do not comply with this policy will be removed.
- The Library is not responsible for lost, stolen, or damaged materials.
- The Library reserves the right to refuse or remove any material at its discretion to ensure compliance with this policy and to maintain a welcoming environment for all patrons.
- Removal of materials does not constitute censorship or endorsement and is based solely on policy compliance.

RELATED DOCUMENTS & REFERENCES

- Library Code of Conduct (MG-202503-B)

APPENDICES & ATTACHMENTS

None.

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	Revised	Regina Reed	LAB

LF-202503-F — FOOD & DRINK

Policy Title	Food & Drink	**Policy ID**	LF-202503-F
Category	LF, Library Facilities, Behavior, & Usage Policies	**Author**	Regina Reed
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Last Review	October 8, 2026	**Next Review**	October 2027
Version	1.0		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

Policy Statement

The Leon Valley Public Library permits reasonable food and drink in designated areas while maintaining a clean, safe, and comfortable environment for patrons, staff, library materials, and equipment.

General Guidelines

- Drinks in closed, resealable containers (e.g., bottles with lids, travel mugs, capped water bottles) are permitted in most areas of the library.
- Light snacks may be consumed in general seating areas when they are reasonably clean, do not require utensils or preparation, and do not create strong odors, excessive crumbs, spills, or other disturbances. Examples include chips, crackers, granola bars, fruit, and similar snack foods.
- Meals and foods that are likely to create significant messes, strong odors, spills, or require utensils, heating, or extensive preparation are not permitted in general library areas. Examples include hot meals, soups, foods with substantial sauces or liquids, and similar foods.
- Patrons must clean up after themselves and dispose of trash properly.
- Food and drinks must be kept away from library materials, computers, and other electronic equipment.
- Food and drinks may not be prepared, heated, or cooked in public areas of the library unless specifically authorized as part of a library program or approved activity.
- Food and drink restrictions may be more restrictive in individual library spaces or during specific programs when necessary to protect materials, equipment, furnishings, or the safety and comfort of participants.

Restricted Areas

Food and drinks are not permitted:

- Near public computers or printers.
- In special collections or archives areas where materials require extra preservation care.
- In other areas where signs indicate food and drink restrictions.

Meeting Rooms

- Food and drink are allowed in the meeting room, but groups must clean up all trash and return the room to its original condition after use.

Enforcement & Consequences

- Patrons who fail to follow this policy may be asked to discard food or drinks or move to an appropriate area.
- Repeated or serious violations may be addressed under the Library Code of Conduct.

RELATED DOCUMENTS & REFERENCES

- Library Code of Conduct (MG-202503-B)
- Study Room Policy (LF-202503-D)
- Meeting Room Policy (LF-202503-C)

APPENDICES & ATTACHMENTS

None.

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

LF-202503-G — UNATTENDED PROPERTY & LOST & FOUND

Policy Title	Unattended Property & Lost & Found	**Policy ID**	LF-202503-G
Category	LF, Library Facilities, Behavior, & Usage Policies	**Author**	Regina Reed
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All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

Policy Statement

The Leon Valley Public Library is not responsible for unattended personal property and establishes procedures for handling property found in the library or on library property.

Unattended Property

- Patrons are responsible for their personal belongings at all times.
- Library staff are not responsible for monitoring or securing unattended items.
- Any unattended items left for an extended period of time may be considered lost and turned in to library staff.
- For safety reasons, items that appear suspicious, hazardous, or otherwise unsafe may be left undisturbed and reported to law enforcement or emergency services without prior notice. Staff should not open, handle, or attempt to investigate an item that appears suspicious or potentially hazardous.
- The library assumes no liability for loss, theft, or damage to unattended personal property.

Lost & Found Procedures

- Found items will be held at the library's service desk for up to fourteen (14) calendar days.
- Valuables (e.g., wallets, IDs, phones) will be turned over to the Leon Valley Police Department if not promptly claimed.
- Perishable, unsanitary, or hazardous items will be discarded immediately.
- Library staff will make reasonable efforts to contact the owner of a found item if identification is available.

- Items not claimed within the holding period will be disposed of or donated in accordance with library procedures and applicable local regulations.

RELATED DOCUMENTS & REFERENCES

- Code of Conduct (MG-202503-B)

APPENDICES & ATTACHMENTS

None.

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

LF-202503-H — BICYCLE

Policy Title	Bicycle	**Policy ID**	LF-202503-H
Category	LF, Library Facilities, Behavior, & Usage Policies	**Author**	Regina Reed
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Policy Statement

The Leon Valley Public Library provides designated bicycle parking to support accessibility, alternative transportation, and safe use of library property. This policy establishes guidelines for bicycle parking and use on library property.

Bicycle Parking Guidelines

- The library has bicycle locks available for use.
- Bicycles must be parked in designated bicycle racks.
- Bicycles may not be locked to handrails, benches, signs, fencing, trees, or any part of the library building.
- The library is not responsible for lost, stolen, or damaged bicycles or accessories.
- Bicycles should be secured in a manner that does not obstruct walkways, entrances, ramps, or accessibility features.
- Unattended or improperly parked bicycles may be subject to removal by law enforcement or other authorized personnel.

Safety & Conduct

- Bicycles may not be ridden on sidewalks leading to library entrances to ensure pedestrian safety.
- Bicyclists must follow all applicable local, state, and federal traffic laws while on library property.
- Bicycles are not permitted inside the library building unless they are being used as a mobility or assistive device.
- Library staff are not responsible for monitoring bicycle parking or providing security.

RELATED DOCUMENTS & REFERENCES

- Library Code of Conduct (MG-202503-B)
- ADA & Accessibility Policy (MG-202503-D)
- Unattended Property & Lost & Found Policy (LF-202503-G)

APPENDICES & ATTACHMENTS

None.

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

LF-202512-A — PUBLIC PROGRAMS & EVENTS

Policy Title	Public Programs & Events	**Policy ID**	LF-202512-A
Category	LF, Library Facilities, Behavior, & Usage Policies	**Author**	Regina Reed
Effective Date	Upon City Council Approval	**Reviewed by**	Library Advisory Board
Last Review	October 8, 2026	**Next Review**	October 2027
Version	1.0		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

Policy Statement

The Leon Valley Public Library provides programs and events that support lifelong learning, literacy, cultural enrichment, civic engagement, and community connection. Programs are planned and offered based on community needs, library resources, and the library's mission.

Program Selection & Planning

Library programs are developed and selected based on:

- Community interests and informational needs
- Educational, cultural, or recreational value
- Availability of staff, space, and funding
- Inclusivity and accessibility
- Alignment with the library's mission and strategic goals

The library reserves the right to determine program content, format, scheduling, and attendance limits.

Attendance & Participation

- Most programs are free and open to the public unless otherwise stated.
- Some programs may require advance registration due to space or material limitations.
- Age-specific programs may have attendance requirements based on the nature of the program, available space, safety, or developmental appropriateness.
- Children and other individuals requiring assistance must be appropriately supervised during programs.

Behavior & Conduct

- All program participants are expected to comply with the Library Code of Conduct and staff instructions during programs or events.
- Disruptive, unsafe, or inappropriate behavior may result in removal from a program or event.

Photography, Recording, & Media

- Library programs may be photographed or recorded for promotional or documentation purposes.
- Patrons who do not wish to be photographed or recorded should notify library staff when feasible.

Accessibility

- The library will make reasonable efforts to provide accessible programs and accommodations consistent with its ADA & Accessibility requirements.

Cancellations & Changes

The library reserves the right to cancel, reschedule, or modify programs due to:

- Presenter availability
- Weather or emergencies
- Low registration or attendance
- Operational needs

Reasonable notice will be provided whenever possible.

RELATED DOCUMENTS & REFERENCES

- Caregivers, Children, & Unattended Individuals (LF-202503-A)
- Library Code of Conduct (MG-202503-B)
- ADA & Accessibility (MG-202503-D)
- Photography & Video Recording (MG-202505-A)

APPENDICES & ATTACHMENTS

None.

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

LF-202512-B — EMERGENCY CLOSURES & SAFETY

Policy Title	Emergency Closures & Safety	**Policy ID**	LF-202512-B
Category	LF, Library Facilities, Behavior, & Usage Policies	**Author**	Regina Reed
Effective Date	Upon City Council Approval	**Reviewed by**	Library Advisory Board
Last Review	October 8, 2026	**Next Review**	October 2027
Version	1.0		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

Policy Statement

The Leon Valley Public Library may temporarily close, modify services, or restrict access when emergency conditions, building conditions, maintenance, construction, renovation, or other circumstances affect the safety, accessibility, or operation of the library.

Types of Closures

The Library may close, reduce services, adjust hours, or restrict access in response to conditions that affect the safety, accessibility, or normal operation of the facility. These may include, but are not limited to:

- Severe weather (e.g., flooding, extreme heat, winter storms)
- Power, water, or HVAC failures
- Fire, gas leaks, or structural damage
- Public health emergencies
- Security threats or criminal activity
- Direction from city, county, or emergency management authorities
- Building maintenance, construction, renovation, or repairs
- Other operational conditions that require temporary closure or service adjustments

Closures & Service Adjustments

Closures or service adjustments may be immediate or planned, depending on the circumstances.

- Immediate closures or restrictions may occur when conditions present an immediate safety concern or require an immediate response.

- Planned closures or adjustments may occur for anticipated severe weather, building maintenance, construction, renovation, repairs, or other operational needs.

During closures or service adjustments:

- Programs and meeting room reservations may be canceled or rescheduled.
- Due dates may be extended at the Library Director's discretion.
- Digital resources may remain available when feasible.
- Library services may be relocated, modified, or temporarily unavailable depending on the circumstances.

RELATED DOCUMENTS & REFERENCES

None.

APPENDICES & ATTACHMENTS

None.

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

SECTION 4. TECHNOLOGY & INTERNET POLICIES

This section outlines the Leon Valley Public Library's policies governing access to and use of library-provided technology, internet services, and digital resources. These policies are designed to support equitable access to information, promote responsible and lawful use of technology, protect patron privacy, and ensure the security and integrity of library systems. By establishing clear expectations for technology use, the library seeks to balance open access with the safe, efficient, and respectful use of shared digital resources for all patrons.

TI-202503-A — PUBLIC COMPUTER & WI-FI ACCESS

Policy Title	Public Computer & Wi-Fi Access	**Policy ID**	TI-202503-A
Category	TI, Technology & Internet Policies	**Author**	Regina Reed
Effective Date	Upon City Council Approval	**Reviewed by**	Library Advisory Board
Last Review	October 8, 2026	**Next Review**	October 2027
Version	1.0		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

Policy Statement

The Leon Valley Public Library provides public computers and Wi-Fi access to support equitable access to information, technology, and digital resources. Patrons are expected to use library technology responsibly, lawfully, and in a manner that does not interfere with others' use of library resources.

Public Computer Access

- Public computers are available on a first-come, first-served basis.
- A valid Leon Valley Public Library card may be used to log in to public computers.
- Guest passes may be issued for visitors who do not have a library card.
- Computer sessions may be time-limited when demand is high to ensure equitable access.
- Patrons must save work to personal storage devices or cloud-based services; files saved to library computers will be automatically deleted upon logout or session expiration.
- The library is not responsible for lost work due to computer malfunctions, power outages, or automatic session timeouts.

Wi-Fi Access

- The library provides free, unsecured Wi-Fi for public use within the library.
- No library card is required to access Wi-Fi.
- The library does not guarantee the speed, reliability, or availability of its wireless network.
- Patrons are responsible for configuring, maintaining, and securing their own devices and data while using library Wi-Fi.

- Before accessing the library's Wi-Fi, users must acknowledge and agree to the Wi-Fi Use Agreement.

Wi-Fi Use Agreement

The Library cannot police a global network and each individual user must take responsibility for his or her own activities on the Internet and for the activities of his or her children. The Leon Valley Public Library seeks to protect the First Amendment rights of its customers and their individual right to privacy. However internet users must be sensitive to the fact that workstations (including personal devices) are in a public area, and therefore images on the screen are subject to view by a wide audience. The internet will not be accessed by anyone, including minors, for illegal activity, to access illegal materials, or to access materials that by community standards would be objectionable. Library staff will take prompt and appropriate action to enforce the Internet Use Policy and/or to prohibit use by individuals who fail to comply with the policy. Access, use, or dissemination of information via the internet is the responsibility of the user. In case of minors, it is a joint responsibility of the user, and the parent or guardian.

By acknowledging this agreement, the user confirms that they have read, understand, and agree to comply with this policy.

Internet Use & Restrictions

- The library complies with the Children's Internet Protection Act (CIPA) and filters internet access on public computers used by minors under the age of 17.
- For users age 17 and older, an authorized library employee may disable Internet filtering upon request to allow access for bona fide research or another lawful purpose, as permitted by CIPA.
- Patrons must comply with all local, state, and federal laws while using library computers or Wi-Fi.
- Viewing, transmitting, or downloading obscene, illegal, or harmful materials is prohibited.
- Use of library technology may not interfere with library operations or the ability of others to use library resources.
- The library reserves the right to terminate a computer session or Wi-Fi access if a patron's activity is deemed inappropriate, disruptive, or in violation of library policies.

Privacy & Liability

- The library does not intentionally monitor, track, or retain individual browsing histories; however, complete privacy cannot be guaranteed when using public computers or Wi-Fi.
- Library staff may provide basic assistance with logging in, printing, or navigating general software but cannot provide in-depth technical support, diagnose personal devices, or recover lost data.
- Patrons use library technology at their own risk. The library is not responsible for damage to devices or data loss resulting from internet use, including exposure to malware, hacking, or security breaches.

Enforcement & Consequences

- Patrons who violate this policy may have their public computer or Wi-Fi access temporarily or permanently suspended.
- Illegal activities conducted using library technology may be reported to law enforcement.

RELATED DOCUMENTS & REFERENCES

- Library Code of Conduct (MG-202503-B)
- Confidentiality, Privacy, & Information Security Policy (MG-202503-C)
- Patron Registration Policy (LM-202503-A)
- Minor Registration Policy (LM-202503-B)
- Children's Internet Protection Act (CIPA) — 47 U.S.C. §254(h)(6)

APPENDICES & ATTACHMENTS

None.

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

TI-202503-B — INTERNET SAFETY EDUCATION & GUIDELINES

Policy Title	Internet Safety Education & Guidelines	**Policy ID**	TI-202503-B
Category	TI, Technology & Internet Policies	**Author**	Regina Reed
Effective Date	Upon City Council Approval	**Reviewed by**	Library Advisory Board
Last Review	October 8, 2026	**Next Review**	October 2027
Version	1.0		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

Policy Statement

The Leon Valley Public Library promotes safe, responsible, and informed use of the Internet by providing general internet safety information and digital literacy resources. Library staff may provide general guidance but do not provide individualized technical or cybersecurity services.

General Internet Safety Guidelines

The Library recommends the following internet safety practices:

- Do not share personal information, such as addresses, phone numbers, or financial details, over the Internet.
- Use strong, unique passwords for online accounts and avoid using public computers to access sensitive information.
- Be cautious when downloading files or clicking on links from unknown sources.
- Log out of accounts and close browser windows when finished using public computers.
- Patrons are encouraged to use discretion when entering personal data on shared or public devices.

Children's Internet Safety

- Parents and guardians are encouraged to monitor their child's Internet use.
- The library complies with the Children's Internet Protection Act (CIPA) and uses Internet filtering technology on library computers with Internet access.
- Children should never share personal information online or communicate with strangers on the Internet.

- Library staff can provide guidance on child-friendly educational websites and safe browsing practices.
- Parents, legal guardians, and caregivers, not Library staff, are responsible for supervising minors' Internet use.

Cybersecurity & Online Privacy

- Patrons should be aware of phishing scams, fraudulent websites, and online threats.
- Avoid accessing personal banking or sensitive accounts on public Wi-Fi networks.
- Enable two-factor authentication (2FA) for online accounts when possible.
- Use privacy settings on social media to control personal information sharing.

Digital Literacy & Internet Education

The library provides digital literacy resources, including books, online courses, and workshops on safe Internet use.

Staff are available to assist patrons with basic Internet safety questions but cannot provide personal IT support.

Recommended resources for Internet safety education are available upon request.

Library staff may offer general guidance but cannot diagnose technical issues, remove malware, or provide cybersecurity services.

RELATED DOCUMENTS & REFERENCES

- Public Computer & Wi-Fi Access (TI-202503-A)
- Confidentiality, Privacy, & Information Security (MG-202503-C)

APPENDICES & ATTACHMENTS

- Internet Safety Education & Guidelines Handout

Revision History

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

TI-202503-C — LIBRARY EQUIPMENT & TECHNOLOGY USE

Policy Title	Library Equipment & Technology Use	**Policy ID**	TI-202503-C
Category	TI, Technology & Internet Policies	**Author**	Regina Reed
Effective Date	Upon City Council Approval	**Reviewed by**	Library Advisory Board
Last Review	October 8, 2026	**Next Review**	October 2027
Version	1.0		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

Policy Statement

The Leon Valley Public Library provides equipment and technology to support public access to information, learning, and library services. This policy establishes expectations for the responsible use and care of library-owned equipment and technology.

General Equipment Use

- Library equipment and technology made available for public use must be used responsibly and for its intended purpose.
- Equipment may not be removed from the library unless explicitly permitted under a separate lending or equipment checkout policy.
- Patrons must follow posted instructions and staff directions when using library equipment.
- Patrons must immediately report malfunctions, damage, or safety concerns to library staff.

Printing & Scanning

Printing is available for a fee as outlined in the Library Fee Schedule.

Patrons are responsible for reviewing documents prior to printing; refunds will not be issued for user errors, formatting issues, or incorrect print jobs.

Scanning services may be available using library equipment. Patrons are responsible for reviewing scanned documents before leaving the library.

Specialized Equipment

The library may provide access to specialized technology such as scanners, audiovisual equipment, projectors, or makerspace tools.

Certain equipment may require advance reservations, staff assistance, or completion of basic orientation or safety guidelines prior to use.

Personal Devices & Charging

Patrons may use personal devices within the library. The library is not responsible for lost, stolen, or damaged personal equipment.

Charging stations may be available for public use; patrons use them at their own risk and should remain with personal devices while charging.

Damage & Misuse

Patrons are financially responsible for damage to library equipment resulting from negligence, intentional misuse, or failure to follow staff instructions.

Misuse of library equipment may result in suspension of access to the affected equipment or service. Repeated or serious violations may be addressed under the Code of Conduct.

RELATED DOCUMENTS & REFERENCES

- Library Code of Conduct (MG-202503-B)
- Public Computer & Wi-Fi Access Policy (TI-202503-A)
- Copyright Policy (MG-202505-C)
- City of Leon Valley Fee Schedule — Appendix A, Article A2.000 Administrative Fees, Section A2.006 Library Fees

APPENDICES & ATTACHMENTS

None.

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	10.08.2026	New Policy	Regina Reed	LAB

SECTION 5 — COLLECTION DEVELOPMENT & DONATIONS POLICIES

This section outlines the Leon Valley Public Library's policies for the selection, acquisition, evaluation, and management of library materials, including donated items. These policies support a collection that is relevant, diverse, balanced, and responsive to community needs while promoting intellectual freedom, responsible stewardship of public resources, and professional collection development practices.

CD-202503-A — COLLECTION DEVELOPMENT POLICY

Policy Title	Collection Development Policy	**Policy ID**	CD-202503-A
Category	CD, Collection Development & Donations Policies	**Author**	Regina Reed
Effective Date	March 15, 2022	**Reviewed by**	Library Advisory Board
Last Review	October 8, 2026	**Next Review**	October 2027
Version	1.2		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

Policy Statement

The Leon Valley Public Library develops and maintains collections that support the Library's mission, respond to community needs and interests, provide access to diverse perspectives and ideas, and support lifelong learning. Collection decisions are made using professional judgment, established selection criteria, available resources, and the needs of the community.

Selection Criteria

Library materials are selected based on the following criteria:

- Relevance to community needs and interests
- Accuracy, authority, and credibility of the content
- Literary, artistic, or educational value
- Reviews from professional library journals and reputable sources
- Representation of diverse perspectives, cultures, and viewpoints
- Suitability for various age groups and reading levels
- Demand, popularity, and patron requests
- Cost, availability, and format durability
- Alignment with the Library's collection goals, space limitations, and budgetary constraints

Not all materials meeting these criteria will be purchased, and the presence of an item in the collection does not constitute endorsement by the Library.

Material Formats

The Library acquires materials in a variety of formats, including but not limited to:

- Print books (fiction, nonfiction, large print)
- Digital books and audiobooks
- Periodicals and newspapers
- DVDs and other media
- Reference and research materials
- Special collections relevant to the community

The Library reserves the right to discontinue or limit formats based on usage trends, budgetary considerations, technological changes, or space constraints.

Patron Requests & Suggestions

The Library welcomes patron suggestions for materials and will consider requests based on the selection criteria.

Requests may be submitted in person, by phone, or through the Library's website.

The final decision on purchases is made by Library staff following the Collection Development Policy.

Submission of a request does not guarantee purchase. Materials requested by patrons are evaluated using the same criteria as all other materials.

Weeding & Collection Maintenance

The Library follows the MUSTIE criteria for evaluating and removing materials from the collection:

- **M** = Misleading – Factually inaccurate or outdated
- **U** = Ugly – Worn, damaged, or in poor physical condition
- **S** = Superseded – A newer edition or more comprehensive resource is available
- **T** = Trivial – Material of little enduring value
- **I** = Irrelevant – No longer relevant to the needs and interests of the community
- **E** = Elsewhere – Available through other libraries or resources

Weeding is a routine, ongoing process essential to maintaining a current, accurate, and useful collection. Withdrawn materials may be discarded, donated, sold, or otherwise disposed of in accordance with Library procedures.

Reconsideration of Library Materials

The Leon Valley Public Library acknowledges that some materials may be considered controversial or offensive to some patrons. However, the selection of library materials is based on professional standards and does not imply endorsement of any particular viewpoint.

Parents and guardians are responsible for guiding their children's reading choices. The library does not restrict materials based on the possibility that they may be accessed by children.

Patrons who wish to request the removal or restriction of library materials must complete a Request for Reconsideration of Library Resources form. The request will be reviewed at the next scheduled meeting of the Leon Valley Public Library Library Advisory Board.

The Library Advisory Board will hold a public hearing to allow community members to provide input. The Board and the Library Director will consider public feedback, professional reviews, selection criteria, and principles outlined in the Library Bill of Rights, Freedom to Read Statement, and applicable legal protections for intellectual freedom.

Following the review, the Library Director will present the Library Advisory Board's recommendation to the City Council, which will make the final decision on the material in question.

Materials under reconsideration will remain available to the public until a final determination is made.

Intellectual Freedom

The library supports the American Library Association’s Library Bill of Rights and Freedom to Read Statement, affirming the right of individuals to access a wide range of information and ideas. Library materials will not be removed or restricted solely based on content or personal viewpoints.

RELATED DOCUMENTS & REFERENCES

- ALA Library Bill of Rights
- ALA Freedom to Read Statement
- Minor Registration Policy (LM-202503-B)

APPENDICES & ATTACHMENTS

None.

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	03.15.2022	Initial adoption	Regina Reed	LAB & City Council
1.1	12.06.2022	Potential Problems and Challenged Materials section updated	Regina Reed	LAB & City Council
1.2	10.08.2026	Updated and Changes to Formatting	Regina Reed	LAB

CD-202503-B — MATERIALS DONATION & GIFTS

Policy Title	Materials Donation & Gifts	**Policy ID**	CD-202503-B
Category	CD, Collection Development & Donations Policies	**Author**	Regina Reed
Effective Date	March 15, 2022	**Reviewed by**	Library Advisory Board
Last Review	October 8, 2026	**Next Review**	October 2027
Version	1.1		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

Policy Statement

The Leon Valley Public Library accepts materials and monetary, memorial, and honor gifts that support the Library's mission and collection needs. Donations are accepted at the discretion of the Library and are subject to the guidelines and limitations established in this policy.

Guidelines for Donated Materials

The Library accepts donations of materials that meet the following criteria:

- Items are clean, gently used, and in good condition
- Materials are free from mold, stains, strong odors, water damage, or pests
- Content aligns with the Library’s Collection Development Policy

The Library does not accept the following materials:

- Encyclopedias
- Textbooks
- VHS tapes, cassette tapes, or other obsolete media formats
- Magazines, unless specifically requested by the Library
- Materials that are damaged, discolored, brittle, or heavily marked

Donations must be offered to and accepted by library staff. Materials left outside the Library, including on the porch or at entrances, are not considered accepted donations and may be discarded due to weather exposure, pests, mold, odors, contamination, or other condition concerns.

The Library reserves the right to decline any donation that does not meet current collection needs or condition standards.

Use and Disposition of Donated Materials

- All donated materials become the **property of the Leon Valley Public Library**.
- The Library retains sole discretion over how donated items are used, including:
  - Adding items to the Library collection
  - Selling items through book sales or Friends of the Library activities
  - Donating items to other organizations
  - Recycling or discarding items

The Library does not guarantee that donated materials will be added to the collection.

Monetary, Memorial, and Honor Gifts

- The Library accepts monetary donations to support:
  - Library services and operations
  - Programming and outreach
  - Collection development
- Donors may suggest a specific use for monetary gifts; however, final decisions rest with the Library Director to ensure alignment with Library priorities and policies.
- Upon request, memorial or honor gifts may include recognition such as bookplates or other acknowledgments, subject to Library guidelines.

Tax Deduction & Receipts

- The Library may provide a written acknowledgment of donated materials or monetary gifts upon request.
- The Library does not appraise or assign monetary value to donated items.
- Donors are solely responsible for determining the tax-deductible value of their contributions in accordance with applicable tax laws.

RELATED DOCUMENTS & REFERENCES

- Collection Development Policy (CD-202503-A)
- Tax Reform Act of 1984

APPENDICES & ATTACHMENTS

None.

REVISION HISTORY

Version	Date	Description of Change	Author	Approved by
1.0	03.12.2025	New & Updated	Regina Reed	LAB
1.1	10.08.2026	Updated and Changes to Formatting	Regina Reed	LAB

CD-202503-C — KEN & ESTHER ALLEY LOCAL HISTORY & ARCHIVES COLLECTION

Policy Title	Ken & Esther Alley Local History & Archives Collection	**Policy ID**	CD-202503-C
Category	CD, Collection Development & Donations Policies	**Author**	Regina Reed
Effective Date	March 15, 2022	**Reviewed by**	Library Advisory Board
Last Review	October 8, 2026	**Next Review**	October 2027
Version	1.2		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

Policy Statement

The Leon Valley Public Library maintains the Ken & Esther Alley Local History & Archives Collection to preserve and provide access to materials documenting the history, people, places, organizations, and communities of Leon Valley and the surrounding area.

Acquisition Guidelines

The Leon Valley Public Library accepts donations of historical materials that support the mission and scope of the Ken & Esther Alley Local History & Archives Collection. Donated materials must be relevant to the local community, in acceptable physical condition, and aligned with the Library's archival priorities and preservation capacity. The Library reserves the right to decline donations that do not meet collection, condition, or preservation requirements. All donated materials become the property of the Leon Valley Public Library, and the Library retains the right to determine retention, disposition, digitization, or deaccessioning of donated items. Monetary donations to support preservation, conservation, and digitization efforts are welcomed. Library staff do not provide monetary appraisals for donated materials.

Access & Use of Materials

Materials in the Ken & Esther Alley Local History & Archives Collection are for in-library use only and may not be checked out to the general public. Without an appointment, access to materials is not guaranteed due to staff availability, operational demands, or preservation considerations. All individuals and organizations requesting access, including members of the Leon Valley Historical Society, must schedule an appointment

in advance. The Library may restrict or supervise the handling of fragile, rare, or unique materials to protect their integrity. Reproduction or publication of materials may be subject to copyright, donor restrictions, or handling limitations. Digital copies of select materials may be made available to increase access while minimizing physical handling of original items.

Preservation & Digitization

The Leon Valley Public Library is committed to the long-term preservation of materials housed in the Ken & Esther Alley Local History & Archives Collection. Archival materials are stored and maintained using accepted preservation and conservation practices to prevent deterioration and loss. Materials may be digitized based on historical significance, research demand, condition, and available resources. Digitization is intended to enhance access and preservation and does not replace the retention of original materials unless otherwise determined by the Library.

Leon Valley Historical Society Access and Borrowing Privileges

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The Leon Valley Public Library recognizes the importance of collaboration with the Leon Valley Historical Society in preserving and promoting local history. While ownership of all materials in the Ken & Esther Alley Local History & Archives Collection remains with the Library, the Historical Society may be granted special access and limited borrowing privileges under controlled conditions.

Members of the Leon Valley Historical Society may access materials by appointment during library hours under the supervision of Library staff. Requests for access without an appointment may be deferred or denied due to staffing limitations or other operational needs. Select materials may be borrowed for approved historical research, exhibits, or educational purposes with prior written approval from the Library Director. Not all materials are eligible for loan, and borrowing decisions are made at the sole discretion of the Library Director based on preservation, risk, and significance. A formal loan agreement specifying duration, conditions of use, handling requirements, and return expectations must be executed for each loan.

Borrowed materials must be handled, transported, displayed, and stored in a manner that preserves their condition and prevents damage or loss. Materials must be returned by the agreed-upon due date; extensions may be granted at the discretion of the Library Director. The Leon Valley Historical Society assumes responsibility for any damage, loss, or deterioration of borrowed materials and may be required to cover repair or replacement costs. Failure to comply with loan conditions or handling requirements may result in suspension or revocation of borrowing privileges.

Library Authority

The Leon Valley Public Library retains full authority over the Ken & Esther Alley Local History & Archives Collection, including decisions related to access, loans, digitization, preservation, and use. The Library reserves the right to restrict access, deny loan requests, or revoke special privileges as necessary to protect the collection and fulfill its preservation responsibilities.

RELATED DOCUMENTS & REFERENCES

- Collection Development Policy (CD-202503-A)
- Materials Donation & Gifts Policy (CD-202503-B)
- Copyright Policy (MG-202505-C)

APPENDICES & ATTACHMENTS

- Ken & Esther Alley Local History & Archives Collection — Historical Society Loan Agreement

REVISION HISTORY

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1.0	03.21.2023	New Policy	Regina Reed	LAB & City Council
1.1	10.08.2026	Updated and Changes to Formatting	Regina Reed	LAB

Policy Manual

Regina Reed, Library Director

LEON VALLEY PUBLIC LIBRARY 2022

Recommended by the Leon Valley Public Library Board of Trustees on February 10, 2022

Approved by City Council on March 15, 2022

Updates Approved by City Council on December 12, 2022, March 21, 2023, October 17, 2023

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ARTICLE 1: MISSION & VISION

1.01 LEON VALLEY PUBLIC LIBRARY MISSION STATEMENT

Our mission is to provide quality resources, information, and programs to the residents of the Greater Leon Valley area.

1.02 LEON VALLEY PUBLIC LIBRARY VISION STATEMENT

The Leon Valley Public Library is the city's friendly gateway to the worlds of learning, imagination, creativity, and community interaction.

ARTICLE 2: CIRCULATION POLICY

2.01 PATRON REGISTRATION

2.01A CITY OF LEON VALLEY RESIDENTS, PROPERTY OWNERS, AND BUSINESS OWNERS

Library membership is free to all Leon Valley residents (zip code 78238 or 78240), property owners, and business owners. Proof of residency or ownership is required when applying for membership. Proof may include but is not limited to:

a) Valid driver's license
b) Water or utility bill and a picture ID
c) Personal check and a picture ID
d) Lease agreement and a picture ID
e) Other proof of residence as determined by the Library Director

Post office boxes and general delivery mailing addresses cannot be used as proof of residency or business ownership.

2.01B OUT OF TOWN RESIDENTS

Library membership is available to non-residents, or persons living outside the City of Leon Valley limits by

a) Presenting a valid form of identification & proof of residence, and
b) Paying a fee as indicated on Library Schedule of Fees (Attachment 1)

2.01C CHILD & YOUTH REGISTRATION

A child is defined as a minor up to the age of 13 years old. A Youth is defined as a minor between the ages of 13 and 16.

Any child or youth who can sign their first and last name is eligible for their own membership.

a) A parent or legal guardian must sign the child or youth's registration form.
b) Proof of residency must be provided at the time of registration.
c) The child or youth must be present to receive the library card.
d) The adult signing the child or youth's membership registration is responsible for all materials checked out.

2.01D ALTERNATIVE YOUTH REGISTRATION

If a youth does not have access to a parent or guardian or a permanent residence, they can receive a membership by providing a state or school ID and one of the following:

a) A letter of recommendation from a teacher or councilor
b) A letter of recommendation from their education liaison
c) Approval from the Library Director

2.01E DIGITAL ACCESS REGISTRATION

If a person does not meet any of the previous registration guidelines (2.01A – 2.01D) they are eligible for a Digital Access Membership which provides access to:

a) Digital eBooks
b) Digital audiobooks
c) Digital databases
d) Computer access

A digital access membership does not allow a member to check out any material or request materials by Interlibrary Loan (ILL).

2.01F CITY OF LEON VALLEY EMPLOYEES

Current employees of the City of Leon Valley may receive a Leon Valley Public Library card without fee or proof of residence.

2.02 MEMBERSHIP RENEWAL

Library memberships are issued for a one-year period. To renew a card:

a) All fines and all other debts must be paid in full.

b) Children's cards will be renewed without having a parent or guardian sign again.

c) Must verify registration information. Changes in residency require new proof of residency.

d) Any annual fees must be paid according to the current Library Schedule of Fines and Fees (Attachment 1).

2.03 REPLACEMENT CARDS

Library cardholders are encouraged to keep their library cards in a secure place. Should a library card become lost or stolen, it is the responsibility of the cardholder to notify the library immediately.

Any charges charge for replacement cards are based on the current Library Schedule of Fees (Attachment 1).

2.04 PATRON RESPONSIBILITIES

All Leon Valley Public Library cardholders agree to comply with the Leon Valley Public Library Rules and Regulations (Attachment 2) when they fill out their membership application form (Attachment 3), Habitual or severe abuse of library rules and regulations, may result in denial of library services as outlined in the Leon Valley Public Library Rules and Regulations (Attachment 2) or as determined by the Library Director.

2.05 CIRCULATION OF LIBRARY MATERIALS

2.05A CARD USE

Library materials may not be checked out until a library card is issued. Only the assigned member or approved persons may use any individual card.

2.05B LOAN PERIODS

a) All circulating library materials are checked out for a period of 14 days. Materials without a waiting list may be renewed up to two times.
b) Interlibrary Loan (ILL) materials are due by the date indicated on check out slip which is determined by the lending library.
c) Additional renewals and extended loan periods must be approved by the Library Director.

2.05C CIRCULATION LIMITS

Due to the nature of certain materials, the library has enacted circulation limits for the following items:

a) Non-circulating materials such as reference, periodicals, archives, and other materials deemed out of circulation by the Library Director are not available for check out. Limited copying of non-circulating materials may be available, free of charge, if photo-copying does not violate our Copyright Policy (See Copyright Policy) or Copyright Law (Attachment 4).
b) An individual may have up to 25 items checked out at any given time on their library card.
c) An individual may have a total of 5 DVDs checked out at a time.
d) Specific titles, authors, subjects or special collections may be temporarily limited due to high demand or at the discretion of the Library Director.

2.05D RENEWALS

Library materials may be renewed in person, by phone, online, or by email. Presentation of a Library card is not required for renewal of materials. Items that are on reserve for other patrons may not be renewed.

2.05E RESERVES

Materials may be reserved in person, by phone, online, or by e-mail. Persons will be notified when the item becomes available.

2.06 OVERDUE AND LOST MATERIALS

2.06A OVERDUE FINES & NOTIFICATIONS

Overdue fines will follow the Leon Valley Public Library Schedule of Fines and Fees (Attachment 1):

- After seven days past due, members will be notified by their preferred method of notification.
- After 21 days, members will receive a second notification.
- After 45 days, all materials will be presumed lost.

2.06B LOST OR DAMAGED MATERIALS

Library members are responsible for all materials checked out to their account and are liable for any damages or losses to materials.

a) If the materials are lost, the patron will be charged the cost to replace the materials based on the current Library Schedule of Fines & Fees (Attachment 1)

b) If materials are judged to be damaged to the point that they are unsuitable for the collection, the member will be charged the cost to replace the material. The material then becomes the property of the member.

c) A patron may replace any lost or damaged material with an identical copy or similar material as long as it is approved by the Library Director. Any fees associated with providing a replacement will be based on the current Library Schedule of Fines & Fees (Attachment 1)

The Library will not charge for normal wear of library materials.

2.06C LOSS OF LIBRARY PRIVILEGES

Patrons who do not follow the Leon Valley Public Library Rules & Regulations (Attachment 2) may lose their library privileges.

Any patron struggling with lost or damaged materials or excessive fines or fees, may request a Request to Maintain Privileges Form (Attachment 5).

ARTICLE 3: COLLECTION DEVELOPMENT POLICY

3.01 OBJECTIVES

To meet the library's mission of providing quality resources and information to the Greater Leon Valley area this collection development policy is created with the following objectives:

a) Meet community interests and needs;

b) Acquaint the public with the principles of selection and weeding;

c) The Library Bill of Rights (Attachment 6);

d) The Freedom to Read Statement (Attachment 7); and

e) The Freedom to View Statement (Attachment 8)

3.02 RESPONSIBILITY FOR SELECTION

The final responsibility for material selection rests with the Library Director who operates within the framework of the policies.

3.03 CRITERIA FOR SELECTION

Staff should keep the following in mind when recommending titles for selection. However, an item need not meet all considerations to be acceptable.

a) Consider the identified, expressed or anticipated needs and interests of the community.

b) Consider the quality of content, such as timeliness, accuracy, literary merit, illustrations, indexes, and bibliographies.

c) Include different viewpoints, values, philosophies, cultures, and religions whenever possible. Selections will not be based on any assumed approval or disapproval by the community.

d) Select a broad range of materials in all subject areas.

e) Attempt to balance the collection with in-demand, current interest titles.

f) Assess the significance in relation to library resources already available.

g) Utilize standard selection sources recognized by librarians to identify materials to be purchased.

h) Utilize specialized knowledge of Library staff.

i) Consider the reputation and/or significance of author, publisher and/or producer.

j) Select a variety of reading and comprehension levels based on community needs.

k) Provide a wide variety of formats to meet the differing needs of the community.

l) Maximize the effectiveness of the available materials budget.

m) Consider other community resources, interlibrary loan, etc. to maximize the Library's resources. Out-of-print, used items, or items that require Library staff to go beyond the scope of its normal purchasing procedures are usually not purchased.

n) Strive to develop a collection that complements the curriculum of area educational institutions but does not duplicate curriculum materials in use by educational institutions or home-schooled students.

o) Consider member requests within the overarching principles of selection.

p) Book reviews from professional accepted sources such as Kirkus Reviews, Library Journal, School Library Journal, and Booklist.

3.04 WEEDING

An up-to-date, attractive, and useful collection is maintained through a Continuous Review, Evaluation, and Weeding (CREW) process. The CREW method (Attachment 9) evaluation for weeding materials includes poor content, poor appearance, and unused materials.

Replacement of materials with a poor appearance is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This process of weeding is the responsibility of the Library Director.

See Weeding Rotation (Attachment 10) for an estimated weeding schedule.

Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

3.05 POTENTIAL PROBLEMS AND CHALLENGED MATERIALS

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. The Leon Valley Public Library recognizes that some materials are controversial and that any given item may offend some members.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be restricted by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

Patrons requesting material be withdrawn from or restricted within the collection may complete and turn-in a Request for Reconsideration of Library Resources (Attachment 11) form. The challenge will be placed on the agenda of the next regular meeting of the Leon Valley Public Library Board of Trustees (LVPLBOT).

After review of the challenge, the LVPLBOT will schedule a public hearing for library patrons to speak either for or against a book challenge. In making their decision, the LVPLBOT and the Library Director will consider public testimony, professional reviews, selection criteria listed in the Collection Development Policy, the American Library Association's Library Bill of Rights (Attachment 6), Freedom to Read Statement (Attachment 7), the Freedom to View Statement (Attachment 8), as well as , Article 1, Section 8, Texas Constitution (Attachment 23), and Amendment 1, U.S. Constitution (Attachment 12).

The Library Director, with the advisement of the Leon Valley Public Library Board of Trustees, will present the challenge and recommendation to City Council for a final decision on the challenged material(s).

ARTICLE 4: MATERIALS DONATION AND GIFTS POLICY

The Leon Valley Public Library appreciates your consideration in finding a home for your items. The library accepts books and other items with the understanding that they are added to the collection only if appropriate and needed. The Library Director will dispose of unneeded items as they see fit. The same criteria of selection which are applied to purchased materials are applied to gifts.

When accepting used books, publication dates and condition are important. The library will only accept books if the following criteria are met:

a) Published within the last five years
b) In good to excellent condition
    a. Intact covers
    b. No ripped pages
    c. No names or identifying markers of previous owners
    d. No apparent odor
    e. No apparent soil
c) Not weeded from another library

DVDs in good condition or better will be accepted if they are in their original packaging.

We do not accept:

- VHS
- Encyclopedias
- Textbooks
- Cassette tapes
- Books published more than five years ago
- Books with ripped pages and/or covers

- Books with identifying markers
- Books with visible soil
- Books with apparent odor
- Items left on the porch

Gifts of artwork, equipment, furniture, etc. must be approved by the Library Director.

The Tax Reform Act of 1984 bars museums, historical societies, libraries, and other donee institutions from providing appraisals for a donor's tax-deductible objects The Library can provide an Acknowledgment of Receipt of Accepted Materials (Attachment 13) of the items if requested by the donor.

Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested.

The Leon Valley Public Library encourages and appreciates gifts and donations.

ARTICLE 5: INTERLIBRARY LOAN POLICY

5.01 Definition and Purpose

Interlibrary Loan (ILL) is the process by which a library borrows material from another library. Leon Valley Public Library recognizes that the sharing of material between libraries is an integral element in the provision of library service. Leon Valley Public Library currently is a borrower and lender on the Online Computer Library Center (OCLC) Interlibrary Loan Network with the ID of YU2. LVPL works with the local Navigator Request Engine (NRE) ILL network (Texas Group) and the national Worldshare ILL network (Worldcat).

5.02 Governance

Interlibrary loan policies of this library are governed by the American Library Association's Interlibrary Loan Code for the United States (Attachment 14); the Copyright Law, Title 17, U.S. Code (Attachment 4); and by the regulations of lending libraries. Within the limits of the policy set forth here, Leon Valley Public Library will offer to obtain for patrons requested materials not available in the collections of this library. Leon Valley Public Library will consider such factors as geographic proximity, type of library, and any lending fees when determining to which library an interlibrary loan request will be made, when there is a choice.

5.03 Borrowing from Other Libraries

1) Eligibility: Patrons must have a valid Leon Valley Public Library borrower's card to request material via ILL. Non-cardholders are encouraged to request ILL service through their local public libraries. All transactions are from library to library.

2) Confidentiality: Confidentiality of library users will be maintained in ILL transactions.

3) Type of Material Borrowed: Leon Valley Public Library will generally attempt to borrow any material the patron needs. Patrons are cautioned, however, that other libraries may not lend certain types of materials. These include the following:

a) current bestsellers and popular titles published in the last six to twelve months
b) reference
c) genealogy
d) rare or valuable material
e) audiovisual material
f) bulky or fragile items that are difficult or expensive to ship

Leon Valley Public Library will not borrow material determined to be in violation of copyright law.

5.04 Restrictions on Materials Borrowed

The lending library may impose restrictions on material lent, including requiring that the material be used only in the borrowing library. The lending library determines the length of time for which the material is lent and whether renewals will be granted and has the right to recall material before the due date.

5.05 Charges

Fees for photocopying and occasionally other charges (loan fees, postage, access charges, overdue/late fines, damages, etc.) may be assessed by the lending library. Such charges will be passed on to the patron. Leon Valley Public Library will obtain authorization from the patron before ordering material for which there is a charge. Patrons who fail to claim the material borrowed for them will still be expected to pay any fees incurred.

The lending library will assess repair or replacement charges if materials are returned damaged or are lost.

5.06 Turnaround Time and Loan Periods

Time required to receive requested material can vary considerably, depending on availability of material, location of the lending library, and shipping method. Some materials may arrive in two to three days, while others may take weeks or months. When making an ILL request, the patron should indicate any deadline for receipt of material and whether material will not be needed after a given date. Requests will be processed in the order in which they are received. The patron should also notify the library if the request is no longer needed after the request has been made so there is a chance to stop the process.

The lending library determines the loan period, which can vary from two to eight weeks. The Leon Valley Public Library will set a return date that is five days earlier than the due date, to allow time for the item to be returned to the lending library. Patrons are urged to return materials on time to ensure that lending libraries will continue to share their resources with Leon Valley Public Library.

A renewal period, if any, is determined by the lending library. A patron who desires a renewal must notify Leon Valley Public Library at least two (2) business days before the stated due date to allow time to file a renewal request with the lending library.

5.07 Procedure for Placing a Request

To request an interlibrary loan, the patron completes an Interlibrary Loan Request Form (Attachment 26), which may be obtained at the library or downloaded from the library's web site. The form may be submitted in person, by fax or by mail. Patrons may e-mail or phone in an ILL request; the staff member taking the request will verify the patron's identity. ILL requests may also be made directly by the patron through the LVPL website, if the patron's account is clean and up-to-date. The system requires that accounts be in good standing and that the phone number used be the one on file with the account.

Staff will telephone or e-mail the patron when his or her request has arrived. Patrons are expected to pick up the requested item as soon as possible as the loan times vary considerably. Items not picked up after a second attempt at contact (reminder) within a week will be returned to the lending library.

5.08 Loaning to Other Libraries

Leon Valley Public Library lends reciprocally to other system libraries both statewide and nationally, except for San Antonio Public Library (SAPL); this exception is only to prevent confusion in returning ILLs to the proper pickup place and due to the proximity of LVPL to SAPL (patrons needing a San Antonio library book can go to a San Antonio library).

ARTICLE 6: INTERNET USE POLICY

6.01: GENERAL PROVISIONS

The Leon Valley Public Library provides access to the Internet as one means of fulfilling its mission of "providing quality public library services for all residents and businesses of Leon Valley, enriching the entire community." Internet resources accessible through the library are provided equally to all users, with the understanding that it is the individual user's responsibility to demonstrate judgment, respect for others, and appropriate conduct while using the library's resources and facilities. The Library cannot police a global network and each individual user must take responsibility for his or her own activities on the Internet and for the activities of his or her children.

The Leon Valley Public Library seeks to protect the First Amendment rights of its customers and their individual right to privacy. However, internet users must be sensitive to the fact that workstations are in a public area, and therefore images on the screen are subject to view by a wide audience. The internet will not be accessed by anyone, including minors, for illegal activity, to access illegal materials, or to access materials that by community standards would be objectionable. Library staff will take prompt and appropriate action to enforce the Internet Use Policy and/or to prohibit use by individuals who fail to comply with the policy. Access, use, or dissemination of information via the internet is the responsibility of the user. In case of minors, it is a joint responsibility of the user, and the parent or guardian.

Parents of children must be present and assume responsibility for their children's use of the library's internet service as we do NOT filter content. If you would like to allow your child to use the internet without your presence (ages 14 through 17) you must sign the Minor Internet Acceptance Form (Attachment 24) allowing them to do so.

Printing is available, see Library Fee Schedule for pricing (Attachment 3).

6.02 RESPONSIBILITY AND USE

It is the responsibility of each user to be guided by the following principles:

- Respect for the privacy and sensibilities of other users.
- Attention to the legal protection provided by copyright and license to programs and data.
- Consideration for the integrity of computing systems. For example, users must not intentionally develop programs to harass other users or to infiltrate a computer or computing system or develop programs that may damage or alter the software components of this or other computing systems.

Further examples of unacceptable use include, but are not limited to, the following:

- Damaging or destroying equipment, software, or data belonging to the Library or to other users, including adding, altering, or deleting files on Library workstation hard drives or other Library computer equipment.
- Unauthorized copying of copyrighted material.
- Violating software license agreements.
- Violating computer system or network integrity, including attempts to bypass network security functions, obtain passwords, or alter the configuration of Library workstations in any way.
- Harassing others.
- Using the Internet for any illegal activity.
- Gambling on the Internet.
- Wasting finite resources (including printing without paying).

Public computers are equipped with security software that wipes each computer clean, setting it back to our “base point” after each log out. This ensures that patron information is not stored on computers. Library staff will not disable this software for any reason, for the security of all involved.

While Library staff is happy to assist users in accessing the Internet, each user is nevertheless responsible for his or her own search. Staff cannot provide in-depth personal training in the use of the Internet or of personal computers.

The Library will provide primary access to the Internet through the World Wide Web via the graphical browsers.

Users will not be able to dial into the Library's Internet computers from remote sites.

Leon Valley Public Library provides wireless access to the internet to allow patrons to use their personal wireless-ready laptops and devices. Library staff is available to help with minimal instruction; however, staff cannot install programs, troubleshoot or make any changes to devices that are not library-owned.

Patrons should be aware that it is a criminal offense to display harmful materials in public according to Texas Penal Code § 43.22 (Attachment 15) and Texas Penal Code § 43.24 (Attachment 16)

ARTICLE 7: MEETING ROOM POLICY

To encourage community engagement and the sharing of ideas and experiences, the Leon Valley Public Library has a meeting room available for public use. The meeting room is provided as a service to the public and is subject to availability and compliance with the terms of this policy. This policy does not apply to the use of the meeting room by the Leon Valley Public Library or the City of Leon Valley or programs sponsored or co-sponsored by the Library or the City.

7.01 GUIDELINES FOR MEETING ROOM USE

1) Meetings must be free and open to the public.
2) No commercial, sales, or profit-making uses of the meeting room is allowed; no products or services may be advertised, solicited, or sold.
3) Registration and admission fees are not permitted.
4) The room is available on a pre-arranged basis for blocks of time that include set-up, meeting, and clean-up time.
5) Reservations are on a first-come, first-served basis. Reservations are generally limited to three months in advance but may extend out to twelve months if approved by the Library Director.
6) Reservations are only available during the library's operating hours.
7) LVPL is unable to provide storage of materials for groups or individuals using the room.
8) No group shall use the room as a permanent meeting place or as the headquarters of the group.
9) All advertisements related to events held in the meeting room must clearly designate the sponsoring organization and shall not indicate affiliation with the Library, support by the Library, or include the Library's logo

10) The meeting room may not be used for any political event, partisan or non-partisan, including open forums, town halls, and/or campaigns unless sponsored or co-sponsored by the City of Leon Valley or the Leon Valley Public Library.
11) The meeting room may not be used for any private event including but not limited to weddings, showers, family reunions, birthday parties, banquets, or dances.
12) Facilities shall be left in a clean and orderly condition. Room arrangement shall be the responsibility of the user group and must be left in the same arrangement as found.
13) An adult (18 years of age or older) contact person is required for each reservation. This person shall assume responsibility for a group's use of the room.
14) In extenuating circumstances, LVPL may ask a group to cancel a scheduled meeting to allow for library use of the room. If such an event occurs, the Library will give as much notice as possible.
15) Users of the meeting room must adhere to all library policies.
16) Any use of the room that disturbs regular library operations is not permitted.
17) Food and drink may be consumed in the meeting room. All trash resulting from the serving of refreshments must be removed by the organization using the facility.

7.02 EXCEPTIONS

Exceptions to these guidelines may be granted by the Library Director for events sponsored by the Friends of the Library, the Library Board of Trustees, or local government agencies; the guidelines do not apply to City use. Priority for use of the room is given to the Leon Valley Public Library.

7.03 DISCRIMINATION

Library facilities are available on a non-discriminatory basis. The Library does not limit use of the meeting room based on the subject matter or content of the meeting or on the beliefs or affiliations

of the meeting's sponsors. Permission to use library facilities does not constitute an endorsement by the Library.

7.04 RIGHT TO DENY USE

Leon Valley Public Library reserves the right to deny use privileges should any abuse of this policy occur. LVPL may not be held liable for any damage, loss or bodily injury occurring to persons or property affiliated with the scheduled meeting. Meeting room users shall be held liable for any damage to or loss of library property in conjunction with their scheduled meeting.

ARTICLE 8: LIBRARY SPONSORSHIP

The Leon Valley Public Library welcomes sponsorship from local business, corporations, families, and individuals. The aim of sponsorship is to obtain funding or in-kind support to provide services and equipment that may not otherwise be available.

8.01 GUIDING PRINCIPLES

The following principles will guide the Leon Valley Public Library in the solicitation and acceptance of gifts, grants, or support to enhance or develop library programs and services:

- All gifts, grants, and/or support must further the library's mission, goals, objectives and priorities. They must not drive the library's agenda or priorities.
- All gifts, grants, and/or support must safeguard equity of access to library services. Sponsorship agreements must not give unfair advantage to, or cause discrimination against, sectors of the community.
- All gifts, grants, and/or support must protect the principle of intellectual freedom. Sponsors may not direct the selection of collections or require endorsement of products or services.
- All gifts, grants, and/or support must ensure the confidentiality of user records. The library will not sell or provide access to library records in exchange for gifts or support.
- All gifts, grants, and/or support must leave open the opportunity for other actual or potential donors to have similar opportunities to provide support to the library.
- Gifts of books or other library materials will be accepted in accordance with the terms outlined in the Leon Valley Collection Development Policy and Donation and Gifts Policy.

Recognition and Acknowledgement

- The library will ensure that each sponsor receives acknowledgement and to the degree that the donor is willing, public recognition. The following guidelines will be used in providing acknowledgement to and recognition of sponsors:

- A letter of acknowledgement for gifts of money and in-kind support will be sent to all sponsors and a copy will be placed on file.
- Any special recognition agreements will be stipulated in the letter.
- Public acknowledgement of sponsorship in the library's promotional materials will normally be restricted to a statement of the sponsor's name and a display of logo. Standards controlling the size format and location of such acknowledgment will be developed by the public information specialist to ensure both consistency and quality of appearance. Such acknowledgement will not take precedence or have prominence over the library's own logo or promotional material.
- For gifts and/or sponsorships valued at over $500, the library may submit a press release to local newspapers and/or publish an article regarding the sponsorship in their own newsletter if the sponsor is willing.
- Acknowledgement of sponsorship may also take the following forms at the library's discretion:
    - Launch of a special program or media campaign to announce the gift.
    - Sponsor's name on promotional materials.
    - Small standardized plaques may be placed on donated furniture or equipment.
    - Library bookplates.

In all cases, the type and scope of donor recognition required by the donor will be weighed against the benefit to the library.

8.02 APPROVAL

All gifts, grants, or in-kind support given with special requirements must be approved by the Library Director. The solicitation of gifts, grants, or in-kind support by library staff valued at over $500 must receive prior approval of the Library Director.

8.03 AUTHORITY FOR IMPLEMENTATION

The library reserves the right to make decisions regarding the implementation of each grant, gift, or offer of in-kind support. Purchasing decisions, including type of equipment, materials, furnishings, and other components of a gift will occur under the direction of the Library Director. All details as to design of programs and allocation of resources will occur under the direction of the Library Director.

ARTICLE 9: ADA POLICY

Leon Valley Public Library agrees with the American Library Association (ALA) that libraries play a catalytic role in the lives of people with disabilities by facilitating their full participation in society. Libraries should use strategies based upon the principles of universal design to ensure that library policy, resources and services meet the needs of all people.

9.01 THE SCOPE OF DISABILITY LAW

Providing equitable access for persons with disabilities to library facilities and services is required by Section 504 of the Rehabilitation Act of 1973 (Attachment 17), applicable state and local statutes and the Americans with Disabilities Act of 1990 (ADA). The ADA is the Civil Rights law affecting more Americans than any other. It was created to eliminate discrimination in many areas, including access to private and public services, employment, transportation and communication. Most libraries are covered by the ADA's Title I (Attachment 18), Title II (Attachment 19) and Title III (Attachment 20). Most libraries are also obligated under Section 504 and some have responsibilities under Section 508 (Attachment 21) and other laws as well.

9.02 LIBRARY SERVICES

The Leon Valley Public Library must not discriminate against individuals with disabilities and shall ensure that individuals with disabilities have equal access to library resources. To ensure such access, the Leon Valley Public Library may provide individuals with disabilities with services such as extended loan periods, extended reserve periods, library cards for proxies, books by mail, remote electronic access to library resources, and other services as possible within the scope of the library's regular funding and staffing.

9.03 FACILITIES

The Leon Valley Public Library will provide accessible parking, clear paths of travel to and throughout the facility, entrances with adequate, clear openings and automatic doors, accessible tables and public service desks, and accessible public conveniences such as restrooms, drinking fountains, and public telephones. Other accommodations will be made based on the need of the community and adequate funding.

9.04 COLLECTIONS

Library materials must be accessible and available to individuals with disabilities in a variety of formats and with accommodations, as long as the modified formats and accommodations are “reasonable,” do not “fundamentally alter” the library’s services, and do not place an “undue burden” on the library.

Within the framework of the library’s mission and collection development policy the library collection should include materials with accurate and up-to-date information on the spectrum of disabilities, disability issues, and services for people with disabilities, their families, and other concerned persons

ARTICLE 10: COPYRIGHT POLICY

The Leon Valley Public Library complies with federal copyright law (Title 17, U.S. Code) (Attachment 4). It is the intent of this law to protect the rights of copyright owners from unauthorized reproduction of their works. This includes works that have been fixed in any format, including print, audio, video, and computer file, whether or not they have been published.

10.01 FAIR USE

However, the law also recognizes the public benefit of allowing citizens to do limited copying from copyrighted works for educational purposes. Under the precepts of fair use (section 107), library patrons may copy or print parts of copyrighted works for one-time, educational, non-profit activities. Copying that would replace or infringe upon a commercial sale of a copyrighted work (such as copying a work in its entirety, copying something for repeated use, or making exceedingly numerous copies of the same item) is forbidden. In such cases, library patrons should seek permission from the copyright owner before proceeding.

10.02 STAFF PRACTICES

In the course of their work, library staff seek to adhere to the tenets of Title 17 and will not knowingly fulfill patron requests that constitute violations of copyright law. Any Patron who disagrees with the library staff's assessment may fill out a Fair Use Request (Attachment 22).

For detailed guidelines about federal copyright law and how it pertains to library use and practices, see the American Library Association fact sheet on "Video and Copyright." (Attachment 25)

ARTICLE 11: KEN & ESTHER ALLEY LOCAL HISTORY & ARCHIVES COLLECTION

PURPOSE OF THE COLLECTION

The history and culture of Leon Valley are important to the Library and citizens of Leon Valley. The purpose of the Ken & Esther Alley Local History & Archives Collection is to preserve and document the history of Leon Valley. The Leon Valley Public Library will preserve and maintain these materials for future generation by using accepted preservation methods, digitizing materials where appropriate, and providing access to materials under safe and secure methods.

SCOPE OF THE LOCAL HISTORY AND ARCHIVES COLLECTION

1. **Physical formats.** Items collected and retained include, but are not limited to: books, family histories, club records & publications, other local records, scrapbooks, clipping files, photographs, microfilm, electronic formats, audio or video recordings, maps and other paper ephemera. New and emerging formats will be considered when appropriate. The Library is not a museum and will not retain or collect three dimensional items or realia. The collection will not contain government records, such as City Council meeting minutes, school board meeting minutes, day-to-day business records, or vital records. Other formats or restrictions on the collection will be determined by the Library Director.
2. **Local importance**. The collection shall include materials that preserve the histories of local clubs, organizations, schools, churches, businesses, institutions, local customs & culture, and important events & people.
3. **Geographic coverage.** Primary coverage will be of the City of Leon Valley, Texas and to a lesser extent the surrounding areas of San Antonio and Bexar County.
4. **Genealogy and family histories.** Genealogical records and family histories collected must pertain strictly to founders and/or pioneer families of Leon Valley. Materials that record the history and contributions of prominent individuals who have lived or served in

the City of Leon Valley and surrounding communities may be included. This could include history of founding and/or pioneer families or individuals who were born or lived in Leon Valley but became prominent or leaders later in life.

Acquisitions of Material

The Leon Valley Public Library actively seeks donations of local history and archival material that fit within the scope of the collection. If appropriate, the Library Director may purchase original materials that fit within the collection.

1. **Donations with restrictions.** Donations with special restrictions or instructions will not be accepted. Once a donation has been made, the Leon Valley Public Library reserves the right to decide how the donated item will be displayed or stored, how the item may be used by the public, and how long the item will be retained.
2. **Age & condition of materials.** All donated materials must be free of dirt, mold, moisture, and pests and should be in good condition. Scrapbooks or photo albums must be in archival quality albums or enclosures, all added materials properly secured, and photographs must be identified. The Leon Valley Public Library reserves the right to refuse offered gifts should the material be in poor condition.
3. **Deed of Gift.** The Leon Valley Public Library cannot accept donations of materials without a Deed of Gift Form (Attachment 27). The Library cannot accept donated materials for which the donor does not have clear title. Donations accepted by the Library are considered the property of the Leon Valley Public Library.

CARE AND KEEPING OF MATERIALS

1. **Preservation.** Materials in the Local History & Archives Collection will be preserved following best practices for archives when possible and employ preventative preservation measures such as appropriate storage, security and handling.

2. **Accessibility.** The Leon Valley Public Library will make available indexes and catalog records for materials in the Local History & Archives Collection. Library staff will continue to work through the backlog of unprocessed and uncatalogued materials as time allows.
3. **Digitization efforts.** The Leon Valley Public Library will continue to scan and digitize materials as staff time allows. The Library cannot provide scanning of Local History & Archives materials on demand.

USE OF LOCAL HISTORY AND ARCHIVES COLLECTION MATERIALS

The following conditions of use are designed to ensure public access to valuable historical assets while allowing for the preservation and proper administration of these historic materials.

1. **The Archives Room.** The Archives room is a dedicated room for local history research and is not available for other use unless approved by the Library Director.
2. **Registration.** All researchers must fill out an Archives Registration Form (Attachment 29) at the Circulation Desk to do research in the Archives Room. By signing the registration form, researchers agree to abide by the stated conditions of use. Other policies for patron conduct and use of the Library apply to the Archives Room. Violation of these rules, policies and staff instructions could result in loss of access to the Archives Room or expulsion from the Library.
3. **Materials.** The materials in the Local History and Archives Collection are considered reference materials and do not circulate. All materials must be used in the Archives Room under staff supervision.
4. **Access to material**. Library staff will access vertical files on behalf of researchers, and no more than one file folder will be accessed at a time. Researchers should not refile Archive Room materials. Library staff will refile all used materials in their proper place.

5. **Research Assistance.** If a researcher requires staff assistance for research in the Local History and Archives Collection, an appointment must be booked through the Library Director. Assistance depends on staff availability.
6. **Remote research requests.** Out of town individuals with requests for research assistance will be aided depending on staff availability. Broad or lengthy research will not be conducted by Library staff. Obituary requests must have death date, full name and other pertinent information. The Library Director will determine the scope of research via remote requests, as well as how any resulting findings or information is conveyed to remote researchers.
7. **Request to access locked collections.** In compliance with the Texas Public Information Act (Texas Government Code, Chapter 552) (Attachment 30), all processed materials, records & collections are available for research. Viewing and handling of original images, maps, etc., require special consideration. The Library Director or his/her designee must be present during such use. Special instructions will apply according to the materials request. An appointment must be made with the Library Director at least 1 week in advance, with submission of a Request to Access form (Attachment 29). Appointments will be made per availability of the Library Director or designee.

REPRODUCTION OF ARCHIVE ROOM MATERIAL

1. **Photocopying.** Researchers requesting photocopies of materials will be charged according to City Fee Schedule. All photocopying will be done by Library Staff. Use of a personal camera is permitted to record information.
2. **Materials in Publication.** Researchers who wish to use images or copies of archive materials in a publication, display, or other permitted uses as determined by the Library Director, must submit Photographic Services Request Form (Attachment 27) to the Library

Director for approval. Library staff will assist in such requests as time and staff availability allows.

3. **Copyright.** Generally, patrons of the Leon Valley Public Library may make reproductions of archival materials within the Fair Use and other provisions of U.S. Copyright Law (title 17, U.S. Code, section 107). The Leon Valley Public Library does not grant or transfer any copyright or other intellectual property rights for any local history or archival materials. Copies in any format may not be further reproduced, sold, shared, or given to another person, company, or institution for any purpose. (Attachment 28)

ATTACHMENTS

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ATTACHMENT 1: LIBRARY SCHEDULE OF FINES & FEES

The Library Schedule of Fines & Fees is part of the Leon Valley Code of Ordinances, Appendix A Fee Schedule, Article A2.006 Library Fees

Copies & Prints

Black & White	$0.10	per page
Color	$0.50	per page

Scans	$0.10	per page

Faxes

Send Local & Toll Free	$0.10
Send Long Distance	$0.60
Receive	$0.10

Notary	No Cost

Library Card Fees

City Residents, Property Owners, Business Owners	No Cost
Out of Town Residents	$20.00 per household
Out of Town Seniors	$10.00 per household
Alternative Youth	No Cost
Digital Access Card	No Cost
Leon Valley Employees	No Cost
Replacement Card	$1.00

Fines & Fees

Overdue Fines	No Charge

Lost/Damaged Materials	Replacement Cost
Processing Fee for Lost/Damaged Items	$2.00
Loss of Privilege	$25.00+

ATTACHMENT 2: LEON VALLEY PUBLIC LIBRARY RULES & REGULATIONS

The Leon Valley Public Library is available to people of all ages. While everyone has an equal right to access library services and facilities, no person has the right to interfere with the ability of others to use and enjoy library resources, services, and facilities.

The Leon Valley Public Library maintains the right to expel from the Library facility any individual who violates any part of the Leon Valley Public Library Rules and Regulations or who contributes to a disruptive, unsafe, or unwelcoming environment.

Expected Behavior

To create a welcoming environment, patrons are expected to:

- Follow the policies of the library which are posted on the website and available in the library.
- Attend to their personal belongings. The Leon Valley Public Library is not responsible for lost, stolen, or misplaced personal items. By leaving items unattended, you run the risk of theft.
- Wear shoes and appropriate clothing for public health reasons.
- Use public restrooms for intended purpose only.
- Maintain acceptable bodily hygiene. If body odor or perfume is strong enough to constitute a nuisance to others, the customer may be asked to leave the building.
- Stay out of non-public areas, such as offices, workrooms, and storage areas, unless authorized by staff to enter.

Inappropriate Behavior

The following actions and behaviors are considered inappropriate on library property and thus prohibited:

- Disruptive, uncontrolled, or unsafe behavior.

- Possession of alcohol or any illegal substance.
- Receiving or making cell phone calls inside the Library.
- Intentional physical damage to library property or to the personal property of any other patron.
- Consuming food inside the Library unless authorized by staff. Drinks in covered containers are permitted, except at computers.
- Sleeping in the library.
- Smoking or vaping in the library.
- Solicitation of business.
- Bringing animals other than service animals into the library.
- Harassment of Library staff or customers.
- Violation of any federal, state, or local laws.

Any person violating the Leon Valley Public Library Rules & Regulations will be:

1. Be presented with a copy of the Policy and be asked to stop.
2. If the violation continues, the individual will be asked to leave the Library for the rest of the day.
3. Failure to comply may result in the arrest or prosecution of a criminal offense.
4. The Leon Valley Public Library maintains the right to permanently expel form the Library facility, any individual who contributes to a disruptive, unsafe, or unwelcoming environment as defined by the Library Director. The City Manager shall provide written notice to the person who is being expelled and City Council will be notified.
5. The City Manager has the authority to temporarily suspend or permanently expel a patron from the Library relevant to the offense based on the Library Director's recommendation and at the sole discretion of the City Manager. The City Manager shall provide written notice to the person who is being expelled and City Council will be notified.

6. If a person who has been suspended returns to the Library before the defined time-period has expired, the Police will be summoned to have the patron removed and prosecuted for the offense, including but not limited to criminal trespass or disorderly conduct.
7. Failure to follow these steps by the Library Director or City Manager does not waive the right of the City to temporarily suspend or permanently expel a patron from the Library, at the sole discretion of the City Manager.

Violations meriting immediate expulsion by Library Director, no written notice required:

1. Committing or attempting to commit any activity that would constitute a crime or any violation of federal, state or local law.
2. Possessing, selling, distributing, displaying or using any illegal weapon upon the Library Premises or using or threatening the use of any other object in such a manner that it may be considered a weapon.
3. Engaging in any physically intimidating or assaultive behavior; making any threats of violence or unlawful activities toward library staff or other library patrons; using threatening, abusive or obscene language.
4. Possessing, selling, distributing, consuming or being under the influence of any intoxicating beverage or illicit controlled substance.
5. Trespassing by entering or remaining on the Library Premises after having been notified by an authorized individual not to do so, and entering or remaining on the Library Premises during the time in which an individual's library privileges have been suspended.

ATTACHMENT 3: LEON VALLEY PUBLIC LIBRARY MEMBERSHIP APPLICATION

Last Name _____First Name_____

Preferred Name _____

Address _____

City_____State _____ Zip _____

Phone_____Cell? _____ Text Messages? _____

Email Address _____

STAFF: SHRED IMMEDIATELY FOLLOWING ENTRY INTO SYSTEM

ATTACHMENT 4: US COPYRIGHT LAW

The United States copyright law is contained in chapters 1 through 8 and 10 through 12 of Title 17 of the United States Code. The Copyright Act of 1976, which provides the basic framework for the current copyright law, was enacted on October 19, 1976, as Pub. L. No. 94-553, 90 Stat. 2541. The 1976 Act was a comprehensive revision of the copyright law in Title 17.

A.pdf version of the Copyright Law of the United States can be downloaded here: https://www.copyright.gov/title17/title17.pdf (updated May 2021)

The most recent version of the Copyright Law can be viewed by section or in its entirety online at https://www.copyright.gov/title17/.

ATTACHMENT 5: REQUEST TO MAINTAIN PRIVILEGES FORM

Library Card # _____

Current Charge to Account: _____

Reason for Charges:

- ☐ I've incurred significant fines on my account
- ☐ I've misplaced an item, and I am still looking for it
- ☐ I've lost an item, and I am trying to replace it
- ☐ I've lost an item, and I am saving to pay my fees
- ☐ Other _____

Purpose for Request

- ☐ I need computer access
- ☐ My children need reading material
- ☐ I need reading material

I will agree to

- ☐ Pay $_____ per _____for a total of _____payments to keep my account active.
- ☐ Pay $_____ every _____ _____for a total of _____payments to keep my account active.

Signed _____

Library Director Sign Off: _____

Date _____

ATTACHMENT 6: ALA - THE LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of “age” reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.

"Library Bill of Rights", American Library Association, June 30, 2006. http://www.ala.org/advocacy/intfreedom/librarybill

Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952

ATTACHMENT 7: ALA - THE FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every

enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves

in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies

are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

- American Library Association
- Association of American Publishers

Subsequently endorsed by:

- American Booksellers for Free Expression
- The Association of American University Presses
- The Children's Book Council
- Freedom to Read Foundation
- National Association of College Stores
- National Coalition Against Censorship
- National Council of Teachers of English
- The Thomas Jefferson Center for the Protection of Free Expression

"The Freedom to Read Statement", American Library Association, July 26, 2006.
http://www.ala.org/advocacy/intfreedom/freedomreadstatement
Document ID: aaac95d4-2988-0024-6573-10a5ce6b21b2

ATTACHMENT 8: ALA - THE FREEDOM TO VIEW STATEMENT

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

"Freedom to View Statement", American Library Association, May 29, 2007.
http://www.ala.org/advocacy/intfreedom/freedomviewstatement
Document ID: 95444382-9c6c-e904-0962-be3aa96cdb5a

ATTACHMENT 9: CREW - A WEEDING MANUAL FOR MODERN LIBRARIES

"CREW: A Weeding Manual for Modern Libraries attempts to describe clearly, practically, and in a step-by-step fashion a now tried-and-true method of carrying out the five processes of 'reverse selection:' inventory, collection evaluation, collection maintenance, weeding, and discarding. Keep in mind that no single process will serve the needs of all libraries. CREW: A Weeding Manual for Modern Libraries offers guidelines, and attempts to explain the reasons behind the guidelines, but every library should consider the needs of their particular community and adjust the guidelines accordingly." - CREW: A Weeding Manual for Modern Libraries. Texas State Library and Archives Commission

CREW: A Weeding Manual for Modern Libraries can be found in .pdf here: https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crewmethod12.pdf

The CREW Manual and resources are available online through the Texas State Library and Archives Commission here: https://www.tsl.texas.gov/ld/pubs/crew/index.html

ATTACHMENT 10: WEEDING & INVENTORY ROTATION

The library staff will adhere to the following rotation, as much as possible, to keep the library collection up to date and accurate. This rotation may change, as needed, with approval from the Library Director.

Quarter 1:

- Easy Readers (ER)
- Juvenile Fiction
- Juvenile Nonfiction
- Juvenile DVDs

Quarter 2:

- Juvenile Biography
- Juvenile Graphic Novels
- DVDs
- Audio
- Easy

Quarter 3:

- ALL Young Adult (YA)
- Large Print
- Spanish

Quarter 4:

- Fiction
- Nonfiction

ATTACHMENT 11: REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Date _____

First Name _____ Last Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Library Card Number _____

Do you represent: Self _____ Organization _____

Type of Resource

- ☐ Book
- ☐ Audio Book
- ☐ Magazine
- ☐ Newspaper
- ☐ DVD
- ☐ Electronic Information
- ☐ Content of Library Program
- ☐ Other

Title of Resource _____

Library Material # _____ Call # _____

What brought this resource to your attention? _____

_____

Did you read/view/hear the entire work? _____ Yes _____ No

If not, what parts did you read/view/hear? _____

_____

_____

Have you read any published reviews of this item? _____ Yes _____ No

If yes, please give name and date of publication(s): _____

_____

_____

What concerns you about the resource? Please be as specific as possible and point to specific examples within the resource including page numbers and time estimates. _____

_____

_____

Are there resources you suggest which provide additional information and/or viewpoints on this topic? _____

_____

_____

All Requests for Reconsideration of Library Resources will go before the Leon Valley Public Library's Board of Trustees. The next Board of Trustees meeting will be _____ .

Received by the Library Director on_____ .

Library Director Signature of Receipt_____ .

ATTACHMENT 12: AMENDMENT 1 OF THE US CONSTITUTION

Congress shall make no law respecting an establishment of religion or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

Amendment 1 of the US Constitution can be found online here: https://www.senate.gov/civics/constitution_item/constitution.htm#amdt_1_(1791)

ATTACHMENT 13: ACKNOWLEDGEMENT OF RECEIPT OF ACCEPTED MATERIALS

Dear Library Donor,

Thank you for your gift to the Library. Please use this forma as the Library's acknowledgment for receipt of your donation. Thank you for supporting the programs and services of the Leon Valley Public Library.

Donation received by: _____ Date: _____

Library Employee Signature_____

Information Below is to be completed by donor.

Donor name: _____

Donor Title: _____

Company or Organization:_____

Donor Mailing Address: _____

City_____ State_____ Zip _____

Donor Contact E-Mail Address: _____

Donor Contact Phone Number: _____

Monetary Donation Amount _____Cash _____ Check _____ Check #_____

Other Donation Type _____

Donation purpose: _____

Acknowledgment(s) Yes _____ No _____

Bookplate(s) Yes _____ No _____

In Memory of _____ or

In Honor of _____

Donor Signature: _____

No goods or services were provided by the Library in return for this donation.

ATTACHMENT 14: ALA ILL CODE

Prepared by the Interlibrary Loan Committee, Reference and User Services Association (RUSA), 1994, revised 2001. Revised by the Codes, Guidelines, and Technical Standards Committee, Sharing and Transforming Access to Resources Section (STARS) 2008 and 2015. Approved by RUSA Board January 11, 2016.

ILL Code with Supplement

ILL Request Form

Introduction

The Reference and User Services Association, acting for the American Library Association in its adoption of this code, recognizes that the sharing of material between libraries is a core library service and believes it to be in the public interest to encourage such an exchange.

In the interest of providing quality service, libraries have an obligation to obtain material to meet the informational needs of users when local resources do not meet those needs. Interlibrary loan (ILL), a mechanism for obtaining material, is essential to the vitality of all libraries.

The effectiveness of the national interlibrary loan system depends upon participation of libraries of all types and sizes.

This code establishes principles that facilitate the requesting of material by a library and the provision of loans or copies in response to those requests.

1.0 Definitions

1.1 Interlibrary loan is the process by which a library requests material from, or supplies material to, another library.

1.2 In this code, "material" includes books, audiovisual materials, and other returnable items as well as copies of journal articles, book chapters, excerpts, and other non-returnable items.

2.0 Purpose

2.1 The purpose of interlibrary loan as defined by this code is to obtain, upon request of a library user, material not available in the user's local library. Interlibrary loan is primarily intended to provide a requesting individual with a physical loan of a defined duration or a non-returnable copy or scan from another library.

3.0 Scope

3.1 This code regulates the exchange of material between libraries in the United States.

3.2 United States libraries are encouraged to engage in interlibrary loan with libraries in other countries. International transactions are governed by the International Federation of Library Associations and Institutions.

4.0 Responsibilities of the Requesting Library

4.1 Establish, promptly update, and make available an interlibrary borrowing policy.

4.2 Ensure the confidentiality of the library user.

4.3 Describe completely and accurately the requested material following accepted bibliographic practice.

4.4 Note any special requirements regarding the format needed, specified shipping address, or use to be made of the material on the request sent to potential supplying libraries.

4.5 Identify libraries that own the requested material. Check and adhere to the policies of potential supplying libraries.

4.6 When no libraries can be identified as owning the needed material, requests may be sent to libraries believed likely to own the material.

4.7 Transmit interlibrary loan requests electronically unless otherwise specified by the supplying library.

4.8 Comply with U.S copyright law (Title 17, U.S. Code) and be aware of related guidelines for copy requests.

4.9 Assume responsibility for borrowed material from the time it leaves the supplying library until it has been returned to and received by the supplying library. This includes all material shipped directly to and/or returned by the user. If damage or loss occurs, provide compensation or replacement, in accordance with the preference of the supplying library.

4.10 Pay promptly any service, replacement, or damage fees charged by the supplying library.

4.11 Assume full responsibility for user-initiated transactions.

4.12 Honor the due date and enforce any usage restrictions specified by the supplying library. Unless otherwise indicated, the due date is defined as the date by which the material is due to be checked in at the requesting library for return to the supplying library.

4.13 Request a renewal before the item is due whenever possible. If the supplying library does not respond, the requesting library may assume that a renewal has been granted, extending the due date by the same length of time as the original loan.

4.14 Respond immediately if the supplying library recalls an item. All borrowed material is subject to recall at any time.

4.15 Package material to prevent damage or loss in shipping and comply with any special instructions stated by the supplying library.

4.16 Failure to comply with the provisions of this code may result in suspension of service by a supplying library.

5.0 Responsibilities of the Supplying Library

5.1 Establish, promptly update, and make available an interlibrary lending policy, contact information, and a service schedule.

5.2 Ensure the confidentiality of the library user.

5.3 If it is necessary to charge service fees, make available a fee schedule as part of an interlibrary lending policy. Bill any service, replacement, or damage fees promptly.

5.4 Consider filling all requests for material regardless of format or the collection in which it is housed.

5.5 Process requests in a timely manner, recognizing the needs of the requesting library and/or the requirements of the resource sharing system being used. If unable to fill a request, respond promptly and state the reason the request cannot be filled.

5.6 Send sufficient information to identify the particular request when filling or communicating about requests.

5.7 Indicate the due date, any restrictions on the use of the material, and any special return packaging or shipping requirements. The due date is defined as the date the material is due to be checked in at the requesting library for return to the supplying library.

5.8 Ship material by the fastest method reasonably available to the location specified by the requesting library. Package loaned material to prevent damage or loss.

5.9 Respond promptly to requests for renewals. If the supplying library does not respond, the requesting library may assume that a renewal has been granted, extending the due date by the same length of time as the original loan.

5.10 The supplying library may recall loaned material at any time.

5.11 Deliver copies electronically whenever possible. Provide complete and legible copies, and adhere to any special scanning instructions of the requesting library.

5.12 The supplying library may suspend service to a requesting library if it fails to comply with the provisions of this code.

ATTACHMENT 15: TEXAS PENAL CODE § 43.22. OBSCENE DISPLAY OR DISTRIBUTION

Title 9 Offenses Against Public Order and Decency, Chapter 43 Public Indecency, Subchapter B Obscenity in the Texas Penal Code.

Sec. 43.22. OBSCENE DISPLAY OR DISTRIBUTION. (a) A person commits an offense if he intentionally or knowingly displays or distributes an obscene photograph, drawing, or similar visual representation or other obscene material and is reckless about whether a person is present who will be offended or alarmed by the display or distribution. (b) An offense under this section is a Class C misdemeanor.

Acts 1973, 63rd Leg., p. 883, ch. 399, Sec. 1, eff. Jan. 1, 1974. Amended by Acts 1993, 73rd Leg., ch. 900, Sec. 1.01, eff. Sept. 1, 1994.

Texas Penal Code § 43.22. Obscene Display Or Distribution is online at https://statutes.capitol.texas.gov/Docs/PE/htm/PE.43.htm#43.22

ATTACHMENT 16: ADDENDUM 6: TEXAS PENAL CODE § 43.24. SALE, DISTRIBUTION, OR DISPLAY OF HARMFUL MATERIAL TO MINOR

Title 9 Offenses Against Public Order and Decency, Chapter 43 Public Indecency, Subchapter B Obscenity in the Texas Penal Code.

Sec. 43.24. SALE, DISTRIBUTION, OR DISPLAY OF HARMFUL MATERIAL TO MINOR.

(a) For purposes of this section:

(1) "Minor" means an individual younger than 18 years.

(2) "Harmful material" means material whose dominant theme taken as a whole:

(A) appeals to the prurient interest of a minor, in sex, nudity, or excretion;

(B) is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and

(C) is utterly without redeeming social value for minors.

(b) A person commits an offense if, knowing that the material is harmful:

(1) and knowing the person is a minor, he sells, distributes, exhibits, or possesses for sale, distribution, or exhibition to a minor harmful material;

(2) he displays harmful material and is reckless about whether a minor is present who will be offended or alarmed by the display; or

(3) he hires, employs, or uses a minor to do or accomplish or assist in doing or accomplishing any of the acts prohibited in Subsection (b)(1) or (b)(2).

(c) It is an affirmative defense to prosecution under this section that the sale, distribution, or exhibition was by a person having scientific, educational, governmental, or other similar justification.

(c-1) It is a defense to prosecution under this section that the actor was the spouse of the minor at the time of the offense.

(d) An offense under this section is a Class A misdemeanor unless it is committed under Subsection (b)(3) in which event it is a felony of the third degree.

Acts 1973, 63rd Leg., p. 883, ch. 399, Sec. 1, eff. Jan. 1, 1974. Amended by Acts 1993, 73rd Leg., ch. 900, Sec. 1.01, eff. Sept. 1, 1994.

Amended by:

Acts 2011, 82nd Leg., R.S., Ch. 497 (H.B. 1344), Sec. 1, eff. September 1, 2011.

Texas Penal Code § 43.22. Obscene Display Or Distribution is online at https://statutes.capitol.texas.gov/Docs/PE/htm/PE.43.htm#43.24

ATTACHMENT 17: ADA SECTION 504

The following information is from A Guide to Disability Rights Laws (https://www.ada.gov/cguide.htm)

Section 504 states that "no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under" any program or activity that either receives Federal financial assistance or is conducted by any Executive agency or the United States Postal Service.

Each Federal agency has its own set of section 504 regulations that apply to its own programs. Agencies that provide Federal financial assistance also have section 504 regulations covering entities that receive Federal aid. Requirements common to these regulations include reasonable accommodation for employees with disabilities; program accessibility; effective communication with people who have hearing or vision disabilities; and accessible new construction and alterations. Each agency is responsible for enforcing its own regulations. Section 504 may also be enforced through private lawsuits. It is not necessary to file a complaint with a Federal agency or to receive a "right-to-sue" letter before going to court.

For information on how to file 504 complaints with the appropriate agency, contact:

U.S. Department of Justice

Civil Rights Division

950 Pennsylvania Avenue, N.W.

Disability Rights Section

Washington, D.C. 20530

www.ada.gov

(800) 514-0301 (voice)

(800) 514-0383 (TTY)

ATTACHMENT 18: ADA TITLE I

The following information is from A Guide to Disability Rights Laws (https://www.ada.gov/cguide.htm)

Title I requires employers with 15 or more employees to provide qualified individuals with disabilities an equal opportunity to benefit from the full range of employment-related opportunities available to others. For example, it prohibits discrimination in recruitment, hiring, promotions, training, pay, social activities, and other privileges of employment. It restricts questions that can be asked about an applicant's disability before a job offer is made, and it requires that employers make reasonable accommodation to the known physical or mental limitations of otherwise qualified individuals with disabilities, unless it results in undue hardship. Religious entities with 15 or more employees are covered under title I.

Title I complaints must be filed with the U. S. Equal Employment Opportunity Commission (EEOC) within 180 days of the date of discrimination, or 300 days if the charge is filed with a designated State or local fair employment practice agency. Individuals may file a lawsuit in Federal court only after they receive a "right-to-sue" letter from the EEOC.

Charges of employment discrimination on the basis of disability may be filed at any U.S. Equal Employment Opportunity Commission field office. Field offices are located in 50 cities throughout the U.S. and are listed in most telephone directories under "U.S. Government." For the appropriate EEOC field office in your geographic area, contact:

(800) 669-4000 (voice)

(800) 669-6820 (TTY)

(844) 234-5122 (VP)

www.eeoc.gov

For information on how to accommodate a specific individual with a disability, contact the Job Accommodation Network at:

(800) 526-7234 (voice)

(877) 781-9403 (TTY)

http://askjan.org

ATTACHMENT 19: ADA TITLE II

The following information is from A Guide to Disability Rights Laws (https://www.ada.gov/cguide.htm)

Title II covers all activities of State and local governments regardless of the government entity's size or receipt of Federal funding. Title II requires that State and local governments give people with disabilities an equal opportunity to benefit from all of their programs, services, and activities (e.g. public education, employment, transportation, recreation, health care, social services, courts, voting, and town meetings).

State and local governments are required to follow specific architectural standards in the new construction and alteration of their buildings. They also must relocate programs or otherwise provide access in inaccessible older buildings, and communicate effectively with people who have hearing, vision, or speech disabilities. Public entities are not required to take actions that would result in undue financial and administrative burdens. They are required to make reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination, unless they can demonstrate that doing so would fundamentally alter the nature of the service, program, or activity being provided.

Complaints of title II violations may be filed with the Department of Justice within 180 days of the date of discrimination. In certain situations, cases may be referred to a mediation program sponsored by the Department. The Department may bring a lawsuit where it has investigated a matter and has been unable to resolve violations. For more information, contact:

U.S. Department of Justice

Civil Rights Division

950 Pennsylvania Avenue, N.W.

Disability Rights Section

Washington, D.C. 20530

www.ada.gov

(800) 514-0301 (voice)

(800) 514-0383 (TTY)

Title II may also be enforced through private lawsuits in Federal court. It is not necessary to file a complaint with the Department of Justice (DOJ) or any other Federal agency, or to receive a "right-to-sue" letter, before going to court.

ATTACHMENT 20: ADA TITLE III

The following information is from A Guide to Disability Rights Laws (https://www.ada.gov/cguide.htm)

Title III covers businesses and nonprofit service providers that are public accommodations, privately operated entities offering certain types of courses and examinations, privately operated transportation, and commercial facilities. Public accommodations are private entities who own, lease, lease to, or operate facilities such as restaurants, retail stores, hotels, movie theaters, private schools, convention centers, doctors' offices, homeless shelters, transportation depots, zoos, funeral homes, day care centers, and recreation facilities including sports stadiums and fitness clubs. Transportation services provided by private entities are also covered by title III.

Public accommodations must comply with basic nondiscrimination requirements that prohibit exclusion, segregation, and unequal treatment. They also must comply with specific requirements related to architectural standards for new and altered buildings; reasonable modifications to policies, practices, and procedures; effective communication with people with hearing, vision, or speech disabilities; and other access requirements. Additionally, public accommodations must remove barriers in existing buildings where it is easy to do so without much difficulty or expense, given the public accommodation's resources.

Courses and examinations related to professional, educational, or trade-related applications, licensing, certifications, or credentialing must be provided in a place and manner accessible to people with disabilities, or alternative accessible arrangements must be offered.

Commercial facilities, such as factories and warehouses, must comply with the ADA's architectural standards for new construction and alterations.

Complaints of title III violations may be filed with the Department of Justice. In certain situations, cases may be referred to a mediation program sponsored by the Department. The Department is authorized to bring a lawsuit where there is a pattern or practice of discrimination in violation of title III, or where an act of discrimination raises an issue of general public importance. Title III may also be enforced through private lawsuits. It is not necessary to file a complaint with the Department of Justice (or any Federal agency), or to receive a "right-to-sue" letter, before going to court. For more information, contact:

U.S. Department of Justice

Civil Rights Division

950 Pennsylvania Avenue, N.W.

Disability Rights Section

Washington, D.C. 20530

www.ada.gov

(800) 514-0301 (voice)

(800) 514-0383 (TTY)

ATTACHMENT 21: ADA SECTION 508

The following information is from A Guide to Disability Rights Laws (https://www.ada.gov/cguide.htm)

Section 508 establishes requirements for electronic and information technology developed, maintained, procured, or used by the Federal government. Section 508 requires Federal electronic and information technology to be accessible to people with disabilities, including employees and members of the public.

An accessible information technology system is one that can be operated in a variety of ways and does not rely on a single sense or ability of the user. For example, a system that provides output only in visual format may not be accessible to people with visual impairments and a system that provides output only in audio format may not be accessible to people who are deaf or hard of hearing. Some individuals with disabilities may need accessibility-related software or peripheral devices in order to use systems that comply with Section 508. For more information on section 508, contact:

U.S. General Services Administration

Office of Enterprise Planning and Governance

CIO 508 Coordinator

1800 F Street, N.W.

Washington, DC 20405-0001

www.gsa.gov/portal/content/105254

U.S. Architectural and Transportation Barriers Compliance Board

1331 F Street, N.W., Suite 1000

Washington, DC 20004-1111

www.access-board.gov

800-872-2253 (voice)

800-993-2822 (TTY)

ATTACHMENT 22: FAIR USE REQUEST

Name: _____

Request:_____

Date: _____

Request Approved _____Request Denied_____

Reason_____

_____

_____

Librarian Signature_____Date_____

Librarian Use Only

Purpose

Favoring Fair Use

- ☐ Teaching
- ☐ Research
- ☐ Scholarship
- ☐ Nonprofit
- ☐ Comment
- ☐ News Reporting
- ☐ Transformative or Productive use
- ☐ Parody

Opposing Fair Use

- ☐ Commercial Activity
- ☐ Profiting from Use
- ☐ Entertainment
- ☐ Bad-Faith Behavior
- ☐ Denying Credit to Original Author

Nature

Favoring Fair Use

- ☐ Published Work
- ☐ Factual or Nonfiction Based
- ☐ Important to Favored Educational Objective

Opposing Fair Use

- ☐ Unpublished Work
- ☐ Highly Creative Work
- ☐ Fiction

Amount

Favoring Fair Use

- ☐ Small Quantity
- ☐ Portion used is not central or significant to entire work
- ☐ Amount is appropriate for favored educational purpose

Opposing Fair Use

- ☐ Large portion or whole work used
- ☐ Portion used is central to or “heart of the wor

Effect

Favoring Fair Use

- ☐ User owns lawfully purchased or acquired copy of original work
- ☐ One or few copies made
- ☐ No significant effect on the market or potential market for copyrighted work
- ☐ No similar product marketed by the copyright holder
- ☐ Lack of licensing mechanism

Opposing Fair Use

- ☐ Could replace sale of copyrighted work
- ☐ Significantly impairs market or potential market for copyrighted work or derivative
- ☐ Reasonably available licensing mechanism for use of copyrighted work
- ☐ Affordable permission available for using work
- ☐ Numerous copies made
- ☐ Making it accessible on the Web or in another public forum
- ☐ Repeated or long-term use

ATTACHMENT 23: ARTICLE 1, SECTION 8 OF THE TEXAS CONSTITUTION

Sec. 8. FREEDOM OF SPEECH AND PRESS; LIBEL. Every person shall be at liberty to speak, write or publish his opinions on any subject, being responsible for the abuse of that privilege; and no law shall ever be passed curtailing the liberty of speech or of the press. In prosecutions for the publication of papers, investigating the conduct of officers, or men in public capacity, or when the matter published is proper for public information, the truth thereof may be given in evidence. And in all indictments for libels, the jury shall have the right to determine the law and the facts, under the direction of the court, as in other cases.

Article 1, Section 8 of the Texas Constitution can be found online at: https://statutes.capitol.texas.gov/Docs/CN/htm/CN.1/CN.1.8.htm

ATTACHMENT 24: MINOR INTERNET ACCEPTANCE FORM

I have read the Internet Use Policy, and I agree to allow my minor dependent to use the computer without my presence. I understand that I am ultimately responsible for the content my dependent views, even if I am not present.

Parent/Guardian Card #_____

Parent/Guardian First & Last Name_____

Parent/Guardian Signature _____

I have read and understand the Internet Use Policy.

Minor 1 Card # _____

Minor First & Last Name _____

Minor Signature _____

ATTACHMENT 25: ALA VIDEO & COPYRIGHT (FACT SHEET #7)

ALA Library Fact Sheet Number 7

This fact sheet contains information from two sources:

- The Copyright Primer for Librarians and Educators, Second Edition by Janis H. Bruwelheide (ALA/NEA, 1995), and
- A response by James C. Scholtz (then AV Consultant for the Northern Illinois Library System) to a question in American Libraries' "Action Exchange" regarding copyright and video (see the January 1992 issue, pp. 45-46).

Please note that ALA cannot give legal advice. If you need legal advice, you should contact an intellectual property attorney.

For general information and guidance, you may contact ALA's Copyright Specialist, Carrie Russell, at phone number 800-941-8478 (or 202-628-8421), or by fax to 202-628-8424, or via e-mail to copyright@alawash.org.

Also, you can contact the United States Copyright Office, at phone number 202-707-3000 (Monday through Friday, 8:30 am to 5:00 pm, Eastern Time only). The web site of the U.S. Copyright Office resides at {http://www.copyright.gov}. Many questions are answered on the Frequently Asked Questions About Copyright page at {http://www.copyright.gov/faq.html} and the Copyright Basics page at {http://www.copyright.gov/circs/circ1.html}.

Information is also available at the web site of the Friends of Active Copyright Education (FA©E) at {http://www.face-copyright.org}.

The Copyright Revision Act of 1976 governs the rights of reproduction, adaptation, distribution, public performance, and display. Several sections of this act have implications for video cassettes (see Bruwelheide, pp. 50-63).

When libraries purchase a videocassette, they purchase the physical object as distinct from purchasing the copyright to the content. Copyright regulations, therefore, determine what libraries can and cannot do with the videotapes they own without infringing upon the copyright they do not own. Libraries need to remember that when they want to use a videotape in such a way that would infringe upon the copyright, permission must be sought from the copyright owner or steps taken to ensure that the videotape is leased or licensed for the specific purpose of a public performance. (See #4 below.)

Various Uses of Videotapes

1. Loan/Rental of Videotapes

Libraries may loan/rent videos to patrons for their personal use. This is true even if the video is labeled "For Home Use Only." According to Bruwelheide (p. 51), "a library or school that resells,

rents, or lends a copy of a copyrighted videotape, which it owns, is not infringing on the copyright owner's rights." Some guidelines to follow when loaning/renting a video to a patron:

- Libraries should not obscure (i.e., cover or deface) the copyright notice as it appears on the producer's label.
- Libraries should not knowingly loan a video to groups for use in public performances. If a patron inquires about a planned performance of a videotape, he or she should be informed that only private uses of it are lawful.
- Libraries can charge a nominal fee for use of videos. According to Bruwelheide, "The fact that a fee is charged is irrelevant; the right to distribute a copy includes the right to rent it -- for a fee or deposit or otherwise."

2. Classroom Use of Videotapes

Classroom use of a copyrighted video is permissible only when all of the following conditions are met:

- The performance must be by instructors or by pupils.
- The performance is in connection with face-to-face teaching activities.
- The entire audience is involved in the teaching activity.
- The entire audience is in the same room or same general area.
- The teaching activities are conducted by a non-profit education institution.
- The performance takes place in a classroom or similar place devoted to instruction.
- The person responsible for the performance has no reason to believe that the videotape was unlawfully made.

3. Library Use of Videotapes

Most public performances of a videotape in a public room (including library meeting rooms), whether or not a fee is charged, would be an infringement. Such performances require a performance license from the copyright owner. The only exception would be educational programs meeting all seven requirements listed above.

Libraries which allow groups to use or rent their public meeting rooms should, as part of their agreement, require the group to warrant that it will secure all necessary performance licenses and indemnify the library for any failure on their part to do so.

Libraries that permit patrons to watch videotapes in private viewing rooms must strictly limit the viewing to one individual or a very small group and should not levy charges or fees.

Previewing a videotape before borrowing it could be considered by some to be an infringement if done in public areas of a library. Therefore previewing should be done in a private space.

Notices may be posted on video recorders or players used in the library to educate and warn patrons about the existence of the copyright laws. Such a notice might read:

> MANY VIDEOTAPED MATERIALS ARE PROTECTED BY COPYRIGHT. 17 U.S.C. SEC. 101. UNAUTHORIZED COPYING MAY BE PROHIBITED BY LAW.

4. Motion Picture Licensing Corporation (MPLC) and Movie Licensing USA

Unless a library purchases a video that comes with public performance rights, libraries cannot show them to groups for in-house viewing or programs. According to Scholtz:

> "Generally speaking, 'home use only' video cassettes (the kind you find in video rental stores) do not carry public performance rights... Group use for these videos is generally found to be strictly illegal unless public performance permission is obtained in writing from the copyright holder or via various 'umbrella' licensing companies."

Once the umbrella licensing fee has been paid, unlimited public showings are permitted within the library building.

Motion Picture Licensing Corporation (MPLC) represents over 60 producers and distributors, including such studios as Walt Disney Pictures, Warner Bros., Scholastic Entertainment, McGraw-Hill, Sony Pictures Classics, Tommy Nelson, and World Almanac, and provides an Umbrella LicenseSM. Contact MPLC directly with any questions (including license fee quote requests) at phone number 800-462-8855 (or 310-822-8855), or via e-mail to info@mplc.com. See the web site of the Motion Picture Licensing Corporation (MPLC) at {http://www.mplc.com}, which includes a list of Frequently Asked Questions (FAQ) at {http://www.mplc.com/qa.html} as well as an explanation of the Motion Picture Licensing Corporation (MPLC) Umbrella LicenseSM at {http://www.mplc.com/umbrel.html}.

Movie Licensing USA is a licensing agent for Walt Disney Pictures, Touchstone Pictures, Hollywood Pictures, Warner Bros., Columbia Pictures, TriStar Pictures, Paramount Pictures, DreamWorks Pictures, Metro-Goldwyn-Mayer, Universal Pictures, Sony Pictures, United Artists and various other independent studios, and provides the Movie Copyright Compliance Site License. Find out more at the web site of Movie Licensing USA at {http://www.movlic.com}. Send all e-mail to Mail@movlic.com. There are separate telephone numbers for schools and public libraries:

Movie Licensing USA for Schools: Call 877-321-1300 (toll-free)

Movie Licensing USA for Public Libraries: Call 888-267-2658 (toll-free)

October 2002

For more information on this or other fact sheets, contact the ALA Library Reference Desk by telephone: 800-545-2433, extension 2153; fax: 312-280-3255; e-mail: library@ala.org; or regular mail: ALA Library, American Library Association, 50 East Huron Street, Chicago, IL 60611-2795.

ATTACHMENT 26: ILL REQUEST FORM

Patron Information

Patron Card #_____

Phone # _____

First Name _____Last Name_____

Material Requested

Title _____Author _____

Format

_____ Book – any available _____Book – this ONLY

_____ Large Print ONLY _____Large Print Preferred

_____ Other _____

ATTACHMENT 27: DEED OF GIFT

Leon Valley Public Library Deed of Gift for Archives

Donor(s): _____ Date Item Received: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email _____

I/We the undersigned, hereby unconditionally and irrevocably convey, donate, give and deliver the item(s) listed and/or described below or on the attached page to the Leon Valley Public Library, Leon Valley, TX. I/we release & relinquish all present and future right, title, interest, and claims, now known or unknown in the listed items. This gift includes all present and future copyright, trademark, reproductions and associated rights to the listed item(s). I/We acknowledge this is an unrestricted gift and that the Leon Valley Public Library will use it in any manner that is deemed to be in the best interest of the Leon Valley Public Library and the item(s) will be handled & processed in accordance with Leon Valley Public Library policies on collection development, gifts and donations. I/We affirm that I am/we are the only legal and lawful owner(s) of the item(s) listed below or on the attached pages and that to the best of my/our knowledge I/we have good and complete right, title and interests to give. I/We acknowledge actual delivery of the item(s) below to the Leon Valley Public Library.

Items:

1. _____

2. _____

3. _____

4. _____

Donor Signature _____ Date _____

Donor Signature _____ Date _____

Gift Accepted for the Leon Valley Public Library

Name _____ Title _____ Date _____

ATTACHMENT 28: REQUEST FOR PHOTOGRAPHIC SERVICES

Leon Valley Public Library Request for Archival Photographic Services

Name: _____ Phone: _____

Address:_____

City: _____State:_____ Zip: _____

Please copy complete photo description and when possible, the photo ID# of the items you are requesting. To publish or publicly display any reproduction, written permission must be obtained from the Leon Valley Public Library. Copies in any format may not be further reproduced, sold, shared, or given to another person, company, or institution for any purpose without written permission from the Leon Valley Public Library.

Credit must be given to the Leon Valley Public Library for any reproductions used.

Photo ID#	Photo Description	Photo ID#	Photo Description

Total # of photos:_____

Please provide as much information as possible as to how the reproduction will be used (i.e., author and title, production name, exhibit name, etc.)

_____

_____

Dates of proposed use: _____Name: _____ Signature:_____

To be completed by Leon Valley Public Library

Permission to use the indicated reproductions for the above stated publication or use is granted, subject to any conditions listed.

Library Director: _____Date_____ Comments _____

_____

ATTACHMENT 29: REQUEST FOR ACCESS TO COLLECTIONS

Leon Valley Public Library Request for Access to the Local Archives

Name(s): _____ Date:_____

Organization/Institution & Title(s): _____

Address:_____
Street City State Zip Code

Phone: _____Email: _____

Materials Requested:_____

_____

_____

Subject/Purpose of Research: _____

_____

I have read the rules for Use of Local History & Archives Collection Materials and I agree to abide by the rules set forth.

Signature(s): _____ Date:_____

Internal Use Only: Time In:_____Time Out:_____ Total Time:_____

Books Used:_____

Files Used:_____

#Copies Made:_____Comments: _____

_____

Staff Initials _____

ATTACHMENT 30: TEXAS PUBLIC INFORMATION ACT

The following is Sec.552.001 of the Texas Government Code Title 5 Open Government Chapter 552 Public Information which can be found in its entirety here.

https://statutes.capitol.texas.gov/Docs/GV/htm/GV.552.htm

GOVERNMENT CODE

TITLE 5. OPEN GOVERNMENT; ETHICS

SUBTITLE A. OPEN GOVERNMENT

CHAPTER 552. PUBLIC INFORMATION

SUBCHAPTER A. GENERAL PROVISIONS

Sec. 552.001. POLICY; CONSTRUCTION. (a) Under the fundamental philosophy of the American constitutional form of representative government that adheres to the principle that government is the servant and not the master of the people, it is the policy of this state that each person is entitled, unless otherwise expressly provided by law, at all times to complete information about the affairs of government and the official acts of public officials and employees. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created. The provisions of this chapter shall be liberally construed to implement this policy…

ATTACHMENT 31 REQUEST FOR USE OF MEETING ROOM

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LEON VALLEY PUBLIC LIBRARY

Request for Use of Meeting Room

If filling out form online, please download and submit by email to library@leonvalleytexas.gov

Date _____

Full Name_____

Phone Number_____ Email _____

Organization Name _____

Organization Information _____

_____

Proposed Use of Room _____

_____

Have you read a copy of the Leon Valley Public Library's Meeting Room Policy?

☐ YES ☐ NO

Do you agree to the terms of the policy?

☐ YES ☐ NO

Do you wish to book more than three months in advance?

☐ YES ☐ NO

☐ Single Use Meeting Date_____

Start Time* _____ End Time*_____

☐ Multiple Use Meeting Date_____

Start Time* _____ End Time*_____

**Meetings may be scheduled during the library's open hours only. Meetings must adjourn at least 15 minutes before the library's closing time. Use back of form for additional dates.*

Meeting Room Requests are not final until you receive an approved copy of this form.

Request Approved _____ Request Denied _____

Library Director or Authorized Signature _____ Date _____

LEON VALLEY PUBLIC LIBRARY

Additional Meeting Date Requests

**Meetings may be scheduled during the library's open hours only. Meetings must adjourn at least 15 minutes before the library's closing time.*

Meeting Date _____
Start Time*_____ End Time*_____

Meeting Date _____
Start Time*_____ End Time*_____

Meeting Date _____
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Meeting Date _____
Start Time*_____ End Time*_____

Presentation, Discussion, and Possible Action on Adopting the Revised Leon Valley Public Library Policy Manual

Regina Reed, MLIS
Library Director
City Council Meeting
December 01, 2026

LEONVALLEY

Summary

Question: City Council is being asked to adopt the revised Leon Valley Public Library Policy Manual.

Options:

- Recommended:
  - **Approve the revised manual. The Library Advisory Board recommended approval on October 8, 2026.**
- Approve with changes.
- Deny or postpone adoption.

Declaration: The revised manual updates existing policies, adds policies addressing current Library services, and establishes consistent rules for patrons and staff.

Purpose & Fiscal Impact

- Update the manual approved in 2022 to reflect current services and operational needs.
- Organize policies by subject with consistent numbering and links.
- Address accreditation requirements for circulation, collection development, technology use, and information security and privacy.
- Establish internet safety policies supporting CIPA compliance and eligibility for applicable technology grants.
- No Fiscal Impact.

Goals

Goal 7 — Provide Excellent Parks, Recreational Green Space, & Cultural Opportunities

Objective F: "Provide cultural opportunities to our citizens and guests."

The revised manual supports this objective through policies governing Library programs, collections, and access to services.

Goal 8 — Openness, Transparency, and Accountability

Objective C: "To assure responsiveness and excellent customer service to our citizens and businesses."

Clear, publicly available policies help staff provide consistent service and help patrons understand Library services, rules, and responsibilities.

MAYOR AND COUNCIL COMMUNICATION

DATE: December 1, 2026

TO: Mayor and Council

FROM: Michael Gallardo, Planning and Zoning Director

THROUGH: Crystal Caldera, Ph.D., City Manager

SUBJECT:

Presentation, Public Hearing and Discussion to Consider Amending Chapter 15 Zoning, Division 2 Rules of Construction and Definitions, Section 15.02.052 Definitions to Amend the Definition of Assisted Living Facility, Amending Chapter 4 Business Regulations by Adding Article 4.15 Assisted Living Facilities, and Amending Appendix A Fee Schedule Article A8.000 Building and Construction Related Fees Section A8.004 Certificate of Occupancy by Adding a Section A8.004(D) Sanitation Fee $200.00, Section A8.004(E) ALF Fire Marshal Annual Inspection $300.00, Section A8.004(F) ALF Notice Fee $200.00 - M. Gallardo, Planning and Zoning Director

PURPOSE:

The purpose of this item is to consider a request to amend Chapter 15 Zoning, Chapter 4 Business Regulations and Appendix A Fee Schedule to better regulate the City of Leon Valley Assisted Living Facilities. The following changes are required:

1. Amend Chapter 15 Zoning Section 15.02.052 Definitions by amending the definition to assisted living (reference Exhibit A).
2. Amend Chapter 4 Business Regulations by adding Article 4.15 Assisted Living Facilities (reference Exhibit B).
3. Amend Appendix A Fee Schedule by adding a $200.00 Sanitation Fee, $300.00 ALF Fire Marshal Annual Inspection Fee, and a $200.00 ALF Notice Fee to Section A8.004 Certificate of Occupancy
4. On October 20, 2026, the City Manager asked City Council to provide input on the changes presented by staff. The information will be compiled and discussed

On October 20, 2026, the City Manager asked City Council to provide input on the changes presented by staff. The information will be compiled and discussed to determine if additional changes will be included.

STAFF COMMENTS:

The amendments to Chapter 15 Zoning, Chapter 4 Business Regulations and Appendix Fee Schedule will provide clear legal standards for facility safety, land use, and resident protections.

FISCAL IMPACT:

The facility will be responsible for applicable registration, inspection and reinspection fees.

RECOMMENDATION

Staff recommends that Council approve the proposed amendment to Chapter 15 Zoning, Chapter 4 Business Regulations and Appendix A Fee Schedule.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

_____

_____

_____

_____

ATTEST:

_____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

AN ORDINANCE OF THE CITY OF LEON VALLEY, TEXAS, CITY COUNCIL AMENDING CHAPTER 15 "ZONING," DIVISION 2 RULES OF CONSTRUCTION AND DEFINITIONS, SECTION 15.02.052 DEFINITIONS TO AMEND THE DEFINITION OF ASSISTED LIVING FACILITY, AMENDING CHAPTER 4 BUSINESS REGULATIONS BY ADDING ARTICLE 4.15 ASSISTED LIVING FACILITIES, AND AMENDING APPENDIX A FEE SCHEDULE ARTICLE A8.000 BUILDING AND CONSTRUCTION RELATED FEES SECTION A8.004 CERTIFICATE OF OCCUPANCY BY ADDING SECTION A8.004(D) SANITATION INSPECTION FEE $200.00, SECTION A8.004(E) ALF FIRE MARSHAL ANNUAL INSPECTION $300.00, SECTION A8.004(F) ALF NOTICE FEE $200.00, PROVIDING FOR A REPEALER CLAUSE; SEVERABILITY CLAUSE; SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS Chapter 211 of Texas Local Government Code empowers the City Council of the City of Leon Valley to enact zoning regulations and provides for their administration, enforcement and amendment; and

WHEREAS the City has determined that a revision to amend the definition of Assisted Living Facilities in Chapter 15 Zoning, Division 2 Rules of Construction and Definitions, Section 15.02.052 Definitions Assisted Living Facilities is appropriate; and

WHEREAS the City has determined that a revision to add Article 4.15 Assisted Living Facilities to Chapter 4 Business Regulations is appropriate; and

WHEREAS the City has determined that a revision to amend Appendix A Fee Schedule Section A8.004 Certificate of Occupancy to better regulate Assisted Living Facilities is appropriate; and

WHEREAS Chapter 123 of the Texas Human Resources Code, known as the Community Homes for Disabled Persons Location Act, provides for the location of Community Homes for Disabled Persons in any residential district so long as the home meets the criteria set forth in the statute; and

WHEREAS the facility licensed or subject to being licensed is in accordance with Texas Health and Safety Code, Chapter 247. Assisted living services are driven by a philosophy that emphasizes personal dignity and autonomy to age in place in a residential setting while receiving increasing or decreasing levels of services as the person's needs change; and

WHEREAS, the City of Leon Valley desires to protect the health, safety, and welfare of its elderly and disabled citizens and of its neighborhoods by providing an appropriate licensing scheme for assisted living facilities to include a sanitation inspection; and

WHEREAS the City Council has determined that amending Chapter 15 "Zoning" Section 15.02.052 Definitions and adding Article 4.15 to Chapter 4 Business Regulations and amending Appendix A Fee Schedule Section A8.004 Certificate of Occupancy is in the

best interest of the general welfare of the City of Leon Valley.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS:

Section 1. Chapter 15 Zoning is hereby amended as stated in Exhibit A attached hereto and incorporated herein. Chapter 4 is hereby amended as stated in Exhibit B attached hereto and incorporated herein. Appendix A Fee Schedule is hereby amended as stated in Exhibit C attached hereto and incorporated herein.

Section2. Penalty. Any person who violates any provision of this ordinance shall be guilty of a misdemeanor, and upon conviction shall be fined as provided in Chapter 1. General Provisions, Article 1.01 Code of Ordinances, Section 1.01.009 General penalty for violations of code: continuing violations of the City of Leon Valley Code, and/or applicable state law.

Section 3. Severability Clause. If any provision, section, sentence, clause, or phrase of this ordinance or application of the same to any person or set of circumstances is for any reason held to be unconstitutional, void, invalid, or unenforceable, the validity of the remaining portions of this ordinance or its application to other persons or sets of circumstances shall not be affected thereby, it being the intent of the City Council in adopting, and the Mayor in approving this Ordinance, that no portion thereof or provisions or regulation contained herein shall become inoperative or fall by reason of any unconstitutionally or invalidity of any portion, provision, or regulation.

Section 4. Savings Clause. The repeal of any ordinance or part of ordinances effectuated by the enactment of this ordinance shall not be construed as abandoning any action now pending under or by virtue of such ordinance or as discontinuing, abating, modifying or altering any penalty accruing or to accrue, or as affecting any rights of the City under any section or provisions of any ordinances at the time of passage of this ordinance.

Section 5. **Repeal**. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of the conflict. All provisions, sections and sub-sections not revised or amended herein shall remain in effect.

Section 6. Effective Date. This ordinance shall become effective on and after its passage and approval, and publication requirements as provided by law.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the XXX day of XXX, 2026.

APPROVED

_____

CHRIS RILEY

MAYOR

Attest:

_____
CRYSTAL CALDERA, PhD
CITY MANAGER

Approved as to Form:

_____
ARTURO D. 'ART' RODRIGUEZ
CITY ATTORNEY

CHAPTER 4

ARTICLE 4.15 ASSISTED LIVING FACILITIES AND COMMUNITY HOMES

Sec. 4.15.001 Purpose and applicability

The purpose of this article is to protect the life safety of residents of community homes by requiring registration with the City, verification of state licensure or qualification, and compliance with the building, fire, and life safety codes adopted by the City, prior to issuing a Certificate of Occupancy (C of O). The City does not regulate the quality of care provided by a facility licensed or certified by the State of Texas. The requirements of this article apply only to community homes, including assisted living facilities that qualify as community homes, as defined herein, located in all zoning districts established under Chapter 15, Zoning of the City of Leon Valley Code of Ordinances.

An assisted living facility that does not qualify as a community home is subject to the regulations of Chapter 15, Zoning, applicable to its use, and nothing in this article authorizes its operation in a residential zoning district.

Sec. 4.15.002 Definitions

Assisted living facility (ALF). An establishment licensed under Tex. Health and Safety Code Ch. 247 that furnishes, in one or more facilities, food and shelter to four or more persons who are unrelated to the proprietor of the establishment and provides personal care services or the administration of medication by a person licensed or otherwise authorized in this state to administer the medication, as defined in Tex. Health and Safety Code § 247.002, as amended. Types of assisted living facilities, as established by rules of the Texas Health and Human Services Commission (26 Tex. Admin. Code ch. 553), are summarized as follows; in the event of a conflict, the state rule controls:

(1) *Type A.* In a Type A facility, a resident:

a. Must be physically and mentally capable of evacuating the facility unassisted. This may include mobile or ambulatory persons such as those who are in wheelchairs or electric carts and have the capacity to transfer and evacuate themselves in an emergency;

b. Does not require routine attendance during nighttime sleeping hours; and

c. Must be capable of following directions under emergency conditions.

(2) *Type B.* In a Type B facility, a resident may:

a. Require staff assistance to evacuate;

b. Be incapable of following directions under emergency conditions;

c. Require attendance during nighttime sleeping hours; or

d. Not be permanently bedfast, but may require assistance in transferring to and from a wheelchair.

Community Homes for Disabled Persons or *Community Homes* as used in this article means a residential home that qualifies as a community home under Tex. Human Resources Code §§ 123.004 through 123.008, as amended, including an assisted living facility that so qualifies.

(1) As used in this article "person with a disability" means a person whose ability to care for themselves, perform manual tasks, learn, work, walk, see, hear, speak, or breathe is substantially limited because the person has:

a. An orthopedic, visual, speech, or hearing impairment;

b. Alzheimer's disease;

c. Pre-senile dementia;

d. Cerebral palsy;

e. Epilepsy;

f. Muscular dystrophy;

g. Multiple sclerosis;

h. Cancer;

i. Heart disease;

j. Diabetes;

k. An intellectual disability;

l. Autism; or

m. Mental illness.

n. Parkinson's Disease

o. Unilateral/bilateral lower limb amputation

Sec. 4.15.003. Applications.

(a) Certificate of Occupancy *Applications.*

(1) *General.* All Certificate of Occupancy applications for Community Homes shall be submitted to the Planning and Zoning Department on a form prescribed by the City Manager, together with a floor plan of the dwelling, drawn to scale, showing the dimensions and use of each room, each exit and emergency escape and rescue opening, and the location of each smoke alarm and portable fire extinguisher.

(2) *Fee.* An applicant shall pay the applicable fee for a Certificate of Occupancy.

(3) *Requirements.* An application subject to this Article shall include the following:

a. *Property Location.* The address or physical location of the property and phone number(s) at the property location, and if the application applies to a new property, the application shall be supplemented prior to the issuance of a certificate of occupancy.

b. *Individual Applicant Information.* If the applicant is an individual, the names, street address, mailing address, e-mail address, telephone number, emergency contact phone number, cell phone number (if applicable), and a legible copy of the driver's license or other official state or federal identification card of the applicant. The street address may not be the address of the residence used or proposed to be used for the Community Home unless the owner, operator, or employee actually resides full-time at such residence.

c. *Entity Applicant Information.* If the applicant is not an individual, the name, street address, mailing address, e-mail address, telephone number, emergency contact phone number, cell phone number (if applicable), and a legible copy of the driver's license or other official state or federal identification card, and position of the authorized officer or agent filing the form on behalf of the applicant. The street address may not be the address of the residence used or proposed to be used for the Community Home unless the owner, operator, or employee actually resides full-time at such residence.

d. *Information on Community Home Owners, Operators, or Employees.* The names, street address, mailing address, e-mail address, telephone number, emergency contact phone number, cell phone number (if applicable), and a legible copy of the driver's license or other official state or federal identification card of any owners, operators, or employees of the Community Home,

other than the applicant. The street address may not be the address of the residence used or proposed to be used for Community Home unless the owner, operator, or employee actually resides full-time at such residence.

e. *Additional Entity Applicant Information.* The form of business of the applicant; name, street address, mailing address, e-mail address, telephone number, emergency contact phone number, cell phone number (if applicable), and a legible copy of the driver's license or other official state or federal identification card of a managerial agent of the business; and if the business is a legal entity, such as a corporation or association, a copy of the documents establishing the business.

f. *Additional Information on Non-owner Operated Community Homes.* If the operator of the real property is renting or leasing the real property, the operator must submit a letter with the application, from the owner of the real property authorizing the use of the rental property as a Community Home.

g. *State Qualification.* Documentation with the application that the home qualifies as a community home under Tex. Human Resources Code §§ 123.004 through 123.008, including, as applicable, the license number and Type classification issued under Tex. Health and Safety Code Ch. 247, or documentation that the home is operated by an entity described in Tex. Human Resources Code § 123.004(1); and a statement of the number of persons with disabilities and supervisory personnel who will reside in the home.

h. *Jurat.* A statement that, by filing the application, the applicant swears or affirms under penalty of perjury that, to the best of the applicant's knowledge, all information contained in the application is true and correct and that the application is complete and includes all information required to be disclosed under this section.

Sec. 4.15.004. Regulation and licensing of community homes for disabled persons.

(a) No Community Home shall operate until the City Fire Marshal or designee has inspected the facility and determined that it complies with this article and the City has issued a certificate of occupancy.

(b) No Community Home shall operate until the applicant has provided proof of any licensing required by the State of Texas.

(c) No Community Home which is operated within a residential zoning district shall have more than six persons with disabilities and two supervisory personnel residing in the Community Home at the same time.

(d) General Regulatory Requirements. A Community Home covered by this Section shall have the minimum housing requirements in this Subsection.

(1) *Exterior Structure.* A single-family dwelling unit that is proposed to be utilized for Community Homes shall possess an exterior structure that maintains or retains compatibility with the surrounding residential dwellings.

(2) *Location.* Under Tex. Human Resources Code § 123.008, a community home may not be established within one-half mile of an existing community home. A home proposed within one-half mile of an existing community home does not qualify as a Community Home under this article and is subject to the regulations of Chapter 15, Zoning, applicable to its use. The Fire Marshal shall measure the distance [in a straight line from the nearest property line of the existing community home to the nearest property line of the proposed home] and may consider information provided by the applicant, the records of the City, and the records of any state licensing agency. A person may request a reasonable accommodation from this paragraph under subsection (h).

(3) Codes Compliance. The facility shall comply with the building, residential, fire, life safety, property maintenance, plumbing, mechanical, fuel gas, and electrical codes adopted by the City, as amended, as applied to the occupancy classification of the facility determined by the Building Official and Fire Marshal based on the number of residents and their capability to evacuate. If a standard of a state

agency that licenses or certifies the facility is more stringent, the facility shall also comply with that standard.

(4) *Fire Safety.* A single-family dwelling unit that is proposed to be utilized for Community Homes shall be required to have the following provisions for fire safety:

a. *Portable Fire Extinguishers.* In all new and existing Community Homes, at least one portable fire extinguisher (type 2-A:10-B:C) shall be provided for each 3,000 square feet, or portion thereof of total covered building area, and at least one additional portable fire extinguisher for each level (each placed in accordance with the recommendation of the City Fire Marshal or the placement recommendation of N.F.P.A. Standard #10); and

b. *Smoke Alarms.* In new and existing Community Homes, multiple station smoke alarms shall be installed and maintained. Where more than one smoke alarm is required to be installed within an individual dwelling unit or sleeping unit, the smoke alarms shall be interconnected in such a manner that the activation of one alarm will activate all of the alarms. The alarm shall be clearly audible in all bedrooms over background noise levels with all intervening doors closed. Required smoke alarms shall receive their primary power from the building wiring where such wiring is served from a commercial source and shall be equipped with a battery backup. Smoke alarms shall emit a signal when the batteries are low. Wiring shall be permanent and without a disconnecting switch other than as required for overcurrent protection. When the installation of the alarm devices is complete, each detector and interconnecting wiring for multiple-station alarm devices shall be tested in accordance with the household fire warning equipment provisions of National Fire Protection Association 72. Smoke alarms shall be installed and maintained at all of the following locations:

1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms; and

2. In each room used for sleeping purposes; and

3. In each story within a dwelling unit, including basements but not including crawl spaces and uninhabitable attics. In dwelling units with split-levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level; and

4. May be required to be installed in living areas at the discretion of the City Fire Marshal.

c. *Rescue Windows.* In new Community Homes, each sleeping room shall have at least one openable emergency escape and rescue window with a minimum net clear opening of 5.7 square feet or an exterior door. The minimum net clear opening height dimension shall be 24 inches. The minimum net clear opening width dimension shall be 20 inches. The net clear opening dimension shall be the result of normal operation of the opening. Emergency escape and rescue openings shall have the bottom of the clear opening not greater than 44 inches measured from the floor. Emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools. Bars, grilles, grates or similar devices are permitted to be placed over emergency escape and rescue openings provided the minimum net clear opening size complies with the above and such devices shall be releasable or removable from the inside without the use of a key, tool or force greater than that which is required for normal operation of the escape and rescue opening; and

d. *Automatic Sprinkler Systems.* Where required by the fire or building code adopted by the City for the occupancy classification of the facility, and to the extent not prohibited by state law, an automatic sprinkler system shall be provided in accordance with the adopted fire code; and

e. *Fire Alarm Systems (existing group homes).* In existing Community Homes facilities, a fire alarm system shall be installed unless:

1. There are interconnected smoke alarms meeting the provisions of subsection (4)b. above; or

2. Other manually activated, continuously sounding alarm is approved by the City Fire Marshal; and

f. *Fire Alarm Systems (new group homes).* In new proposed Community Homes facilities, a fire alarm shall be installed in which:

1. If a sprinkler system is provided, notification appliances activate upon sprinkler flow; and

2. At least one manual fire alarm box per floor is installed at an approved location and arranged to sound continuously interconnected smoke alarms meeting the provisions of subsection (4)b. above.

g. *Oxygen Deficiency Alarm Systems (existing group homes).* A new or existing Community Home that contains a fuel-burning appliance, fuel-burning fireplace, or fuel-fired heater, or that has an attached garage with an opening that communicates with the dwelling, shall be equipped with carbon monoxide alarms listed in accordance with UL 2034, or combination carbon monoxide and smoke alarms listed in accordance with UL 2034 and UL 217, installed:

1. Outside each separate sleeping area in the immediate vicinity of the bedrooms;

2. In each bedroom where a fuel-burning appliance is located within the bedroom or its attached bathroom; and

3. In any other location required by the fire code or residential code adopted by the City.

Carbon monoxide alarms shall be installed and maintained in accordance with the manufacturer's instructions and the fire code adopted by the City, and may be battery-powered, plug-in with battery backup, or hard-wired with battery backup. Where the smoke alarms in the Community Home are interconnected under subsection (4)b., carbon monoxide alarms shall be interconnected or otherwise arranged so that an alarm is clearly audible in all bedrooms over background noise levels with all intervening doors closed. The State license holder shall test each carbon monoxide alarm at least [monthly], replace each alarm at the end of the service life stated by the manufacturer, and keep a record of testing available for inspection. If the fire code or residential code adopted by the City imposes a more stringent requirement, that requirement controls.g. *Evacuation Charts.* A facility shall prominently display occupancy evacuation charts, showing at least two routes of evacuation from the facility for each resident occupied area. These charts shall also indicate the location for portable fire extinguisher locations.

(9) *Parking.* The residents of a Community Home may not keep for the use of the residents, either on the premises of the home or on a public right-of-way adjacent to the home, motor vehicles in numbers that exceed the number of bedrooms in the home. Vehicles of supervisory personnel and visitors are subject to the parking regulations that apply to other single-family dwellings.

(e) *License Holder Obligation.* The holder of the license shall be in charge of and responsible for the operation of the dwelling unit for shared Community Homes.

(1) *Annual Review.* The certificate of occupancy (C of O) shall be renewed annually so long as the facility continues to comply with the standards described in this article. C of O is nontransferable. The City Fire Marshal shall establish a process or procedure for renewing a C of O issued under this Section. In order to renew a C of O, the facility shall be free of any outstanding violations of the fire or building codes or violation of these regulations. If during the course of conducting the annual review the Fire Marshal identifies a health and safety hazard, sanitation hazard, a maintenance hazard, or other hazardous

condition that jeopardizes the welfare of the occupants, the identified hazard shall be corrected within the timeline identified by the Fire Marshal. These hazards may include, but are not limited to the following:

a. Construction, remodeling, or repairs;

b. Plumbing;

c. Heating:

d. Lighting; and

e. Ventilation.

(2) *Inspections.* The Fire Marshal or other authorized City inspector may inspect a Community Home for compliance with this article: (i) in connection with an initial C of O application or annual renewal, at a reasonable time mutually arranged.; (ii) at any other time with the consent of the State license holder or other person in lawful control of the premises; or (iii) under an inspection warrant issued under Article 18.05, Texas Code of Criminal Procedure. Nothing in this paragraph limits entry in an emergency. The City may refer a complaint concerning resident care or the operation of a facility licensed or certified by the State to the Texas Health and Human Services Commission or other appropriate state agency.

(3) *Violations; Suspension and Revocation.* If an inspection reveals a violation of this article, the inspector shall forward a written report to the Fire Marshal. The Fire Marshal shall give the C of O holder written notice describing the violation and a reasonable time to correct it. If the violation is not corrected within that time, the Fire Marshal may suspend or revoke the C of O, subject to appeal under subsection (f). If the Fire Marshal determines that a condition presents an imminent threat to the life or safety of the occupants, the Fire Marshal may take any immediate action authorized by the fire code and shall promptly notify the Texas Health and Human Services Commission and any state agency that licenses, certifies, or contracts with the Community Home.

(4) Certificate of Occupancy (C of O) *Display.* The (C of O) shall be prominently displayed in the facility at all times. The (C of O) display shall include the following statement:

"The City does not license facilities as to quality of care. This structure has been inspected and has met the minimum requirements for Community Homes specified in Article 4.15 of the Code of Ordinances of the City of Leon Valley."

(5) *Contact Information Display.* A facility covered by this Section shall prominently and conspicuously post for display in an area of the facility that is readily available to residents, operators, employees, and visitors:

a. The name, address, and phone number of the closest medical treatment and care facility in proximity to the location of the facility; and

b. The name, address, and phone number of a local organization or entity that represents, advocates, or serves elderly or disabled persons, including any toll-free contact information for reporting emergencies.

(6) *Lapse of Certificate of Occupancy (C of O).* Any (C of O) issued under this Section shall become void and of no further effect if (1) the use of the premises is discontinued for a period of one year or (2) the property is restored to use as a single-family residence.

(7) *Notification of Changes.* The (C of O) holder shall notify the City Fire Marshal's office within ten days after any material changes in the information contained in the original (C of O) application to operate a facility covered under this Section, including any change in ownership or operation of the property.

(f) *Denial of Certificate of Occupancy.*

(1) Certificate of Occupancy *Denial.* If the City Fire Marshal determines that the requirements of this article cannot be met, the City Fire Marshal shall deny the Certificate of Occupancy in writing explaining the nature of the reason or reasons for the denial (the "Formal Denial").

(2) *Denial Notification.* If the application for a Certificate of Occupancy under this Section is denied, the applicant shall be provided in writing the reason of the denial and the right of the applicant to appeal and the appeal process.

(3) Appeal. Within ten days after receipt of a Formal Denial, a notice of suspension or revocation, or a denial of a request for reasonable accommodation, the applicant or Certificate of Occupancy holder may appeal by filing a written notice of appeal with the City Manager. The City Council shall conduct a hearing on the appeal within 40 days after the notice of appeal is filed, at which the appellant may present evidence and argument, and shall affirm, reverse, or modify the decision. Absent a timely written notice of appeal, the decision is final. Except for action taken under subsection (e)(3) to address an imminent threat, a suspension or revocation is stayed while an appeal is pending. A new application for the same premises may not be filed earlier than 90 days after a denial becomes final unless the applicant demonstrates that the grounds for denial have been corrected.

(g) *Limitation on City Regulation.* Nothing in this article shall be construed as attempting to regulate or affect the right of disabled individuals to purchase their own housing for single-family residences or to affect the right of individuals to care for disabled family members.

(h) *Reasonable Accommodation.* A person may request a reasonable accommodation from any requirement of this article under the federal Fair Housing Act, 42 U.S.C. § 3604(f)(3)(B). The request shall be submitted in writing to the City Manager, who shall grant, grant with conditions, or deny the request in writing within [30] days after receipt. The City Manager shall grant the request if the accommodation is necessary to afford a person with a disability equal opportunity to use and enjoy a dwelling, unless the accommodation would impose an undue financial or administrative burden on the City or fundamentally alter the nature of the City's regulatory program. A denial may be appealed under subsection (f)(3). Except for a condition that presents an imminent threat to life safety, the City shall not enforce the requirement that is the subject of a request while the request is pending.

(i) *Conflict with State or Federal Law.* This article shall be construed and applied consistently with Chapter 123, Texas Human Resources Code; Chapter 247, Texas Health and Safety Code; and the federal Fair Housing Act, 42 U.S.C. § 3601 et seq. To the extent of any conflict, the state or federal law controls.

(j) *Criminal History.*

(1) *Records Required.* An application for a Certificate of Occupancy or renewal shall include, for the applicant if an individual and for each owner of a ten percent or greater interest, operator, and managerial agent identified under Sec. 4.15.003(a)(3), a criminal history record of convictions and deferred adjudications and a search of the sex offender registration database, each obtained from the Texas Department of Public Safety under Tex. Gov't Code § 411.135 not more than 30 days before the application is filed.

(2) *Grounds for Denial, Suspension, or Revocation.* The Fire Marshal may deny, suspend, revoke, or refuse to renew a license if an individual described in paragraph (1) has been convicted of:

a. An offense listed in Tex. Health and Safety Code § 250.006(a) or (c), or an offense under the laws of another state, federal law, or the Uniform Code of Military Justice containing elements substantially similar to such an offense; or

b. An offense listed in Tex. Health and Safety Code § 250.006(b), if the fifth anniversary of the conviction has not occurred.

(3) *Limitations.* The City shall not consider an arrest that did not result in a conviction or placement on deferred adjudication community supervision. A person who received deferred adjudication

community supervision and whose case was dismissed and the person discharged is not considered convicted for purposes of this subsection.

(4) *Notice and Opportunity to Respond.* Before denying, suspending, revoking, or refusing to renew a license under this subsection, the Fire Marshal shall give the applicant or Certificate of Occupancy holder written notice of the conviction on which the intended action is based and not less than 30 days to submit information relevant to the decision, including evidence that the record is inaccurate or that the individual is no longer an owner, operator, or managerial agent. The decision may be appealed under subsection (f)(3).

(5) *Employees and Volunteers.* A Certificate of Occupancy holder shall comply with each criminal history check and employment requirement of state law that applies to the Community Home, including Tex. Health and Safety Code Ch. 250, and shall make documentation of compliance available to the Fire Marshal on request.

Sec. 4.15.005 Penalties for violations.

A person who knowingly violates a provision of this article commits an offense. An offense under this article is a Class C misdemeanor punishable by a fine not to exceed $2,000 for a violation of a provision governing fire safety or public health and sanitation, and not to exceed $500 for any other violation. Each day a violation continues constitutes a separate offense. In addition to criminal prosecution, the City may suspend or revoke a Certificate of Occupancy under Section 4.15.004 and may pursue any civil remedy available under Chapter 54, Texas Local Government Code.

ARTICLE 15.02 ZONING ORDINANCE[1]

DIVISION 1. GENERALLY

Sec. 15.02.001 Title

These regulations shall be known as article 15.02 of the city Code of Leon Valley, Texas and will be referred to herein as "this article."

(1972 Code, sec. 30.101; 2008 Code, sec. 14.02.001)

Sec. 15.02.002 Purpose and effect

(a) The zoning regulations and districts as herein established have been made in accordance with a comprehensive master plan for the purpose of promoting health, safety, morals and the general welfare of the community by controlling the design, location, use or occupancy of all buildings through regulated and orderly development of land and land uses within this jurisdiction.

(b) The zoning regulations are intended to be in compliance with the Americans with Disabilities Act and the Fair Housing Act. Any portion of this article in conflict with either of the referenced acts is unintentional and shall be overridden by that act or acts, to the extent of such conflict.

(c) In fulfilling these purposes, this article is intended to benefit the public as a whole and not any specific person or class of persons.

(d) This article shall be reviewed and amended periodically, as directed by the city council.

(1972 Code, sec. 30.102; 2008 Code, sec. 14.02.002)

Sec. 15.02.003 Scope

(a) The provisions of this article shall apply to the construction, alteration, moving, repair and use of any building or parcel of land within this jurisdiction.

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[1]Editor's note(s)—This article consists of the zoning ordinance, Ordinance 07-013, adopted March 6, 2007, as amended, previously published as chapter 30 in the 1972 Code of Ordinances and as article 14.02 in the 2008 Code of Ordinances. Section numbers, style, capitalization and formatting have been changed to be consistent with the remainder of the Code of Ordinances, and this will be maintained in future amendments to this article. Changes in the names of state agencies have been incorporated without notation. The term "City of Leon Valley" has been changed to "city." References to "planning and zoning commission" and "zoning and land use commission" have been changed to "zoning commission" without notation. Obviously misspelled words have been corrected without notation. Except for these changes, such ordinance is printed herein as set out in the 2008 Code of Ordinances. Any other material added for purposes of clarification is enclosed in brackets.

State law reference(s)—Municipal zoning authority, V.T.C.A., Local Government Code, ch. 211.

(b) Where, in any specific case, different sections of this article specify different requirements, the more restrictive shall govern. Where there is conflict between a general requirement and a specific requirement, the specific requirement shall be applicable.

(c) The provisions of this article shall not apply to property belonging to the city; or to property used to provide public utilities; or work located primarily in or on a public way, public utility towers and poles, or public utility easements, unless specifically mentioned in this article; provided that in the erection of buildings or other structures, the city and utility companies shall attempt to conform in architectural design or otherwise as nearly as possible to the buildings permitted in the district in which they are being erected.

(d) If any portion of this article is held invalid for any reason, the remaining portions herein shall not be thereby affected.

(1972 Code, sec. 30.103; 2008 Code, sec. 14.02.003)

Sec. 15.02.004 Compliance

Except as provided in this article, no building shall be erected, reconstructed or structurally altered, nor shall any building or land be used for any purpose other than is permitted in the district in which such building or land is located; no building shall be erected, reconstructed or structurally altered to exceed the height or bulk limit herein established for the district in which such building is located; no lot area shall be so reduced or diminished that the yards or other open spaces shall be smaller than prescribed by this article, nor shall the yard or open spaces provided about any building for the purpose of complying with the provisions of this article be considered as providing a yard or open spaces for any other building.

(1972 Code, sec. 30.104; 2008 Code, sec. 14.02.004)

Sec. 15.02.005 Penalties for violations

Each violation of this article shall be punishable by a fine of not less than $5.00, nor more than $2,000.00, unless some other fine is specifically prescribed for a particular violation. Each day any violation occurs or continues to occur shall be considered a separate offense.

(1972 Code, sec. 30.105; 2008 Code, sec. 14.02.005)

Sec. 15.02.006 Adoption of legislative grant of power

Texas Local Government Code, chapter 211, is hereby adopted, and the provisions of this article are adopted in the exercise of power granted to municipalities by such statutes and pursuant to any and all other applicable laws.

(1972 Code, sec. 30.106; 2008 Code, sec. 14.02.006)

Secs. 15.02.007—15.02.050 Reserved

DIVISION 2. RULES OF CONSTRUCTION AND DEFINITIONS[2]

Sec. 15.02.051 Words and phrases, rules of construction

(a) Words, phrases and terms defined in this article shall be given the defined meaning.

(b) Words, phrases and terms not defined in this article but defined in the building code found in chapter three of the Leon Valley City Code ("this Code"), shall be construed as defined in the building code.

(c) Words, phrases and terms defined neither in this article nor in the building code adopted in chapter 3, shall be given their usual and customary meanings except where the context clearly indicates a different meaning.

(d) The text of this article shall control captions, titles and maps.

(e) The word "shall" is mandatory and not permissive; the word "may" is permissive and not mandatory.

(f) Words used in the singular include the plural, and words used in the plural include the singular.

(g) Words used in the present tense include the future tense, and words used in the future tense include the present tense.

(1972 Code, sec. 30.201; 2008 Code, sec. 14.02.051)

Sec. 15.02.052 Definitions

Access drive, major. Any privately owned on-site drive or lane intended to access the primary entrance to land parcels and parking areas, and which accommodates autos or pedestrians. Such major access drive will likely intersect a major roadway at a median break, subject to the director's approval. This is not a public street, but often serves as a shared access drive.

Accessory. An object or device not essential in itself, but adding to the beauty, convenience or effectiveness of another item.

Accessory building. A subordinate structure attached to or detached from the main building.

Accessory dwelling unit (ADU). A residential dwelling unit (but not a manufactured home, located on the same lot as a primary single-family dwelling unit - either within the same building as the single-family dwelling unit or in a detached building - complete with living facilities and designed in a manner in which it is capable of functioning without the use of the primary dwelling unit.

Accessory use. A use conducted on the same lot as the primary use of the structure to which it is related; a use which is clearly incidental to, and found in connection with, such primary use. See also, "incidental use."

Adult entertainment establishment. An establishment consisting of, including, or having the characteristics listed in article 4.08 of the Leon Valley Code.

[2]Editor's note(s)—The title of division 2 has been changed from "Rules of Construction, Definitions and Administration" to "Rules of Construction and Definitions," at the discretion of the editor, in order to more accurately reflect the subject matter.

Agriculture. The production, storage, keeping, harvesting, grading, packaging, processing, boarding, or maintenance, for sale, lease, or personal use, of plants and animals useful to humans, including but not limited to: the tilling of the soil, raising of crops, animals, fowl, horticulture, gardening, beekeeping and aquaculture.

Agronomy. The science and management of field crop production and soil management and soil conservation.

Alley. Minor public right-of-way, not intended to provide the primary means of access to abutting lots, which is used primarily for vehicular service access to the back of properties otherwise abutting on a street. An alley affords only a secondary means of access to property abutting thereon.

Alteration. Any change, addition or modification in construction, occupancy or use.

Alteration, apparel Any change, addition or modification to material, fabric, or style used for clothing, garments, attire, or accessories.

Alternative tower structure. Either a primary or an accessory use on any developed parcel including clock towers, bell steeples, light poles, and similar alternative antenna mounting structures, except for residential structures.

Amusement center. A facility used by the general public containing four or more games or game devices used for indoor and/or outdoor entertainment but not to include gambling or gambling devices prohibited by law. Also see "Entertainment - indoor/outdoor" [sic].

Animal clinic. A place where animals are given medical care, and the boarding of the animals is limited to short-term care incidental to the hospital use.

Animal shelter. Any profit or nonprofit business, the primary use of which is the provision of lodging or shelter to animals. Also see "Veterinary clinic."

Antenna. Any exterior apparatus designed for wireless radio, television, microwave or telephone communication through the sending and/or receiving of electromagnetic waves.

Antenna height. The distance measured from ground level to the highest point on the structure, even if the highest point is an antenna.

Antenna, receive-only antenna/amateur radio. Any tower or antenna that is under 70 feet in height and is owned or operated by a federally licensed amateur radio station operator or is used exclusively for reception only, including local television broadcast reception antennas, direct broadcast satellite antennas or multichannel multipoint distribution services. Receive-only/amateur antennas are not subject to regulation under this article.

Antenna, telecommunications. An antenna used to provide a telecommunications service. This excludes lightning rods, private mobile radio systems, amateur radio antennae less than 50 feet (150 meters) in height and whip antennae less than four inches (ten cm) in diameter and less than ten feet (three meters) in height.

Apartment. A single unit within an apartment house designed for independent housekeeping.

Apartment complex. Any structure, or portion thereof, which is designed, built, rented, leased, let or hired out to be occupied as three or more apartments or which is occupied as the home or residence of three or more families living independently of each other and maintaining separate kitchen facilities.

Appeal. A procedure whereby a decision is questioned to a higher authority than the administrator or body which made the original decision. For example, a decision of a zoning administrator to the board of adjustment or a decision of the board of adjustment to a court of law.

Appliance, major. A large device which is designed for household or office purposes, such as a refrigerator or air conditioner, the repair or maintenance of which involves the disposal, storage or use of a federally or state regulated chemical such as freon [Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

or large quantities of oil.

Appliance, minor. A device which is designed for household or office purposes, the repair or maintenance of which does not involve the disposal, storage, or use of any federally or state regulated chemical such as freon or large quantities of oil.

Arborist, certified. An individual who has a current and valid designation of "ISA Certified Arborist" by the International Society of Arboriculture.

Assembly/packaging. The fitting together and/or uniform wrapping or sealing of component parts to make a whole. This is commonly an intermediary step in the process to make a finished product and the products from which it is put together are generally not raw materials.

Assisted living facility (ALF). A licensed establishment under Tex. Health and Safety Code Ch. 247 that furnishes food and shelter and provides personal care services which consist of assistance with one or more of the following: meals, dressing, movement, bathing, or other personal needs or maintenance. This may also include assistance, supervision, or administration of medication by a licensed individual. Types of assisted living facilities as established by the State of Texas are as follows:

(1) *Type A.* In a Type A facility, a resident:

a. Must be physically and mentally capable of evacuating the facility unassisted. This may include mobile or ambulatory persons such as those who are in wheelchairs or electric carts and have the capacity to transfer and evacuate themselves in an emergency;

b. Does not require routine attendance during nighttime sleeping hours; and

c. Must be capable of following directions under emergency conditions.

(2) *Type B.* In a Type B facility, a resident may:

a. Require staff assistance to evacuate;

b. Be incapable of following directions under emergency conditions;

c. Require attendance during nighttime sleeping hours; or

d. Not be permanently bedfast, but may require assistance in transferring to and from a wheelchair.

Attended donation station. A manufactured building operated by an organization with nonprofit status, for the purpose of collecting goods, with an attendant present on-site during collection hours.

Automobile. A self-propelled free-moving vehicle licensed by the appropriate state agency as a passenger vehicle, not to include commercial vehicles.

Automobile and boat storage. Any location or structure used for long-term storage of automobiles, trucks, boats and/or recreational vehicles. Long-term shall mean for duration of one week or more.

Automobile sales. The use of any building, land area, or other premise for the display and sale of new or used automobiles generally but may include light trucks or vans, trailers, motorcycles or recreation vehicles and including any vehicle preparation or repair work conducted as an accessory use.

Automotive repair or *heavy installation.* The repair of motor vehicles, trailers and similar large mechanical equipment, including paint, body and fender, and major engine and engine part overhaul.

Awning. A roof-like cover extending over or before a place (as before a window) as a shelter, normally supported entirely from the exterior wall of a building.

Bail bond facility. A business that provides bail services, essentially acting as a surety. Bail bonds businesses post bonds with courts, guaranteeing that a defendant will appear for all scheduled court dates. In exchange for

the guarantee, the company charges a fee. Bail bonding companies are required to provide proof of current licensing with the state of Texas.

Bar. Premises used primarily for the sale and/or dispensing of liquor by the drink for on-site consumption as regulated by the state and where food may be available for consumption on the premises as accessory to the principal use.

Bar/tavern completely enclosed. An establishment with less than 5,000 square feet and under license from the Texas Alcohol and Beverage commission (TABC), which is principally engaged in the retail sale of alcoholic beverages, with food only incidental to the sale of alcohol. A bar/tavern use may include live entertainment for indoor use only.

Bar/tavern with outdoor entertainment area. An establishment with less than 5,000 square feet and under license from the Texas Alcohol and Beverage commission (TABC), which is principally engaged in the retail sale of alcoholic beverages, with food only incidental to the sale of alcohol. This use may include live entertainment both indoor and outdoor in designated areas.

Basement. That part of a building that is wholly or partly below ground level.

Bed and breakfast facility. A limited commercial activity, conducted within a structure, which may include dining and bathroom facilities with sleeping rooms for guest lodging for a short-term period of less than 30 consecutive days. A bed and breakfast must be a secondary use to a single-family residence. Also see "lodging" in the permitted use table.

Big box. A building with a single-tenant that comprises more than 50,000 square feet.

Block. Land or a group of lots, whether developed or undeveloped, surrounded by streets or other rights-of-way, other than an alley; or land which is designated as a block on any recorded subdivision tract.

Boarding home for sheltered care. A group home for the sheltered care of persons with special needs, which in addition to providing food and shelter, may also provide some combination of personal care, social or counseling services, and transportation.

Boarding house. A dwelling containing a single dwelling unit and not more than ten guest rooms or suites of rooms, where lodging is provided with or without meals, for compensation for more than one week.

Board of adjustment. The Leon Valley board of adjustment. A public and quasi-judicial agency charged with the duty to hear and determine zoning appeals and other specific duties as laid out in this article and state law.

Boundary street. A public street which is adjacent to and abutting one or more sides of the proposed site.

Buffer zone. An area zoned so as to separate conflicting uses by zoning such property with a use which is compatible with both. For example, an office district might reasonably separate a single-family residential district from a commercial district. Dedicated park lands may shield a planned office development from nearby residential areas.

Buildable area. The area of a lot remaining after the minimum yard and open space requirements of this Code and article 10.02 (subdivision ordinance) have been met. For recreational property or uses such as golf courses and baseball, soccer, football or similar athletic facilities, and public works projects such as water or wastewater treatment plants, pump stations, storage tanks, and public streets and drainage improvements, the buildable area of the property shall include that portion of the property necessary for the construction of such recreational and public works improvements, including sufficient adjacent area to allow the normal operation of construction equipment.

Building. Any structure used or intended for supporting or sheltering any use or occupancy. The word "building" includes the word "structure."

Building code.

(1) Article 3.02, division 2 of the Leon Valley City Code, which incorporates the International Building Code.

(2) The International Building Code, promulgated by the International Code Council and adopted by the city.

Building, construction. A building used temporarily for the storage of construction materials and equipment incidental and necessary to on-site permitted construction of utilities, or other community facilities, or used temporarily in conjunction with the sale of property within a subdivision under construction.

Building, front of. That part of a building nearest the front property line.

Building height. The vertical distance above the average existing grade measured to the highest point of the building. The height of a stepped or terraced building is the maximum height of any segment of the building.

Building line, front. A line established under this article or article 3.02, division 2 of the Leon Valley City Code measured from the perimeter of that portion of a building nearest the front property line to the curbline or edge of the sidewalk and parallel thereto, or in the case of a corner lot, the side of such building if also parallel to a curbline or edge of a sidewalk, but in any case such measurement shall exclude open steps, terraces, cornices and other ornamental features projecting from the wall of the building.

Building line, rear. A line established under this article or article 3.02, division 2 of the Leon Valley City Code measured from the perimeter of that portion of a building nearest the rear property line of such property. Such measurement shall exclude open steps, terraces, cornices and other ornamental features projecting from the wall of the building.

Building line, side. A line established under this article or article 3.02, division 2 of the Leon Valley City Code measured from the perimeter of that portion of a building nearest the side property line of such property. Such measurement shall exclude open steps, terraces, cornices and other ornamental features projecting from the wall of the building.

Building, main. A building in which the principal use of the site is conducted.

Building permit. Authorization required for erection, construction, enlargement, alteration, repair, movement, improvement, removal, conversion, or demolition of any building.

Building restrictions. Regulations or restrictions under this article or article 3.02, division 2 of the Leon Valley City Code upon the materials allowed in the construction of buildings and any provisions of federal or state law, or other city ordinances implanting [implementing] the federal emergency management act or the duties of the city for floodplain regulation, applicable to the property.

Building specialty store. Any retail facility, the primary use of which is the sale or lease of specialized building materials; such as roofing, tile, or doors.

Building, temporary. A structure which is designed or intended to be used on a nonpermanent basis, authorized for a specific period of time through a specific use permit. Includes prefabricated structures and manufactured/mobile housing which are not used for living space.

Caliper. The diameter of a tree four feet above the natural grade measured with a tree caliper instrument or a flexible tape. If a tape is used, the circumference of the tree is measured and the result divided by 3.14 to determine diameter.

Caliper of multi-trunk trees. The caliper of the largest trunk at a point four feet above the natural grade added to half of the sum of the calipers of the remaining trunks measured at the same height. If branching occurs less than four feet above the natural grade, the diameter of the trunk may be measured below the branching for a single measurement.

Canopy. A roofed structure constructed of fabric or other material supported by the building or by support extending to the ground directly under the canopy placed so as to extend outward from the building providing a protective shield for doors, windows and other openings.

Canopy tree. A self-supporting woody plant with one well-defined trunk and a distinct and definite formed crown, which attains a height of at least 25 feet.

Car title loan business. An establishment that makes small short-term consumer loans secured by a title to a motor vehicle.

Carport. An open-sided automobile shelter sometimes formed by extension of a roof from the side of a building.

Carwash, automatic. A facility which utilizes automatic and semiautomatic machinery to wash, clean, and dry automobiles.

Carwash, self-service. A facility for self-service washing, cleaning, and drying of automobiles that does not include automatic application of cleaner, brushes, rinse water, and heat or air for drying.

Check cashing business. A business that provides check cashing, payday cash advance, payroll advance, short-term cash loan, short term cash advance, instant payday cash advance, short-term money loan services, or similar services to individuals for a specified fee.

Child care facility. An establishment for the care and/or instruction, whether or not for compensation, of six or more children at any one time. Child nurseries and preschool facilities are included in this definition.

Church. A facility for religious worship and related activities.

City. The City of Leon Valley, Bexar County, Texas.

Clinic. A facility for the examination, assessment, or treatment of outpatients including any location where more than one doctor shares a facility, regardless of whether there are laboratory facilities on-site.

Commercial relates to or is connected with trade and traffic or commerce in general; occupied with business and commerce.

Commercial, vehicle. Any motor vehicle including but not limited to delivery vans or trucks, trailers, or semitrailers designed to carry freight, passengers for compensation, or merchandise for retail or commercial purposes and is appropriately licensed by a state agency.

Commission means "planning and zoning commission."

Communications distribution hub. An unmanned facility, without transmitter or dish, or antenna, containing optical and electronic signal processing equipment for delivery, switching, and storage of video, audio, and data to homes served by the utility company.

Comprehensive (zoning) plan. The adopted official statement of a legislative body of local government that sets forth in words, maps, illustrations, and/or tables the goals, policies, and guidelines intended to direct the present and future physical, social, and economic development that occurs within its planning jurisdiction. Also see "Master plan."

Condominium. A single dwelling unit in a multi-unit dwelling or structure, which is separately owned and which may be combined with an undivided interest in the common areas and facilities of the property.

Congregate residence. Any building or portion thereof which contains facilities for living, sleeping and sanitation as required by this Code, and may include facilities for eating and cooking, for occupancy by other than a family. A congregate residence may be a shelter, convent, monastery, dormitory, fraternity or sorority house but does not include jails, hospitals, convalescent homes, assisted living, special care, nursing homes, or hotels.

Contractor. A builder, plumber, electrician, air conditioning/heating installer, concrete installer, or tradesman or one who contracts to supply materials or do work.

Contractor facility. A facility which is used primarily for the office and/or vehicles, equipment and/or supplies of a contractor.

Convalescent home. A licensed facility which is intended for long-term patient care due to human illness, infirmity, or disability and employing the services of skilled and licensed practitioners under the direction of a physician, licensed by the Texas Medical Board.

Convenience store. Any retail establishment which offers the sale of a limited line of convenience goods, to include groceries, packaged and/or processed food and drink, tobacco, limited beer and wine, medicines and cosmetics, and may also sell gasoline, intended for the convenience of the neighborhood.

Cottage. An individual single-family dwelling unit, being less than 1,500 heated square feet, situated with other similar dwelling units on one platted lot, for the purpose of rental or leasing, as part of a multiple-family retirement community.

Curb. A stone or concrete or alternative edge asphalt boundary usually marking the edge of a roadway or paved area. Refer to article 10.02 (subdivision ordinance) for further details.

Curbline. A line differentiating between the street and the edge of real property, marking the edge of the roadway, and contiguous to the roadway, not intended for normal vehicular traffic. Such property may include a berm, but may or may not be built up or raised.

Dance hall. An establishment intended primarily for dancing and entertainment within an enclosed building, using either live or electronically produced music, either open to the public or operated as a private club open to members only.

Density. The number of dwelling units which are allowed on an area of land or the number of persons allowed in a specific unit.

Depth of the lot. The linear measurement from the front property line to the rear property line of a lot.

Director. Director of planning and zoning or designee.

Doctor. Any person under currently licensed [sic] by the state to practice any form of medicine or dentistry, including but not limited to, medical, dental science, dental surgery, osteopathy, chiropractic, public health and veterinary medicine.

Dripline. The area of ground surrounding the trunk of the tree considered essential to protecting the root structure of a tree. For the purposes of this article, the dripline shall be calculated at one foot for every one inch of caliper width measured at four feet above natural grade level, i.e., a 12-inch tree would require a dripline with a 12-foot radius (producing an area 24 feet in diameter).

Driveway. A private road giving access from a public way to a building on abutting grounds.

Dwelling. A house or other structure in which a person or persons live; a residence; abode; habitation; an apartment or building, or group of buildings, occupied as a place of residence.

Dwelling, garden house. A detached dwelling unit with kitchen and sleeping facilities, designed for occupancy as a residence.

Dwelling, manufactured home. A vehicle, other than a motor vehicle, greater than 320 square feet in gross floor area designed with attached axles and wheels, which may be used for permanent or semipermanent living space for humans, and which is designed to be drawn by a motor vehicle. The term shall not include any vehicle meeting the above description which is used for an office, a classroom, a laboratory, processing, manufacturing, retail sales or other use; see "Building, temporary" for these definitions. Also see "Manufactured housing."

Dwelling, multiple-family. A building or portion thereof designed for occupancy by three or more families living independently, in structures containing three or more single-dwelling units in which they may or may not share common entrances and/or other spaces. Individual dwelling units may be owned as condominiums, or offered for rent.

Dwelling, single-family. A detached dwelling unit with kitchen and sleeping facilities, designed for occupancy as a residence.

Dwelling, single-family medium density. A detached dwelling unit with kitchen and sleeping facilities, designed for occupancy as a residence, with a minimum lot area of 6,000 square feet.

Dwelling, townhouse. A building that has single-family dwelling units erected in a row as a single building, on adjoining lots, each being separated from the adjoining unit or units by a firewall, along the dividing lot line and each such building being separated from any other building by space on all sides.

Dwelling, two-family or duplex. A building designed or arranged to be occupied as two separate residences, the structure having only two dwelling units.

Dwelling unit. Any building or portion thereof which contains living facilities, including provisions for sleeping, eating, cooking and sanitation, as required by this article, for not more than one family, or a congregate residence for six or less persons.

Easement. That portion of a lot or lots reserved for present or future use by a person or agency other than the legal fee owner(s) of the property. The easement may be for use under, on, or above said lot or lots.

EIA-222. Electronics Industries Association Standard 222, "Structural Standards for Steel Antenna Towers and Antennae Support Structures."

Encroachment, landscape. Any protrusion of a vehicle into a landscaped area from a parking space, display area or accessway.

Entertainment. To provide for diversion, engagement, or sporting activities, specifically excluding music which is not live, and is provided for the purpose of background and not for diversion from the primary purpose of the establishment.

Entertainment—Indoor. A use which includes, billiard parlor, bowling center, playground, skating center, video/game room, playroom/birthday party room, aquarium, museum, and other similar entertainment. On-premises sale and consumption of alcoholic beverages is allowed so long as it does not make up 51 percent or more of gross revenue.

Entertainment—Outdoor. A use which includes Baseball/softball/volleyball park, equestrian center, fairground, football field, go-karts, golf - miniature or other, sports complex, live entertainment, and other similar entertainment. On-premises sale and consumption of alcoholic beverages is allowed so long as it does not make up 51 percent or more of gross revenue.

Extended dripline. An imaginary line on the ground equal to 1.3 times the distance from the tree trunk to the dripline. In no case shall the dripline be less than 15 feet from the trunk of the tree.

Facade, primary. Exterior walls of buildings and parking structures which are clearly visible from a public street, open space or active storefront.

Facade, secondary. Exterior walls of buildings and parking structures which are not clearly visible from a public street, open space or active storefront.

Family. An individual or two or more persons related by blood, marriage or adoption, or a group not to exceed six unrelated persons living together as a single housekeeping unit.

Farm. A tract of land, not less than five acres, devoted to agriculture, pasturage, stock raising, or some allied industry. Includes dairy, stock, and poultry farms.

Federal Aviation Administration. Also known as FAA.

Federal Communications Commission. Also known as FCC.

Fence. A hedge, structure, or partition, erected for the purpose of enclosing a piece of land, or to divide a piece of land into distinct portions, or to separate two contiguous properties. An enclosure around a field or other space, or around any object; especially an enclosing structure of wood, iron or other materials, intended to prevent intrusion from without or straying from within. See article 3.05 of the Leon Valley City Code for other specific regulations.

Flea market. An occasional or periodic market held in an open area or structure where groups of individual sellers offer goods for sale to the public.

Floor area, net. The gross floor area exclusive of vents, shafts, courts, elevators, stairways, exterior walls and similar facilities.

Food processing facility. An establishment in which food is processed or otherwise prepared for eventual human consumption but not consumed on the premises.

Frontage. The width of a lot or parcel abutting a public right-of-way measured at the front property line.

Garage. A shelter for automotive vehicles.

Gateway overlay (GO). An overlay of existing zoning which modifies the base zoning as defined in this ordinance.

Grade. The average elevation of the land around a building, or the percent rise or descent of a sloping surface.

Grade, finished. The final elevation of the average ground level adjoining a building at all exterior walls after development.

Grade, level. Roads, buildings, or structures built on the ground.

Grade, natural. The elevation of the ground level in its natural state, before construction, filling or excavation.

Gross floor area (GFA). The gross floor area of a building or lease space. The sum of the horizontal areas of floors of a building measured from the exterior face of exterior walls or, if appropriate, from the centerline of dividing walls; this includes courts and decks or porches when covered by a roof.

Gross leasable area (GLA). The gross leasable area is the total floor area designed for both tenant occupancy and exclusive use, including both owned and leased areas.

Ground cover. Plants, other than turf grass, normally reaching an average maximum height of not more than 24 inches at maturity.

Group home. A dwelling for no more than six legally unrelated, developmentally disabled persons and no more than two supervisory personnel. Said persons and personnel must live as a single housekeeping unit, for the primary purpose of providing shelter in a family-like atmosphere as part of the residential community, with on-site medical treatment or therapy a secondary purpose. A group home must qualify as a family home under chapter 123 of the Texas Human Resources Code, Community Homes for Disabled Persons Locations Act.

Guest room. Any room or rooms used or intended to be used by a guest for sleeping purposes. Every 100 square feet of superficial floor area in a dormitory shall be considered to be a guest room.

Home occupation. The partial use of a dwelling unit for commercial or nonresidential uses by a resident thereof which is clearly and obviously subordinate and incidental to the main use of the dwelling for residential purposes. Home occupations shall be conducted wholly within the primary structure or existing accessory building on the premises.

Horticulture. The science of growing fruits, vegetables, flowers or ornamental plants.

Hospital. An institution designed for the diagnosis, treatment and care of human illness or infirmity and providing health services, primarily for inpatients, and including as related facilities, laboratories, outpatient departments, training facilities and staff offices. May be either public or private and may be limited in their functions or services.

Hotel. Any building containing six or more guest rooms offering transient lodging accommodations to the general public and providing additional services, such as restaurants, meeting rooms, entertainment, and recreational facilities rented or leased on a daily, weekly, or semipermanent basis.

Improvement. Any interior or exterior improvement or renovation to an existing structure that requires a permit from the city.

Incidental use. A use conducted on the same lot as the primary use of the structure to which it is related; a use which is clearly incidental to, and found in connection with, such primary use. Also referred to as "accessory use."

Inn. Any building containing five or less guest rooms, the primary use of which is a commercial activity which is intended or designed to be used, or which are used, rented or hired out to be occupied, or which are occupied for sleeping purposes by guests.

Kennel. Any lot or premises, other than a veterinary clinic, on which a combined total of three or more unneutered adult dogs or cats, or a combined total of five or more neutered adult dogs or cats are housed, groomed, bred, boarded, trained or sold; either for compensation boarded on a daily or weekly basis [sic].

Laboratory, dental or *medical.* Any facility for the biological, microbiological, serological, chemical, immuno-hematological, hematological, biophysical, cytological, pathological, or other examination of materials derived from the human body for the purpose of providing information for the diagnosis, assessment, prevention, or treatment of any disease, condition or impairment of human beings.

Laboratory, research. An establishment or other facility for carrying on investigation in the natural, physical, or social sciences, which may include engineering and product development.

Laboratory, testing. An establishment or other facility whose primary purpose is to examine, observe or evaluate items, samples and/or substances which may include engineering and product evaluation(s).

Landmark buildings. Buildings which are located on axis with a terminating street or at the intersection of streets. Such buildings shall incorporate architectural features which address height and articulation that emphasize the importance of such a location.

Landscaped area. Areas of a lot, land parcel or building site devoted to and consisting of plant material, including but not limited to turf grasses, grasses-bunch, trees, shrub forms, flowers, vines and other ground cover, native plant materials, planters, brick pavers, stone, natural forms, water forms, public art forms, stone aggregate and other landscape features, but excluding smooth concrete, asphalt or paving for vehicular traffic; provided that the use of brick, stone aggregate or other inorganic materials shall not be greater in total area than that of organic plant material.

Landscaping. The modification or ornamentation of a natural landscape by altering the plant cover. Landscaping shall consist of any of the following, or combination thereof: material such as, but not limited to, grass, ground covers, shrubs, vines, hedges, trees, or palms; and nonliving durable material commonly used in landscaping, such as, but not limited to, rocks, pebbles, sand, walls or fences - but excluding paving.

Live-work. A fee-simple dwelling unit that contains, to a limited extent, a separate retail or office component on the ground floor. It is in a form similar to a townhouse or store with residential quarters above or behind the nonresidential use.

Loft. A flexible residential space which may be partially used for an artist or design studio, and which is characterized by higher than normal ceilings, open floor plans and often, exposed duct work.

Lot. Any portion, piece, division or parcel of land, fractional part or subdivision of block, according to plat or survey. A single parcel of land. A measured parcel of land having fixed boundaries. The word "lot" includes the word "plot."

Lot, corner. A lot abutting on two intersecting or intercepting streets, where the interior angle of intersection or interception does not exceed 135 degrees.

Lot frontage. The length of the front lot line, measured at the street right-of-way line, from one corner of the property to the other.

Lot, interior. A lot other than a corner lot.

Lot, irregular. A lot whose opposing property lines are generally not parallel, such as a pie-shaped lot on a cul-de-sac, or where the side property lines are not parallel to each other.

Lot of record. A lot which is part of a subdivision, the plat of which has been recorded in the office of the county clerk of Bexar County, or a parcel of land, the deed for which was recorded in the office of the county clerk of Bexar County prior to the original adoption of this article on September 21, 1965.

Lot width. The distance between the side lot lines, measured at right angles to the lot depth at the minimum front building (setback) line.

Maintenance. To preserve from failure or decline.

Manufactured building. A transportable structure in one or more sections, which is built on a permanent frame or base and is designed for use with or without a permanent foundation when connected to the required utilities.

Manufactured home. See "Manufactured housing."

Manufactured home park. A tract of land developed and operated as a unit with individual sites and facilities to accommodate two or more manufactured homes.

Manufactured housing. Factory-built, single-family structures that meet the National Manufactured Home Construction and Safety Standards Act (42 U.S.C. section 5401), commonly known as the HUD (U.S. Department of Housing and Urban Development) code.

Manufacturing. Establishments engaged in the mechanical or chemical transformation of materials or substances into new products, including the assembling of component parts, the creation of products, and the blending of materials, such as lubricating oils, plastics, resins, or liquors.

Masonry. See "Building Code, Uniform" [sic].

Master plan. The city's overall guide for a rationally derived, future oriented, land use plan that divides the city into districts, imposes appropriate zoning regulations, and takes into account the public interest in growth and preservation of essential community values. The plan includes land use, capital improvements, traffic, parks and recreation, and transportation.

Mixed use building. A vertical mixed-use building that includes a mix of retail and office and/or residential uses such as lofts, live-work units, apartments and condominiums, but contains nonresidential use on the ground floor.

Mobile food unit. A temporary food service establishment operated out of a motor vehicle that is designed to be readily movable.

Money transfer business. An establishment that transmits funds for a fee.

Motel. Any building containing six or more guest rooms providing sleeping accommodations with a majority of all rooms having direct access to the outside without the necessity of passing through the main lobby of the building.

Motorcycle. Every motor vehicle excluding a tractor having a saddle for the use of a rider and designed to travel on not more than three wheels in contact with the ground.

Multiple-family retirement community. A planned development consisting of a single platted lot, of at least five acres, completely screened from other development, containing one or more residential clusters of cottages or apartment houses or a combination thereof, and appurtenant common areas, intended for rental or leasing to seniors and including other features which are designed to increase safety and amenities to the elderly and/or disabled, such as increased security, on-site management, food services, health services, handicapped accessible units, recreation facilities, or transportation services.

Multiple-family retirement community residential cluster. More than one cottage or apartment located within reasonably close proximity to another and designed for residency by seniors.

Native plant. A plant species with a geographic distribution indigenous to the Bexar County region which is capable of sustaining growth and reproduction under local climatic conditions.

Naturalized plant. A plant species introduced to the region which is capable of sustaining growth and reproduction under local climatic conditions.

Nightclub/Large tavern. A bar/tavern with more than 5,001 square feet of floor area excluding kitchens, restrooms, and storage areas. This use may include a live entertainment, performance by musicians, dancers, stand-up comedians, other performance artists, live bands, musical actions; or the amplification of recorded music/entertainment by live disk jockeys for use both indoors and outdoors, in designated areas.

Non-chartered financial institution. A non-chartered financial institution is defined as a use, other than a state or federally chartered bank, credit union, mortgage lender, savings and loan association or industrial loan company, that offers deferred deposit transaction services or check cashing services and loans for payment of a percentage fee or an establishment that provides financial services that are accessory to another main use. The term "non-chartered financial institution" shall include, but is not limited to deferred deposit transaction (payday loan) businesses that make loans upon assignment of wages received, check cashing businesses that charge a percentage fee for cashing a check or negotiable instrument, motor vehicle title lenders who offer a short-term loan secured by the title to a motor vehicle, and sub-prime or nonprime home-equity lenders. Nonprofit financial institutions are not encompassed by the term non-chartered financial institution.

Nonconforming building. A building the area, dimension or location of which was lawful prior to the adoption, revision or amendment of a zoning ordinance, but now fails to conform to the requirements of the zoning district in which it is located by reason of such adoption, revision or amendment.

Nonconforming lot. A lot the area, dimension or location of which was lawful prior to the adoption, revision or amendment of a zoning ordinance, but now fails to conform to the requirements of the zoning district in which it is located by reason of such adoption, revision or amendment.

Nonconforming use. A use which lawfully occupied a building or land at the time this article became effective, which has been lawfully continued and which does not now conform to the use regulations.

Nonemergency medical transport service. Transportation service that provides transport of medical patients on a nonemergency basis.

Nursing home. A licensed facility which provides nursing care and related medical services on a 24-hour-per-day basis to individuals due to illness, disease, or physical or mental infirmity but not for persons in need of hospital care.

Occupancy, certificate of. A document issued by the city allowing the occupancy or use of a building and certifying that the structure or use has been constructed or will be used in compliance with all applicable codes and ordinances of the city.

Office, professional. A location used primarily for conducting the affairs of a commonly recognized business, profession, service, industry, government, or like activity.

Open space. A land area that is not occupied by a building, structure, parking area, street, alley or required yard.

Park. A public or private area of land, with or without buildings, intended for outdoor active or passive recreational uses.

Park and ride facilities. Parking lots or structures located along public transit routes designed to encourage transfer from private automobile to mass transit or to encourage carpooling for purposes of commuting, or for access to recreation areas.

Parking lot. An open area, other than a street, used for the parking of automobiles.

Parking space. A space within a building or private or public parking lot, exclusive of driveways, ramps, columns, office and work areas, for the parking of a vehicle or motorcycle.

Parking, stacked. On-site space designed to provide vehicle queuing.

Peak hour trips (PHT). Average number of trips generated by a development at its most intense hours of operation.

Permanent makeup salon. An establishment that provides tattooing, micropigmentation, microblading, nano-needle technology, or similar permanent cosmetic techniques with the purpose of mimicking temporary makeup such as eyeliner, lipstick, or to give the appearance of darker or thicker eyebrows; but not including the tattooing of designs, letters, figures, or symbols.

Person. A natural person, heirs, executors, administrators or assigns, and also includes a firm, partnership or corporation, its or their successors or assigns, or the agent of any of the aforesaid.

Pet store. A retail sales establishment primarily involved in the sale of domestic animals, such as dogs, cats, fish, birds, reptiles, excluding exotic animals and farm animals such as horses, goats, sheep, pigs and poultry.

Planning and zoning commission. An appointed group of citizens with delegated authority to recommend boundaries of original zoning districts and appropriate regulations to be enforced therein; to hold public hearings and prepare a final report for the city council on recommendations for changes in zoning district boundaries or regulations in zoning districts; to hold public hearings and prepare a final report for the city council on recommendations for the enforcement of regulations in zoning districts including specific use permits and nonspecified uses; and to prepare and maintain a city's master plan, zoning code, master sign plan, and other tasks as outlined/requested by the city council. Members of the planning and zoning commission serve in a dual capacity per §§ 211.007 and 212.006 of the Texas Local Government Code.

Planter. A raised area containing plant material defined by a hard edge such as walls, large pots and other similar physical containment design.

Plant nursery I. Any business, the primary use of which is the cultivation of plant material for transplanting, for use as stocks, for budding and grafting or for sale, consisting of one acre minimum, with no outside storage of equipment or supplies other than live plant material, subject to screening requirements as stated in article 3.05

Plant nursery II. Any business, the primary use of which is the cultivation of plant material for transplanting, for use as stocks, for budding and grafting or for sale, consisting of one acre minimum, for temporary sales, subject to screening requirements as stated in article 3.05

Plant nursery III. Any business, the primary use of which is the cultivation of plant material for transplanting, for use as stocks, for budding and grafting or for sale, consisting of one acre minimum, to include greenhouse, with outside storage subject to screening requirements as stated in article 3.05

Plant nursery IV. Any business, the primary use of which is the cultivation of plant material for transplanting, for use as stocks, for budding and grafting or for sale, consisting of one acre minimum, to include nursery sales, greenhouse, and wholesale, subject to screening requirements as stated in article 3.05

Plat/plot. A plat of a lot, drawn to scale, showing the actual measurements, the size and location of any existing buildings or buildings to be erected, the location of the lot in relation to abutting streets, and other such information.

Primary use. The primary or predominant use of any lot or parcel.

Projected traffic. The traffic which is projected to be at an existing or proposed street during the proposed development's peak hour of use. Also refer to "Peak hour trips."

Public improvement. Work within dedicated rights-of-way or easements.

Public trees. Any trees, shrubs, bushes and all woody vegetation on city-owned property and rights-of-way, city parks, and in all areas owned by the city to which the public has access.

Public way. Any street, alley or similar parcel of land essentially unobstructed from the ground to the sky, which is deeded, dedicated or otherwise permanently appropriated to the public for public use.

Quorum. The number of member(s) or alternate(s) of a body that when duly assembled, is legally competent to transact business.

Recreation. See "Entertainment."

Recreational vehicle. A vehicular unit, other than a manufactured home, whose gross floor area is less than 320 square feet, which is designed as a temporary dwelling for travel, recreational and vacation use, and which is either self-propelled, mounted on or pulled by another vehicle. Examples include, but are not limited to, a travel trailer, camping trailer, truck camper, motor home, fifth-wheel trailer or van.

Regulating plan. A plan that is required as part of a multi-phased development which ensures that access and amenities are provided in a consistent and comprehensive manner.

Renovation. To restore to a former or better state through interior and/or exterior remodeling of a structure, other than ordinary repair.

Repair shop. An establishment which restores by replacing or putting together that which is broken.

Restaurant. An establishment, the primary use of which is the provision of food and beverages for on-premise consumption, and where any sale of alcohol is accessory to the primary use.

Restaurant, drive-in/take-out. An establishment where food and/or beverages are sold in a form ready for consumption, where all or a significant portion of the consumption takes place or is designed to take place outside the confines of the restaurant, and where ordering and pickup of food may take place from a vehicle.

Retail sales. Establishments engaged in selling goods or merchandise to the general public of personal or household consumption and rendering services incidental to the sale of such goods.

School, public. Any institution, the primary function of which is to provide primary or secondary education or a scholastic institution accredited by the State of Texas.

School, vocational and/or technical. A school establishment to provide for the teaching of industrial, clerical, managerial or artistic skills. This definition applies to schools that are owned and operated privately for profit and that do not offer a complete educational curriculum.

Screening. A method of visually shielding or obscuring one abutting or nearby structure or use from another by a barrier or device constructed of metal, wood, brick, stone, block, or other suitable materials, singly or in combination. See also article 3.05 of the Leon Valley City Code.

Self-service storage facility. A facility or area with limited access, which is divided into separate compartments no larger than 500 square feet in size and is accessible from an interior or exterior door for use by individuals or businesses for the storage of property.

Service. Provision of something which is helpful to others whether for profit or nonprofit, not including repair or maintenance of goods, but specifically including establishments where the primary use is the provision of food or alcohol.

Setback. See "Building line."

Short-term rental (STR). A residential dwelling unit, apartment, condominium or accessory dwelling, that may or may not be owner or lessee occupied; where sleeping areas are rented to overnight guests for a period less than 30 consecutive days (but not less than 12 hours).

Site plan. A detailed set of plans including such things as building footprints, parking, landscaping, building elevations and exterior building materials.

Special exception. A procedure for approving the specific location of designated uses that are allowed in certain districts, but that require specific screening and supervision to minimize adverse neighborhood impacts. The enabling act anticipates that the board of adjustment will decide special exceptions, with authority to approve, deny or condition permits for such use(s).

Specific use permit (SUP). A permit required through public hearing determining whether or not the use will adversely affect the character and appropriate use of the area or neighborhood in which the use is proposed to be located; that it will not substantially depreciate the value of adjacent and nearby properties for the use in accordance with the regulations of the zoning district in which the use will be located; that it will be in keeping with the spirit and intent of this Code; that it will not adversely affect the implementation of the approved master plan; that it will comply with applicable standards of the district in which it is proposed to be located; and that it will not adversely affect traffic, public health, public utilities, public safety and the general welfare of the city.

Specific use permit, continuous. A specific use permit, which is continuous in nature, and runs with the property as opposed to being occupant specific.

Stoop. A structure that is located approximately at the level of the first floor of the structure and intended to provide access to a residential unit.

Storage. Safekeeping of goods and/or materials in a warehouse or other depository; where the safekeeping is the principal object of deposit, and not for consumption or sale.

Story. That portion of a building included between the upper surface of any floor and the upper surface of the floor next above, except that the topmost story shall be that portion of a building included between the upper surface of the topmost floor and the ceiling or roof above. If the finished floor level directly above a usable or unused under-floor space is more than six feet above grade as defined herein for more than 50 percent of the total perimeter or is more than 12 feet above grade as defined herein at any point, such usable or unused under-floor space shall be considered as a story.

Street. Any street, avenue, boulevard, road, parkway, viaduct, drive, or other roadway in a city, town, or village, generally paved, and lined or intended to be lined by structures on each side. It includes all urban ways which can be and are generally used for travel, but does not normally include service entrances or driveways leading off from the street onto adjoining premises.

Street presumption. The condition of a street (classification and carrying capacity) as it will exist after final improvement as proposed by the city's major thoroughfare plan or the capacity indicated by the right-of-way acquired by city on any boundary street.

Street, private. A right-of-way or easement in private ownership not dedicated or maintained as a public street, which affords the principal means of access to two or more sites.

Street yard area. The area of a lot which lies between the property line at a dedicated street right-of-way and the actual front wall line of the building, or, if no building, to the rear property line. Such building wall lines extend from the outward corners of the buildings as illustrated in appendix B of this article.

Streetscape. The urban element that establishes the major part of the public realm. The streetscape is composed of thoroughfares (travel lanes for vehicles and bicycles, parking lanes for cars, and sidewalks or paths for pedestrians) as well as the visible private frontages (building facades and elevations, porches, yards, fences, awnings, etc.), and the amenities of the public frontages (street trees and plantings, benches, streetlights, etc.).

Structure. Any construction, or any production or piece of work artificially built up or composed of parts joined together in some definite manner. That which is built or constructed; an edifice or building of any kind.

Study area boundary. The limits of the area in which analysis is conducted or for which information is provided. This area is determined by the property owner or its representative based on the size of the development and the peak hour trips projected to be generated by the proposed development. In the case of a level 1 or 2 traffic impact analysis, this area may include the site, and the area within a distance no greater than 1/4 mile along the boundary streets from the boundary of the site. In the case of a level three traffic impact analysis, this area will be determined by the property owner based on sound engineering judgment and agreed to by the city, but in all cases shall be less than the area contained in a one-mile radius from the site. In those instances where the property owner has neither submitted preliminary plans nor applied for an initial development permit prior to the effective date of this article; the determination of the area to be studied by the property owner must be approved by the city engineer for all levels of traffic impact analyses; and before granting approval of a level 2 traffic impact analysis, the city engineer may require the area of the study to exceed the maximum area prescribed above by 1/4 mile.

Subdivision. The division of a tract, lot or parcel of land into two or more lots, plats, sites or other divisions of land.

Sub-prime or nonprime loans. A type of loan that is offered at a rate above prime to individuals who do not qualify for prime rate loans.

Suite hotel. A suite of rooms in a structure arranged, designed, or occupied for temporary housing and rented or leased on a daily, weekly, or semipermanent basis, and which includes kitchen facilities for cooking and complete housekeeping.

Tattooing. Any method of placing permanent designs, letters, scrolls, figures, symbols, permanent makeup, or any other marks upon or under the skin with ink or another substance, by the aid of needles or any other instruments designed to touch or puncture the skin, resulting in either the coloration of the skin, or the production of scaring.

Telecommunication. The transmission, between or among points specified by the user, of audio and/or visual information of the user's choosing, without change in the form or content of the information as sent and received.

Telecommunications service. The offering of telecommunications for a fee directly to the public, or to such classes of users as to be effectively available directly to the public, regardless of the facilities used.

Temporary use. A use that is authorized by this article to be conducted for a fixed period of time. Temporary uses are characterized by but not limited to such activities as the sale of agricultural products, clothing and/or accessories, construction buildings and equipment sheds, fireworks, carnivals, flea markets, seasonal and/or holiday products and garage sales.

Tower. Any structure that is designed and constructed primarily for the purpose of supporting one or more antennas, including self-supporting lattice towers, guy towers, or monopole towers.

Tower, electric transmissions. A self-supporting structure in excess of 50 feet (15 meters) in height designed to support high voltage electric lines. This does not include local utility or distribution poles (with or without transformers) designed to provide electric service to individual customers.

Tower, guyed. Any telecommunications tower supported in whole or in part by cables anchored to the ground.

Tower, ham radio. An accessory use of property involving a self-supporting or guyed tower, less than 50 feet (15 meters) in height, used for private, noncommercial radio communications.

Tower, monopole. A self-supporting telecommunications tower which consists of a single vertical pole fixed into the ground and/or attached to a foundation.

Tower, self-supporting lattice. A telecommunications tower which consists of an open network of metal braces forming a tower which is usually triangular or square in cross-section.

Tower, telecommunications. A self-supporting or guyed structure more than 20 feet (six meters) in height, built primarily to support one or more telecommunications antennae.

Townhouse. An attached dwelling unit located on a platted lot which shares at least one common or abutting wall with another such unit. Townhouses are grouped together in clusters of three to six units and shall have rear entry garages.

Tractor. A farm device used for drawing, towing, pulling or powering other farm machinery which cannot propel itself.

Traffic impact analysis (TIA). A report analyzing anticipated roadway conditions with and without an applicant's development.

Tree, heritage Any tree that has been designated by the city council, after public hearing and due notice to the owner of the tree, as a tree of notable interest and value to the city because of its location, size, age, or historical association with the community or having a diameter of 24 inches or greater.

Tree, large. Trees of any species that are 12 inches or larger in diameter.

Tree, living. Trees having at least 50 percent of the total normal canopy intact and in a healthy condition.

Tree, medium. Trees that are eight inches in diameter or larger, up to 12 inches.

Tree, multi-trunk. A tree having two or more trunks arising from the root collar or main trunk.

Tree, small. Trees that are four to seven inches in diameter, sometimes providing an underlying layer of tree canopy for medium to large and heritage trees.

Trees, shrub forms, vines, ground covers, turf grasses and grasses-bunch shall be defined as any of the above, such as those listed within this article. Tree is additionally defined. In order to qualify under the provisions of this Code as a tree, said tree, when planted, must be at least two inches in diameter at a height no less than 12 inches above the ground. The tree diameter must be determined from a single trunk.

Tree, urban. A tree species specifically selected for its ability to withstand harsh urban conditions, its upright branching habit, and its non-invasive root system. All required urban trees shall be:

(1) At least three-inch caliper.

(2) Single trunk.

(3) "Limbed up" to six feet.

Urban trees shall utilize plants from the city's approved plant list. Tree wells for urban trees shall be a minimum of 20 square feet in size with a minimum four feet in width.

Trip distribution. The measure of the number of vehicles or passenger movements that are or will be made between geographic areas.

Trip generation. The total number of vehicle trip ends produced by a specific land use or activity.

Trip generation summary. A table summarizing the trip generation characteristics of the development (on-site only) for the entire day and the a.m. and p.m. peak periods including the rates and units used to calculate the number of trips. Information on appropriate trip generation rates and procedures may be obtained by contacting the development department. Institute of Transportation Engineers trip rates will be used whenever possible.

Truck. A vehicle designed primarily for hauling cargo and material.

Truck, heavy. Trucks with a weight over 33,000 pounds which are primarily used to pull heavy trailers. Such trucks are referred to as semi-trucks/trailers, or tractor-trailer trucks.

Truck, light. Trucks with a weight of up to 14,000 pounds used for light hauling or towing, as well as everyday transportation. Light trucks include but are not limited to pickups, minivans, full-sized vans, and sport utility vehicles.

Truck, medium. Trucks with a weight of up to 33,000 pounds which are typically used as dump trucks, garbage trucks, local freight delivery trucks, and utility vehicles.

Turf. Continuous plant coverage consisting of grass species such as bermuda, buffalo, zoysia or any other native species of grass, designed to be drought tolerant to the South Texas area.

Understory tree. A self-supporting wood plant with one or more trunks which attains a height of no taller than 15 feet.

Unnecessary hardship. Special circumstances applicable to a piece of property, whereby a property owner may be deprived of privileges commonly enjoyed by other properties in the same vicinity and zone, and which may result in a disparity of privileges. Also known as "undue hardship."

Use. The activity occurring on a lot or parcel for which land or a building is arranged, designed or intended, or for which land or a building is or may be occupied, including all accessory uses.

Use, change of. The change within the classified use of a structure or premise.

Variance. An authorization to a property owner to depart from literal requirements of zoning regulations in utilization of his property in cases in which strict enforcement of the zoning regulations would cause undue hardship because of special circumstances applicable to it, where the property owner is deprived of privileges commonly enjoyed by other properties in the same vicinity and zone, and which adjustment remedies disparity in privileges.

Vehicle, motor. A self-propelled device licensed by the state as a motor vehicle and used for the transportation of people or goods over roads.

Veterinary clinic or hospital. A facility for the medical and clinical treatment of animals by an individual licensed to practice veterinary medicine in the State of Texas, including short-term boarding of animals.

Warehouse. Structure used for the reception and storage of goods and merchandise. The term may include any structure used to hold goods, stores or wares for long- or short-term storage.

Wholesale. Establishments or places of business primarily engaged in selling merchandise to retailers; to industrial, commercial, institutional, or professional business users; to other wholesalers; or acting as agents or brokers and buying merchandise for, or selling merchandise to, such individuals or companies.

Xeriscape. A landscaping method that employs drought-resistant plants and landscaping arrangements in an effort to conserve resources, especially water.

Yard. An open, unoccupied space on a lot, other than a court, which is unobstructed from the ground upward by buildings or structures except as otherwise provided in this article.

Yard, front. A yard extending across the full width of the lot, the depth of which is the minimum horizontal distance between the front lot line and a line parallel thereto.

Yard, rear. A yard extending across the full width of the lot, the depth of which is the minimum horizontal distance between the rear lot line and a line parallel thereto.

Yard, side. An open, unoccupied space on the same lot with the building and between the building line and the side lot line.

Zoning. The division of a city by legislative regulation into districts and the prescription and application in each district of regulations having to do with structural and architectural designs of buildings and of regulations prescribing use to which buildings within designated districts may be put.

Zoning amendment. A legislative change of an existing comprehensive zoning ordinance. Amendments must be adopted with all formalities required by the enabling act, including planning and zoning commission recommendations, notice to landowners in a designated area, when required, published notice of legislative consideration, public hearings, and final passage of an amending ordinance.

Zoning map. The official map as approved by the city council, as amended from time to time, which displays the various zoning districts.

(1972 Code, sec. 30.202; Ordinance 07-034, sec. 1, adopted 8-8-07; Ordinance 07-054, sec. 1, adopted 11-5-07; Ordinance 10-048, sec. 1, adopted 11-16-10; 2008 Code, sec. 14.02.052; Ordinance 14-02, sec. II(A), adopted 4-14-14; Ordinance 2020-10, sec. 1, adopted 3-3-20; Ord. No. 2021-20, § 1, 4-20-2021; Ord. No. 2021-61, § 1, 12-7-2021; Ord. No. 2023-16, § 1, 5-16-2023; Ord. No. 2025-12, § 1, 5-20-2025; Ord. No. 2025-16, § 1(Exh. A), 8-5-2025)

Secs. 15.02.053—15.02.100 Reserved

DIVISION 3. ADMINISTRATION

Sec. 15.02.101 Primary responsibility for enforcement

The zoning officer(s) shall be the designated authority charged with the administration and enforcement of this article. The zoning officer(s) shall be appointed by the city manager. The zoning officer(s) also serves as the staff advisor to the city council, planning and zoning commission, board of adjustment, city staff, and citizens relating to the administration, interpretation, implementation, and enforcement of the provisions of this article.

(1972 Code, sec. 30.301; 2008 Code, sec. 14.02.101; Ordinance 2020-10, sec. 2, adopted 3-3-20)

Sec. 15.02.102 Duties

The zoning officer(s) shall have the following duties:

(1) The zoning officer(s) shall have the power to make inspections of buildings and premises to carry out the duties prescribed herein.

(2) The zoning officer(s) shall examine all building permit applications and shall certify that the proposed construction, moving, alteration, or use complies with the provisions of this article.

(3) The zoning officer(s) shall certify all certificates of occupancy prior to their issuance.

(4) The zoning officer(s) shall investigate alleged violations of this article, and shall conduct a visual inspection of all uses within the city. If a violation or suspected violation is found, enforcement efforts shall be undertaken by the zoning officer(s).

(5) The zoning officer(s) shall perform such other duties as assigned by the mayor relating to the administration, interpretation, implementation, and enforcement of the provisions of this article.

(1972 Code, sec. 30.302; 2008 Code, sec. 14.02.102)

Sec. 15.02.103 Certificate of occupancy

(a) A certificate of occupancy shall be obtained for any of the following:

(1) Occupancy and use of a building hereafter erected or structurally altered.

(2) Change in use of an existing building to a use of a different classification.

(3) Occupancy and use of vacant land.

(4) Change in the use of land to a use of a different classification.

(5) Any major or significant modification, alteration, or change in a nonconforming use.

(6) Business ownership name change; and

(7) A short-term rental (STR) is not required to obtain a certificate of occupancy.

(b) Application for certificate of occupancy shall be obtained through the planning and zoning department after submittal of:

(1) A complete and accurate application.

(2) Owner affidavit

(3) Failure to maintain accurate and/or updated information as submitted in the application is punishable by a fine of up to $500.00 per day, per violation.

(1972 Code, sec. 30.303; 2008 Code, sec. 14.02.103; Ordinance 2019-19 adopted 4-16-19; Ord. No. 2021-20, § 1, 4-20-2021; Ord. No. 2021-44, § 1, 9-7-2021; Ord. No. 2023-045, § 1, 11-21-2023)

Sec. 15.02.104 Occupancy without certificate prohibited

No such use, or change of use, shall be permitted unless a certificate of occupancy, approved by the zoning officer(s), has been issued.

(1972 Code, sec. 30.304; 2008 Code, sec. 14.02.104)

Sec. 15.02.105 Procedure for new or altered buildings

Written application for a certificate of occupancy for a new building or for an existing building which is to be altered shall be made at the same time as the application for the building permit for such building. Said certificate shall be issued within ten days after a written request for the same has been made to the zoning officer(s) or his

agent, and only after the erection or alteration of such building or part thereof has been completed in conformity with the provisions of this article. The zoning officer(s) shall issue the certificate of occupancy not more than ten days after the erection or alteration has been approved by the city.

(1972 Code, sec. 30.305; 2008 Code, sec. 14.02.105)

Sec. 15.02.106 Procedure for vacant land use or change in building use

Written application for a certificate of occupancy for the use of vacant land, or for a change in the use of land or a building, or for a change in a nonconforming use to a conforming use, as herein provided, shall be submitted to the zoning officer(s) for review on forms available in the zoning officer(s)'s office. If the proposed use is in conformity with the provisions of this article and has been approved by the zoning officer(s), the certificate of occupancy shall be issued within ten days after the application has been made.

(1972 Code, sec. 30.306; 2008 Code, sec. 14.02.106)

Sec. 15.02.107 Contents of certificate of occupancy

Every certificate of occupancy shall state that the building or the proposed use of a building or land complies with all provisions of Leon Valley's codes and ordinances. A record of all certificates of occupancy shall be kept on file in the office of the zoning officer(s) or a designee and copies shall be furnished upon request to any person having proprietary or tenancy interest in the building or land affected.

(1972 Code, sec. 30.307; 2008 Code, sec. 14.02.107)

Sec. 15.02.108 Temporary certificate

Pending the issuance of a regular certificate, a temporary certificate of occupancy may be issued by the zoning officer(s) for a period not exceeding six months, during the completion of alterations or during partial occupancy of a building pending its completion. Such temporary certificates shall not be construed as in any way altering the respective rights, duties, or obligations of the owners or of the city relating to the use or occupancy of the premises or any other matter covered by this article.

(1972 Code, sec. 30.308; 2008 Code, sec. 14.02.108)

Sec. 15.02.109 Amendments to the zoning map and text

(a) *Purpose of amendments.* The purpose of an amendment procedure is to provide for changes in the text of the zoning ordinance (text amendment) and to change the boundaries of zoning districts (rezoning) shown on the official zoning map. Since these regulations represent the city's effort to provide for the orderly development of the community, no change shall be made in these regulations except:

(1) To correct an error in the regulations or map;

(2) To recognize changed or changing conditions or circumstances in a particular locality or area; or

(3) To recognize a change in public plans or policies that affect the property.

(1972 Code, sec. 30.309; 2008 Code, sec. 14.02.109)

Sec. 15.02.110 Comprehensive planning activities

The zoning administrator shall assist the planning and zoning commission in the development and implementation of the city's comprehensive master plan. There shall be no amendment made to this article which is not in compliance with the city's long-range comprehensive planning program and the city's master plan.

(1972 Code, sec. 30.310; 2008 Code, sec. 14.02.110; Ordinance 2020-10, sec. 3, adopted 3-3-20)

Sec. 15.02.111 Applicant qualifications

Any person, corporation, or authorized agent interested in any property, or owner of property may initiate proceedings to allow the consideration of a change in the zoning classification of such property or to the regulations pertaining to said property. In the event that ownership stated on the application and that shown on city records are different, the applicant shall submit proof of ownership or legal standing to submit the application or must provide a notarized letter of authorization from the property owner. The planning and zoning commission or city council may, on its own motion, initiate proceedings to consider a change to the zoning on any property or to the regulations pertaining to property, when it finds that the public interest would be served by consideration of such a request.

(1972 Code, sec. 30.311; 2008 Code, sec. 14.02.111; Ordinance 2020-10, sec. 4, adopted 3-3-20)

Sec. 15.02.112 Application form and content

Each application for a text amendment, rezoning, specific use permit, or nonspecified use permit shall be made in writing on a form provided by the zoning officer(s) and shall be filed with the zoning officer(s). Each application shall be accompanied by payment of the fees as set forth in Leon Valley City Code, appendix A, Fee Schedule as amended or revised by ordinance from time to time. An application for a rezoning shall also include any plat(s), field notes, metes and bounds descriptions, plans and/or drawings in a form acceptable to the zoning officer(s) and containing sufficient information necessary to determine the impact on properties affected by the rezoning request. Where information is lacking or inadequate at the time of submission, the applicant shall be notified as to the nature and extent of the deficiency, and the record shall be retained as an intent to apply until such deficiency is remedied. No docket number shall be assigned in such cases until the required information has been supplied.

(1972 Code, sec. 30.312; 2008 Code, sec. 14.02.112; Ordinance adopting 2017 Code)

Sec. 15.02.113 Action by planning and zoning commission

(a) Applications must be submitted to the zoning officer(s) and all appropriate fees paid. Upon receipt of a complete application for a zoning map amendment (rezoning), and all outstanding issues having been resolved, the zoning officer(s) shall assign the application a docket number and set a date for a public hearing before the planning and zoning commission and the city council.

(b) Not less than ten days before the public hearing before the planning and zoning commission, written notice shall be sent to all owners of real property, as indicated on the most recently approved municipal tax roll, located within 200 feet of the property to be rezoned or as otherwise resolved by the city council. The notice may be served by its deposit in the United States mail, within the city, properly addressed with postage paid.

(c) Not less than ten days before the public hearing before the planning and zoning commission, signage shall also be placed at the property subject to public hearing for a possible zone change, in a location visible to adjacent public streets, which states the date, time, location, and requested zoning action for the property.

(d) From the date of recommendation by the commission, a public hearing shall be held before the city council regarding the same matter within 90 days of such commission recommendation or the recommendation is void.

(e) The applicant may choose to request public hearings before both the commission and the city council by paying the total applicable fees for both hearings at the same time. If such option is elected, the date of the public hearing before the city council shall be set at the next regularly scheduled meeting of the city council following the public hearing at which a decision is made by the commission.

(1972 Code, sec. 30.313; 2008 Code, sec. 14.02.113; Ordinance 2002-12 adopted 3-3-20)

Sec. 15.02.114 Withdrawal of application

Prior to the issuance of the notice of a public hearing before the planning and zoning commission and city council, the applicant may, by written notice to the zoning officer(s), withdraw the application or request rescheduling of the public hearing to a later regular meeting date. Once public notice is given, the applicant may withdraw the application or request for rescheduling only with the approval of the city council. The city council may reject a request to withdraw an application or request to reschedule and conduct the public hearing as stated in the notification and take action as appropriate within the context of the public notice provided. Not less than 15 days before the public hearing, notice of the hearing shall be published in an official newspaper or a newspaper of general circulation in the city.

(1972 Code, sec. 30.314; 2008 Code, sec. 14.02.114; Ordinance 2020-10, sec. 5, adopted 3-3-20)

Sec. 15.02.115 Denial of request—Time period for reapplication

No application for rezoning, specific use or nonspecific use of any lot(s) or block(s) of land situated in the city shall be received or filed with the commission and no hearing had thereon, if within six months prior thereto an application was received or filed on the same lot(s) or block(s) of land. This time restriction shall apply whether said application was withdrawn before or after action by the commission, and whether or not final hearing and action has been filed by the city council.

(1972 Code, sec. 30.315; 2008 Code, sec. 14.02.115)

Sec. 15.02.116 Planning and zoning commission report

After public hearing, the planning and zoning commission shall submit a report to the city council with a recommendation that the application be approved, tabled, or denied, and state the vote of the commission.

(1972 Code, sec. 30.316; 2008 Code, sec. 14.02.116; Ordinance 2017-45 adopted 8-15-17; Ordinance 2020-10, sec. 6, adopted 3-3-20)

Sec. 15.02.117 Protests

In the event a protest to an application is filed with the zoning officer(s), duly signed and acknowledged, by the owners of either:

(1) Twenty percent or more of the area of the lots or land covered by the proposed change; or

(2) By 20 percent or more of the area of the lots or land immediately adjoining the area covered by the proposed change and extending 200 feet from such area; such application shall not become effective

except by affirmative vote of three-fourths of all the members of the city council. In computing the percentage of land area to be considered, the area of streets and alleys shall be included.

(1972 Code, sec. 30.317; 2008 Code, sec. 14.02.117)

Sec. 15.02.118 Action by the city council

Upon receipt of the report from the planning and zoning commission, the city council shall hold a public hearing for the purpose of consideration the proposed change to the zoning map or text. Not less than 15 days before the public hearing, notice of the hearing shall be published in an official newspaper or a newspaper of general circulation in the city.

(1972 Code, sec. 30.318; 2008 Code, sec. 14.02.118; Ordinance 2020-10, sec. 7, adopted 3-3-20)

Sec. 15.02.119 Approval and execution of changes

If finally approved by the required number of votes of the city council, the mayor shall execute the ordinance.

(1972 Code, sec. 30.319; 2008 Code, sec. 14.02.119)

Sec. 15.02.120 Expiration of an application

Any pending application shall be automatically approved if no action of any kind has been taken on it by the city council for a period of one year.

(1972 Code, sec. 30.320; 2008 Code, sec. 14.02.120)

Sec. 15.02.121 Liability

This article shall not be construed to relieve from or lessen the responsibility of any person owning, operating or controlling any building or parcel of land for any damages to persons or property caused by defects, nor shall the enforcement agency or its jurisdiction be held as assuming any such liability by reason of the reviews or permits issued under this article.

(1972 Code, sec. 30.321; 2008 Code, sec. 14.02.121)

Secs. 15.02.122—15.02.180 Reserved

DIVISION 4. NONCONFORMANCE

Sec. 15.02.181 Purpose

Within the districts established by this article or amendments thereto, there exist lots, structures, uses of land and structures, and characteristics of use which were lawful before this ordinance was enacted, amended or otherwise made applicable to such lots, structures or uses, but which do not conform to the regulations of the district in which they are located. It is the intent of this section of the ordinance to permit such nonconformance to continue, under regulations herein contained, until the same are removed, but not to encourage their survival.

(1972 Code, sec. 30.401; 2008 Code, sec. 14.02.181)

Sec. 15.02.182 Nonconformance incompatibility

Nonconforming uses are hereby declared to be incompatible with the permitted uses in the districts involved.

(1972 Code, sec. 30.402; 2008 Code, sec. 14.02.182)

Sec. 15.02.183 Enlargement prohibited

It is further the intent of this article that nonconforming uses shall not be enlarged upon, expanded, or extended, nor be used as a basis for adding other structures or uses prohibited elsewhere in the same district. Except as herein provided, no nonconforming use of land or buildings, or any nonconforming structure shall be enlarged, changed, or altered, except in conformity with the regulations contained in this article.

(1972 Code, sec. 30.403; 2008 Code, sec. 14.02.183)

Sec. 15.02.184 Nonconformance status

Any use or structure which does not conform to the regulations contained in the zoning district in which it is located is deemed to be a legal nonconforming use when:

(1) The use or structure was in existence and lawfully operating at the time of the passage of this ordinance, and has since been in regular and continuous use; or

(2) The use or structure was lawfully being used at the time of the adoption of any amendment to this ordinance and by such amendment was placed in a district where it is not otherwise permitted; or

(3) The use or structure was in existence at the time of annexation to the city and has since been in regular and continuous use.

(1972 Code, sec. 30.404; 2008 Code, sec. 14.02.184)

Sec. 15.02.185 Continuing lawful use of property

(a) The lawful use of land existing at the time of the passage of this ordinance, although it does not conform to the provisions herein, may be continued until termination is required in accordance with the provisions of this article. During the period between designation as a nonconforming land use activity and notification of a prescribed termination date, if discontinuance occurs, any future use of the premises must be in conformity with the general provisions of this article.

(b) A legal nonconforming use, when discontinued or abandoned, cannot be resumed. Prima facie evidence of continuance [discontinuance] or abandonment is as follows:

(1) When land associated with a legal nonconforming use ceases to be used in such a manner for a period of 120 days.

(2) When a structure associated with a nonconforming use ceases to be used in such a manner for a period of 120 days.

(1972 Code, sec. 30.405; 2008 Code, sec. 14.02.185)

Sec. 15.02.186 Development of nonconforming lots

Nonconforming lots which do not meet the minimum area, width, or depth requirements for the district in which they are located may be used for any lawful purpose permitted within the zoning district in which they are located. However, the use of such a lot shall be subject to a determination by the zoning officer(s) that a good faith effort has been made to follow all rules and regulations associated with this article.

(1972 Code, sec. 30.406; 2008 Code, sec. 14.02.186)

Sec. 15.02.187 Proof of legal nonconformance

It shall be the responsibility of the owner, operator, or occupant to provide proof that a nonconforming structure or use of land or building existed prior to the enactment of this ordinance.

(1972 Code, sec. 30.407; 2008 Code, sec. 14.02.187)

Sec. 15.02.188 Restoration of damaged property

Nothing in this article shall prevent the restoration of a building that is destroyed by fire, explosion, or other casualty or act of God, or a public enemy by less than 50 percent of the appraised value of the building, nor the continued occupancy or use of such a building or part which existed at the time of such destruction.

(1972 Code, sec. 30.408; 2008 Code, sec. 14.02.188)

Sec. 15.02.189 Substitution of nonconforming uses or structures prohibited

No nonconforming use or structure may be substituted for any other nonconforming use or structure. Only uses permitted by right and approved specific uses may be substituted for nonconforming uses or structures.

(1972 Code, sec. 30.409; 2008 Code, sec. 14.02.189)

Sec. 15.02.190 Enlargement of nonconformance prohibited

No nonconforming use or structure may be extended or enlarged, and no nonconforming use of land may be enlarged or increased, to occupy a greater area of land than was occupied at the time the site achieved nonconforming status.

(1972 Code, sec. 30.410; 2008 Code, sec. 14.02.190)

Sec. 15.02.191 Termination of nonconformance

The right to use a parcel of land or a structure in a nonconforming manner shall terminate under any of the following circumstances:

(1) When the use is abandoned.

(2) When any provision of this or any other ordinance of the city is violated.

(3) When a nonconforming use is changed to a conforming use by means of an amendment to the zoning text or map.

(1972 Code, sec. 30.411; 2008 Code, sec. 14.02.191)

Sec. 15.02.192 Lot size and densities

No lot shall be reduced or diminished so that the yards or other open spaces shall be smaller than as prescribed in this article, nor shall the density of population be increased in any manner except in conformity with the area regulations established herein. Side yard areas, used to comply with minimum requirements of this article, for a building, shall not be included as a part of the required areas of any other building.

(1972 Code, sec. 30.412; 2008 Code, sec. 14.02.192)

Secs. 15.02.193—15.02.250 Reserved

DIVISION 5. FEES

Sec. 15.02.251 Fees schedule

Fees for zoning text amendments, rezoning, specific use permits, nonspecified use permits, board of adjustment requests and any other permits or review procedures associated with this article shall be established by the city council and shall be set as per Leon Valley City Code, appendix A, Fee Schedule as amended or revised by ordinance from time to time.

(1972 Code, sec. 30.501; 2008 Code, sec. 14.02.251; Ordinance adopting 2017 Code)

Sec. 15.02.252 Waiver of fees

The city council, upon a vote of the majority of members present, may waive the fee for an amendment, specific use permit, or any other permit or review procedure associated with this article. However, fees may be waived only in the case of extreme hardship on the applicant or in cases where a submission of a zoning action is required by the city council, zoning commission or the board of adjustment.

(1972 Code, sec. 30.502; 2008 Code, sec. 14.02.252)

Sec. 15.02.253 Attributable fees

All fees attributable to non-staff consultants such as a city attorney, city engineer, contract inspector, and other similar contract personnel shall be payable by the applicant. Failure to pay such fees shall suspend or nullify the review or approval of an application until such fees are paid in full.

(1972 Code, sec. 30.503; 2008 Code, sec. 14.02.253)

Secs. 15.02.254—15.02.300 Reserved

DIVISION 6. DISTRICTS, BOUNDARIES, AND USE REGULATIONS

Sec. 15.02.301 Districts

The city is hereby divided into 13 zoning districts and boundaries as follows:

"R-1" Single-Family Dwelling District

"R-2" Two-Family Dwelling District

"R-3" Multiple-Family Dwelling District

"R-3A" Multiple-Family Retirement Community District

"R-4" Townhouse Dwelling District

"R-5" Manufactured Home Dwelling District

"R-6" Garden House District

"R-7" Single-Family Medium Density District

"O-1" Office District

"B-1" Small Business District

"B-2" Retail District

"B-3" Commercial District

"I-1" Industrial District

(1972 Code, sec. 30.601; 2008 Code, sec. 14.02.301; Ord. No. 2025-16, § 1(Exh. A), 8-5-2025)

Sec. 15.02.302 Boundaries

(a) *General.* The boundaries of these districts are indicated on the zoning map of the city, which is on file in the official office of the city.

(b) *Interpretation.* Where uncertainty exists with respect to the boundaries of any of the following districts as shown on the zoning map, the following rules shall apply:

(1) Where district boundaries are indicated as approximately following the centerline of streets or highways, street lines or highway right-of-way lines, such centerlines, street lines, or highway right-of-way lines shall be construed to be said boundaries;

(2) Where district boundaries are so indicated that they approximately follow the lot lines, such lot lines shall be construed to be said boundaries;

(3) Where district boundaries are so indicated that they are approximately parallel to the centerlines or street lines of streets, or the centerlines or right-of-way lines of highways, such district boundaries shall be construed as being parallel thereto and at such distance therefrom as indicated on the zoning map. If no distance is given, such dimension shall be determined by the use of the scale on said zoning map;

(4) In property which is not subdivided, the district boundary lines on the zoning map shall be determined by use of scale appearing on the map, or by more detailed descriptions that may be available in the official records of the city;

(5) In the case of a district boundary line dividing a property into two parts, the district boundary line shall be determined by use of the scale appearing on the zoning map, or by more detailed descriptions that may be available in the official records of the city;

(6) Where the streets or alleys on the ground differ from the streets or alleys as shown on the zoning map, the streets or alleys on the ground shall control; and

(7) Where conflict exists between the official zoning map of the city and the official records of the city, the records shall control.

(1972 Code, sec. 30.602; 2008 Code, sec. 14.02.302)

Sec. 15.02.303 Annexation zoning

(a) *"Temporary R-1" zoning established.* All territory annexed to the city shall be automatically classified as "temporary R-1" single-family dwelling district and the only uses which shall be permitted therein are those permitted in the permanent "R-1" district. If within six months from annexation such property has not been permanently zoned, the city shall appropriately zone such property on behalf of the property owner.

(b) *Permanent zoning upon annexation.* The owner or owners of property being annexed to the city upon petition (as provided in chapter 43, of the Texas Local Government Code) may apply at the time of annexation for a permanent zoning on the land being annexed and such application shall be processed as any other request for zoning. If timely filed and the proper notice and hearing procedures have been followed prior to the council meeting in question, the city council can give such territory its permanent zoning at the same meeting at which it is annexed.

(1972 Code, sec. 30.603; 2008 Code, sec. 14.02.303)

Sec. 15.02.304 Description and purpose of districts

(a) *Purpose.* It is the purpose of this section:

(1) To protect the character of the residential areas by regulating the placement of certain uses and any unenclosed activities or uses which could intrude upon the lifestyle of the community through inappropriate lighting, noise, vibration, smoke, dust, or pollutants; and

(2) To protect the character of the business community by allowing certain incidental uses appropriate to certain zoning districts which would not intrude upon the character of the residential areas.

(b) *Purpose of overlay district and applicability.*

(1) *Purpose of overlay district standards.* It is the purpose of the Gateway Overlay District standards:

(A) To establish standards to protect and improve the character of business areas in the city, and to guide the appropriate mixing of residential and nonresidential uses where permitted within the overlay districts.

(2) *Applicability of overlay district standards.* The overlay district standards shall apply to all parcels of land in the Gateway Overlay District.

(1972 Code, sec. 30.604; Ordinance 10-049, sec. 1, adopted 11-16-10; 2008 Code, sec. 14.02.304; Ord. No. 2025-16, § 1(Exh. A), 8-5-2025)

Sec. 15.02.305 Regulations for all districts

(a) *Use.* No land shall be used for and no building shall be erected for or converted to any use other than provided in the regulations prescribed for the district in which it is located, except as hereinafter provided.

(b) *Height.* No building shall be erected, constructed, extended, enlarged, reconstructed or structurally altered to exceed the height limit herein established for the district in which such building is situated, with the following exceptions:

(1) Those exceptions listed in the definition of height found in this article;

(2) In any district any main structure may be erected or altered to a height in excess of that specified for the district in which the structure is located provided that each required side and rear yard is increased one foot for each two feet of such excess height.

(c) *Area.* No lot shall be reduced or diminished so that the yards or other open spaces shall be smaller than as prescribed in this article, nor shall the density of population be increased in any manner except in conformity with the area regulations established herein. Side yard areas, used to comply with minimum requirements of this article, for a building, shall not be included as a part of the required areas of any other building. Every building hereafter erected shall be located on a lot as herein defined and in no case shall there be more than one main structure/building on a lot in the "R-1," "R-2" or "B-1" districts, or as otherwise provided herein, and in no case shall any building be hereafter erected on more than one lot.

(d) *Vision clearance.*

(1) On any corner lot on which a front yard is required by this article, no wall, fence or other structure shall be erected and no hedge, shrub, tree or other growth shall be maintained within the triangular area formed by the intersecting street lines and a straight line connecting such street lines at points 25 feet from the point of intersection, measured along such street lines.

(2) On any corner lot on which front and side yards are required, no wall, fence, structure, sign, tree, shrub, or hedge may be maintained as to cause danger to traffic by obstructing the view, and when topography prevents a clear view, this obstruction shall be removed.

(e) *Front yard.* The front yard heretofore required shall be adjusted in the following cases:

(1) Where 40 percent or more of frontage on one side of a street between two intersecting streets is developed with buildings that have observed, with a variation of five feet or less, a front yard greater or lesser in depth than herein required, new buildings shall not be erected closer to the street than the building line so established by the existing buildings, however, this regulation shall not be interpreted as requiring a building line of more than 50 feet.

(2) Open and unenclosed terraces or porches, carports, patios, eaves, and roof extensions may project into the required front yard for a distance not to exceed four feet, with the exception of a carport in an R-1 Single Family Dwelling Zoning District, which is allowed to project into the required front yard area for a distance not to exceed 15 from the front property line. The carport must be permanently attached to the existing residential structure at the roof line.

(f) *Side and rear yard.*

(1) Every part of the required side or rear yard shall be open and unobstructed except for accessory buildings as permitted herein and the ordinary projection of window sills, belt courses and other ornamental features projecting not to exceed 12 inches. Eaves and awnings on main residential structures may project to within three feet of a side lot line.

(2) Noncombustible accessory buildings may be built in the rear yard except that when such accessory building is combustible or located closer than 15 feet to the main building, it shall observe the same side yard as required of the main building.

(3) Open or lattice-enclosed fire escapes, fireproof outside stairways, balconies opening upon fire towers, and ordinary projections of chimneys and flues into rear yard may project in the side or rear yard for a distance not to exceed four feet.

(4) Terraces, uncovered porches, platforms, and ornamental features which do not extend more than three feet above the ground (first) floor level of the building may project into a required side yard provided such projections not be erected closer than two feet from the side lot line.

(g) *Lot area.* On any lot separately platted as of September 21, 1965, a single-family house may be erected even though of less area than required by these regulations, with the requirement that it be connected to a public sewage disposal system.

(h) *Location of dwellings and buildings.* Only one main building for single- or two-family use, with permitted accessory buildings, may be located upon a lot.

(i) *Outer courts.* Whenever an outer court in a building used or intended to be used for dwelling purposes is formed by three exterior walls of the building in which are located any openings, windows or doors for light, access, air or ventilation, the mean depth of the court measured from the base wall to a line projected from the outer edge of one protruding wall shall not be greater than 1½ times the distance between the two protruding walls. Whenever the depth of the court equals or exceeds 50 percent of the distance between the protruding walls, the minimum width of an outer court shall be 12 feet for one standard story buildings, 20 feet for two standard story buildings, 30 feet for three standard story buildings, and for buildings exceeding three standard stories in height, the width of an outer court shall be increased one foot for each (2) feet the building exceeds three standard stories.

(j) *Fences.*

(1) Fences shall be required to be in compliance with article 3.05 of this Code, as amended, with the following exception which is intended to take precedence over and govern any conflict with article 3.05 of this Code:

(A) In I-1 districts, not fronting residential or commercial districts, and not located to adversely affect site distance at street and/or alley intersections, there shall be no limitation as to fence height.

(k) *Summary of height, area and yard requirements.*

(1) The requirements for height, yard and area set out in this article are intended to protect the health, safety and welfare of property owners by establishing minimum standards. These standards are outlined for the individual districts in table format. In some cases, additional details regarding height, yard and area standards are provided for certain districts in the sections below. This section is intended to be interpreted in its entirety as it relates to the specific requirements for each zoning district.

(2) In the case of any lot or land parcel, it is hereby required that such lot or parcel must front onto a public street and be provided with public utilities and fire protection.

(l) *Residence in nonresidential zone.* It is the intention of this article that no residential use of any type occur in the B-2, B-3 or I-1 zones and that R-3 uses not occur in any other zoning district and that R-5 uses not occur in any other zoning district, unless:

(1) The use provides a residence for a caretaker residing on the premises in the B-2, B-3 or I-1 zones; or

(2) The use is constructed as a part of, and provides a residence used in conjunction with, the nonresidential use.

(3) The use is a part of an approved mixed use development (MX-1 district).

(m) *Overlay district.* The Gateway Overlay District incorporates additional requirements which may supersede certain requirements of the following divisions of this article and article 3.04 (signs), as follows;

(1) Division 6, districts, boundaries and use regulations.

(2) Division 7, permitted use table.

(3) Division 8, parking regulations.

(4) Division 9, landscaping.

(1972 Code, sec. 30.605; Ordinance 10-049, sec. 2, adopted 11-16-10; 2008 Code, sec. 14.02.305; Ord. No. 2022-8, § 1, 3-1-2022; Ord. No. 2025-16, § 1(Exh. A), 8-5-2025)

Sec. 15.02.306 "RE-1" residential estate district

(a) *Purpose and description.*

(1) This district provides areas for low density single-family uses which provide a buffer between agricultural and higher density areas of the city. Minimum lot size requirements are provided in order to allow for market and design flexibility while preserving neighborhood and rural character. The district regulations are designed to encourage a suitable neighborhood environment for family life by including among the permitted uses such facilities as schools, libraries, and neighborhood recreation centers. The district regulations are designed to: (A) protect the residential character of the areas by prohibiting commercial and industrial activities; (B) encourage a suitable neighborhood environment; and (C) preserve the openness of the area by requiring that certain minimum yard and area standard requirements are met.

(2) The R-1L [sic] district implements the following policies of the master plan:

(A) Encourage patterns of urban development that provide a full range of housing choices and promote a sense of community, urban vitality and the efficient provision of infrastructure.

(B) Encourage connectivity throughout the city.

(b) *Lot regulations.*

(1) *Area.* Lots must have a minimum area of 43,560 square feet.

(2) *Frontage.* Minimum frontage of 150 feet along a public right-of-way.

(3) *Depth.* Minimum of 150 feet.

(4) *Height.* Maximum of 2-1/2 stories allowed.

(c) *Setback requirements.*

(1) *Front yard.* There shall be a front yard having a minimum of 50 feet from front property line to main structure.

(2) *Rear yard.* There shall be a rear yard of not less than 50 feet from rear property line to rear of main structure.

(3) *Side yard.* There shall be a side yard of not less than twenty (25) [sic] feet from side property line to main structure. On corner lots the external side yard shall be not less than 50 feet. See article 10.02 (subdivision ordinance) for garage setbacks.

(4) *Corner lot.* Where lots abut on two intersecting or intercepting streets, where the interior angle of intersection or interception does not exceed 135 degrees, a side yard shall be provided on the street side equal to the front yard.

(5) *Reverse frontage.* On corner lots, where interior lots have been platted or sold, fronting on the side street, a side yard shall be provided on the street side equal to the front yard on the lots in the rear. No accessory building on said corner lot shall project beyond the front line of the lots in the rear.

(d) *Other.*

(1) *Accessory buildings.* Shall be allowed, but shall be subject to the setback requirements applicable to the main structure.

(2) *Landscaping.* The use of drought tolerant turf grasses, such as zoysia or buffalo tif or combination, or other drought tolerant plantings and hardscape is strongly recommended.

(3) *Lighting.* All outdoor lighting shall be hooded and all light emissions shielded, and shall be oriented such that light is directed towards the property and does not trespass onto surrounding properties. Lights affixed to the buildings shall be mounted no higher than the eaves of said building. Lights affixed to a pole shall be mounted no higher than 40 percent of the distance from the front property line to the main structure.

(4) *Nonconforming dwellings.* The provisions of floor space and masonry above shall not be applicable to nonconforming dwellings in existence on the date of the adoption thereof or to dwellings-built hereafter on the same lot to replace such nonconforming dwellings as may be destroyed by fire, windstorm or other involuntary cause.

(5) *Parking.* Two off-street parking spaces shall be provided for each residential structure.

(6) *Public facilities.* Each lot shall be connected to the city's public water and sewer system, and shall have appropriate sidewalks and fire protection. See article 10.02 (subdivision ordinance).

(e) *Storage.* Outside storage is not allowed in the RE-1 district, with the exception of vehicles, trailers, recreational vehicles and boats in accordance with article 3.05 and article 12.03 of the city Code. All items to be stored must be completely contained in either the main structure, garage or an accessory building.

(Ord. No. 2025-16, § 1(Exh. A), 8-5-2025)

Sec. 15.02.307 "R-1" single-family dwelling

(a) *Purpose and description.*

(1) This district provides areas for low density single-family uses which provide a buffer between agricultural and higher density areas of the city. Minimum lot size requirements are provided in order to allow for market and design flexibility while preserving neighborhood character. The district regulations are designed to encourage a suitable neighborhood environment for family life by including among the permitted uses such facilities as schools, libraries, and neighborhood recreation centers. The district regulations are designed to: (1) protect the residential character of the areas by prohibiting commercial and industrial activities; (2) encourage a suitable neighborhood environment; and (3) preserve the openness of the area by requiring that certain minimum yard and area standard requirements are met.

(2) The R-1 district implements the following policies of the master plan:

(A) Encourage patterns of urban development that provide a full range of housing choices and promote a sense of community, urban vitality and the efficient provision of infrastructure.

(B) Encourage connectivity throughout the city.

(b) *Lot regulations.*

(1) *Area.* Lots must have a minimum area of 8,400 square feet.

(2) *Frontage.* Minimum frontage of 70 feet along a public right-of-way.

(3) *Depth.* Minimum of 120 feet.

(4) *Floor space.* Minimum floor space of 1200 square feet of heated living space shall be provided in each one-story dwelling, 1400 square feet for each two-story dwelling.

(5) *Height.* Maximum of 2-1/2 stories allowed.

(c) *Setback requirements.*

(1) *Front yard.* There shall be a front yard having a minimum of 25 feet from front property line to main structure.

(2) *Rear yard.* There shall be a rear yard of not less than 30 feet from rear property line to rear of main structure.

(3) *Side yard.* There shall be a side yard of not less than five feet from side property line to main structure. On corner lots the external side yard shall be not less than ten feet. See article 10.02 (subdivision ordinance) for garage setbacks.

(4) *Corner lot.* Where lots abut on two intersecting or intercepting streets, where the interior angle of intersection or interception does not exceed 135 degrees, a side yard shall be provided on the street side equal to the front yard.

(5) *Reverse frontage.* On corner lots, where interior lots have been platted or sold, fronting on the side street, a side yard shall be provided on the street side equal to the front yard on the lots in the rear. No accessory building on said corner lot shall project beyond the front line of the lots in the rear.

(d) *Other.*

(1) *Accessory buildings.* Shall be allowed but shall be located no closer than five feet from any property line and must be located in the side or rear yard. In no case shall an accessory building occupy more than 30 percent of the total open space in the rear yard; with the following exceptions:

a. No setback shall be required for accessory buildings located within a side or rear yard which abuts an alley with a minimum 20 feet of public rights-of-way; or

b. No setback shall be required for accessory buildings located within a side or rear yard, which were constructed prior July 7, 2021, and are located a minimum of ten feet from the nearest structure on an abutting property.

(2) *Landscaping.* The use of drought tolerant turf grasses, such as zoysia or buffalo tif or combination, or other drought tolerant plantings and hardscape is strongly recommended.

(3) *Lighting.* All outdoor lighting shall be hooded and all light emissions shielded, and shall be oriented such that light is directed towards the property and does not trespass onto surrounding properties. Lights affixed to the buildings shall be mounted no higher than the eaves of said building. Lights affixed to a pole shall be mounted no higher than 40 percent of the distance from the front property line to the main structure.

(4) *Reserved.*

(5) *Nonconforming dwellings.* The provisions of floor space and masonry above shall not be applicable to nonconforming dwellings in existence on the date of the adoption thereof or to dwellings built hereafter on the same lot to replace such nonconforming dwellings as may be destroyed by fire, windstorm or other involuntary cause.

(6) *Parking.* Two off-street parking spaces shall be provided for each residential structure.

(7) *Public facilities.* Each lot shall be connected to the city's public water and sewer system, and shall have appropriate sidewalks and fire protection. See article 10.02 (subdivision ordinance).

(8) *Storage.* Outside storage is not allowed in the R-1 district, with the exception of vehicles, trailers, recreational vehicles and boats in accordance with article 3.05 and article 12.03 of the Leon Valley City Code. All items to be stored must be completely contained in either the main structure, garage or an accessory building.

Figure 1 (R-1 Single-Family Dwelling)

(1972 Code, sec. 30.606; Ordinance 07-033 adopted 8-8-07; 2008 Code, sec. 14.02.306; Ord. No. 2021-33, § 1, 8-3-2021; Ord. No. 2023-35, § 1, 9-19-2023; Ord. No. 2025-16, § 1(Exh. A), 8-5-2025)

Sec. 15.02.308 "R-2" two-family dwelling

(a) *Purpose and description.*

(1) This district provides areas for low and medium density one- and two-family dwelling uses, which provide a buffer from agricultural and single-family districts and the higher density areas of the city. Minimum lot size requirements are provided in order to allow for market design and flexibility while preserving the neighborhood character. The district regulations are designed to: (1) protect the residential character of the area by prohibiting commercial and industrial activities, apartments and manufactured homes; (2) encourage a suitable neighborhood environment; and (3) preserve the openness of the area by requiring that certain minimum yard and area standard requirements are met. The district regulations are designed to encourage a suitable neighborhood environment for family life by including among the permitted uses such facilities as schools, libraries, and neighborhood recreation centers.

(2) The R-2 district implements the following policies of the master plan:

(A) Encourage patterns of urban development that provide a full range of housing choices and promote a sense of community, urban vitality and the efficient provision of infrastructure.

(B) Encourage connectivity throughout the city.

(b) *Lot regulations.*

(1) *Area.* A minimum lot area of 10,200 square feet shall be provided.

(2) *Depth.* A minimum depth of 120 feet, shall be provided, except as hereinafter provided.

(3) *Floor space.* Must provide a living area in each one-story structure of not less than 1,600 square feet; and in each two-story structure of not less than 1,800 square feet; and shall be heated living space as in the R-1 (single-family dwelling) district.

(4) *Frontage.* Minimum frontage of the lot shall be 85 feet along a public right-of-way.

(5) *Height.* A maximum of 2-1/2 stories allowed.

(c) *Setbacks.*

(1) *Front yard.* There shall be a minimum front yard of 20 feet shall be provided.

(2) *Rear yard.* There shall be a minimum of 30 feet shall be provided.

(3) *Side yard.* There shall be a minimum of five feet shall be provided on each side, except on corner lots the external side shall be not less than 20 feet.

(4) *Corner lot.* Where lots abut on two intersecting or intercepting streets, where the interior angle of intersection or interception does not exceed 135 degrees, a side yard shall be provided on the street side equal to the front yard.

(5) *Reverse frontage.* On corner lots, where interior lots have been platted or sold, fronting on the side street, a side yard shall be provided on the street side equal to the front yard on the lots in the rear. No accessory building on said corner lot shall project beyond the front line of the lots in the rear.

(d) *Other.*

(1) *Accessory buildings.* Accessory buildings are allowed, but shall be located no closer than five feet from any property line and shall not occupy more than 25 percent of the open space in the rear yard of each unit. In no case is an accessory building allowed in the front yard.

(2) *Landscaping.* The use of drought tolerant turf grasses, such as zoysia or buffalo tif or combination, or other drought tolerant plantings and hardscape is strongly recommended.

(3) *Lighting.* All outdoor lighting shall be hooded and all light emissions shielded, and shall be oriented such that light is directed towards the property and does not trespass onto surrounding properties. Lights affixed to buildings shall be mounted no higher than the eaves of said buildings. Lights affixed to a pole shall be mounted no higher than 40 percent of the distance from the front property line to the main structure.

(4) *Reserved.*

(5) *Nonconforming structures.* The provisions of floor space and masonry above shall not be applicable to nonconforming dwellings in existence on the date of the adoption thereof or to dwellings built hereafter on the same lot to replace such nonconforming dwellings as may be destroyed by fire, windstorm or other involuntary cause.

(6) *Parking.* Two off-street parking spaces shall be provided for each separate unit in the structure.

(7) *Public facilities.* Each lot shall be connected to the city's public water and sewer system and shall have appropriate sidewalks and fire protection. See article 10.02 (subdivision ordinance).

(8) *Storage.* Outside storage is not allowed in the R-2 district, with the exception of vehicles, trailers, recreational vehicles and boats in accordance with article 3.05 and article 12.03 of the Leon Valley City Code. Items to be stored must be completely contained in either the main structure, garage or an accessory building.

Figure 2 (R-2 Two-Family Dwelling)

(1972 Code, sec. 30.607; 2008 Code, sec. 14.02.307; Ord. No. 2025-16, § 1(Exh. A), 8-5-2025)

Sec. 15.02.309 "R-3" multiple-family dwelling district

(a) *Purpose and description.*

(1) The R-3 district is composed of areas containing multiple-family dwellings. The district regulations are designed to: (1) protect the residential character of the area by prohibiting commercial and industrial activities and manufactured homes; (2) encourage a suitable neighborhood environment; (3) prevent overcrowding of the land by requiring certain minimum yard and other open spaces for all buildings; (4) avoid excessive population density by requiring a certain minimum building site area for each building unit; and (5) provide a buffer between retail and single-family dwelling areas.

(2) The R-3 district implements the following policies of the master plan:

(A) Encourage patterns of urban development that provide a full range of housing choices and promote a sense of community, urban vitality and the efficient provision of infrastructure.

(B) Encourage connectivity throughout the city.

(b) *Lot regulations.*

(1) *Area.* A lot on which there is erected or converted a multiple-family dwelling shall contain an area of not less than 10,400 square feet for the first three units and 1,200 square feet for each additional unit.

(2) *Depth.* Minimum of 120 feet.

(3) *Floor space.* Minimum of 600 square feet.

(4) *Frontage.* A minimum frontage of 95 feet is required along a public right-of-way.

(5) *Height.* A maximum of three stories is allowed in the R-3 district.

(6) *Density.* None.

(c) *Setback requirements.*

(1) *Front yard.* There shall be a front yard having a minimum of 20 feet from the property line to the building structure.

(2) *Rear yard.* There shall be a rear yard having a minimum of 25 feet from the structure to the rear property line.

(3) *Side yard.* There shall be a side yard having a minimum of ten feet from the structure to the side property line.

(4) *Vision clearance area.* On any corner lot no wall, fence or other structure shall be erected and no hedge, shrub, tree or other growth shall be maintained within the triangular area formed by the

intersecting street lines and a straight line connecting such property lines at points 25 feet from the point of intersection, measured along such street lines.

(5) *Building distance.* The required space between buildings is 15 feet.

(d) *Other.*

(1) *Accessory buildings.* Accessory buildings shall in no case consist of more than 20 percent of the total lot area.

(2) *Landscaping.* A total of 35 percent of the total overall area must be landscaped and not less than five percent of the R-3 area shall be covered by plantings and amenities other than sod, subject to the approval of the city. The use of drought tolerant turf grasses, such as zoysia or buffalo tif or combination, or other drought tolerant plantings and hardscape is strongly recommended. See appendix A for a list of trees, shrubs and plants suitable for the region. Also see Landscaping, division 9 of this article, for other applicable regulations.

(3) *Lighting.* All outdoor lighting shall be hooded and all light emissions shielded, and shall be oriented such that light is directed towards the property and does not trespass onto surrounding properties. Lights affixed to the buildings shall be mounted no higher than the eaves of said building. Lights affixed to a pole shall be mounted no higher than 40 percent of the distance from the front property line to the main structure.

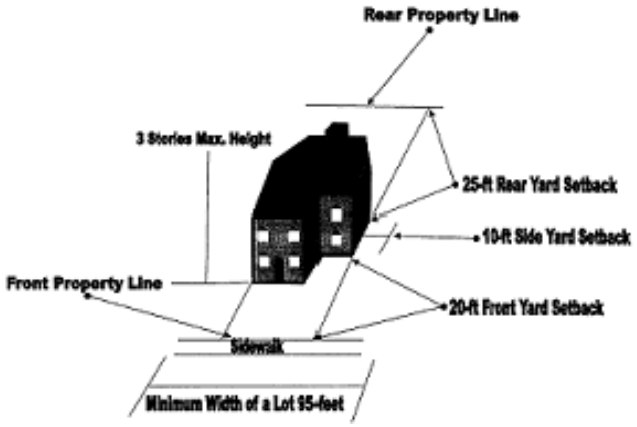
(4) *Nonconforming structures.* The provisions of subsection (b) above shall not be applicable to nonconforming dwellings in existence on the date of the adoption thereof or to dwellings built hereafter on the same lot to replace such nonconforming dwellings as may be destroyed by fire, windstorm or other involuntary cause.

(5) *Parking.* A minimum of one space for each one-bedroom unit, two spaces for each two-bedroom unit and one space for each additional unit shall be provided.

(6) *Public facilities.* Each lot shall be connected to the city's public water and sewer system and shall have appropriate sidewalks and fire protection. See article 10.02 (subdivision ordinance).

(7) *Storage.* Outside storage is not allowed in the R-3 district, with the exception of vehicles, trailers, recreational vehicles and boats in accordance with article 3.05 and article 12.03 of the Leon Valley City Code. Items to be stored must be completely contained in either the apartment units, garages or accessory buildings.

1Figure 3 (R-3 Multiple-Family Dwelling



(1972 Code, sec. 30.608; Ordinance 07-033 adopted 8-8-07; 2008 Code, sec. 14.02.308; Ord. No. 2025-16, § 1(Exh. A), 8-5-2025)

Sec. 15.02.310 "R-3A" multiple-family retirement district

(a) *Purpose and description.* The R-3A multiple-family retirement district is designed for more planned developments consisting of at least five acres, containing one or more residential clusters of cottages or apartment houses or a combination thereof, and appurtenant common areas, intended for rental or leasing to individuals of retirement age (seniors). The R-3A district implements the policies of the master plan by 1) protecting the residential character of the area by prohibiting commercial and industrial activities and manufactured homes; 2) encourage a suitable neighborhood environment; 3) prevent overcrowding of the land by requiring certain minimum square footage standards for all buildings; 4) avoiding excessive population density by requiring a certain minimum site area for each retirement community; and 5) protecting the community resources in light of increased housing demands for seniors.

(b) *Lot regulations.*

(1) *Area.* Not less than five acres will be zoned or used for an R-3A multiple-family retirement community. Except that 100 percent of the area zoned R-3A may be used for R-1 or R-6, to the extent that either: 1) all of the R-3A area is used, or 2) no less than 5 acres of R-3A area remains for use as R-3A.

(2) *Density.* In any cottage area of the R-3A zone, the number of units per acre shall not exceed ten. For apartment house areas of the R-3A zone, the requirement of R-3 multifamily dwellings shall apply. Apartment house areas shall in no case consist of more than 20 percent of the total lot area.

(3) *Depth.* A minimum of 120 feet.

(4) *Floor space.* For cottages there shall be a heated living area of not less than 850 square feet and not more than 1,500 square feet per unit.

(5) *Frontage.* There shall be a minimum lot frontage of 95 feet on a public right-of-way.

(6) *Reverse frontage.* On corner lots where interior lots have been platted or sold, fronting on the side streets, a side yard shall be provided on the side street equal to the front yard on the lots in the rear. No accessory building on said corner lot shall project beyond the front line of the lots in the rear.

(7) *Double frontage.* Where lots have double frontage, running through from one street to another, the required front yard shall be provided on both streets.

(8) *Height.* No cottage shall exceed one standard story in height. No apartment buildings shall exceed three standard stories in height.

(c) *Setback requirements.*

(1) *Front yard.* There shall be a front yard having a minimum depth of 30 feet, except as hereinafter provided.

(2) *Rear yard.* There shall be a rear yard having a minimum depth of 30 feet.

(3) *Side yard.* There shall be a side yard on each side of all lots of not less than ten feet.

(4) *Corner lot.* On corner lots the external side yard shall be not less than 20 feet.

(5) *Building distance.* The required space between buildings is 15 feet.

(d) *Other.*

(1) *Accessory buildings.* Accessory buildings shall in no case consist of more than 20 percent of the total lot area.

(2) *Landscaping.* A total of not less than 35 percent of the total overall area, and not less than five percent of the R-3A area shall be covered by plantings and amenities other than sod, subject to the approval of the city, must be landscaped [sic]. The use of drought tolerant turf grasses, such as zoysia or buffalo tif or combination, or other drought tolerant plantings and hardscape is strongly recommended. See appendix A for a list of trees, shrubs and plants suitable for the region. Also see division 9 of this article of the landscaping regulations for other applicable regulations.

(3) *Lighting.* All outdoor lighting shall be hooded and all light emissions shielded, and shall be oriented such that light is directed towards the property and does not trespass onto surrounding properties. Lights affixed to the buildings shall be mounted no higher than the eaves of said building. Lights affixed to a pole shall be mounted no higher than 40 percent of the distance from the front property line to the main structure.

(4) *Nonconforming structures.* The provisions of the above shall not be applicable to nonconforming dwellings in existence on the date of the adoption thereof or to dwellings built hereafter on the same lot to replace such nonconforming dwellings as may be destroyed by fire, windstorm or other involuntary cause.

(5) *Parking.* A minimum of two spaces for each two-bedroom unit and one for each additional bedroom unit shall be provided.

(6) *Public facilities.* All R-3A developments shall be connected to the city's water and sewer system and shall provide sidewalks and fire protection. See article 10.02 (subdivision ordinance).

(7) *Storage.* Outside storage is not allowed in the R-3A district, with the exception of vehicles, trailers, recreational vehicles and boats in accordance with Leon Valley City Code. Items to be stored must be completely contained in either a living unit, garage or an accessory building.

Figure 4 (R-3A Multiple-Family Retirement)

(1972 Code, sec. 30.609; 2008 Code, sec. 14.02.309; Ord. No. 2025-16, § 1(Exh. A), 8-5-2025)

Sec. 15.02.311 "R-4" townhouse district

(a) *Purpose and description.* The R-4 district is composed mainly of areas suitable for townhouse dwellings. The R-4 townhouse district implements the policies of the master plan by 1) protecting the residential character of the areas by prohibiting commercial and industrial activities; 2) encouraging a suitable neighborhood

environment for family life; 3) preserving the openness of the area and the unique residential design of a townhouse, by requiring that certain minimum yard and area standards and building construction standard requirements are met; 4) recognizing that land is a valuable resource and is in short supply within the city; 5) encouraging a level of growth that provides housing opportunities to meet the different housing needs of all income types of the city's present and future populations.

(b) *Lot regulations.*

(1) *Area.* See density requirements.

(2) *Density.* No development shall exceed a density of more than 20 units per acre, nor contain less than 10,000 square feet. The total dwelling units in any group of attached dwellings shall not be less than three.

(3) *Depth.* The minimum depth of the lot shall be 120 feet.

(4) *Floor space.* There shall be a total heated living area in each townhouse unit of not less than the following: One-story - 1,000 square feet; two- or three-story - 1,400 square feet.

(5) *Frontage.* There shall be a minimum of 45 feet per lot of frontage on a public right-of-way.

(6) *Height.* A maximum of three stories shall be allowed in the R-4 district.

(c) *Setback requirements.*

(1) *Front yard.* There shall be a front yard having a minimum depth of 30 feet, except as hereinafter provided.

(2) *Rear yard.* A rear yard setback of 25 feet is required. A rear yard shall not be required when the townhouse lot abuts an alley or access easement having a minimum width of 24 feet which is used to provide ingress and egress to such townhouse development, except that a 25-foot setback is required if a garage entry is used. For townhouse lots that abut at the rear, an alley or access easement having a minimum width of 24 feet shall be required.

(3) *Side yard.* A minimum of ten feet, or 25 feet if garage entry is used, shall separate any townhouse or garage structure from the property line that parallels the curb. Each corner lot shall have a side yard of at least 25 feet. No portion of a townhouse or accessory structure in, or related to, one group of contiguous townhouses shall be closer than ten feet to any portion of a townhouse or accessory structure related to another group. In cases of reversed frontage, a side yard equal, at least, to the depth of the front yard required for a structure fronting the side street shall be required. A side yard of ten feet shall be provided when townhouse lots abut a side lot line outside of the development.

(4) *Corner lot.* Where lots abut on two intersecting or intercepting streets, where the interior angle of intersection or interception does not exceed 135 degrees, a side yard shall be provided on the street side equal to the front yard.

(5) *Reverse frontage.* On corner lots, where interior lots have been platted or sold, fronting on the side street, a side yard shall be provided on the street side equal to the front yard on the lots in the rear. No accessory building on said corner lot shall project beyond the front line of the lots in the rear.

(d) *Other.*

(1) *Accessory buildings.* Shall be allowed, but shall be located no closer than five feet from any property line, and must be located in the rear yard. In no case shall an accessory building occupy more than 25 percent of the total open space in the rear yard.

(2) *Firewall.* A two-hour rated firewall of materials and construction, as required by the currently adopted versions of the International building and fire codes, shall separate each adjacent townhouse unit. The firewall is to be constructed so as to be continuous from the foundation to the roof deck.

(3) *Landscaping.* A total of 35 percent of street yard area must be landscaped. The use of drought tolerant turf grasses, such as zoysia or buffalo tif or combination, or other drought tolerant plantings and hardscape is strongly recommended. See appendix A for a list of trees, shrubs and plants suitable for the region. Also see division 9 of this article for other landscaping regulations.

(4) *Lighting.* All outdoor lighting shall be hooded and all light emissions shielded, and shall be oriented such that light is directed towards the property and does not trespass onto surrounding properties. Lights affixed to the buildings shall be mounted no higher than the eaves of said building. Lights affixed to a pole shall be mounted no higher than 40 percent of the distance from the front property line to the main structure.

(5) *Nonconforming dwellings.* The provisions of this section shall not be applicable to nonconforming dwellings in existence on the date of the adoption thereof or to dwellings built hereafter on the same lot to replace such nonconforming dwellings as may be destroyed by fire, windstorm or other involuntary cause.

(6) *Parking.* Two off-street parking spaces shall be provided for each separate townhouse unit. Garage areas shall not be counted as off-street parking areas. Each townhouse unit shall have at least one street curb parking area 20 feet long.

(7) *Public facilities.* All townhouse developments shall be connected to the city's water and sewer system and shall be provided sidewalks and fire protection. See article 10.02 (subdivision ordinance).

(8) *Storage.* Outside storage is not allowed in the R-4 district, with the exception of vehicles, trailers, recreational vehicles and boats in accordance with article 3.05 and article 12.03 of the Leon Valley City Code. Items to be stored must be completely contained in either the townhouse units, garage or an accessory building.

Figure 5 (R-4 Townhouse)

(1972 Code, sec. 30.610; 2008 Code, sec. 14.02.310; Ord. No. 2025-16, § 1(Exh. A), 8-5-2025)

Sec. 15.02.312 "R-5" manufactured home district

(a) *Purpose and description.* The R-5 district is composed of areas suitable for manufactured homes and manufactured home parks. The R-5 district implements the policies of the master plan by 1) providing adequate protection for both the manufactured home sites and surrounding developments; 2) protecting the residential character of the areas by prohibiting commercial and industrial activities; 3) encouraging a suitable neighborhood environment for family life; 4) providing alternative housing solutions; and 5) preserving the openness of the area and the unique residential design of a manufactured home development, by requiring that certain minimum yard and area standards are met.

(b) *Restrictions.*

(1) No land shall be used and no building shall be erected for or converted to any use other than manufactured home parks as defined and regulated in article 3.07 (manufactured home parks) of the Leon Valley City Code.

(2) Reference is hereby made to article 3.07 (manufactured home parks) of the Leon Valley City Code (as cited above), and particularly to division 4 thereof, for other regulations pertaining to manufactured home parks. Area and other regulations applicable to permitted uses in this district, other than manufactured homes, shall be the same as provided for the R-3 district, as set out in this article.

(c) *Lot requirements.*

(1) *Area.* The total area of a manufactured home park shall be not less than four acres, with served manufactured home spaces.

(2) *Space requirements.* Each manufactured home space shall provide a minimum area of 3,200 square feet, however, no manufactured home space shall have dimensions of less than 40 feet on the narrow dimension, nor 80 feet on the long dimension.

(d) *Setback requirements.*

(1) *General.* No manufactured home shall be closer than ten feet to any property line, nor closer than 25 feet to the property line adjoining a public or private street.

(2) *Front yard.* A minimum of ten feet shall be provided, from the nearest corner of the manufactured home to the front line of the manufactured home space. For other structures on each space, a minimum front yard of ten feet shall be provided.

(3) *Rear yard.* A minimum of 25 feet shall be provided.

(4) *Side yard.* A minimum of 20 feet at any point shall be provided between each manufactured home. If the lot abuts on two streets, a side yard of ten feet shall be provided.

(5) *Corner lot.* Where lots abut on two intersecting or intercepting streets, where the interior angle of intersection or interception does not exceed 135 degrees, a side yard shall be provided on the street side equal to the front yard.

(e) *Other.*

(1) *Accessory buildings.* Accessory buildings are allowed, but shall in no case consist of more than 20 percent of the total manufactured home space.

(2) *Landscaping.* A total of 25 percent of street yard area must be landscaped. The use of drought tolerant turf grasses, such as zoysia or buffalo tif or combination, or other drought tolerant plantings and hardscape is strongly recommended. See appendix A for a list of trees, shrubs and plants suitable for the region. Also see division 9 of this article for other landscaping regulations.

(3) *Lighting.* All outdoor lighting shall be hooded and all light emissions shielded, and shall be oriented such that light is directed towards the property and does not trespass onto surrounding properties. Lights affixed to the buildings and manufactured homes shall be mounted no higher than the eaves of said buildings or homes. Lights affixed to a pole shall be mounted no higher than 40 percent of the distance from the front property line to the main structure.

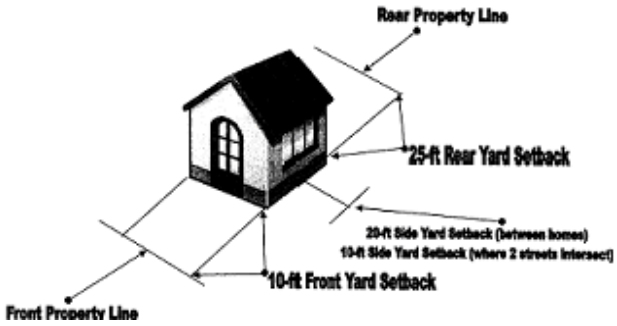
(4) *Parking.* Two off-street parking spaces shall be provided for each manufactured home space, two spaces provided for each office, and five spaces for each laundry or other facility.

(5) *Public facilities.* All R-5 developments shall be connected to the city's water and sewer system and shall provide sidewalks and fire protection, except as provided in article 10.02 (subdivision ordinance).

(6) *Recreational area.* Not less than five percent of the total park area of the manufactured home park shall be devoted to recreational facilities.

(7) *Storage.* Outside storage is not allowed in the R-5 district, with the exception of vehicles, trailers, recreational vehicles and boats in accordance with article 3.05 and article 12.03 of the Leon Valley City Code. All items to be stored must be completely contained in either a manufactured home, garage or other building.

Figure 6 (R-5 Manufactured Home)



(1972 Code, sec. 30.611; 2008 Code, sec. 14.02.311; Ord. No. 2025-16, § 1(Exh. A), 8-5-2025)

Sec. 15.02.313 "R-6" garden house district

(a) *Purpose and description.* The R-6 district is composed mainly of areas containing single-family dwellings. The R-6 district regulations implement the policies of the master plan by 1) protecting the residential character of the areas by prohibiting commercial and industrial activities, apartments, two-family dwellings and manufactured homes; 2) encouraging a suitable neighborhood environment; 3) preserving the openness of the area by requiring that certain minimum yard and area standard requirements be met, however, with greater density being permitted than in the R-1 district.

(b) *Lot regulations.*

(1) *Area of total development.* Not less than three lots with common side lot lines will be zoned for "R-6" garden house. When facing on the same street within the same block, "R-1" single-family dwellings and "R-6" garden houses will not be mixed. However, this does not preclude "R-1" on one side of a street with an "R-6" on the opposite side of the street within the same block or different blocks.

(2) *Area of each lot.* 4,500 square feet.

(3) *Depth.* A minimum of 100 feet.

(4) *Floor space.* There shall be a heated living area in each garden house of not less than the following: one story - 1,000 square feet; two story - 1,400 square feet; two and one-half story - 1,800 square feet. When "R-6" is mixed with "R-1" in the same subdivision, the average heated living area of "R-6" housing shall be at least 75 percent of the average size of the "R-1" structures, but in no event shall the minimum square footage be less than as described above.

(5) *Frontage.* A minimum of 45 feet on a public right-of-way is required.

(6) *Height.* A maximum of 2-1/2 stories is allowed.

(c) *Setback requirements.*

(1) *Front yard.* There shall be a front yard having a minimum depth of 20 feet, except as hereinafter provided.

(2) *Rear yard.* There shall be a rear yard having a minimum depth of 15 feet except where the garage is entered from the rear in which case the minimum rear yard shall be 25 feet exclusive of the area used as a garage. Total square footage of accessory buildings exclusive of a detached garage shall not exceed 150 square feet.

(3) *Side yard.* There shall be a side yard on each side of all lots of not less than five feet, except on corner lots on which external side yard shall not be less than ten feet. Alternatively, one side yard may be reduced to zero feet provided the other side yard is increased to ten feet. However, in no event shall the outside walls of a structure be closer than ten feet to the outside walls of a structure built on an adjacent lot.

(4) *Zero lot line exterior wall.* When a structure is built with a side yard of zero feet, no windows or doors will be built into an exterior side wall so situated. In addition, a six-foot privacy fence will be constructed and maintained by the owner from the rear-most point of such an exterior wall to the rear lot line of the property.

(5) *Corner lot.* Where lots abut on two intersecting or intercepting streets, where the interior angle of intersection or interception does not exceed 135 degrees, a side yard shall be provided on the street side equal to the front yard.

(6) *Double frontage.* Where lots front upon two parallel streets or front upon two streets that do not intersect at the boundaries of the lot, a rear yard shall be provided on the street side equal to the front yard.

(7) *Reverse frontage.* On corner lots, where interior lots have been platted or sold, fronting on the side street, a side yard shall be provided on the street side equal to the front yard on the lots in the rear. No accessory building on said corner lot shall project beyond the front line of the lots in the rear.

(d) *Other.*

(1) *Accessory building.* Shall be allowed, but shall be located no closer than five feet from any property line, and must be located in the rear yard. In no case shall an accessory building occupy more than 20 percent of the total open space in the rear yard.

(2) *Landscaping.* A total of 35 percent of street yard area must be landscaped. The use of drought tolerant turf grasses, such as zoysia or buffalo tif or combination, or other drought tolerant plantings and hardscape is strongly recommended.

(3) *Lighting.* All outdoor lighting shall be hooded and all light emissions shielded, and shall be oriented such that light is directed towards the property and does not trespass onto surrounding properties. Lights affixed to the buildings shall be mounted no higher than the eaves of said building. Lights affixed to a pole shall be mounted no higher than 40 percent of the distance from the front property line to the main structure.

(4) *Nonconforming dwellings.* The provisions above shall not be applicable to nonconforming dwellings in existence on the date of the adoption thereof or to dwellings built hereafter on the same lot to replace such nonconforming dwellings as may be destroyed by fire, windstorm or other involuntary cause.

(5) *Parking.* A total of two off-street parking spaces shall be provided.

(6) *Public facilities.* "R-6" garden houses are permitted only on lots that are connected to the city's water and public sewage disposal system and must conform to the regulations in article 10.02 (subdivision ordinance).

(7) *Storage.* Outside storage is not allowed in the R-6 district, with the exception of vehicles, trailers, recreational vehicles and boats in accordance with article 3.05 and article 12.03 of the Leon Valley City Code. Items to be stored shall be completely contained in either the main structure, garage or an accessory building.

Figure 7 (R-6 Garden Home)

(1972 Code, sec. 30.612; 2008 Code, sec. 14.02.312; Ord. No. 2025-16, § 1(Exh. A), 8-5-2025)

Sec. 15.02.314 "R-7" single-family medium density dwelling

(a) *Purpose and description.*

(1) This district provides areas for other forms of medium density single-family uses which provide a buffer between agricultural and higher density areas of the city. Minimum lot size requirements are provided in order to allow for market and design flexibility while preserving neighborhood character. The district regulations are designed to encourage a suitable neighborhood environment for family life by including among the permitted uses such facilities as libraries, and neighborhood recreation centers. The district regulations are designed to: (1) protect the residential character of the areas by prohibiting commercial and industrial activities; (2) encourage a suitable neighborhood environment; and (3) preserve the openness of the area by requiring that certain minimum yard and area standard requirements are met.

(2) The R-7 district implements the following policies of the master plan:

(A) Encourage patterns of urban development that provide a full range of housing choices and promote a sense of community, urban vitality and the efficient provision of infrastructure.

(B) Encourage connectivity throughout the city.

(b) *Lot regulations.*

(1) *Area.* Lots must have a minimum area of 6,050 square feet.

(2) *Frontage.* Minimum frontage of 55 feet along a public right-of-way.

(3) *Depth.* Minimum of 110 feet.

(4) *Floor space.* Minimum floor space of 1,200 square feet of heated living space shall be provided in each one-story dwelling, 1,400 square feet for each two-story dwelling.

(5) *Height.* Maximum of 2-1/2 stories allowed.

(c) *Setback requirements.*

(1) *Front yard.* There shall be a front yard having a minimum of 20 feet from front property line to main structure.

(2) *Rear yard.* There shall be a rear yard of not less than 15 feet from rear property line to rear of main structure.

(3) *Side yard.* There shall be a side yard of not less than five feet from side property line to main structure. On corner lots the external side yard shall be not less than ten feet, unless there is a side entry garage, then the side setback shall be 20 feet.

(4) *Corner lot.* Where lots abut on two intersecting or intercepting streets, where the interior angle of intersection or interception does not exceed 135 degrees, a side yard shall be provided on the street side equal to the front yard.

(5) *Reverse frontage.* On corner lots, where interior lots have been platted or sold, fronting on the side street, a side yard shall be provided on the street side equal to the front yard on the lots in the rear. No accessory building on said corner lot shall project beyond the front line of the lots in the rear.

(d) *Other.*

(1) *Accessory buildings.* Shall be allowed, but shall be located no closer than five feet from any property line, and must be located in the rear yard. In no case shall an accessory building occupy more than 25 percent of the total open space in the rear yard.

(2) *Landscaping.* The use of drought tolerant turf grasses, such as zoysia or buffalo tif or combination, or other drought tolerant plantings and hardscape is strongly recommended. See division 9 of this article for other landscaping requirements.

(3) *Lighting.* All outdoor lighting shall be hooded and all light emissions shielded, and shall be oriented such that light is directed towards the property and does not trespass onto surrounding properties. Lights affixed to the buildings shall be mounted no higher than the eaves of said building. Lights affixed to a pole shall be mounted no higher than 40 percent of the distance from the front property line to the main structure.

(4) *Parking.* Two off-street parking spaces shall be provided for each residential structure.

(5) *Public facilities.* Each lot shall be connected to the city's public water and sewer system, and shall have appropriate sidewalks and fire protection. See article 10.02 (subdivision ordinance).

(6) *Storage.* Outside storage is not allowed in the R-7 district, with the exception of vehicles, trailers, recreational vehicles and boats in accordance with article 3.05 and article 12.03 of Leon Valley City Code. All items to be stored must be completely contained in either the main structure, garage or an accessory building.

(Ordinance 07-054, sec. 3, adopted 11-5-07; 2008 Code, sec. 14.02.313; Ord. No. 2025-16, § 1(Exh. A), 8-5-2025)

Sec. 15.02.315 Residential use table

P - Allowed by right

SUP - Specific Use Permit

X - Not allowed

Use	RE-1	R-1	R-2	R-3	R-3A	R-4	R-5	R-6	R-7	Notes
Accessory dwelling unit		P	P	P	P	P	P	P	P	**Permitted by right in the R-1 District if lot exceeds 0.5 acres in area.
Adult care	P	P	P	P	P	P	P	P	X	**No more than six adults. See section 15.02.315, "Home occupations" and section 15.02.317, "Adult care facilities"
Child care	P	P	P	P	P	P	P	P	P	**No more than six children. Also see section 15.02.315, "Home occupations" and section 15.02.316, "Child care facilities"
Dwelling, single-family	P	P	P	X	X	P	P	P	P	
Dwelling, two-family	X	X	P	X	X	X	X	X	X	
Dwelling, multiple-family	X	X	X	P	P	X	X	X	X	
Multiple-family retirement	X	X	X	X	P	X	X	X	X	
Dwelling, townhouse	X	X	X	X	X	P	X	X	X	
Dwelling, manufactured	X	X	X	X	X	X	P	X	X	
Dwelling, garden house	X	X	X	X	X	X	X	P	P	
Bed and breakfast	P	P	P	X	X	X	X	P	P	
Boarding house	P	P	P	X	X	X	X	P	X	**Allowed in B-1 (small business) zoning district with a SUP. Also see division 7, "Permitted Use Table"
Club (private)	X	X	X	P	P	P	P	X	X	
Congregate residence	P	P	P	P	P	P	P	P	X	
Cottages	X	X	X	X	P	X	X	X	X	

Group home	P	P	P	X	X	X	X	P	X	**Allowed in B-1 (small business) zoning district
Home occupation	P	P	P	P	P	P	P	P	P	**See section 15.02.315, "Home occupations"
Lodge (private)	X	X	X	P	P	P	P	X	X	
Church	P	P	P	P	P	P	P	P	X	
Library	X	X	X	P	P	P	P	X	X	
Museum	X	X	X	P	P	P	P	X	X	
Post office	X	X	X	P	P	P	P	X	X	
Short-term rental	P	P	P	P	P	P	P	P	P	Shall not require certificate of occupancy
School	X	X	X	P	P	P	P	X	X	

(1972 Code, sec. 30.613; 2008 Code, sec. 14.02.314; Ordinance 2018-89 adopted 12-4-18; Ord. No. 2021-20, § 1, 4-20-2021; Ord. No. 2021-30, § 1, 7-20-2021; Ord. No. 2021-61, § 1, 12-7-2021; Ord. No. 2025-16, § 1(Exh. A), 8-5-2025)

Sec. 15.02.316 Home occupations

(a) *Purpose and description.*

Home occupation regulations.

(1) *General.* Home occupations shall be permitted in all residential zoning districts, provided the home occupation is clearly and obviously subordinate to the main use or dwelling unit for residential purposes. Home occupations shall be conducted wholly within the primary structure or existing accessory building which is on the premises.

(2) *Conditions.*

(A) *Area.* Not to exceed 25 percent of the floor area of the primary structure or 50 percent of all accessory buildings on the premises.

(B) *Personnel.* Other than those related by blood, marriage or adoption, no more than one person, other than the owner, can be employed in the home occupation;

(C) *Inventory and supplies.* Shall not occupy more than 50 percent of the area permitted to be used as a home occupation;

(D) *Outside display/storage.* None allowed;

(E) *Signage.* The home occupation shall not involve the use of advertising signs on the premises or any other advertising media which calls attention to the fact that the dwelling unit is being used for a home occupation, with the exception of a telephone number listing and one nameplate, not exceeding one square foot in area, provided the nameplate is nonilluminated and attached flat to the dwelling unit or visible through a window;

(F) *Prohibited home occupations.* Auto repair or maintenance, beauty culture schools, beauty parlors, barbershops, electricians, plumbers, sheetmetal shops, furniture repair, sexually oriented commercial enterprises, catering or other similar uses, shall not be allowed. The use of electrical or mechanical equipment that would change the fire rating of the dwelling or create visible or

audible interference in radio or television receivers or cause fluctuations in line voltage outside the dwelling unit is prohibited; and/or the home occupation shall not involve the use of commercial vehicles for delivery of materials to and from the premises, nor shall any commercial vehicles be stored at the residence;

(G) *Child care facilities.* The care for payment of more than six unrelated children shall require a specific use permit;

(H) *Parking.* Sales and services to patrons shall be arranged by appointment and scheduled so that not more than one patron vehicle is on the premises at the same time; two additional parking spaces shall be provided on the premises, except only one need be provided if the home occupation does not have an employee;

(I) *Appearance.* The dwelling unit shall not be altered nor shall the home occupation be conducted in a manner which would cause the premises to differ from its residential character either by the use of colors, materials, construction, lighting, signs, increased traffic or the emission of odors, sounds or vibrations.

(1972 Code, sec. 30.614; 2008 Code, sec. 14.02.315; Ord. No. 2025-16, § 1(Exh. A), 8-5-2025)

Sec. 15.02.317 Child care facilities

Child care is allowed by right in residential zoning districts, if the number of children being cared for does not exceed six children. Various options are hereby adopted which shall apply partially or totally to the operation of a child care facility, nursery or kindergarten, in a residential zone. The following conditions are adopted:

(1) No construction features shall be permitted which would place structure out of character with the surrounding neighborhood;

(2) The child care facility shall be registered and/or licensed and the operator shall be approved by the Texas Department of State Health Services (TDSHS) when such licensing and/or approval is available from TDSHS. Proof of said licensing/approval by TDSHS and any other state agency which regulates child care operators is a requirement for obtaining a permanent certificate of occupancy;

(3) A specific use permit "SUP" is required for the operation of any child care facility in residential districts if the number of children being cared for is more than six (see table of permitted uses).

(4) A certificate of occupancy is required for operation of a child care facility in a residence where more than six children are being cared for, for a fee;

(5) In residential districts, the child care facility will be clearly incidental to the residential use of the dwelling and shall not change the essential residential character of the dwelling (refer to home occupation regulations);

(6) In residential districts, the operator of the child care facility must reside on subject property;

(7) In residential districts, hours of operation shall not be permitted before 6:30 a.m. or after 7:30 p.m.;

(8) In residential districts, the child care facility shall be located within the main structure on the lot, and the lot [the facility] shall not utilize more than 75 percent of the gross floor area of the main structure.

(1972 Code, sec. 30.615; 2008 Code, sec. 14.02.316; Ord. No. 2025-16, § 1(Exh. A), 8-5-2025)

Sec. 15.02.318 Adult care facilities

Adult care facilities are allowed by right in residential zoning districts, if the number of adults being cared for does not exceed six persons. Various options are hereby adopted which shall apply partially or totally to the operation of an adult care facility in a residential zone. The following conditions are adopted:

(1) No construction features shall be permitted which would place structure out of character with the surrounding neighborhood;

(2) The adult care facility shall be registered and/or licensed and the operator shall be approved by the Texas Department of State Health Services (TDSHS) when such licensing and/or approval is available from TDSHS. Proof of said licensing/approval by TDSHS and any other state agency which regulates adult care operators is a requirement for obtaining a permanent certificate of occupancy;

(3) A specific use permit "SUP" is required for the operation of any adult care facility in residential districts if the number of adults being cared for is more than six (see table of permitted uses).

(4) A certificate of occupancy is required for operation of an adult care facility;

(5) In residential districts, the adult care facility will be clearly incidental to the residential use of the dwelling and shall not change the essential residential character of the dwelling (refer to home occupation regulations);

(6) In residential districts, the operator of the adult care facility must reside on subject property;

(7) In residential districts, hours of operation shall not be permitted before 6:30 a.m. or after 7:30 p.m.;

(8) In residential districts, the adult care facility shall be located within the main structure on the lot, and the lot [the facility] shall not utilize more than 75 percent of the gross floor area of the main structure.

(1972 Code, sec. 30.616; 2008 Code, sec. 14.02.317; Ord. No. 2025-16, § 1(Exh. A), 8-5-2025)

Sec. 15.02.319 Reserved

Editor's note(s)—Ord. No. 2026-3, § 1(Exh. A), adopted February 17, 2026, repealed § 15.02.319, which pertained to "PD" planned development district and derived from Ordinance 2019-58 adopted Nov. 19, 2019; Ord. No. 2025-16, § 1(Exh. A), adopted Aug. 5, 2025.

Sec. 15.02.320 "O-1" office district

(a) *Purpose and description.* The O-1 district is composed mainly of land and structures occupied by, or suitable for, office uses, while excluding offices which are incidental to a primary use. The district regulations are designed to protect the character of the residential areas by regulating unenclosed activities or uses, which could intrude upon the lifestyle of the community through inappropriate lighting, noise, vibration, smoke, dust, or pollutants. The district regulations implement the policies of the master plan by the following:

(1) Protecting residential areas; and

(2) Encouraging the transitional character of certain land parcels by permitting a limited group of office uses that are compatible with adjoining residential properties.

(b) *Height, area and lot regulations.*

(1) *Lot area.* Except as hereinafter provided, all structures hereafter erected, enlarged, relocated, reconstructed, or converted, shall be located upon lots containing the following areas: A lot on which

there is erected or converted an office shall contain an area of not less than 8,400 square feet for one unit, 10,000 square feet for the first two units and 1,200 square feet for each additional unit.

(2) *Lot frontage.* There shall be a minimum frontage of 70 feet along a public right-of-way.

(3) *Minimum depth.* Minimum of 120 feet.

(4) *Floor space.* None.

(5) *Height.* There shall be a maximum of 2-1/2 stories allowed in the O-1 district.

(c) *Setback requirements.*

(1) *Front yard.* There shall be a front yard having a minimum of 20 feet from the property line to the building structure.

(2) *Rear yard.* There shall be a rear yard having a minimum of 25 feet from the structure to the rear property line.

(3) *Side yard.* There shall be a side yard having a minimum of ten feet from the structure to the side property line.

(4) *Corner lot.* On any corner lot on which a front yard is required by this article, no wall, fence or other structure shall be erected and no hedge, shrub, tree or other growth shall be maintained within the triangular area formed by the intersecting street lines and a straight line connecting such street lines at points 25 feet from the point of intersection, measured along such street lines.

(5) *Landscaping.* The use of drought tolerant turf grasses, such as zoysia or buffalo tif or combination, or other drought tolerant plantings and hardscape is strongly recommended. Building(s) for which 60 percent or more of the available interior space is used or proposed to be used for office shall provide 20 percent.

(6) *Lighting.* All outdoor lighting shall be hooded and all light emissions shielded, and shall be oriented such that light is directed towards the property and does not trespass onto surrounding properties. Lighting facilities shall be arranged so as to reflect the illumination away from any residentially zoned property. All lighting facilities shall be placed, masked or otherwise arranged such that illumination or glare shall not create a hazard to motorists on any street, alley or other public way. Lights affixed to the buildings shall be mounted no higher than the eaves of said building. Lights affixed to a pole shall be mounted no higher than 40 percent of the distance from the front property line to the main structure.

(7) *Nonconforming structures.* The provisions above shall not be applicable to nonconforming dwellings in existence on the date of the adoption thereof or to structures built hereafter on the same lot to replace such nonconforming structures as may be destroyed by fire, windstorm or other involuntary cause.

(8) *Public facilities.* Each lot shall be connected to the city's public water and sewer system and shall have appropriate sidewalks and fire protection. See article 10.02 (subdivision ordinance).

(9) *Outside storage.* There shall be no outside display or storage of any retail merchandise, equipment, or other business related items, all business activities must be conducted within an enclosed structure, there shall be no outside service or repair of any kind or nature, and there shall be no outside entertainment.

(d) *Landscaping.*

(1) *Streetscape and landscape.*

(A) *Intent.* It is the intent to both require and encourage streetscape and landscaping that reinforces the desired character for Leon Valley. It is also the intent to create comfortable pedestrian environments by shading sidewalks, parking areas and drive lanes.

In addition, it is the intent of this section to:

(i) Recognize the particular characteristics, qualities and beauty of Leon Valley

(ii) Provide the city with a unique and identifiable streetscape corridor

(iii) Contribute to pedestrian safety and comfort

(iv) Reduce the negative effects of solar heat gain in paved and hard surface areas

(v) Reduce glare, erosion, noise and sedimentation caused by expanses of impervious, non-vegetated surfaces.

(B) *Streetscape standards.*

(i) A large canopy tree is required along all public street rights-of-way for each 30 linear feet.

a. For properties improving existing buildings with improvements that are less than 51% of the value of the existing improvement, only those streets on which the improved building fronts shall be improved with street trees.

b. For all new developments, or redevelopments with improvements equal to 51% or more of the value of the existing improvement or 51% or more of the building area, then streetscaping requirements along all streets are required, regardless of building location.

(ii) In retail developments of 5,000 sf or more, an urban tree is required for each 25 feet with a minimum ten foot wide sidewalk along active storefronts and mixed use building fronts.

(iii) An urban tree is required along major access drives for each 30 linear feet within the development where reasonable, subject to review and approval by the director.

(iv) All benches, bollards, lampposts, trash receptacles, patio furniture, bicycle racks and other streetscape elements shall be constructed of a chip and flake resistant metal and generally black or dark gray-green in color.

(C) *Landscape standards.*

(i) *Parking landscape requirements.*

a. A minimum of ten percent of the gross vehicular use area (parking and drive lanes) shall be devoted to living landscaping which includes grasses, ground cover, plants, shrubs and trees.

b. There shall be a minimum of one shade tree planted for each 400 square feet or fraction thereof of required interior landscape area.

c. Planting islands shall not be spaced greater than every 12 spaces unless approved in the landscape plan in order to preserve existing trees and natural features or due to unique site conditions.

d. Hardscape enhancements, where required, should utilize stone accents where appropriate.

e. One small ornamental tree or large shrub is required for every five large canopy trees.

f. An urban tree is required along internal pedestrian connections for each 25 linear feet.

(ii) *Screening of parking.* Where on-site parking is located adjacent to a street, roadway or public open space, a minimum ten-foot landscape buffer is required between the property lines and any parking, paving, or internal driveways. Driveway openings are permitted in the landscape buffer area. The area of the landscaped buffer may be included in the total required landscape area for the lot.

a. *Location.* The landscaped buffer requirement shall apply to all sides of the lot adjacent to a public street, open space, or right-of-way.

b. *Screen.* The screening shall be between a minimum height of three feet and a maximum of four feet above the grade of the parking lot and located adjacent to the parking lot. Screening shall be opaque and consist of shrubs and/or berms.

c. *Materials.* Shrubs or grasses shall be capable of reaching a height of three feet within two years of planting, and shall generally be planted no more than 36 inches on center (depending on the species). Earth berms shall not be steeper than 3:1 except where one side is a stacked or stepped masonry wall. Screening walls shall be masonry.

(iii) *Landscape point system.*

a. Landscape plans must include a minimum number of amenity items listed below in order to obtain approval. Landscape points are determined by the size of the pre-subdivided lot being developed.

Site Size	Minimum Number of Items Required
3 acres or less	6
Greater than three acres	8

b. The following is a list of landscape elements, each representing one point, subject to review and approval by the director:

1. Enhanced entranceway paving (using stone or architectural concrete pavers, or colored-stamped concrete).
2. Enhanced hardscape (stamped crosswalks, decorative stone or architectural concrete paver walkways, meandering sidewalks, etc.).
3. Enhanced landscaping (within development and at the entranceways of the development).
4. Enhanced site canopy (planting perimeter trees one per 30 feet and locating a parking island every ten spaces).
5. Enhanced streetscape elements (i.e. decorative lampposts, benches, receptacles, bike racks, decorative bollards, etc.).
6. Landscaped open space provision greater than what is required (20 to 30 percent over requirement).
7. Buffer berms (providing three foot high berms along the street frontage) for properties fronting on Bandera.

8. Public art (obelisks, sculptures, statues, clock towers, water fountains, etc.): Small: 1; Large: 2.

9. Use of shaded and decorative outdoor seating areas (benches, outdoor dining, etc.).

10. Use of masonry planters with irrigation (minimum four feet in width).

11. Foundation plantings along 75 percent of the building's primary facade (for non-retail frontages) a minimum of five feet in width.

12. Decorative entrance including a landscaped median entry which is a minimum eight feet in width and 60 feet long.

13. Other (a developer may propose a non-listed landscape element if it meets the spirit and intent of the ordinance, subject to review and approval by the director).

c. The developer may use any combination of the aforementioned landscape elements to obtain the necessary number of points required for the development. Different lots and landscapes will lend themselves to different types of designs. These regulations attempt to encourage creativity, diversity, and water conservation in landscaping.

d. Elements, both in terms of quantity and quality, should be in scale with the development, as determined by the director. Excessive compliance with an element can be awarded extra points, as determined by the director.

(iv) Perimeter landscape requirement adjacent to residential. Perimeter landscape areas shall contain at least one large canopy tree for each 30 feet when adjacent to residential zoned properties or residential uses.

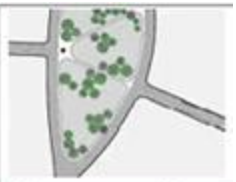
(v) Required landscaping. All required landscaping shall utilize plants from the city's approved plant list and be irrigated as required by the city. All required plantings shall be maintained in a healthy condition, and replaced if not.

(vi) Townhouse frontages shall be required to landscape a minimum of six feet between the edge of sidewalk and the primary building facade, excluding access to sidewalks, stairs, stoops, porches and patios. This area shall be landscaped with ground cover, low shrubs, and a large canopy tree or ornamental tree.

(2) *Open space and landscaping for mixed-use buildings.* On mixed use building developments where residential is included, a green, square or plaza shall be provided and approved as part of the site plan.

(A) A minimum area equal to 15 percent of a mixed use building's footprint shall be provided as open space. This may be counted as part of the required landscape area.

(B) At least one large canopy tree shall be provided for each 1,600 sf of area in open space. Four hundred square feet of shade structure may replace the requirement for a shade tree.

Green: An Open Space, available for unstructured recreation. A Green may be spatially defined by streets, landscaping and/or building Frontages. Its landscape shall consist of lawn and trees.	
Square: An Open Space available for unstructured recreation and Civic purposes. A Square is spatially defined by building Frontages or streets. Its landscape shall consist of paths, lawns and trees, formally disposed. Squares shall be located at the intersection of important Thoroughfares.	
Plaza: An Open Space available for Civic purposes and retail activities. A Plaza shall be spatially defined by building Frontages. Its landscape shall consist primarily of pavement, but include shade in the form of planters with Small Ornamental trees or structure. Plazas should be located at the intersection of important streets.	

(e) *Performance standards.*

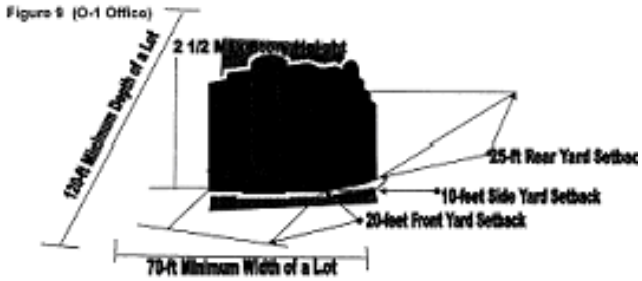
(1) *Lighting intent.* It is the intent of this section to provide a level and consistency of lighting that supports pedestrian activity and promotes safety.

(2) *Standards.*

(A) Lighting levels within project areas should not exceed 20 footcandles (fc) in any one spot and should generally maintain the following:

i.	Urban residential	3 fc avg	10 fc max	1 fc min
ii.	Retail	6 fc avg	15 fc max	1 fc min
iii.	Parking areas	1.5 fc avg	10 fc max	0.5 fc min

Figure 9 (O-1 Office)



(1972 Code, sec. 30.618; 2008 Code, sec. 14.02.319; Ord. No. 2025-16, § 1(Exh. A), 8-5-2025)

Sec. 15.02.321 "B-1" small business district

(a) *Purpose.*

(1) The B-1 district is composed of land and structures occupied or suitable for such uses as offices, light service, and light retail. B-1 uses are usually located between residential areas and business areas, and there is no outside storage allowed. The district regulations implement the policies of the master plan by 1) protecting and encouraging the transitional character of certain areas by permitting a limited group of uses of an office, service or retail nature to provide goods and services to surrounding residential districts; and 2) protecting surrounding districts by requiring certain minimum yard and area standard requirements that are compatible with those essential in residential districts.

(2) A B-1 small business is a completely enclosed business not exceeding 3,000 square feet of gross floor area (GFA), where the primary use specifically meets one or more of the following, and no ancillary use conflicts herewith:

(A) A retail facility for the purpose of the sale or lease of personal, novelty, or household items, not including the sale of, appliances, firearms, vehicles, vehicle parts, or wholesale items;

(B) A repair facility for the purpose of repair or maintenance of personal, novelty, or household items, not including vehicles, machinery, or appliances;

(C) A service facility for the purpose of providing a service to surrounding districts, but not including vehicle, cremation, embalming, or any service in which there may be disposal, storage, or use of any federally or state regulated chemical, even if incidental to the primary use.

(D) Professional offices.

(E) Low density residential uses are allowed in B-1 (small business) districts.

(b) *Height, area and lot regulations.*

(1) *Structures.* Every building hereafter erected shall be located on a lot as herein defined and in no case shall there be more than one building on one lot in the "R-1," "R-2" or "B-1" districts, or as otherwise provided herein, and in no case shall any building be hereafter erected on more than one lot.

(2) *Lot area.* There shall be a minimum area of 8400 square feet.

(3) *Lot frontage.* There shall be a minimum frontage of 70 feet along a public right-of-way.

(4) *Minimum depth.* There shall be a minimum of 120 feet.

(5) *Floor space.* A minimum floor space of 1,200 square feet of heated living space shall be provided in each one-story structure and 1,400 square feet for each two-story structure. In no case shall there be any structure with over 3,000 square feet in the B-1 district.

(6) *Reserved.*

(7) *Height.* There shall be a maximum of 2-1/2 stories allowed.

(c) *Setback requirements.*

(1) *Front yard.* There shall be a front yard having a minimum of 25 feet from the front property line to the structure.

(2) *Rear yard.* There shall be a rear yard of not less than 30 feet from rear property line to rear of main structure.

(3) *Side yard.* There shall be a side yard of not less than ten feet from side property line to structure.

(4) *Corner lot.* Where lots abut on two intersecting or intercepting streets, where the interior angle of intersection or interception does not exceed 135 degrees, a side yard shall be provided on the street side equal to the front yard.

(5) *Reverse frontage.* On corner lots, where interior lots have been platted or sold, fronting on the side street, a side yard shall be provided on the street side equal to the front yard on the lots in the rear. No accessory building on said corner lot shall project beyond the front line of the lots in the rear.

(6) *Accessory buildings.* Shall be allowed, but shall be located no closer than five feet from any property line, and must be located in the rear yard. In no case shall an accessory building occupy more than 25 percent of the total open space in the rear yard.

(7) *Landscaping.* The use of drought tolerant turf grasses, such as zoysia or buffalo tif or combination, or other drought tolerant plantings and hardscape is strongly recommended. Landscaping shall consist of 20 percent of the street yard. Refer to division 9 of this article, "Landscaping," for other regulations regarding site landscaping requirements.

(8) *Lighting.* All outdoor lighting shall be hooded and all light emissions shielded, and shall be oriented such that light is directed towards the property and does not trespass onto surrounding properties. Lighting facilities shall be arranged so as to reflect the illumination away from any residentially zoned property. All lighting facilities shall be placed, masked or otherwise arranged such that illumination or glare shall not create a hazard to motorists on any street, alley or other public way. Lights affixed to the buildings shall be mounted no higher than the eaves of said building. Lights affixed to a pole shall be mounted no higher than 40 percent of the distance from the front property line to the main structure.

(9) *Nonconforming structures.* The provisions of floor space and masonry above shall not be applicable to nonconforming structures in existence on the date of the adoption thereof or to structures built hereafter on the same lot to replace such nonconforming structures as may be destroyed by fire, windstorm or other involuntary cause.

(10) *Parking.* Refer to parking table and site requirements.

(11) *Public facilities.* Each lot shall be connected to the city's public water and sewer system, and shall have appropriate sidewalks and fire protection. See article 10.02 (subdivision ordinance).

(12) *Outside storage.* There shall be no outside display or storage of any retail merchandise, equipment, or other business related items, all business activities must be conducted within an enclosed structure, there shall be no outside service or repair of any kind or nature, and there shall be no outside entertainment.

(d) *Landscaping.*

(1) *Streetscape and landscape.*

(A) *Intent.* It is the intent to both require and encourage streetscape and landscaping that reinforces the desired character for Leon Valley. It is also the intent to create comfortable pedestrian environments by shading sidewalks, parking areas and drive lanes.

In addition, it is the intent of this section to:

(i) Recognize the particular characteristics, qualities and beauty of Leon Valley

(ii) Provide the city with a unique and identifiable streetscape corridor

(iii) Contribute to pedestrian safety and comfort

(iv) Reduce the negative effects of solar heat gain in paved and hard surface areas

(v) Reduce glare, erosion, noise and sedimentation caused by expanses of impervious, non-vegetated surfaces.

(B) *Streetscape standards.*

(i) A large canopy tree is required along all public street rights-of-way for each 30 linear feet.

a. For properties improving existing buildings with improvements that are less than 51% of the value of the existing improvement, only those streets on which the improved building fronts shall be improved with street trees.

b. For all new developments, or redevelopments with improvements equal to 51% or more of the value of the existing improvement or 51% or more of the building area, then streetscaping requirements along all streets are required, regardless of building location.

(ii) In retail developments of 5,000 sf or more, an urban tree is required for each 25 feet with a minimum ten foot wide sidewalk along active storefronts and mixed use building fronts.

(iii) An urban tree is required along major access drives for each 30 linear feet within the development where reasonable, subject to review and approval by the director.

(iv) All benches, bollards, lampposts, trash receptacles, patio furniture, bicycle racks and other streetscape elements shall be constructed of a chip and flake resistant metal and generally black or dark gray-green in color.

(C) *Landscape standards.*

(i) *Parking landscape requirements.*

a. A minimum of ten percent of the gross vehicular use area (parking and drive lanes) shall be devoted to living landscaping which includes grasses, ground cover, plants, shrubs and trees.

b. There shall be a minimum of one shade tree planted for each 400 square feet or fraction thereof of required interior landscape area.

c. Planting islands shall not be spaced greater than every 12 spaces unless approved in the landscape plan in order to preserve existing trees and natural features or due to unique site conditions.

d. Hardscape enhancements, where required, should utilize stone accents where appropriate.

e. One small ornamental tree or large shrub is required for every five large canopy trees.

f. An urban tree is required along internal pedestrian connections for each 25 linear feet.

(ii) *Screening of parking.* Where on-site parking is located adjacent to a street, roadway or public open space, a minimum ten-foot landscape buffer is required between the property lines and any parking, paving, or internal driveways. Driveway openings are permitted in the landscape buffer area. The area of the landscaped buffer may be included in the total required landscape area for the lot.

a. *Location.* The landscaped buffer requirement shall apply to all sides of the lot adjacent to a public street, open space, or right-of-way.

b. *Screen.* The screening shall be between a minimum height of three feet and a maximum of four feet above the grade of the parking lot and located adjacent to the parking lot. Screening shall be opaque and consist of shrubs and/or berms.

c. *Materials.* Shrubs or grasses shall be capable of reaching a height of three feet within two years of planting, and shall generally be planted no more than 36 inches on center (depending on the species). Earth berms shall not be steeper than 3:1 except where one side is a stacked or stepped masonry wall. Screening walls shall be masonry.

(iii) *Landscape point system.*

a. Landscape plans must include a minimum number of amenity items listed below in order to obtain approval. Landscape points are determined by the size of the pre-subdivided lot being developed.

Site Size	Minimum Number of Items Required
3 acres or less	6
Greater than three acres	8

b. The following is a list of landscape elements, each representing one point, subject to review and approval by the director:

1. Enhanced entranceway paving (using stone or architectural concrete pavers, or colored-stamped concrete).
2. Enhanced hardscape (stamped crosswalks, decorative stone or architectural concrete paver walkways, meandering sidewalks, etc.).
3. Enhanced landscaping (within development and at the entranceways of the development).
4. Enhanced site canopy (planting perimeter trees one per 30 feet and locating a parking island every ten spaces).
5. Enhanced streetscape elements (i.e. decorative lampposts, benches, receptacles, bike racks, decorative bollards, etc.).
6. Landscaped open space provision greater than what is required (20 to 30 percent over requirement).
7. Buffer berms (providing three foot high berms along the street frontage) for properties fronting on Bandera.
8. Public art (obelisks, sculptures, statues, clock towers, water fountains, etc.): Small: 1; Large: 2.
9. Use of shaded and decorative outdoor seating areas (benches, outdoor dining, etc.).
10. Use of masonry planters with irrigation (minimum four feet in width).
11. Foundation plantings along 75 percent of the building's primary facade (for non-retail frontages) a minimum of five feet in width.

12. Decorative entrance including a landscaped median entry which is a minimum eight feet in width and 60 feet long.

13. Other (a developer may propose a non-listed landscape element if it meets the spirit and intent of the ordinance, subject to review and approval by the director).

c. The developer may use any combination of the aforementioned landscape elements to obtain the necessary number of points required for the development. Different lots and landscapes will lend themselves to different types of designs. These regulations attempt to encourage creativity, diversity, and water conservation in landscaping.

d. Elements, both in terms of quantity and quality, should be in scale with the development, as determined by the director. Excessive compliance with an element can be awarded extra points, as determined by the director.

(iv) *Perimeter landscape requirement adjacent to residential.* Perimeter landscape areas shall contain at least one large canopy tree for each 30 feet when adjacent to residential zoned properties or residential uses.

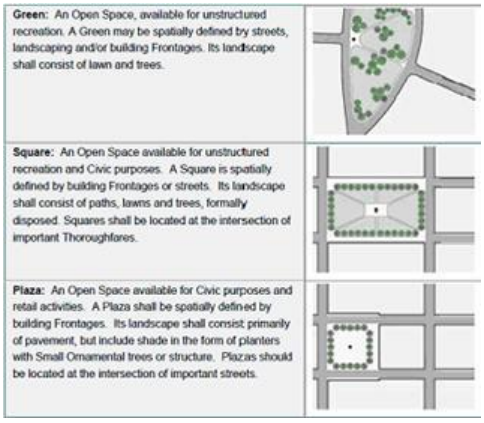
(v) *Required landscaping.* All required landscaping shall utilize plants from the city's approved plant list and be irrigated as required by the city. All required plantings shall be maintained in a healthy condition, and replaced if not.

(vi) *Townhouse frontages shall be required to landscape a minimum of six feet between the edge of sidewalk and the primary building facade, excluding access to sidewalks, stairs, stoops, porches and patios.* This area shall be landscaped with ground cover, low shrubs, and a large canopy tree or ornamental tree.

(2) *Open space and landscaping for mixed-use buildings.* On mixed use building developments where residential is included, a green, square or plaza shall be provided and approved as part of the site plan.

(A) A minimum area equal to 15 percent of a mixed use building's footprint shall be provided as open space. This may be counted as part of the required landscape area.

(B) At least one large canopy tree shall be provided for each 1,600 sf of area in open space. Four hundred square feet of shade structure may replace the requirement for a shade tree.



(e) *Performance standards.*

(1) *Lighting intent.* It is the intent of this section to provide a level and consistency of lighting that supports pedestrian activity and promotes safety.

(2) *Standards.*

(A) Lighting levels within project areas should not exceed 20 footcandles (fc) in any one spot and should generally maintain the following:

i.	Urban residential	3 fc avg	10 fc max	1 fc min
ii.	Retail	6 fc avg	15 fc max	1 fc min
iii.	Parking areas	1.5 fc avg	10 fc max	0.5 fc min

Figure 10 (B-1 Small Business)

(1972 Code, sec. 30.619; 2008 Code, sec. 14.02.320; Ord. No. 2025-16, § 1(Exh. A), 8-5-2025)

Sec. 15.02.322 "B-2" retail district

(a) *Purpose and description.*

(1) The B-2 district is composed of land and structures occupied by or suitable for the furnishing of retail goods and services to surrounding residential areas. The B-2 district is intended to allow a limited amount of outside storage of retail merchandise. The district regulations implement the policies of the master plan by 1) promoting the offering of goods and services which are appropriate for surrounding business districts; 2) protecting surrounding residential districts by requiring certain minimum yard and area standards are met; 3) encouraging economic viability and stability within the city.

(2) A general description of a "B-2" retail use is a business where the primary use specifically meets one or more of the following, and no ancillary use conflicts herewith:

(A) A retail facility the purpose of which is the sale or lease of personal, novelty, food, alcohol or household items, not including the sale or lease of vehicles, firearms, or wholesale items, with incidental alcohol consumption allowed on-site;

(B) A repair facility the purpose of which is the repair or maintenance of personal, novelty, or household items, including minor appliances, but not including vehicles, machinery or major appliances; and/or

(C) A service facility the purpose of which is providing a service to surrounding districts, including food services if incidental to the primary use, but not including vehicle, cremation, embalming, or any service in which there may be disposal, storage, or use of any federally or state regulated chemical, even if incidental to the primary use.

(b) *Outside storage regulations.*

(1) There shall be no outside storage of any retail or nonretail merchandise, equipment, or other business related items, specifically including six or more business related vehicles and/or any customer vehicles which remain on the property beyond the normal business hours of operation.

(2) A limited amount of outside display is allowed in the B-2 district, including display of plants for sale, display of lawn furnishings for sale, and occasional display of new goods for sale. These items are to be on display for retail purposes only, and shall only be displayed at such times as the store is actually open for business;

(3) There shall be no outside service or repair allowed in the B-2 district, except for food services, and alcohol services if ancillary to food services, but these must meet the requirements of article 3.05 of the Leon Valley City Code regarding screening requirements.

(c) *Height, area and lot requirements.*

(1) *Lot area.* There shall be a minimum area of 9,000 square feet.

(2) *Lot frontage.* There shall be a minimum frontage of 70 feet along a public right-of-way.

(3) *Minimum depth.* There shall be a minimum of 130 feet.

(4) *Height.* There shall be a maximum of three stories allowed.

(d) *Setback requirements.*

(1) *Front yard.* There shall be a front yard having a minimum of 25 feet from the front property line to the structure.

(2) *Rear yard.* None, except in those instances where the retail lot adjoins residential zoning to the rear, a rear yard of 25 feet or 20 percent of the average depth of the lot (whichever is less) shall be provided. In both cases, if the two districts are separated by an alley, said alley is not to be used for purposes of calculating the required setback and the building setbacks are required as if the lots adjoined the residential zoning district.

(3) *Side yard.* None, except in those instances where the property adjoins a residential property to the side, then a side yard of 20 feet shall be provided.

(4) *Corner lot.* Where lots abut on two intersecting or intercepting streets, where the interior angle of intersection or interception does not exceed 135 degrees, a side yard shall be provided on the street side of 20 feet.

(5) *Landscaping.* The use of drought tolerant turf grasses, such as zoysia or buffalo tif or combination, or other drought tolerant plantings and hardscape is strongly recommended. Landscaping shall consist of 20 percent of the street yard. Refer to landscaping section (section 15.02.501) for other regulations regarding site landscaping requirements.

(6) *Lighting.* All outdoor lighting shall be hooded and all light emissions shielded, and shall be oriented such that light is directed towards the property and does not trespass onto surrounding properties. Lighting facilities shall be arranged so as to reflect the illumination away from any residentially zoned property. All lighting facilities shall be placed, masked or otherwise arranged such that illumination or glare shall not create a hazard to motorists on any street, alley or other public way.

(7) *Parking.* Refer to parking table for site parking requirements.

(8) *Public facilities.* Each lot shall be connected to the city's public water and sewer system, and shall have appropriate sidewalks and fire protection. See article 10.02 (subdivision ordinance).

(9) *Nonconforming structures.* The provisions of floor space and masonry above shall not be applicable to nonconforming structures in existence on the date of the adoption thereof or to structures built hereafter on the same lot to replace such nonconforming structures as may be destroyed by fire, windstorm or other involuntary cause.

(e) *Landscaping.*

(1) *Streetscape and landscape.*

(A) *Intent.* It is the intent to both require and encourage streetscape and landscaping that reinforces the desired character for Leon Valley. It is also the intent to create comfortable pedestrian environments by shading sidewalks, parking areas and drive lanes.

In addition, it is the intent of this section to:

(i) Recognize the particular characteristics, qualities and beauty of Leon Valley

(ii) Provide the city with a unique and identifiable streetscape corridor

(iii) Contribute to pedestrian safety and comfort

(iv) Reduce the negative effects of solar heat gain in paved and hard surface areas

(v) Reduce glare, erosion, noise and sedimentation caused by expanses of impervious, non-vegetated surfaces.

(B) *Streetscape standards.*

(i) A large canopy tree is required along all public street rights-of-way for each 30 linear feet.

a. For properties improving existing buildings with improvements that are less than 51% of the value of the existing improvement, only those streets on which the improved building fronts shall be improved with street trees.

b. For all new developments, or redevelopments with improvements equal to 51% or more of the value of the existing improvement or 51% or more of the building area, then streetscaping requirements along all streets are required, regardless of building location.

(ii) In retail developments of 5,000 sf or more, an urban tree is required for each 25 feet with a minimum ten foot wide sidewalk along active storefronts and mixed use building fronts.

(iii) An urban tree is required along major access drives for each 30 linear feet within the development where reasonable, subject to review and approval by the director.

(iv) All benches, bollards, lampposts, trash receptacles, patio furniture, bicycle racks and other streetscape elements shall be constructed of a chip and flake resistant metal and generally black or dark gray-green in color.

(C) *Landscape standards.*

(i) *Parking landscape requirements.*

a. A minimum of ten percent of the gross vehicular use area (parking and drive lanes) shall be devoted to living landscaping which includes grasses, ground cover, plants, shrubs and trees.

b. There shall be a minimum of one shade tree planted for each 400 square feet or fraction thereof of required interior landscape area.

c. Planting islands shall not be spaced greater than every 12 spaces unless approved in the landscape plan in order to preserve existing trees and natural features or due to unique site conditions.

d. Hardscape enhancements, where required, should utilize stone accents where appropriate.

e. One small ornamental tree or large shrub is required for every five large canopy trees.

f. An urban tree is required along internal pedestrian connections for each 25 linear feet.

(ii) *Screening of parking.* Where on-site parking is located adjacent to a street, roadway or public open space, a minimum ten-foot landscape buffer is required between the property lines and any parking, paving, or internal driveways. Driveway openings are permitted in the landscape buffer area. The area of the landscaped buffer may be included in the total required landscape area for the lot.

a. *Location.* The landscaped buffer requirement shall apply to all sides of the lot adjacent to a public street, open space, or right-of-way.

b. *Screen.* The screening shall be between a minimum height of three feet and a maximum of four feet above the grade of the parking lot and located adjacent to the parking lot. Screening shall be opaque and consist of shrubs and/or berms.

c. *Materials.* Shrubs or grasses shall be capable of reaching a height of three feet within two years of planting, and shall generally be planted no more than 36 inches on center (depending on the species). Earth berms shall not be steeper than 3:1 except where one side is a stacked or stepped masonry wall. Screening walls shall be masonry.

(iii) *Landscape point system.*

a. Landscape plans must include a minimum number of amenity items listed below in order to obtain approval. Landscape points are determined by the size of the pre-subdivided lot being developed.

Site Size	Minimum Number of Items Required
3 acres or less	6
Greater than three acres	8

b. The following is a list of landscape elements, each representing one point, subject to review and approval by the director:

1. Enhanced entranceway paving (using stone or architectural concrete pavers, or colored-stamped concrete).

2. Enhanced hardscape (stamped crosswalks, decorative stone or architectural concrete paver walkways, meandering sidewalks, etc.).

3. Enhanced landscaping (within development and at the entranceways of the development).

4. Enhanced site canopy (planting perimeter trees one per 30 feet and locating a parking island every ten spaces).

5. Enhanced streetscape elements (i.e. decorative lampposts, benches, receptacles, bike racks, decorative bollards, etc.).

6. Landscaped open space provision greater than what is required (20 to 30 percent over requirement).

7. Buffer berms (providing three foot high berms along the street frontage) for properties fronting on Bandera.

8. Public art (obelisks, sculptures, statues, clock towers, water fountains, etc.): Small: 1; Large: 2.

9. Use of shaded and decorative outdoor seating areas (benches, outdoor dining, etc.).

10. Use of masonry planters with irrigation (minimum four feet in width).

11. Foundation plantings along 75 percent of the building's primary facade (for non-retail frontages) a minimum of five feet in width.

12. Decorative entrance including a landscaped median entry which is a minimum eight feet in width and 60 feet long.

13. Other (a developer may propose a non-listed landscape element if it meets the spirit and intent of the ordinance, subject to review and approval by the director).

c. The developer may use any combination of the aforementioned landscape elements to obtain the necessary number of points required for the development. Different lots and landscapes will lend themselves to different types of designs. These regulations attempt to encourage creativity, diversity, and water conservation in landscaping.

d. Elements, both in terms of quantity and quality, should be in scale with the development, as determined by the director. Excessive compliance with an element can be awarded extra points, as determined by the director.

(iv) *Perimeter landscape requirement adjacent to residential.* Perimeter landscape areas shall contain at least one large canopy tree for each 30 feet when adjacent to residential zoned properties or residential uses.

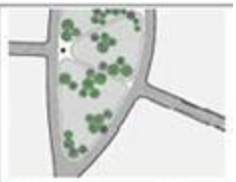
(v) *Required landscaping.* All required landscaping shall utilize plants from the city's approved plant list and be irrigated as required by the city. All required plantings shall be maintained in a healthy condition, and replaced if not.

(vi) Townhouse frontages shall be required to landscape a minimum of six feet between the edge of sidewalk and the primary building facade, excluding access to sidewalks, stairs, stoops, porches and patios. This area shall be landscaped with ground cover, low shrubs, and a large canopy tree or ornamental tree.

(2) *Open space and landscaping for mixed-use buildings.* On mixed use building developments where residential is included, a green, square or plaza shall be provided and approved as part of the site plan.

(A) A minimum area equal to 15 percent of a mixed use building's footprint shall be provided as open space. This may be counted as part of the required landscape area.

(B) At least one large canopy tree shall be provided for each 1,600 sf of area in open space. Four hundred square feet of shade structure may replace the requirement for a shade tree.

Green: An Open Space, available for unstructured recreation. A Green may be spatially defined by streets, landscaping and/or building Frontages. Its landscape shall consist of lawn and trees.	
Square: An Open Space available for unstructured recreation and Civic purposes. A Square is spatially defined by building Frontages or streets. Its landscape shall consist of paths, lawns and trees, formally disposed. Squares shall be located at the intersection of important Thoroughfares.	
Plaza: An Open Space available for Civic purposes and retail activities. A Plaza shall be spatially defined by building Frontages. Its landscape shall consist primarily of pavement, but include shade in the form of planters with Small Ornamental trees or structure. Plazas should be located at the intersection of important streets.	

(f) *Performance standards.*

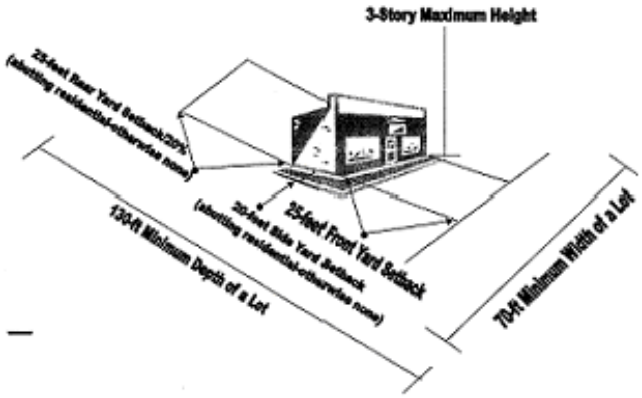
(1) *Lighting intent.* It is the intent of this section to provide a level and consistency of lighting that supports pedestrian activity and promotes safety.

(2) *Standards.*

(A) Lighting levels within project areas should not exceed 20 footcandles (fc) in any one spot and should generally maintain the following:

i.	Urban residential	3 fc avg	10 fc max	1 fc min
ii.	Retail	6 fc avg	15 fc max	1 fc min
iii.	Parking areas	1.5 fc avg	10 fc max	0.5 fc min

Figure 11 (B-2 Retail)



(1972 Code, sec. 30.620; 2008 Code, sec. 14.02.321; Ord. No. 2025-16, § 1(Exh. A), 8-5-2025)

Sec. 15.02.323 "B-3" commercial district

(a) *Purpose and description.*

(1) The B-3 district is composed of land and structures used to furnish commercial needs, wholesale services, and some light assembling of goods, in addition to most of the uses found in the B-2 district. The B-3 district regulations are designed to protect the character of the residential areas by regulating unenclosed activities or uses, which could intrude upon the lifestyle of the community through inappropriate lighting, noise, vibration, smoke, dust, or pollutants. The district regulations implement the policies of the master plan by 1) permitting the development of districts for the purpose of providing commercial and wholesale uses; 2) protecting surrounding and abutting areas by requiring certain minimum yard and area standards are met; and 3) encouraging economic viability and stability in the city.

(2) A B-3 use is a business where the primary use specifically meets one or more of the following, and no ancillary use conflicts herewith:

(A) A retail facility the purpose of which is the sale or lease of personal, novelty, food, household, or business items, including wholesale;

(B) A repair facility the purpose of which is the repair or maintenance of personal, novelty, or household items, including appliances and vehicles; and/or

(C) A service facility the purpose of which is providing a service to surrounding districts.

(D) Although it may occur in certain instances, it is not intended that the B-3 district abut R-1, R-2, R-4 or R-6 districts.

(b) *Outside storage regulations.*

(1) Outside display of retail merchandise is allowed in a B-3 district.

(2) Outside storage of retail merchandise is allowed in a B-3 district only if such merchandise is screened in accordance with article 3.05 of the Leon Valley City Code.

(3) Outside storage of nonretail equipment, vehicles, including the vehicles of any customers which remain on the property beyond the normal hours of operation, or other business related items, or any hazardous or toxic chemicals or substances shall be allowed in the B-3 district, only with a specific use permit.

(4) A limited amount of outside repair or service is allowed in the B-3 district, but only with a specific use permit, except that food services shall not require a specific use permit, however, they must meet the requirements of article 3.05 of the Leon Valley City Code regarding screening requirements.

(c) *Lot requirements.*

(1) *Lot area.* There shall be a minimum lot area of 9,100 square feet.

(2) *Lot frontage.* There shall be a minimum frontage of 70 feet along a public right-of-way.

(3) *Minimum depth.* There shall be a minimum of 130 feet.

(4) *Reserved.*

(5) *Height.* None.

(d) *Setback requirements.*

(1) *Front yard.* There shall be a front yard having a minimum of 25 feet from the front property line to the structure.

(2) *Rear yard.* None, except in those instances where the retail lot adjoins residential zoning to the rear, a rear yard of 25 feet or 20 percent of the average depth of the lot (whichever is less) shall be provided. In both cases, if the two districts are separated by an alley, said alley is not to be used for purposes of calculating the required setback and the building setbacks are required as if the lots adjoined the residential zoning district.

(3) *Side yard.* None, except in those instances where the property adjoins a residential property to the side, then a side yard of 20 feet shall be provided.

(4) *Corner lot.* Where lots abut on two intersecting or intercepting streets, where the interior angle of intersection or interception does not exceed 135 degrees, a side yard shall be provided on the street side of 20 feet.

(5) *Landscaping.* The use of drought tolerant turf grasses, such as zoysia or buffalo tif or combination, or other drought tolerant plantings and hardscape is strongly recommended. Landscaping shall consist of 20 percent of the street yard. Refer to landscaping section (section 15.02.501) for other regulations regarding site landscaping requirements.

(6) *Lighting.* All outdoor lighting shall be hooded and all light emissions shielded, and shall be oriented such that light is directed towards the property and does not trespass onto surrounding properties. Lighting facilities shall be arranged so as to reflect the illumination away from any residentially zoned property. All lighting facilities shall be placed, masked or otherwise arranged such that illumination or glare shall not create a hazard to motorists on any street, alley or other public way.

(7) *Parking.* Refer to parking table for site parking requirements.

(8) *Public facilities.* Each lot shall be connected to the city's public water and sewer system, and shall have appropriate sidewalks and fire protection. See article 10.02 (subdivision ordinance).

(9) *Nonconforming structures.* The provisions of floor space and masonry above shall not be applicable to nonconforming structures in existence on the date of the adoption thereof or to structures built hereafter on the same lot to replace such nonconforming structures as may be destroyed by fire, windstorm or other involuntary cause.

(e) *Landscaping.*

(1) *Streetscape and landscape.*

(A) *Intent.* It is the intent to both require and encourage streetscape and landscaping that reinforces the desired character for Leon Valley. It is also the intent to create comfortable pedestrian environments by shading sidewalks, parking areas and drive lanes.

In addition, it is the intent of this section to:

(i) Recognize the particular characteristics, qualities and beauty of Leon Valley

(ii) Provide the city with a unique and identifiable streetscape corridor

(iii) Contribute to pedestrian safety and comfort

(iv) Reduce the negative effects of solar heat gain in paved and hard surface areas

(v) Reduce glare, erosion, noise and sedimentation caused by expanses of impervious, non-vegetated surfaces.

(B) *Streetscape standards.*

(i) A large canopy tree is required along all public street rights-of-way for each 30 linear feet.

a. For properties improving existing buildings with improvements that are less than 51% of the value of the existing improvement, only those streets on which the improved building fronts shall be improved with street trees.

b. For all new developments, or redevelopments with improvements equal to 51% or more of the value of the existing improvement or 51% or more of the building area, then streetscaping requirements along all streets are required, regardless of building location.

(ii) In retail developments of 5,000 sf or more, an urban tree is required for each 25 feet with a minimum ten foot wide sidewalk along active storefronts and mixed use building fronts.

(iii) An urban tree is required along major access drives for each 30 linear feet within the development where reasonable, subject to review and approval by the director.

(iv) All benches, bollards, lampposts, trash receptacles, patio furniture, bicycle racks and other streetscape elements shall be constructed of a chip and flake resistant metal and generally black or dark gray-green in color.

(C) *Landscape standards.*

(i) *Parking landscape requirements.*

a. A minimum of ten percent of the gross vehicular use area (parking and drive lanes) shall be devoted to living landscaping which includes grasses, ground cover, plants, shrubs and trees.

b. There shall be a minimum of one shade tree planted for each 400 square feet or fraction thereof of required interior landscape area.

c. Planting islands shall not be spaced greater than every 12 spaces unless approved in the landscape plan in order to preserve existing trees and natural features or due to unique site conditions.

d. Hardscape enhancements, where required, should utilize stone accents where appropriate.

e. One small ornamental tree or large shrub is required for every five large canopy trees.

f. An urban tree is required along internal pedestrian connections for each 25 linear feet.

(ii) *Screening of parking.* Where on-site parking is located adjacent to a street, roadway or public open space, a minimum ten-foot landscape buffer is required between the property lines and any parking, paving, or internal driveways. Driveway openings are permitted in the landscape buffer area. The area of the landscaped buffer may be included in the total required landscape area for the lot.

a. *Location.* The landscaped buffer requirement shall apply to all sides of the lot adjacent to a public street, open space, or right-of-way.

b. *Screen.* The screening shall be between a minimum height of three feet and a maximum of four feet above the grade of the parking lot and located adjacent to the parking lot. Screening shall be opaque and consist of shrubs and/or berms.

c. *Materials.* Shrubs or grasses shall be capable of reaching a height of three feet within two years of planting, and shall generally be planted no more than 36

inches on center (depending on the species). Earth berms shall not be steeper than 3:1 except where one side is a stacked or stepped masonry wall. Screening walls shall be masonry.

(iii) *Landscape point system.*

a. Landscape plans must include a minimum number of amenity items listed below in order to obtain approval. Landscape points are determined by the size of the pre-subdivided lot being developed.

Site Size	Minimum Number of Items Required
3 acres or less	6
Greater than three acres	8

b. The following is a list of landscape elements, each representing one point, subject to review and approval by the director:

1. Enhanced entranceway paving (using stone or architectural concrete pavers, or colored-stamped concrete).
2. Enhanced hardscape (stamped crosswalks, decorative stone or architectural concrete paver walkways, meandering sidewalks, etc.).
3. Enhanced landscaping (within development and at the entranceways of the development).
4. Enhanced site canopy (planting perimeter trees one per 30 feet and locating a parking island every ten spaces).
5. Enhanced streetscape elements (i.e. decorative lampposts, benches, receptacles, bike racks, decorative bollards, etc.).
6. Landscaped open space provision greater than what is required (20 to 30 percent over requirement).
7. Buffer berms (providing three foot high berms along the street frontage) for properties fronting on Bandera.
8. Public art (obelisks, sculptures, statues, clock towers, water fountains, etc.): Small: 1; Large: 2.
9. Use of shaded and decorative outdoor seating areas (benches, outdoor dining, etc.).
10. Use of masonry planters with irrigation (minimum four feet in width).
11. Foundation plantings along 75 percent of the building's primary facade (for non-retail frontages) a minimum of five feet in width.
12. Decorative entrance including a landscaped median entry which is a minimum eight feet in width and 60 feet long.
13. Other (a developer may propose a non-listed landscape element if it meets the spirit and intent of the ordinance, subject to review and approval by the director).

c. The developer may use any combination of the aforementioned landscape elements to obtain the necessary number of points required for the

development. Different lots and landscapes will lend themselves to different types of designs. These regulations attempt to encourage creativity, diversity, and water conservation in landscaping.

d. Elements, both in terms of quantity and quality, should be in scale with the development, as determined by the director. Excessive compliance with an element can be awarded extra points, as determined by the director.

(iv) *Perimeter landscape requirement adjacent to residential.* Perimeter landscape areas shall contain at least one large canopy tree for each 30 feet when adjacent to residential zoned properties or residential uses.

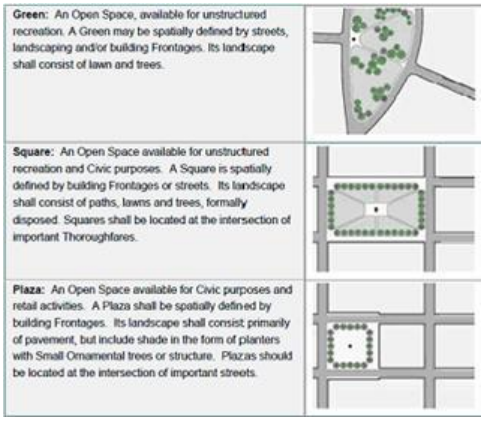
(v) *Required landscaping.* All required landscaping shall utilize plants from the city's approved plant list and be irrigated as required by the city. All required plantings shall be maintained in a healthy condition, and replaced if not.

(vi) Townhouse frontages shall be required to landscape a minimum of six feet between the edge of sidewalk and the primary building facade, excluding access to sidewalks, stairs, stoops, porches and patios. This area shall be landscaped with ground cover, low shrubs, and a large canopy tree or ornamental tree.

(2) *Open space and landscaping for mixed-use buildings.* On mixed use building developments where residential is included, a green, square or plaza shall be provided and approved as part of the site plan.

(A) A minimum area equal to 15 percent of a mixed use building's footprint shall be provided as open space. This may be counted as part of the required landscape area.

(B) At least one large canopy tree shall be provided for each 1,600 sf of area in open space. Four hundred square feet of shade structure may replace the requirement for a shade tree.



(f) *Performance standards.*

(1) *Lighting intent.* It is the intent of this section to provide a level and consistency of lighting that supports pedestrian activity and promotes safety.

(2) *Standards.*

(A) Lighting levels within project areas should not exceed 20 footcandles (fc) in any one spot and should generally maintain the following:

i.	Urban residential	3 fc avg	10 fc max	1 fc min
ii.	Retail	6 fc avg	15 fc max	1 fc min
iii.	Parking areas	1.5 fc avg	10 fc max	0.5 fc min

Figure 12 (B-3 Commercial)

(1972 Code, sec. 30.621; 2008 Code, sec. 14.02.322; Ord. No. 2025-16, § 1(Exh. A), 8-5-2025

Sec. 15.02.324 "I-1" industrial district

(a) *Purpose and description.*

(1) The I-1 district is composed of land and structures used for assembling, manufacturing or wholesaling where the use and its operation do not affect abutting and/or surrounding uses. The district regulations are designed to allow a wide range of industrial activities subject to limitations designed for mutual protection of land use. The I-1 district includes retail and commercial uses; however, I-1 districts are to be separated from residential areas by business areas or natural and/or man-made barriers. The district regulations implement the policies of the master plan by 1) protecting the character of the business and residential areas by regulating unenclosed activities or uses, which could intrude upon the lifestyle of the community through inappropriate lighting, noise, vibration, smoke, dust, or pollutants; 2) encouraging economic viability and stability in the city.

(2) An I-1 business is a business where the primary use specifically meets one or more of the following, and no ancillary use conflicts herewith:

(A) A repair facility the purpose of which is the repair and maintenance of goods, including vehicles;

(B) A service facility the purpose of which is providing a service to surrounding districts including vehicle and alcohol services; and/or

(C) A facility the purpose of which is the assembling, manufacturing, compounding, processing, packaging or testing of goods or equipment within an enclosed area, serviced by trucks or vans and imposing a negligible impact on the surrounding environment by noise, vibration, smoke, dust or pollutants.

(b) *Outside display and storage regulations.*

(1) Outside display of retail merchandise is allowed in an I-1 district.

(2) Outside storage of retail merchandise is allowed in an I-1 district only if such merchandise is screened in accordance with article 3.05 of the Leon Valley City Code.

(3) Outside storage of nonretail equipment, vehicles, or other business related items, shall be allowed as long as the requirements of article 3.05 of this Code are met.

(4) Any business activity not conducted in an enclosed structure must have appropriate screening, as required by article 3.05 of the Leon Valley City Code.

(c) *Lot requirements.*

(1) *Lot area.* There shall be a minimum area of 10,500 square feet.

(2) *Lot frontage.* There shall be a minimum frontage of 70 feet along a public right-of-way.

(3) *Minimum depth.* There shall be a minimum of 150 feet in depth of the lot.

(4) *Height.* No limit to height in this district.

(d) *Setback requirements.*

(1) *Front yard.* There shall be a front yard having a minimum of 25 feet from the front property line to the structure.

(2) *Rear yard.* None, except in those instances where the retail lot adjoins residential zoning to the rear, a rear yard of 25 feet or 20 percent of the average depth of the lot (whichever is less) shall be provided. In both cases, if the two districts are separated by an alley, said alley is not to be used for purposes of calculating the required setback and the building setbacks are required as if the lots adjoined the residential zoning district.

(3) *Side yard.* None, except in those instances where the property adjoins a residential property to the side, then a side yard of 20 feet shall be provided.

(4) *Corner lot.* Where lots abut on two intersecting or intercepting streets, where the interior angle of intersection or interception does not exceed 135 degrees, a side yard shall be provided on the street side of 20 feet.

(5) *Landscaping.* The use of drought tolerant turf grasses, such as zoysia or buffalo tif or combination, or other drought tolerant plantings and hardscape is strongly recommended. Landscaping shall consist of 12 percent of the street yard. Refer to landscaping section (section 15.02.501) for other regulations regarding site landscaping requirements.

(6) *Lighting.* All outdoor lighting shall be hooded and all light emissions shielded, and shall be oriented such that light is directed towards the property and does not trespass onto surrounding properties. Lighting facilities shall be arranged so as to reflect the illumination away from any residentially zoned property. All lighting facilities shall be placed, masked or otherwise arranged such that illumination or glare shall not create a hazard to motorists on any street, alley or other public way.

(7) *Parking.* Refer to parking table and regulations for site parking requirements.

(8) *Public facilities.* Each lot shall be connected to the city's public water and sewer system, and shall have appropriate sidewalks and fire protection. See article 10.02 (subdivision ordinance).

(9) *Nonconforming structures.* The provisions of floor space and masonry above shall not be applicable to nonconforming structures in existence on the date of the adoption thereof or to structures built hereafter on the same lot to replace such nonconforming structures as may be destroyed by fire, windstorm or other involuntary cause.

(d) *Landscaping.*

(1) *Streetscape and landscape.*

(A) *Intent.* It is the intent to both require and encourage streetscape and landscaping that reinforces the desired character for Leon Valley. It is also the intent to create comfortable pedestrian environments by shading sidewalks, parking areas and drive lanes.

In addition, it is the intent of this section to:

(i) Recognize the particular characteristics, qualities and beauty of Leon Valley

(ii) Provide the city with a unique and identifiable streetscape corridor

(iii) Contribute to pedestrian safety and comfort

(iv) Reduce the negative effects of solar heat gain in paved and hard surface areas

(v) Reduce glare, erosion, noise and sedimentation caused by expanses of impervious, non-vegetated surfaces.

(B) *Streetscape standards.*

(i) A large canopy tree is required along all public street rights-of-way for each 30 linear feet.

a. For properties improving existing buildings with improvements that are less than 51% of the value of the existing improvement, only those streets on which the improved building fronts shall be improved with street trees.

b. For all new developments, or redevelopments with improvements equal to 51% or more of the value of the existing improvement or 51% or more of the building area, then streetscaping requirements along all streets are required, regardless of building location.

(ii) In retail developments of 5,000 sf or more, an urban tree is required for each 25 feet with a minimum ten foot wide sidewalk along active storefronts and mixed use building fronts.

(iii) An urban tree is required along major access drives for each 30 linear feet within the development where reasonable, subject to review and approval by the director.

(iv) All benches, bollards, lampposts, trash receptacles, patio furniture, bicycle racks and other streetscape elements shall be constructed of a chip and flake resistant metal and generally black or dark gray-green in color.

(C) *Landscape standards.*

(i) *Parking landscape requirements.*

a. A minimum of ten percent of the gross vehicular use area (parking and drive lanes) shall be devoted to living landscaping which includes grasses, ground cover, plants, shrubs and trees.

b. There shall be a minimum of one shade tree planted for each 400 square feet or fraction thereof of required interior landscape area.

c. Planting islands shall not be spaced greater than every 12 spaces unless approved in the landscape plan in order to preserve existing trees and natural features or due to unique site conditions.

d. Hardscape enhancements, where required, should utilize stone accents where appropriate.

e. One small ornamental tree or large shrub is required for every five large canopy trees.

f. An urban tree is required along internal pedestrian connections for each 25 linear feet.

(ii) *Screening of parking.* Where on-site parking is located adjacent to a street, roadway or public open space, a minimum ten-foot landscape buffer is required between the property lines and any parking, paving, or internal driveways. Driveway openings are permitted in

the landscape buffer area. The area of the landscaped buffer may be included in the total required landscape area for the lot.

a. *Location.* The landscaped buffer requirement shall apply to all sides of the lot adjacent to a public street, open space, or right-of-way.

b. *Screen.* The screening shall be between a minimum height of three feet and a maximum of four feet above the grade of the parking lot and located adjacent to the parking lot. Screening shall be opaque and consist of shrubs and/or berms.

c. *Materials.* Shrubs or grasses shall be capable of reaching a height of three feet within two years of planting, and shall generally be planted no more than 36 inches on center (depending on the species). Earth berms shall not be steeper than 3:1 except where one side is a stacked or stepped masonry wall. Screening walls shall be masonry.

(iii) *Landscape point system.*

a. Landscape plans must include a minimum number of amenity items listed below in order to obtain approval. Landscape points are determined by the size of the pre-subdivided lot being developed.

Site Size	Minimum Number of Items Required
3 acres or less	6
Greater than three acres	8

b. The following is a list of landscape elements, each representing one point, subject to review and approval by the director:

1. Enhanced entranceway paving (using stone or architectural concrete pavers, or colored-stamped concrete).
2. Enhanced hardscape (stamped crosswalks, decorative stone or architectural concrete paver walkways, meandering sidewalks, etc.).
3. Enhanced landscaping (within development and at the entranceways of the development).
4. Enhanced site canopy (planting perimeter trees one per 30 feet and locating a parking island every ten spaces).
5. Enhanced streetscape elements (i.e. decorative lampposts, benches, receptacles, bike racks, decorative bollards, etc.).
6. Landscaped open space provision greater than what is required (20 to 30 percent over requirement).
7. Buffer berms (providing three foot high berms along the street frontage) for properties fronting on Bandera.
8. Public art (obelisks, sculptures, statues, clock towers, water fountains, etc.): Small: 1; Large: 2.
9. Use of shaded and decorative outdoor seating areas (benches, outdoor dining, etc.).
10. Use of masonry planters with irrigation (minimum four feet in width).

11. Foundation plantings along 75 percent of the building's primary facade (for non-retail frontages) a minimum of five feet in width.

12. Decorative entrance including a landscaped median entry which is a minimum eight feet in width and 60 feet long.

13. Other (a developer may propose a non-listed landscape element if it meets the spirit and intent of the ordinance, subject to review and approval by the director).

c. The developer may use any combination of the aforementioned landscape elements to obtain the necessary number of points required for the development. Different lots and landscapes will lend themselves to different types of designs. These regulations attempt to encourage creativity, diversity, and water conservation in landscaping.

d. Elements, both in terms of quantity and quality, should be in scale with the development, as determined by the director. Excessive compliance with an element can be awarded extra points, as determined by the director.

(iv) *Perimeter landscape requirement adjacent to residential.* Perimeter landscape areas shall contain at least one large canopy tree for each 30 feet when adjacent to residential zoned properties or residential uses.

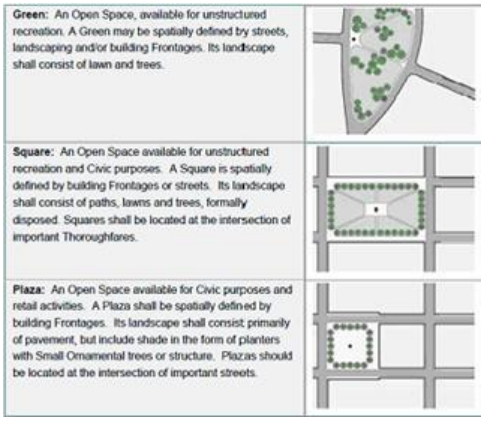
(v) *Required landscaping.* All required landscaping shall utilize plants from the city's approved plant list and be irrigated as required by the city. All required plantings shall be maintained in a healthy condition, and replaced if not.

(vi) Townhouse frontages shall be required to landscape a minimum of six feet between the edge of sidewalk and the primary building facade, excluding access to sidewalks, stairs, stoops, porches and patios. This area shall be landscaped with ground cover, low shrubs, and a large canopy tree or ornamental tree.

(2) *Open space and landscaping for mixed-use buildings.* On mixed use building developments where residential is included, a green, square or plaza shall be provided and approved as part of the site plan.

(A) A minimum area equal to 15 percent of a mixed use building's footprint shall be provided as open space. This may be counted as part of the required landscape area.

(B) At least one large canopy tree shall be provided for each 1,600 sf of area in open space. Four hundred square feet of shade structure may replace the requirement for a shade tree.



(f) *Performance standards.*

(1) *Lighting intent.* It is the intent of this section to provide a level and consistency of lighting that supports pedestrian activity and promotes safety.

(2) *Standards.*

(A) Lighting levels within project areas should not exceed 20 footcandles (fc) in any one spot and should generally maintain the following:

i.	Urban residential	3 fc avg	10 fc max	1 fc min
ii.	Retail	6 fc avg	15 fc max	1 fc min
iii.	Parking areas	1.5 fc avg	10 fc max	0.5 fc min

Figure 13 (I-1 Industrial)

(1972 Code, sec. 30.622; 2008 Code, sec. 14.02.323; Ord. No. 2025-16, § 1(Exh. A), 8-5-2025)

Sec. 15.02.325 Table of minimum requirements

(a) In all cases regarding minimum standards set forth in the following table, the table is intended to be used in conjunction with the area requirements set forth in the zoning district sections of this article.

District	Use	Min. Front Yard in Ft.	Min. Side Yard in Ft.	Min. Rear Yard in Ft.	Min. Area in SF	Min. Width in Ft.	Max. Story Height ***
RE-1	Residential Estate	50	25	50	43,560	150	2.5
R-1	Single-family/other	25	5	30	8,400	70	2.5
R-2	Two-family/other	20	5	30	*	85	2.5
R-3	Multiple-family	20	10	25	*	85	3
R-3A	Multiple-family retirement	25	10	25	5 acres	85	1 cot. 3 apt.
R-4	Townhouse	25	10	25	*	45	3
R-5	Mobile home	20	10	25	4 acres	70	2.5
R-6	Garden house	20	5*	15	4,500	45	2.5
R-7	Single-family medium density						
O-1	Office	20	10	25	10,000	85	3
B-1	Small business	25	5	30	8,400	70	2.5

B-2	Retail	25	** None	** None	9,100	70	3
B-3	Commercial	25	** None	** None	9,100	70	No limit
I-1	Industrial	25	** None	** None	10,500	70	No limit

* Refer to appropriate zoning district of [for] district height, yard and area requirements.

** In those instances where the retail, commercial or industrial lot adjoins on the side of a residential zoning district, a side yard of 20 feet shall be provided. Where the retail, commercial or industrial lot adjoins residential zoning to the rear, a rear yard of 25 feet or 20 percent of the average depth of the lot (whichever is less) shall be provided. In both cases, if the two districts are separated by an alley, said alley is not to be used for purposes of calculating the required setback and the building setbacks are required as if the lots adjoined the residential zoning district.

*** Refer to development regulations, section 15.02.305, "Height" for allowed exceptions to the minimum height requirement.

(b) *Procedural regulations for use classification.*

(1) Divisions 6 and 7 of this article shall be utilized in determining use classification, permitted zoning district(s), and restrictions regarding uses.

(2) When specified in the permitted use table, a use shall be allowable in the zoning district(s) as shown, unless further restrictions make such use(s) in that zone impermissible.

(3) When not specified in the permitted use table or section 15.02.382, the use shall be subject to the rules applicable to nonspecified uses, found elsewhere in this article, unless every aspect of the use is consistent with the intent of this article, and such use meets the criteria of the district categories.

(4) Whether a use falls under a table or category shall be determined by the zoning administrator.

(5) Where a site has more than one use, the primary use shall override. In cases where each use is equal, the use which has the most restrictive zoning district and regulations shall override.

(6) Any wholesale use not specifically denoted as such in the permitted use table shall be classified as a wholesale facility.

(1972 Code, sec. 30.623; 2008 Code, sec. 14.02.324; Ord. No. 2025-16, § 1(Exh. A), 8-5-2025)

Sec. 15.02.326 Non-chartered financial institution regulations

(a) Non-chartered financial institutions shall be subject to the following regulations:

(1) Animated, moving, flashing, blinking, reflecting, revolving or similar type on-premises signs are prohibited.

(2) May not be located within 500 feet from the following land uses: residentially zoned parcels, any state or federally chartered bank, savings association, credit union, or industrial loan company, religious institutions, school or day care facility, bar or liquor store, and pawnshops.

(3) Storefronts shall have glass or transparent glazing in the window and doors and as prescribed by article 3.04 shall have no more than ten percent of any window or door area covered by signs, banners or opaque coverings of any kind.

(4) Animated, moving, flashing, blinking, reflecting, revolving or similar type on-premises signs are prohibited.

(5) May only operate within a freestanding building and may not operate in the same structure as any other use of the same type.

(Ordinance 14-02, sec. II(B), adopted 4-14-14; Ordinance 2019-9, ex. B, adopted 2-19-19; Ord. No. 2025-16, § 1(Exh. A), 8-5-2025)

Secs. 15.02.327—15.02.380 Reserved

DIVISION 7. PERMITTED USE TABLE

Sec. 15.02.381 Permitted use table

P	-	Allowed by right		-	
X	-	Not allowed		-	
U	-	Per underlying zoning	GO	-	Gateway overlay
SUP	-	Specific use permit			

Use	O-1	B-1	B-2	B-3	I-1	GO	Notes
Adult care facility	SUP	SUP	P	P	P	U	**See section 15.02.317, "Adult care facilities"
Air conditioning repair	X	X	X	P	P	X	
Air conditioning sales - repair and/or service incidental	X	X	P	P	P	X	
Alcoholic beverage sales - no on-premises consumption	X	X	P	P	P	U	Not within 200 ft of SF zone
Alteration and repair of apparel	X	X	P	P	P	U	
Ambulance service	X	X	X	P	P	U	
Animal clinic	X	X	P	P	P	U	GO: P with no overnight kennel
Animal shelter/pound	X	X	X	P	P	X	
Antique store	X	P	P	P	P	U	
Appliance, minor - repair	X	X	P	P	P	U	
Appliance, major - repair	X	X	X	P	P	X	
Appliance store repair and/or service incidental	X	X	P	P	P	U	
Art gallery	X	P	P	P	P	U	
Assembly/packaging	X	X	X	SUP	P	U	

Attended donation station/facility	X	X	SUP	SUP	P	U	
Auditorium, convention center, and other similar meeting facilities	X	X	X	SUP	P	U	
Automobile accessories - retail sales w/ installation and/or repair incidental	X	X	SUP	P	P	X	
Automobile accessories, parts and components to include inspection Retail sales only w/o installation and/or repair incidental	X	X	P	P	P	X*	* GO: Allowed in B-3 only with SUP
Automobile boat storage	X	X	X	SUP	P	X	
Automobile auction	X	X	X	X	P	X	**Vehicles to be in operating condition w/current sticker and license
Automobile lubrication service facility - lubrication only	X	X	P	P	P	X	
Automobile parts and components Retail sales with installation and/or repair incidental	X	X	X	P	P	X	
Automobile rental with unenclosed on-site storage of not more than 12 private passenger vehicles	X	X	P	P	P	X	
Automobile rental on-site storage	X	X	X	P	P	X	

Automobile rental and/or sales	X	X	X	P	P	X	
Automobile repair and/or service	X	X	X	P	P	X	
Automobile repair and/or service - brake repair facility	X	X	X	P	P	X	
Automobile service station - gasoline sales only	X	X	P	P	P	SUP	
Automobile service station - repair incidental	X	X	X	P	P	SUP	
Automobile and truck sales - service incidental	X	X	X	P	P	X	
Automobile/vehicle inspection station	X	X	P	P	P	SUP	
Automobile/vehicle storage	X	X	X	P	P	X	**Vehicles to be in operating condition w/current sticker and license
Automobile wrecker service	X	X	X	X	P	U	
Bait store	X	X	X	P	P	X	
Bakery	X	X	P	P	P	U	
Bank, savings & loan	X	X	P	P	P	U	
Bar	X	X	X	SUP	SUP	U	
Bar/tavern completely enclosed	X	SUP	P	P	P	U	
Bar/tavern with outdoor entertainment area	X	X	SUP	P	P	U	
Barber or beauty equipment and supplies	X	X	P	P	P	U	
Barber or beauty shop	P	P	P	P	P	U	
Bicycle sales and repair	X	X	P	P	P	U	

Boat sales and service facility	X	X	X	SUP	SUP	X	
Bookstore	P	P	P	P	P	U	
Building specialty store	X	X	P	P	P	U	
Cabinet or carpenter shop	X	X	X	P	P	X	
Camera/photographic supply	X	X	P	P	P	P	
Candy, nut and confectionery store	X	X	P	P	P	P	
Carwash (automatic)	X	X	P	P	P	SUP	Vacuum cleaners must be set back a minimum of 50 feet from residential areas GO: All exterior carwash-related activities such as vacuum areas, washing, and drying must be screened from view from any residential districts or uses, streets, rights-of-way, major access drives or public park areas within 150' of the property
Carwash (self-service)	X	X	SUP	P	P	X	Vacuum cleaners must be set back a minimum of 50 feet from residential areas
Catering facility	X	X	P	P	P	U	
Cemetery	X	X	X	SUP	SUP	U	
Child care facility	SUP	SUP	P	P	X	U	**See section 15.02.316, "Child care facilities"
Churches	P	P	P	P	P	P	
Cleaning products	X	X	P	P	P	X	
Clinic, dental or medical	P	P	P	P	X	U	

Clothing and accessory store	X	X	P	P	X	U	
Club or lodge (private)	X	X	X	SUP	SUP	U	
Cold storage plant	X	X	X	SUP	P	X	
Communications distribution hub	X	X	SUP	SUP	P	U	
Computer store/similar business machines retail sales with installation and/or repair incidental	X	X	P	P	P	P	
Contractor facility	X	X	P	P	P	X	
Convenience store	X	X	P	P	P	U	**If the use is 24 hours a SUP is required
Cosmetics store	P	P	P	P	X	U	
Creamery	X	X	X	X	P	U	
Dairy product sales	X	X	P	P	P	U	
Dance hall	X	X	X	SUP	SUP	U	Also see bar, club or lodge (private)
Department and/or variety store	X	X	P	P	P	U	
Drugstore	X	P	P	P	P	U	
Dry cleaning - pickup station only	P	P	P	P	P	U	
Dry cleaning plant	X	X	X	SUP	SUP	X	
Electroplating	X	X	X	X	SUP	U	
Entertainment—Indoor	X	SUP	P	P	P	U	
Entertainment—Outdoor	X	SUP	SUP	P	P	U	
Exterminator	X	X	X	P	P	X	
Farm equipment sales and service	X	X	X	P	P	X	
Feed, seed, and/or fertilizer retail sales only	X	X	P	P	P	U	
Firearms and/or ammunition	X	X	SUP	SUP	SUP	U	

Fish market (fully enclosed)	X	X	P	P	P	U	
Fish market, wholesale	X	X	X	X	SUP	U	
Flea market	X	X	X	P	P	U*	*GO: Where permitted, SUP required **See additional regulations section 15.02.382
Floor cleaning service	X	X	SUP	P	P	U	
Floor covering sales	X	X	P	P	P	U	
Floral shop	P	P	P	P	P	U	
Food processing facility	X	X	X	X	SUP	U	
Food product sales	X	X	P	P	P	U	
Freight depot (truck)	X	X	X	X	SUP	U	
Fruit and produce market	X	X	P	P	P	U	
Funeral home/mortuary	X	X	SUP	P	P	U	
Furniture repair and/or upholstery shop	X	X	X	P	P	U	
Furniture sales	X	X	P	P	P	U	
Garden specialty store	X	X	P	P	P	U	
Gift shop	P	P	P	P	X	U	
Glass, sheet - sales only	X	X	P	P	P	U	
Grocery store w/food and produce market incidental	X	P	P	P	P	U	
Gymnasium/physical fitness facility	X	X	P	P	P	U	**Limited to 5,000 sf in the B-2 District. **Outside activities not permitted outside except with specific use permit approval.
Hardware store	X	X	P	P	P	U	
Hobby supply store (crafts)	X	P	P	P	P	U	
Hospital	X	X	X	P	P	U	

Intradermal permanent cosmetics	X	SUP	SUP	P	P	U	
Interior decorating studio	P	P	P	P	P	U	
Jewelry sales and repair	P	P	P	P	P	U	
Kennel	X	X	X	SUP	SUP	U	
Laboratory, dental or medical	X	X	SUP	P	P	U	
Laboratory, research	X	X	X	P	P	U	
Laboratory, testing	X	X	X	X	P	U	
Laundromat	X	X	P	P	P	U	
Laundry supply - to include uniform/linen/diaper service	X	X	X	SUP	P	U	
Leather goods or luggage store	X	P	P	P	P	U	
Library	X	X	X	P	P	U	
Locksmith	X	P	P	P	P	U	
Lodging:							
Boarding house	X	SUP	X	X	X	SUP	**Also see section 15.02.314, "Residential use table"
Convalescent ctr.	X	X	SUP	P	P	U	
Nursing home	X	SUP	SUP	P	P	U	
Hotel	X	X	X	P	P	U	
Inn	X	SUP	P	P	X	U	
Motel	X	X	X	P	P	U	
Suite hotel	X	X	X	P	P	U	
Lumberyard	X	X	X	SUP	P	X	
Machine, tools and construction equipment to include sales, service and repair	X	X	X	P	P	X	
Manufacturing	X	X	X	SUP	P	U	
Medical equipment and supplies	X	X	P	P	P	U	

Mobile food unit						U	
Motorcycle sales, repair, and service	X	X	X	SUP	P	U*	*In GO: Sales only. Where permitted, requires SUP
Moving and transfer company	X	X	X	P	P	X	
Museum	X	X	X	P	P	U	
Music store	X	X	P	P	P	U	
Nightclub/large tavern	X	X	SUP	SUP	SUP	U	
Non-chartered financial institution	X	X	X	P	P	U	***Not be located within a radius of 1,000 feet from the nearest existing non-chartered financial institution. ***Not located within 500 feet from the following land uses: residentially zoned parcels, any state or federally chartered bank, savings association, credit union, or industrial loan company, religious institutions, school or day care facility, bar or liquor store, and pawnshops. ***Storefronts shall have glass or transparent glazing in the window and doors and as prescribed by article 3.04 shall have no more than ten percent of any window or door area covered by signs, banners or

							opaque coverings of any kind. Animated, moving, flashing, blinking, reflecting, revolving or similar type on-premises signs are prohibited. ***May only operate within a freestanding building and may not operate in the same structure as any other use of the same type.
Nonemergency medical transport service	X	X	P	P	P	SUP	
Office equipment and supply	X	X	P	P	P	P	
Office, professional Also see Clinic, dental or medical	P	P	P	P	P	U	
Optical store	X	P	P	P	P	U	
Paint and wallpaper	X	X	P	P	P	U	
Park and ride	X	X	X	SUP	SUP	U	
Parking lot or parking garage	X	X	P	P	P	U	
Pawnshop	X	X	X	X	P	U	
Permanent makeup	P	P	P	P	P	U	
Pet grooming	X	X	P	P	P	U	
Pet store	X	X	P	P	P	U	
Photographic equipment and supplies	X	X	P	P	P	P	
Picture framing shop	X	X	P	P	P	P	
Plant nursery I	SUP	SUP	P	P	P	SUP	There shall be no sales or advertising signs and accessory buildings shall not exceed 600 square feet, nor be closer than 50 feet to

							any property line. Subject to screening requirements as stated in article 3.05
Plant nursery II	X	X	SUP	SUP	SUP	U	In a B-2 zone, there shall be no outside storage except live plant material. Subject to screening requirements as stated in article 3.05
Plant nursery III	X	X	SUP	P	P	U*	*Where permitted, an SUP is required. In a B-2 zone, there shall be no outside storage except live plant material. Subject to screening requirements as stated in article 3.05
Plant nursery IV	X	X	X	P	P	U*	Where permitted, an SUP is required. In a B-2 zone, there shall be no outside storage except live plant material. Subject to screening requirements as stated in article 3.05.
Plant nursery sales, greenhouse	X	X	P	P	P	U*	Where permitted, an SUP is required.
Playground equipment sales	X	X	X	P	P	U	GO: Indoor only, no outdoor display or storage
Plumbing fixture store	X	X	P	P	P	U	
Pool and spa sales	X	X	P	P	P	U*	GO: Indoor only, no outdoor display or storage. *SUP required
Portable building sales - manufactured,	X	X	X	P	P	X	

modular, mobile, prefabricated							
Post office	X	X	X	P	P	U	
Printing and reproduction services	X	X	SUP	P	P	P	Does not include major offset printing services
Propane facility	X	X	X	SUP	SUP	X	
Radio or television station - without transmitter tower or disc	X	X	P	P	P	U	A station with a transmitter requires an SUP in all the allowed districts
Recreational facility, neighborhood	X	X	X	P	P	U	
Restaurant and/or food establishment - Cafeteria, cafe, delicatessen, frozen dessert shop and other similar uses (completely enclosed)	X	P	P	P	P	U	Drive-thru see section 15.02.441(c)(8)(D), "Off-street stacking requirements" Drive-thru not permitted in B-1 District. Total floor area limited to 2,500 sf in B-1 District SUP required for on-premises consumption of alcohol in B-1 District
Residential: Townhouse, loft, live-work						P	Allowed only per standards in the GO district
Restaurant and/or food establishment (not completely enclosed)	X	X	SUP	P	P	U	Drive-thru see section 15.02.441(c)(8)(D), "Off-street stacking requirements"
Repair shop	X	X	X	P	P	X	
Retail outlet store	X	X	P	P	P	U	
Salon specialty - tanning, reducing, nail, massage	X	P	P	P	P	U	
School	X	X	X	P	P	U	

School, vocational	X	X	X	P	P	U	
Self-storage facility	X	X	P	P	P	X	
Shoe sales and/or repair	X	X	P	P	P	U	
Sign shop	X	X	SUP	P	P	X	
Small arms firing range - indoor	X	X	X	SUP	SUP	X	
Sporting goods store	X	X	P	P	P	U	
Stamp and/or coin store	P	P	P	P	P	U	
Stationery sales	X	P	P	P	P	U	
Studio for fine arts	SUP	SUP	P	P	P	U	
Tailor shop	X	P	P	P	P	U	
Taxidermist	X	X	X	SUP	SUP	X	
Telecommunication antennae/towers	X	X	X	SUP	SUP	U	**See "additional regulation," section 15.02.382
Telephone sales - to include mobile	X	X	P	P	P	P	
Temporary use	X	X	X	SUP	SUP	U	**See "additional regulation," section 15.02.382
Theater, indoor	X	X	X	P	P	U	
Theater, outdoor	X	X	X	SUP	SUP	X	
Tobacco store	X	X	P	P	P	U	
Tool and equipment rental	X	X	P	P	P	U	GO: No outside storage, small tools and equipment only
Toy store	X	X	P	P	P	U	
Trophy sales	X	P	P	P	P	U	
Truck (heavy) repair/maintenance	X	X	X	X	P	U	
University	X	X	X	P	X	U	
Videotape sales and rental	X	X	P	P	P	U	
Warehouse storage facility	P	X	X	P	P	X	

Watch and clock repair	X	P	P	P	P	U	
Welding shop	X	X	X	X	P	U	
Wholesale facility	X	X	X	P	P	X	

(Ordinance 11-024 adopted 9-20-11; 2008 Code, sec. 14.02.381; Ordinance 14-02, sec. II(C), adopted 4-14-14; Ordinance 2019-9, ex. A, adopted 2-19-19; Ordinance 2020-35 adopted 7-21-20; Ord. No. 2021-20, § 1, 4-20-2021; Ord. No. 2021-30, § 1, 7-20 -2021; Ord. No. 2022-49, § 1, 10-18-2022; Ord. No. 2023-16, § 2, 5-16-2023; Ord. No. 2024-39, § 1, 9-17-2024; Ord. No. 2025-12, § 2, 5-20-2025; Ord. No. 2025-16, § 1(Exh. A), 8-5-2025)

Sec. 15.02.382 Permitted uses which require additional regulation

(a) *Temporary uses.*

(1) Uses that are temporary in nature shall require a specific use permit for the duration of the use, regardless of whether they are the primary use of the site.

(2) The specific duration of the use shall be determined during the specific use permit process.

(3) Temporary uses are characterized by such activities as the sale of agricultural/floral products, Christmas tree sales, fireworks, carnivals, flea markets, clothing, shoe or accessory tents and special events not included under article 1.10, division 2 (parades) but is not intended to include those structures used to house contracting office(s) during temporary construction phases.

(4) A continuous specific use permit is necessary for any duration of more than six weeks, whether such use is daily, weekly, or monthly.

(b) *Antenna, tower, and/or alternative tower structures.* Antennas, towers and alternative tower structures, other than receive-only antennas, are permitted only in the B-3 or I-1 zoning districts and only if the minimum requirements as established herein are met, or any other applicable requirements of the specific use permit, if so required:

(1) *Purpose and goals.* The purpose of this section is to establish regulations for the placement of towers and antennas on public and private property. The goals of this section are to:

(A) Encourage the location of towers in nonresidential areas and minimize the total number of towers throughout the community;

(B) Encourage strongly the joint use of the new and existing tower sites;

(C) Require users of towers and antennas to locate them, to the extent possible, in areas where the adverse impact on the community is minimal;

(D) Require users of towers and antennas to configure them in a way that minimizes the adverse visual impact of the towers and antennas, and

(E) Enhance the ability of the providers of telecommunications services to provide such services to the community quickly, effectively, and efficiently.

(2) *Application requirements.*

(A) The proponent of a new tower site other than a radio, television or microwave broadcasting or transmission facility shall provide the following documentations for review by the development department:

(i) *Inventory of existing sites.* Each applicant for one or more towers shall provide to the development department an inventory of its existing towers, including specific information about the location, height, and design of each tower. The development department shall maintain an inventory of existing towers, including specific information about the location, height, and design of each tower. The city may share such information with other persons, organizations or governmental authorities to locate antennas within the city;

(ii) *Availability of suitable existing towers or other structures.* No new tower shall be permitted unless the applicant demonstrates to the reasonable satisfaction of the development department that no existing tower or structure can accommodate the applicant's proposed antenna. Evidence submitted may consist of the following:

a. No existing towers or structures are located within the geographic area required to meet applicant's engineering requirements;

b. Existing towers or structures are not of sufficient height to meet applicant's engineering requirements;

c. Existing towers or structures do not have sufficient structural strength to support applicant's proposed antenna and related equipment and cannot be reinforced to provide sufficient structural strength;

d. The applicant's proposed antenna would cause electromagnetic interference with the antenna on the existing towers or structures, or the antenna on the existing towers or structures would cause interference with the applicant's proposed antenna;

e. The fees or costs required to share an existing tower or structure or to adapt an existing tower or structure for sharing are unreasonable. Costs below new tower development are presumed reasonable;

f. Property owners or owners of existing towers or structures are unwilling to accommodate the applicant's needs;

g. The applicant demonstrates that there are other limiting factors that render existing towers and structures unsuitable.

h. Site plan. Each applicant requesting a permit under this section shall submit a scaled site plan and a scaled elevation view and other supporting drawings, calculations, and other documentation, signed and sealed by appropriate professional engineers, showing the location and dimensions of all improvements, including information concerning topography, radio frequency coverage, tower height requirements, setbacks, drives, parking, fencing, landscaping, adjacent uses, and other information necessary to assessment of compliance with this article.

i. Prior to the installation of any building/roof-mounted telecommunications antenna, antenna array or support structure the city building official may require an engineer's certification that the structure will support and not be adversely affected by the proposed antenna and associated equipment.

(3) *Residential setback.* Towers must be set back a distance equal to the height of the tower from any off-site residential structure and shall not be placed within the minimum yard setback requirement in the zoning district in which they are located.

(4) *Yard setback.* Towers and accessory facilities must satisfy the minimum yard setback requirements for the zoning district in which they are located.

(5) *Security fencing.* Towers shall be enclosed by security fencing not less than six feet in height, shall be equipped with an appropriate anti-climbing device, and shall be screened and landscaped from view.

(6) *Signage.* Except as otherwise permitted in this article, no signage, lettering, symbols, images, or trademarks in excess of 200 square inches (1290 square cm) shall be placed on or affixed to any part of a telecommunications tower, antenna, antenna array, equipment building, or security fencing other than as required by FCC regulations or other applicable law.

(7) *Lighting.* Except as otherwise permitted in this article, no signals, lights or illumination of any kind shall be permitted on or directed toward any tower unless required by the FCC, the FAA or other appropriate public authority.

(8) *Aesthetics.* Towers shall either maintain a galvanized steel finish or, subject to any applicable standards of the FAA, be painted sky blue or gray, so as to reduce visual obtrusiveness. At a tower site, the design of the buildings and related structures shall, to the extent possible, use materials, colors, textures, screening, and landscaping that will blend the tower facilities to the natural setting and built environment. If an antenna is installed on a structure other than a tower, the antenna and supporting electrical and mechanical equipment must be of a neutral color that is identical to, or closely compatible with, the color of the supporting structure so as to make the antenna and related equipment as visually unobtrusive as possible.

(9) *Federal requirements.* All towers must meet or exceed current standards and regulations of the FAA, the FCC, and any other agency of the federal government with authority to regulate towers and antennas. If such standards and regulations are changed, then the owners of the towers and antennas governed by this section shall bring such towers and antennas into compliance with such revised standards and regulations within six months of the effective date of such standards and regulations.

(10) *Building codes; safety standards.* To ensure the structural integrity of towers, the owner of a tower shall ensure that it is maintained in compliance with standards contained in applicable local building codes and the applicable standards for tower that are published by the Electronic Industries Association (EIA-222), as amended from time to time. If, upon inspection, the tower fails to comply with such codes and standards and constitutes a danger to persons and property, then upon notice being provided to the owner of the tower, the owner shall have 30 days to bring such tower into compliance. If the owner fails to bring such tower into compliance within the said 30 days, the city may remove such tower or cause such tower to be removed at the owner's expense.

(11) *Removal of abandoned antennas and towers.* Any antenna or tower that is not operated for a continuous period of 12 months shall be considered abandoned, and the owner of such antenna of tower shall remove same within 90 days of receipt of notice from the city notifying the owner of such abandonment. If such antenna or tower is not removed within said 90 days, the city may cause such antenna or tower to be removed at the owner's expense. If there are two or more users of a single tower, then this provision shall not become effective until all users cease using the tower.

(12) *Refusal to grant request.* Rejection of an application for a permitted use request for an antenna, tower or alternative tower structure by the development department shall require the proponent to submit a zoning case for a specific use permit in accordance with division 12 of this article or by appeal to the board of adjustment.

(1972 Code, sec. 30.701; 2008 Code, sec. 14.02.382)

Secs. 15.02.383—15.02.440 Reserved

DIVISION 8. PARKING REGULATIONS

Sec. 15.02.441 Parking regulations

(a) *Purpose.* It is the purpose of this section to:

(1) Establish specific standards for the provision of off-street parking and loading space for every type of land use within the city;

(2) Lessen congestion on public thoroughfares;

(3) Reduce public safety hazards caused by failure to provide adequate parking and loading space; and

(4) Facilitate the adequate and safe provision of transportation and expedite the movement of traffic on public thoroughfares through recognition that the provision of off-street parking must be responsive to the diverse requirements of individual land uses.

(b) *General provisions.*

(1) No land shall be used, and no building shall be erected, altered, used, or occupied, and no use shall be operated in any zoning district unless the off-street parking facilities herein required are provided.

(2) Off-street parking facilities and off-street truck loading facilities in excess of the amounts heretofore required, need not be provided nor maintained for land, structures, or uses actually used, occupied and operated on the effective date of this article, but may be provided, if so desired by the owner and not in conflict with any other city ordinances.

(3) In the event that after the effective date of this article existing land, structures, or uses are enlarged or expanded, the land, structures, and uses hereby included shall not be used, occupied, or operated unless there is provided, for the increment only, of such land, structures and uses, at least the amount of off-street parking facilities and off-street truck loading facilities that would be required hereunder if the increment were a separate land, structure or use.

(4) The provisions of this article shall be in conjunction with the general guidelines established in the 7th edition Trip Generation Manual, 2003, and as amended, regarding parking. Where such manual is in conflict herewith, this article shall override. Where guidelines are laid out in that manual, and not precluded under this article, the zoning administrator shall have the option, in appropriate cases, of referring to that manual. To that extent and only to that extent such manual is hereby adopted.

(5) All nonresidential lots must provide cross-access to adjoining nonresidential lots.

(6) Where parking exceeds the minimum spaces required by more than ten percent or more than one full bay of parking is located between a building and a public street, landscaping of parking areas shall be increased to the following standards between the building and the public street:

(A) A minimum of 12 percent of the gross vehicular use area shall be devoted to living landscaping which includes grasses, ground cover, plants, shrubs and trees.

(B) There shall be a minimum of one shade tree planted for each 300 square feet or fraction thereof of required interior landscape area.

(C) Planting islands shall not be spaced greater than every ten spaces unless approved in the landscape plan in order to preserve existing trees and natural features or due to unique site conditions.

(D) *Parking reduction.* Provided there is a shared access and joint use agreement with an adjacent property, parking may be reduced by up to 15 percent of the total requirement.

(c) *Regulations.*

(1) *Off-street parking and loading spaces required.*

(A) In all districts, for every use, there shall be provided at the time any building is erected or increased in capacity, or at the time any other use is established, off-street parking and loading space in accordance with the provisions specified herein.

(B) The provision for and maintenance of off-street parking facilities herein required shall be the joint and several responsibility of the operator and owner of the use, structure and/or land on which is located the use for which off-street parking facilities are required.

(C) The minimum requirements for off-street parking facilities are found in "Off-street truck loading requirements." These classifications of uses enumerated in said table are general and are

intended to include all similar uses. As part of the procedure for the review and consideration of the required parking, the applicant may be required to submit a parking analysis, prepared in accordance with the provisions established herein. Where a classification of uses is not determinable from said table, the zoning administrator, or his designate, shall fix the classification.

(D) Notwithstanding the amount of off-street parking required by this article, the zoning administrator may approve less off-street parking when the proponent of a use demonstrates that, due to special circumstances involved with a particular use, it is obvious that the off-street parking required by this article exceeds any reasonable likely need.

(2) *Off-street parking size and location.*

(A) Minimum dimensions for off-street parking spaces and maneuvering aisles shall be determined by the application of the parking dimension matrix as shown in the Trip Generation Traffic Manual.

(B) Each off-street parking space shall be an area of not less than 162 square feet (not less than nine feet in width or 18 feet in length), exclusive of access or maneuvering area, ramps and other appurtenances, except as specifically provided in other portions of this article.

(C) Except as otherwise permitted under a special plan for location or sharing of facilities, off-street parking facilities shall be located on the lot on which the use or structure for which they are provided is located.

(D) All parking areas containing three or more parking spaces shall include a turnaround which is designed and located so that vehicles can enter and exit the parking area without backing onto a public right-of-way. Each required parking stall shall be individually and easily accessible based on good engineering practice. All portions of a public lot or garage shall be accessible to other portions thereof without requiring the use of any public street.

(E) Small-car parking spaces, whether provided to satisfy the minimum parking requirements of this article or to provide excess or overflow parking, shall not be permitted unless in compliance with the compact car system of parking as described in the Trip Generation Traffic Manual.

(3) *Design and construction standards of off-street parking.*

(A) All off-street parking areas and spaces shall be designed and constructed so as to have unencumbered ingress and egress to a public thoroughfare at all times. All maneuvering for off-street parking shall be accomplished on private property, except in R-1 (single-family), R-2 (two-family) and R-6 (garden home) dwelling areas.

(B) Off-street parking facilities shall be constructed, maintained and operated in accordance with the following specifications:

(i) *Drainage and surfacing.* Parking areas shall be properly graded for drainage, with an all-weather paved surface and maintained in good condition, free of weeds, dirt, trash, and debris.

(ii) *Wheel guards.* Boundary or perimeter areas shall be provided with wheel guards, so located that no part of parked vehicles will extend beyond the property line of the parking area. All parking lots and garages serving nonresidential uses shall be provided with a concrete or masonry inner curb or freestanding wheel stop to separate the parking area from public right-of-way. The wheel stop shall be set back from the property line so that no part of a vehicle shall extend onto public property, streets, or sidewalks. Such wheel stop shall be a minimum of six inches in width and six inches in height, and shall be permanently and securely anchored to the pavement. The zoning administrator may require the

placement of curbs or freestanding wheel stops in specific locations as needed to correct existing problems caused by vehicular overhang onto right-of-way, streets or sidewalks. The property owner shall replace any damaged, missing, or unanchored curbs or wheel stops as necessary or required by the city.

(iii) *Lighting.* All parking areas shall be lighted, with the exception of R-1, R-2, R-6 areas. Lighting facilities shall be arranged so as to reflect the illumination away from any residentially zoned property. All lighting facilities shall be placed, masked or otherwise arranged such that illumination or glare shall not create a hazard to motorists on any street, alley or other public way. [All lighting facilities] shall be so arranged that they neither unreasonably disturb occupants of adjacent residential properties nor interfere with traffic.

(iv) *Entrances/exits.* Facilities shall be provided with entrances and exits so located as to minimize traffic congestion.

(v) *Prohibition of other uses.* Parking areas shall not be used for the sale, repair, dismantling or servicing of any vehicles, equipment, materials, or supplies nor for parking lots, or garages unless specifically permitted in the zoning district.

(vi) *Pavement and identification required.* All required off-street parking and loading areas, maneuvering aisles, and accessways to any required off-street parking or loading areas, in all zoning districts, shall be paved in accordance with the standards prescribed by the city. Except for single-family, duplex and townhouse dwellings, parking stalls and spaces shall be permanently and clearly identified by stripes, buttons, tiles, curbs, barriers or other approved methods.

(vii) *Maintenance.* Internal curbs and wheel stops shall be continuously poured in place or shall be attached to the pavement to prevent movement. Nonpermanent type markings, such as paint, shall be regularly maintained to ensure continuous identification of the space or stall.

(viii) *Driveway and ramp slopes.* The maximum slope of any driveway or ramp shall not exceed 14 percent. Transition slopes in driveways and ramps shall be provided in accordance with the standards set by the city and the jurisdiction's engineer.

(4) *Reduction of off-street parking.* Pursuant to the procedure hereinafter set forth, either part or all of the required off-street parking facilities may be located on a site other than the one occupied by the use or structure requiring such facilities. Two or more uses may share the same off-street parking facilities and each of such uses may be considered as having provided such shared space individually. Such shared parking space, however, shall not be considered as having been provided individually unless the schedules of operation of all such uses are such that none of the uses sharing the facilities require the off-street parking facilities at the same time.

(A) *Cooperative parking plan.* The arrangement for sharing of off-street parking facilities shall be known and described as a cooperative parking plan.

(B) *Application procedure.* An application for approval of a cooperative parking plan shall be filed with the zoning administrator, or his designate, by the owner(s) of all structures then existing on a subject land area, and all parties having a legal interest in such land area and structures. Sufficient evidence to establish the status of the applicants as owners or parties in interest shall be provided. The application shall include 1) a parking analysis with plans showing the location of the uses or structures for which off-street parking facilities are required and the location of the off-street parking facilities; 2) the schedule of times used by those sharing in common; and 3) any

miscellaneous pertinent information as may be applicable to the request or as may be requested by city staff.

(C) *Review of application.* The application shall be reviewed for approval or disapproval by the zoning administrator or his designate.

(D) *Registration of cooperative parking plans.* Upon approval of the plan, a copy of such plan shall be registered among the records of the city secretary and shall thereafter be binding upon the applicants, their heirs, successors and assigns. This registration shall limit and control the issuance and validity of permits and certificates and shall restrict, limit and control the use and operation of all land structures included within such cooperative parking plan.

(E) *Amendment or withdrawal of cooperative parking plan.* Pursuant to the same procedure and subject to the same limitations and requirements by which the cooperative parking plan was approved and registered, any such plan may be amended or withdrawn, either partially or completely, if all land and structures remaining under such plan comply with all the conditions and limitations of the plan and all land and structures withdrawn from such plan comply with the regulations of this article.

(5) *Alternate landscaping.* In all districts in which a shopping center or office building is a permitted use, and where such shopping center or office building contains in excess of 50,000 square feet of gross leasable area or where not less than 200 off-street parking spaces are required, then the first 18 feet of the parking lot serving such facility, and which portion abuts an arterial thoroughfare, may be devoted to landscaped open space in lieu of the required off-street parking spaces that would otherwise occupy such space. Such alternate landscaping shall be subject to the following conditions:

(A) That such credit shall result in a reduction of at least ten percent of the required off-street parking spaces for the shopping center or office building;

(B) That the shopping center or office building would otherwise meet all applicable off-street parking requirements if such area was devoted to parking space rather than alternate landscaped area;

(C) Such credit shall not be applicable to a reduction in off-loading [off-street loading] requirements;

(D) Such alternate landscaping area shall not count toward satisfying the minimum on-site landscaping requirements as may be applicable to the district in which the shopping center or office building is located;

(E) Such alternate landscaping area shall be measured from, and be perpendicular to, the property line which abuts an arterial thoroughfare. Where landscaped open space is provided on private property in accordance with the required on-site landscaping provisions of the applicable zoning district, and such required landscaping is located adjacent to an arterial thoroughfare, the alternate landscape area shall be measured from the edge of, and in addition to, such required landscape area. In any event, all required dimensions of vehicle maneuvering areas and aisles as prescribed by this section shall be complied with.

(F) All landscape areas shall be landscaped with living plant material, shall incorporate trees in accordance with division 9 of this article, shall be planted and maintained in compliance with the American Nursery and Landscape Association, "American Standard for Nursery Stock" and ANSI Z60.1-2004 and ANSI A300 "Tree Care Standards" guidelines, and shall have installed an irrigation system meeting all applicable requirements of the city and approved by the zoning administrator, or shall be located within 75 feet of a bibcock, faucet or other water source; and

(G) The alternate landscape area may not be converted to parking spaces, designed and constructed in accordance with the provisions of this section, at any time.

(6) *Retention of existing trees.* Refer to division 9 of this article [and chapter 13 of the Code of Ordinances], for regulations regarding mandatory retention and preservation of existing trees, prior to the removal of any trees on-site. In all districts, where an existing tree is maintained in a living and growing condition and is located internally within the parking area of any use or facility, such tree may be credited in lieu of four required off-street spaces. Such credit shall be subject to the following conditions:

(A) Each existing tree shall be of at least four inches in trunk diameter, measured four feet [above grade];

(B) Each tree counted toward a parking credit shall be maintained in a living and growing condition. In the event of the death of the existing tree, such parking credit shall remain in effect only if the tree is replaced with a tree of equal or greater caliper;

(C) Each tree shall be located within a landscape island, peninsula or median, delineated from the surrounding paved area by a masonry or concrete curb of not less than six inches in height around the entire perimeter of the island or module;

(D) At least half of the tree's extended dripline at maturity must be in permeable area;

(E) The area devoted to each landscape island or module shall not count toward satisfying the on-site landscaping requirements of any use in any zoning district if such area is to be applied as a credit toward the off-street parking standard;

(F) Such reduction of off-street parking shall not exceed ten percent of the total required off-street parking for the use or facility; and

(G) The landscape islands, peninsulas or medians may not be converted to parking spaces, designed and constructed with these provisions, at any time. Any conversion of parking spaces into landscape areas shall not be in conflict with, or in lieu of, the minimum landscape requirements set forth elsewhere within this article.

(7) *Table of minimum off-street parking requirements.* The minimum requirements for off-street parking facilities in all zones shall be governed by the following table:

Residential Use	Parking Requirements
Low-density residential (both detached and medium density such as duplex, triplex, fourplex, townhouse, garden house, and patio home)	Two spaces per dwelling unit.
Multiple-family retirement community	1.5 spaces per dwelling unit
High-density residential (apartments, condominiums)	One space for each one-bedroom unit, two spaces for each two-bedroom unit, and one additional space for each additional bedroom.
Office and Commercial (excluding shopping centers)	Parking Requirements
Automotive repair (to include body and paint shops, tire, muffler, suspension, and other associated automotive repair facilities, including said repair activities associated with auto and truck sales and service dealerships. Said dealerships must provide dedicated parking at the required ratios for the portion of the GFA dedicated to automotive repair.)	1:200 sf GFA for retail sales. 1:150 sf GFA for service floor area.
Bowling centers	1:200 sf GFA.
Child care facilities	1:450 sf GFA.

Drive-in eating establishments, where food or drink is served to customers in their vehicles	2:100 sf GFA, with a minimum of 20 spaces for on-premise consumption to be provided.
General business, retail, clinic, and personal service establishments (excluding office/warehouse)	1:200 sf GFA for retail sales and service areas. 1:800 sf GFA used exclusively for storage, processing or related activities separate and apart from retail sales activity.
Hospitals/home, nursing	One space for each two beds plus, One space for each hospital or staff doctor plus, One space for each five employees; parking for each enumerated user group is to be physically separated from the other and identified by user-group.
Hotel and motel establishments	One space per guest room and one space per two employees (associated independent commercial and/or recreational areas open to the general public require appropriate, additional spaces).
Libraries, museums, art galleries, clubs, lodges	1:300 sf GFA.
Lumber, nursery (plant) and affiliated activities	1:200 sf GFA for retail sales area/service floor area, and one space per 800 sf GFA of enclosed storage and/or display area, and 1:200 sf of open sales/storage/display area.
Office/warehouse	1:250 GFA for that portion dedicated to office use; and 1:1000 GFA for that portion dedicated to warehouse use. One space for each five employees; parking for each enumerated user group is to be physically separated from the other and identified by user-group.
Professional offices/studios	1:250 sf GFA.
Recreation and amusement, entertainment - indoor and outdoor, dance hall, nightclub, bar, club or lodge (private)	1:800 sf of specified outdoor recreational area. 1:100 sf GFA for indoor recreational area up to 20,000 sf. 1:200 sf GFA for indoor recreational area in excess of 20,000 sf.
Restaurants, cafeterias, delicatessens and other food serving establishments, except drive-in eating establishments	1:100 sf GFA.
Schools	Elementary: One space per 600 square feet of classroom area; Middle: One per each 400 square feet of classroom area; High: One per each 90 square feet of classroom area
Shopping centers	Refer to the shopping center parking requirements section of this article [subsection (9)].
Theaters, health clubs, physical fitness, gymnasiums, convention halls, assembly halls, stadiums, funeral homes, churches, racquetball/ handball/tennis facilities	One space per four seats or one space per 800 sf of specified outdoor recreational area; and 1:100 sf GFA for indoor recreational area up to 20,000 sf 1:200 sf GFA of indoor recreational area in excess of 20,000 sf.

(8) *Off-street stacking requirements.*

(A) Vehicle stacking space shall mean a paved area of not less than eight feet in width nor less than 22 feet in length, constructed in accordance with the applicable standards of the city.

(B) Off-street vehicle stacking spaces shall be provided, at a minimum, in accordance with the following table.

(C) No off-street vehicle stacking shall be permitted within a designated fire lane. Areas designated to satisfy the requirements for off-street stacking spaces shall not be permitted to encroach upon or occupy a fire lane or maneuvering aisle.

(D) Table of off-street stacking requirements.

Uses	Stacking Requirements
Automobile quick lube facility	One space in service bay and three additional stacking spaces for each service bay.
Carwash: full service	One space at each vacuum or pump station, plus seven additional stacking spaces for each vacuum or gas pump lane.
Self-service (to include drive-thru, and automated)	One space in wash bay, plus three additional stacking spaces for each wash bay.
Self-service (open bay)	One space per bay, plus two additional stacking spaces for each vacuum or wash bay.
Vehicle drying area (full service)	Ten spaces per carwash, located at the wash bay exit.
Financial institution	One space at each drive-up service window or station, plus six additional stacking spaces for each service lane.
Kiosk: food sales or service	One space at each drive-up service window, plus five additional stacking spaces for each window.
Kiosk: no food sales or service	One space at each drive-up service window, plus one additional stacking space for each window.
Kindergarten and child care center	*See below.
Retail uses with drive-up facilities	One space for each drive-up window, plus two additional stacking spaces for each window.
Restaurant with drive-up facilities	One space for each drive-up window, plus five additional stacking spaces for each window.
Gasoline service pump island	Two spaces per side at each pump island.

*Kindergarten and child care center: In the event that the front entrance or designated student disembarkation point of a kindergarten or child care center is less than 250 feet from the main entrance, then one off-street vehicle stacking space shall be required for each 20 students, based upon the number of students allowed by the specific use permit relative to such use. Such vehicle stacking areas shall be designed such that students will not be required to cross a fire lane, driveway, or any other point of vehicular travel to enter the building or facility.

(E) Parking spaces may be designated to satisfy such vehicle stacking requirements, provided that all of the following provisions are complied with:

(i) Such parking spaces shall be on the same lot or tract of land as the kindergarten or child care center;

(ii) The kindergarten or child care center shall be located in a detached building on a separate lot or tract of land;

(iii) Such parking space shall be located adjacent to the main entrance of the kindergarten or child care center, and situated such that children will not be required to cross a fire lane, driveway, or any other point of vehicular travel to enter the building or facility;

(iv) A sidewalk, with a minimum width of six feet excluding vehicular overhang, shall be provided adjacent to the parking spaces between the building and parking spaces;

(v) Such parking spaces shall conform to the dimension requirements of a paved area of not less than eight feet in width nor less than 22 feet in length, constructed in accordance with the applicable standards of the city; and

(vi) Parking spaces designated to satisfy the stacking requirements shall not be counted towards satisfying required parking for the kindergarten or care center.

(9) *Shopping center parking requirements.*

(A) A shopping center developer, owner, user or tenant may request to have parking requirements determined by providing, for city inspection and review, calculations based on the gross leasable area (GLA) as opposed to the gross floor area (GFA). If such a request is not made, parking requirements will be determined based on GFA as if it were GLA.

(B) Gross leasable area (GLA) is the total floor area designed for both tenant occupancy and exclusive use, including both owned and leased areas.

(C) Centers with less than 400,000 sf GLA shall require 1:250 sf GLA.

(D) Centers with 400,001 to 600,000 sf GLA shall require 1:222 sf GLA.

(E) Centers with over 600,000 sf of GLA shall require 1:200 sf GLA.

(F) Cinemas: For each 100 cinema seats three additional parking spaces shall be provided.

(G) Food service stores, including both full service and fast food restaurants, as well as specialty stores, such as ice cream parlors and doughnut shops:

(i) For centers with less than 100,000 sf GLA, ten additional parking spaces are required per 1,000 sf GLA of food service store tenant area.

(ii) For centers with 100,001 to 200,000 sf GLA, six additional parking spaces are required per 1,000 sf GLA of food service store tenant area.

(H) In cases where individual tenant uses are uses which require parking in excess of the requirements for the shopping center as a whole (such as nightclubs, gymnasiums, etc.) the more stringent requirement shall prevail and shall be a requirement for issuance of permits and certificates for said use. (Example: A 30,000 sf GLA shopping center with a 5,000 sf GLA restaurant would thus require 170 parking spaces (30,000/250) + (5 x 10) = 170).

(I) *Compact car system of parking.* In recognition of the impact of compact cars on the space requirements for shopping center parking, as much as 20 percent of the required parking spaces for shopping centers may be allocated for small-car parking spaces. Such an allocation shall only be made according to the compact car system of parking detailed below.

(i) Small-car parking spaces shall be no less than seven feet, six inches in width and no less than 15 feet in length.

(ii) The compact car system of parking shall use 90-degree angle spaces for small-car parking spaces which are in the same bay in which 45-degree angle standard parking spaces or 60-degree angle standard parking spaces are provided for larger cars.

(iii) The compact car system of parking shall be in accordance with the Trip Generation Traffic Manual.

(10) *Off-street truck loading requirements.*

(A) *General.* Truck loading facilities, as hereinafter provided shall be required in all zones, for structures containing uses devoted to business, industry, manufacturing, storage, warehousing, processing, offices, professional buildings, hotels, multiple-family dwellings, hospitals, airports, railroad terminals and any buildings of a commercial nature. The zoning administrator shall determine the off-street loading requirements for a use not specified, based on the most similar use listed above or using certified service/goods handling data for the specific use.

(B) *Responsibilities.* The provision for and maintenance of the off-street truck loading facilities required shall be the joint and several responsibility of the operator and owner of the land upon which the structure requiring the facilities is located.

(C) *Types.* For the purpose of this article there shall be two sizes of off-street truck loading spaces designated "large" and "small."

(i) *Large spaces.* Each "large" space shall have an overhead clearance of at least 14 feet, shall be at least 12 feet wide, and shall be at least 50 feet long, exclusive of access or maneuvering area, platform, and other appurtenances.

(ii) *Small spaces.* Each "small" space shall have an overhead clearance of at least ten feet, shall be at least eight feet wide, and shall be at least 20 feet long, exclusive of access or maneuvering area, platform and other appurtenances.

(D) *Location.* Off-street truck loading facilities shall be located on the same lot on which the structure for which they are provided is located; provided, however, that facilities provided under cooperative arrangement as hereinafter permitted may be located on another site not more than 300 feet from the structure for which they are provided.

(E) *Construction and maintenance.* Off-street truck loading facilities shall be constructed, maintained and operated in accordance with the following specifications:

(i) *Drainage and surfacing.* Areas shall be properly graded for drainage, with an all-weather surface and maintained in good condition, free of weeds, dust, trash, and debris;

(ii) *Protective screen fencing.* Areas shall be provided with protective screen fencing such that occupants of adjacent structures are not unreasonably disturbed, during day or night, by the movement of vehicles, and in accordance with article 3.05 of this Code;

(iii) *Lighting.* All lighting facilities shall be arranged so as to reflect the illumination away from any residentially zoned property. All lighting facilities shall be placed, masked or otherwise arranged such that illumination or glare shall not create a hazard to motorists on any street, alley or other public way. shall be so arranged that they neither unreasonably disturb occupants of adjacent residential properties nor interfere with traffic; and

(iv) *Entrances and exits.* Areas shall be provided with entrances and exits so located as to minimize traffic congestion.

(F) *Combined facilities.* The requirements for the provision of off-street truck loading facilities, with respect to two or more structures, may be satisfied by the permanent allocation of the requisite number of spaces for each use in a common truck loading facility, cooperatively established and

operated. However, such common facility is conditioned such that the total number of spaces designated is not less than the sum of the individual requirements unless, in the opinion of the zoning administrator, a lesser number of spaces will be adequate, taking into account the respective times of usage of truck loading facilities by the individual users, character of the merchandise and related factors. In order to eliminate a multiplicity of individual facilities, to conserve space where space is at a premium and promote orderly development generally, the zoning administrator is hereby authorized to plan and group off-street truck loading facilities cooperatively, for a number of structures requiring such facilities and being within close proximity to one another in a given area, in such a manner as to obtain a maximum of efficiency and capacity, provided consent thereto is obtained from the participants in the cooperative plan.

(G) *Minimum requirements - Area.* The following minimum truck loading spaces shall be provided in all districts for structures containing the uses enumerated in 30.404c(11) [this subsection (10)]:

Square Feet of GFA in Structure	Required No. of Spaces
0—12,500	1 (small)
12,501—25,000	2 (small)
25,001—40,000	1 (large)
40,001—100,000	2 (large)
For each add'l 80,000 over 100,000	1 (large)

(H) *Waiver.* The zoning administrator is authorized to waive the off-street loading requirements for structures that are required to provide and maintain fewer than five off-street parking spaces, or any other structure if the design and the proposed use of the structure shows no need for off-street loading. Applicant may be required to submit a parking analysis to demonstrate that the proposed use shows no need for off-street loading.

(11) *Miscellaneous requirements.*

(A) *Conflicts.* Where such provisions are in conflict with the requirements of article 1.10, division 2 (parades) of this Code, or the Uniform Traffic Code of the State of Texas, or are in conflict with special off-street parking or loading requirements within certain zoning districts of this article, then the more restrictive requirement shall apply.

(B) *General provisions.*

(i) Off-street parking facilities shall be provided on the lot or tract occupied by the main use, or upon a lot or tract of land dedicated to parking use by an instrument filed for record, provided that such arrangement is in accordance with the schedule of allowable uses in the district in which it is located. Such parking facility shall be located within 300 feet of the main use to be served, measured in a straight line without regard to intervening structures.

(ii) In determining the required number of off-street parking and loading spaces, fractional spaces shall be counted to the nearest whole space.

(iii) No parking space located on a public street or alley may be included in the calculation of the required off-street parking requirements.

(iv) Floor area of a structure devoted to off-street parking of vehicles shall be excluded in computing the floor area for off-street parking requirements.

(C) *Requirements.*

(i) *Vehicle storage and display.*

a. Off-street parking areas shall be used for passenger vehicles only, and in no case shall such areas be used for sales, repair, storage, display, dismantling or servicing of any vehicles, equipment, materials, or supplies.

b. Any area utilized for the storage of vehicles in connection with a motor vehicle repair establishment shall be screened from the view of any adjacent public street in accordance with the provisions set forth in article 3.05 of this Code.

(ii) *Combination of uses.*

a. Where a lot or tract of land is used for a combination of uses, the off-street parking requirements shall be the composite or sum of the requirements for each type of use.

b. Parking spaces used for the parking of trucks or buses shall not be counted toward meeting the off-street parking requirements for the particular use.

(iii) *Trash receptacles.* All driveways to trash receptacles shall be designed to accommodate the weight of a standard sanitation truck. Lifting pads shall be provided in front of each trash receptacle location to accommodate the front wheels of the sanitation truck. Access to the trash receptacle and lift pad shall be in a "straight in" manner, or other manner as approved by the zoning administrator or his designate. Trash receptacles shall not be located directly beneath any overhead utility line nor directly abut residential areas.

(iv) *Parking behind retail and commercial structures.* Not more than 20 percent of the total off-street parking for any retail or commercial use shall be located within the designated rear yard of such use or behind any and all buildings or structures occupied by a retail or commercial use where:

a. The depth of the site occupied by such retail or commercial use is less than 500 feet;

b. The main point of public entry and exit into the building, lease space or tenant spaces does not face upon nor directly access the designated rear yard or any areas behind a building; or

c. The designated rear yard or areas behind such building does not abut a street.

(v) *Parking analysis.* As defined for the purpose of this section, where a parking analysis is requested, the following shall be considered necessary to constitute such analysis:

a. Summary of the characteristics which are unique to such use or uses that warrant special determination;

b. Analysis of the arrival and departure frequency for such use or uses;

c. Analysis of the anticipated hours of operation of such use or uses;

d. Summary of peak parking demand for such use or uses;

e. Total square footage of floor area of such use or uses;

f. Employment, customer or congregation characteristics of such use or uses, whichever is applicable; and

g. Miscellaneous pertinent information as may be applicable to the request or as may be requested by staff, as appropriate to the specific item under consideration.

(vi) *Handicap parking.*

a. In the R-3, R-3A, R-4, R-5, O-1, B-1, B-2, B-3, and I-1 zones, any property owner or person who controls property used for parking will designate and mark, according to the provisions of federal and state law (see the Texas Accessibility Standards (TAS)), at least the minimum as required by said law for the exclusive use of vehicles transporting temporarily or permanently disabled persons.

b. Such parking space(s) shall be clearly marked by applied, installed and maintained in accordance with applicable federal and state laws.

c. Such parking space(s) stall dimensions shall be provided and designed in accordance with all applicable state and federal standards.

(D) *Bicycle parking.*

(i) *Goals.* Bicycle parking is required in order to encourage the use of bicycles by providing safe and convenient places to park bicycles.

(ii) *Bicycle parking.* Bicycle parking shall be provided based on at least one bike rack for each development or one bike rack for each 25 car parking spaces required, whichever is greater, unless otherwise approved by the director. Bicycle racks shall accommodate a minimum of two bicycles per rack. No more than ten bicycle racks shall be required per development.

(iii) *Bicycle parking standards.*

a. *Location.*

1. Required bicycle parking should be located within 50 feet of an entrance to the building.

2. Bicycle parking may be provided within a building, but the location must be easily accessible to bicycles.

(1972 Code, sec. 30.800; Ordinance 07-034, sec. 2, adopted 8-8-07; 2008 Code, sec. 14.02.441; Ord. No. 2025-16, § 1(Exh. A), 8-5-2025)

Secs. 15.02.442—15.02.500 Reserved

DIVISION 9. LANDSCAPING

Sec. 15.02.501 Landscaping

(a) *General provisions.* It is the intent of this section:

(1) To recognize the particular characteristics, qualities and beauty of the natural environment of Leon Valley;

(2) To establish specific standards for the installation and maintenance of trees, shrubs, landscaping and buffering elements and other means of site improvement on developed property; and

(3) To enhance the community's ecological, environmental, and aesthetic qualities for the preservation of these unique features.

(4) To promote xeriscape concepts and practices in order to conserve valuable water resources.

(b) *Findings.* The city council finds that the peculiar characteristics, qualities and natural beauty of the city justify the following regulations to perpetuate the aesthetic appeal of Leon Valley on a city-wide basis.

(c) *Objectives.* The objectives of the landscape chapter [this division] include:

(1) Improvement in the appearance of certain setback and yard areas in the city, including off-street vehicular parking and open-lot sales and service areas;

(2) Protection and preservation of the appearance, character and value of the surrounding properties and neighborhoods, thereby promoting the general welfare by providing for the installation and maintenance of landscaping for screening and aesthetic purposes;

(3) Reduction of the negative effects of increases in air temperature, glare, noise, erosion and sedimentation caused by expanses of impervious, nonvegetated surfaces within the urban environment;

(4) Provision of visual buffering between land uses of different character;

(5) Preservation and improvement of the natural and urban environment by recognizing that the use of landscaping elements can contribute to the process of air purification, oxygen regeneration, groundwater recharge, abatement of noise, glare and heat, and enhance the aesthetic qualities of the city;

(6) Preservation of existing native and naturalized plants and incorporate them into landscape design; and

(7) Promotion of water conservation through use of landscape design, soil preparation, species selection and management, appropriate to local climate.

(d) *Minimum standard and applicability.*

(1) Regulations shall be a minimum standard, and shall apply to the entire incorporated area of Leon Valley, Texas. A minimum percentage of the total area of the lot upon which development, construction or reconstruction occurs for any use after the effective date of this article shall be devoted to landscaping in accordance with the provisions contained herein.

(2) This section shall apply to any new development or to the expansion of existing development within the city, unless specifically exempted. Split ownership, planning or construction in phases, or multiple building permits for a project shall not prevent it from complying with these requirements.

(3) Projects, which are expansions of existing development, shall provide landscaping based upon the ratio of the area of the expansion to the area of the existing development. Projects for which building permits total 50 percent or more of the appraised value of the existing improvements shall comply with all landscaping requirements.

(4) This section shall become applicable to a lot with existing improvements when an application is made for a building permit for construction work that:

(A) Increases the combined floor areas of all buildings on a lot by more than 25 percent or 5,000 square feet, whichever is less; or

(B) Increases the impermeable coverage on a lot by more than 2,000 square feet.

(5) When this section becomes applicable to a lot, its requirements are binding on all current and subsequent owners of the lot.

(e) *Conformance.* No building and/or occupancy permits shall be issued unless and until such issuance conforms to the requirements set forth in the landscaping requirements (this section).

(f) *Landscaping requirements.*

(1) A buffering landscaped area shall be provided along all dedicated streets and highways. This area shall be a minimum of six feet from the property line to any vehicular paving and/or building line.

(2) Areas of a lot, land parcel or building site devoted to and consisting of plant material, including but not limited to turf grasses, grasses-bunch, trees, shrub forms, flowers, vines and other ground cover, native plant materials, planters, brick pavers, stone, natural forms, water forms, public art forms, stone aggregate and other landscape features, but excluding smooth concrete, asphalt or paving for vehicular traffic; provided that the use of brick, stone aggregate or other inorganic materials shall not be greater in total area than that of organic plant material, and further provided that turf/grass shall not qualify to meet the landscaping requirements where they exceed 40 percent of the total landscape area.

(3) Landscaping shall consist of any of the following, or combination thereof: material such as, but not limited to, grass, ground covers, shrubs, vines, hedges, trees, or palms; and nonliving durable material commonly used in landscaping, such as, but not limited to, rocks, pebbles, sand, walls or fences - but excluding paving. Consideration shall be given toward choosing drought tolerant plant cover.

(4) An overall percentage of a residential lot (see appendix B,) in a residential zoning district, and an overall percentage of the street yard area, within the property line of all other zoning districts, shall be landscaped according to the use of the property and not necessarily the zoning of the property, as follows:

(A) R-1 single-family, R-2 two-family, R-3 multiple-family, R-3A multiple-family retirement, R-4 townhouse, R-6 garden house and R-7 single-family medium density projects - 35 percent. R-5 manufactured home - 25 percent. In the R-1 and R-6 districts, a minimum of two trees shall be planted and maintained in living condition at all times. In the R-2 district, a minimum of four trees per lot shall be planted and maintained. In the R-3, R-3A, R-4 and R-5 districts, a minimum of two trees for every 8400 square feet shall be planted and maintained. Such trees shall be of a species or type as prescribed by appendix A, Approved Tree Planting List, and shall be maintained as per the American Standard for Nursery Stock ANSI Z60.1-2004.

(B) Building(s) for which 60 percent or more of the available interior space is used or proposed to be used for office - 20 percent of the street yard area. See section 14.02.501(j) [chapter 13 of the Code of Ordinances] for tree preservation and planting requirements.

(C) All other retail and commercial uses, including all uses allowed in the B-1, B-2, or B-3 zoning districts in the city - 20 percent of the street yard area. See section 14.02.501(j) [chapter 13 of the Code of Ordinances] for tree preservation and planting requirements.

(D) Light industrial, I-1 - 12 percent of the street yard area. See section 14.02.501(j) [chapter 13 of the Code of Ordinances] for tree preservation and planting requirements.

(E) The landscaping requirements of this article shall apply to governmental, educational, institutional uses and churches. Where such uses are located in any residential district, not less than 35 percent of the total area of the lot upon which such use occurs shall be devoted to landscaping. Where a governmental, educational, institutional use or church, is located in any nonresidential district, the landscaping requirements of such district shall apply. See section 14.02.501(j) [chapter 13 of the Code of Ordinances] for tree planting requirements.

(F) If a project consists of more than one building (use) type the percentage of landscaped area should be that derived by prorating the linear street frontage used by each particular building type.

(5) In all street yard areas there shall be a minimum number of trees, depending on the size of the total street yard area. This minimum number of trees should be:

(A) One tree for each 1,500 square feet of the first 9,000 square feet of street yard area.

(B) One tree for each 3,000 square feet of the portion of street yard area between 9,000 square feet and 90,000 square feet.

(C) One tree for each 6,000 square feet of the portion of street yard area over 90,000 feet.

(6) To encourage the preservation of existing large trees and planting of large new trees, a credit can be used toward either the total number of trees required by subsection (5) above or toward the amount of landscaped area required by subsection (4) above.

(A) Each tree over three inches in diameter can count as two trees or the required landscaped area may be reduced by 50 square feet. Each tree over eight inches in diameter may count as three trees or the required landscaped area may be reduced by 100 square feet. Each tree over 12 inches in diameter may count as four trees or the required landscaped area may be reduced by 150 square feet. Tree diameter shall be measured at a main trunk height of 12 inches or more above ground level.

(B) This credit is given only for trees of a variety listed in appendix A or as recognized by Bexar County extension service as native or drought tolerant, excluding oak trees, except that the building official may in special circumstances, allow the credit on tree varieties other than those named.

(7) Vehicular use areas, parking areas, parking lots, and the vehicles associated with them shall have effective buffering from the street view. The following requirements are set forth as minimum standards for vehicular use areas, parking areas, and parking lots and are intended to be applied in conjunction with the landscaping requirements for street yard areas. For example, the landscaping of a parking area may be applied to meet the minimum requirements for landscaping in the street yard area, and vice versa. However, the landscaping requirements for vehicular use areas, parking areas and parking lots applies regardless of whether or not they are located in a street yard area.

(A) A minimum amount of the total area in islands, peninsulas and medians in parking areas in the street yard area of a vehicular use area, parking area or parking lot shall be 90 square feet for each 12 parking spaces.

(B) The minimum total area in such islands, peninsulas, and medians in the remainder of the lot (i.e. the non-street yard area) shall be 60 square feet for each 12 parking spaces therein.

(C) The number, size, and shape of islands, peninsulas and medians in both street yards and non-street yards shall be at the discretion of the owner. However, no parking space shall be located further than 50 feet from a permeable landscaped island, peninsula, or median and a tree. All islands, peninsulas and medians required in the areas stated above, shall be more or less evenly distributed throughout such parking areas. Distribution should also accommodate existing trees and other natural features so long as the total area requirement is satisfied.

(D) All areas used for the display or parking of any and all types of vehicles shall conform to minimum landscape requirements hereinafter provided. This includes parking lots, parking areas designed and used for parking of automobiles, trailers and other vehicles intended to be sold. Included are parking areas used or intended to be used for boats or heavy construction equipment, whether such vehicles, boats or equipment are self-propelled or not. All land upon which vehicles traverse the property as a function of the primary use, hereinafter referred to as "other vehicular uses," including, but not limited to, activities of a drive-in nature such as, but not limited to, gasoline service stations, grocery stores, convenience stores, banks, office buildings, restaurants, etc., shall conform to the minimum landscaping requirements hereinafter provided.

(E) All street yard areas shall conform to the minimum landscaping requirements.

(8) All required landscaping shall be irrigated by one of the following methods:

(A) An underground sprinkling system permitted by the city;

(B) A hose attachment within 100 feet of all landscaping, provided however, a hose attachment within 200 feet of all landscaping in non-street yards shall be sufficient; or

(C) Directing drainage from paved areas across landscaped areas, provided that the same is accomplished in a manner not likely to result in erosion and subject to review by the city engineer.

(9) All landscaping which is in required landscaped areas and which is adjacent to pavement shall be protected with concrete curbs or equivalent barriers (such as concrete car bumpers, curbing, continuous border plants or hedgerows) when necessary to protect trees.

(10) When an accessway intersects a public right-of-way, or when the subject property abuts the intersection of two or more public rights-of-way, all landscaping within the triangular areas described below shall provide unobstructed cross-visibility at a level between three feet and six feet, provided however, trees or palms having limbs and foliage extending into the cross-visibility area shall be allowed, provided they are so located so as not to create a traffic hazard. Landscaping, except required grass or ground cover, shall not be located closer than three feet from the edge of any accessway pavement. The triangular areas referred to above are:

(A) The areas of property on both sides of an accessway formed by the intersection of each side of the accessway and the public right-of-way line with two sides of each triangle being ten feet in length from the point of intersection and the third side being a line connecting the ends of the two other sides; and

(B) The area of property located at a corner formed by the intersection of two or more public rights-of-way with two sides of the triangular area being 30 feet in length along the abutting public right-of-way lines, measured from their point of intersection, and the third side being a line connecting the ends of the other two lines.

(11) Landowners are encouraged to landscape the areas within the nonpaved right-of-way abutting their land, provided the following items are adhered to:

(A) The city may at any time require such landscaping to be removed and the city shall not be responsible or liable in the event any landscaping in the right-of-way must be removed or is requested to be removed by the city.

(B) Such landscaping in the right-of-way shall observe all provisions found elsewhere in this Code pertaining to traffic and pedestrian safety; and

(C) If any other governmental jurisdiction is trustee of the public right-of-way at the particular location in question, permission from that governmental jurisdiction must be granted.

(g) *Alternative compliance.* Notwithstanding all of the foregoing provisions of this section, a landscape plan which is alternative to strict compliance with the various landscaping requirements of this section may be approved by the zoning administrator if so recommended by the building official. The recommendation shall be based on his findings that such plan is as good or better than a plan in strict compliance with the various landscaping requirements of this section 15.02.501 [and chapter 13 of the Code of Ordinances] and meets the provisions of the alternate landscaping and tree preservation sections of this article [and chapter 13 of the Code of Ordinances].

(h) *Installation and general maintenance.*

(1) Landscaping shall be installed according to accepted and proper planting procedures. Irrigation systems shall be installed upon receipt of permit and in accordance with all plumbing code requirements.

(2) Required landscaping must be maintained in compliance with the American Nursery and Landscape Association, "American Standard for Nursery Stock" and ANSI Z60.1-2004 and ANSI A300 "Tree Care Standards" guidelines at all times. The property owner is responsible for regular weeding, mowing of grass, irrigating, fertilizing, pruning, and other maintenance of all plantings as necessary. Any plant that dies shall be replaced with another living plant. A minimum of 90 days shall be allowed to replace a tree, shrub or plant; however, the time period may be extended due to climatic conditions, upon request. Replacement plants must be the same size and species as shown on the approved landscape plan or must be equivalent in terms of quality and size.

(3) Any damage to utility lines resulting from the negligence of the property owner, or his agents, in the installation and maintenance of required landscaping in a utility easement is the responsibility of the property owner.

(i) *Plan review procedures.*

(1) *Landscaping plan required.* When an application is made for a building permit, including a certificate of occupancy, on any land, lot or parcel where the landscaping requirements of this article are applicable, such building permit application shall be accompanied by a landscaping site plan containing the information requested below:

(A) A landscaping plan demonstrating compliance with the provisions of this section shall be submitted to the zoning administrator, or his designate, for approval.

(B) Such plan shall be prepared and submitted in a manner as prescribed by the city. The plan shall clearly delineate and identify existing trees, shrubs and landscaping, and proposed landscape development to be used to satisfy the requirements of, and include the calculations performed relative to the required landscaping schedule.

(C) The use of drought-tolerant plant materials is recommended to satisfy the requirements of this section. Appendix A, contained within this article, should be considered as a reference list of plant material suitable for the climate of this area. This list is not exhaustive, and any plant material not listed therein may be used so long as it satisfies the requirements of this section.

(2) *Plan contents.*

(A) Two blue or black line copies of the landscape plan are required. The plan must be drawn at a scale of one inch equals 20 feet or larger and be on a standard drawing sheet of a size not to exceed 24 × 36 inches. A plan which cannot be drawn in its entirety on a 24-inch × 36-inch sheet must be drawn with appropriate match lines on two or more sheets.

(B) The landscaping plan shall include the following information:

(i) The date, scale, north arrow, project name, legal description, street address, name, telephone number of owner of the lot or lots shown on the landscaping site plan, and the name and telephone number of the person preparing the plan;

(ii) The location of existing (or proposed if applicable) lot boundary lines and dimensions of the tract, zoning classification of the lot and all adjacent properties;

(iii) The approximate centerline of existing watercourses, the approximate location of significant drainage features; and the location and size of existing and proposed streets and alleys; existing and proposed utility easements on or adjacent to the lot; and existing and proposed sidewalks adjacent to the street;

(iv) The location, size, and type (tree, shrub, ground cover, or grass) of proposed landscaping in proposed landscaped areas; and the location and size of proposed landscaped areas. Description of plant materials shown on the plan (including both common and botanical

names), locations, quantities, container or caliper sizes at installation, heights, spread and spacing. The location, type, and caliper of existing trees for which tree credits are claimed must also be indicated;

(v) The location and species of all existing trees (whether or not they are to remain or are proposed to be moved), having trunks four inches or larger in diameter, and the approximate size of their crowns;

(vi) Location, dimensions and size (in square feet) of all existing and proposed parking spaces, driveways, and other vehicle use areas;

(vii) Designation/description of areas of nonliving ground cover which are not intended as mulches;

(viii) Description of how existing, healthy trees proposed to be retained will be protected from damage during construction;

(ix) Description of proposed irrigation methods, as required by subsection 15.02.501(h), to include the location of sprinklers and water outlets;

(x) The certification of a landscape architect, registered to practice in the State of Texas, that the plans satisfy applicable subsections of the landscaping section, the building code, and meet or exceed appropriate standards for landscape architectural design and construction. In some cases, the requirement for landscape architectural certification can be waived by the zoning administrator;

(xi) Information necessary for verifying whether the required minimum percent of landscaped area has been met as required by this article's landscaping requirements; and

(xii) Such other information that may be required by the city that is reasonable and necessary to determine that the plan meets the requirements of this section.

(3) *Approval and inspection.*

(A) Upon submission, each landscape plan shall be reviewed by the zoning administrator, or his designate, to determine whether or not it complies with the requirements of this section. The plan must be approved prior to issuance of any building permit.

(B) The city may deny without further processing, any landscape plan which does not contain the required information. The applicant may be allowed to amend the plan and resubmit in order to complete processing.

(C) It shall be the duty of the zoning administrator, or his designate, to review landscape plans, in the format as stated above, before the issuance of any building permit. Furthermore, staff shall be required to perform on-site inspections prior to the issuance of any occupancy permits. Temporary occupancy permits may be issued prior to compliance with this division, but said temporary permits are not to exceed 90 days, unless under section (D), below. No permanent occupancy permits shall be issued unless and until the requirements of this Code shall have been met.

(D) The zoning administrator may, upon approval of a landscape plan, issue consecutive temporary occupancy permits for periods not to exceed 90 days, if under article 14.11, division 3, of the Leon Valley Code, any stage of the drought management plan has been declared. Such permits shall not continue, however, past 90 days from the time stage I of that plan is rescinded, unless during that 90 days a drought stage is again declared.

(4) *Compliance.* Failure to comply with this section shall prevent the issuance of any building permits and/or permanent occupancy permits.

(5) *Exceptions.* The requirements of this division shall not apply to the following:

(A) Areas used for parking or other vehicular uses under, on, or within buildings;

(B) Parking areas serving single- and two-family residential uses;

(C) Building and/or occupancy permits for remodeling, as long as front and side exterior walls of the building remain in the same location, to include lease space finish-outs;

(D) Building and/or occupancy permits for the substantial restoration, within a period of 12 months, of a building which has been damaged by fire, explosion, flood, tornado, riot, act of the public enemy, or accident of any kind; or

(E) Where a valid building permit is issued prior to the effective date of this division, the landscaping requirements in effect at the time of issuance, including all requirements of an applicable specific use permit, shall apply to such permit.

(6) *Fees.* Fees may be set for certain landscape site plan review(s) and inspection(s) prior to the city's review of a landscape site plan.

(Ordinance 07-034, sec. 3, adopted 8-8-07; Ordinance 07-040 adopted 9-4-07; Ordinance 07-054, sec. 4, adopted 11-5-07; Ordinance 08-006 adopted 2-5-08; Ordinance 10-013, sec. 1, adopted 4-20-10; Ordinance 10-048, secs. 2, 3, adopted 11-16-10; 2008 Code, sec. 14.02.501; Ordinance 2014-01-13-03, sec. 1, adopted 1-13-14)

Secs. 15.02.502—15.02.550 Reserved

DIVISION 10. TRAFFIC IMPACT ANALYSIS

Sec. 15.02.551 Traffic impact analysis

(a) *Traffic and engineering survey.* Whenever the city engineer determines there is a necessity for the erection, removal or change of any traffic-control device or regulation, such determination shall be based upon a traffic and engineering survey conducted upon the following standards:

(1) The public welfare, including safety and traffic factors to insure the safe and expeditious flow of traffic.

(2) The development of the property surrounding the proposed area.

(3) The requirements of vehicular traffic in the proposed area.

(4) The amount of pedestrian and vehicular traffic in the proposed area.

(b) *Traffic impact analysis required.*

(1) A traffic impact analysis shall be performed by the property owner (or its agent) according to the format established in this section, as follows:

(A) When a use or change to property occurs that generates 100 peak hour trips (PHT) or less, the property owner (or its agent) will be required to provide a completed city PHT generation form certifying that the activities to be conducted on the property will generate 100 PHT or less. No traffic impact analysis will be required for activities generating 100 PHT or less.

(B) When a use or change to property occurs that generates 101 PHT to 500 PHT, the property owner (or its agent) shall perform and submit to the city a traffic impact analysis under the level 1 format specified in this section. This traffic impact analysis must be signed and sealed by a professional engineer, registered to practice in Texas.

(C) When a use or change to property occurs that generates 501 PHT to 1000 PHT, the property owner (or its agent) shall perform and submit to the city a traffic impact analysis under the level 2 format specified in this section. This traffic impact analysis must be signed and sealed by a professional engineer, registered to practice in Texas.

(D) When a use or change to property occurs that generates more than 1000 PHT, the property owner (or its agent) shall perform and submit to the city a traffic impact analysis under the level three format specified in this section. This traffic impact analysis must be signed and sealed by a professional engineer, registered to practice in Texas.

(c) *Traffic impact analysis format.* The information below shall be provided in the following format:

(1) *Level 1 traffic impact analysis format.* A level 1 traffic impact analysis, when required, shall consist of:

(A) Traffic analysis map.

(i) Site and study area boundaries, as defined (provide map).

(ii) Existing and proposed site uses.

(B) Peak hour trip generation.

(i) The estimates of peak hour trips generated by the development and the percentage distribution of such trips from each site exit.

(2) *Level 2 traffic impact analysis format.* A level 2 traffic impact analysis, when required, shall consist of:

(A) Traffic analysis map.

(i) Site and study area boundaries, as defined (provide map).

(ii) Existing and proposed site uses.

(iii) Existing and proposed land uses on both sides of boundary streets within the study area (provide map).

(B) Trip generation and design hour volumes (provide table).

(i) A trip generation summary table listing each type of land use, the building size assumed, the average trip generation rates used (total daily traffic and a.m./p.m. peaks), and the resultant total trip generated should be provided.

(C) Trip distribution (provide figure by site exit).

(i) The estimates of percentage distribution of trips by turning movements from the proposed developments.

(D) Conclusions.

(3) *Level three traffic impact analysis format.* A level three traffic impact analysis, when required, shall consist of:

(A) Traffic analysis map.

(i) Land use, site and study area boundaries, as defined (provide map).

(ii) Existing and proposed site uses.

(iii) Existing and proposed land uses on both sides of boundary streets for all parcels within the study area (provide map).

(iv) Existing and proposed roadways and intersections of boundary streets within study area of the subject property, including traffic conditions (provide map).

(B) Trip generation and design hour volumes (provide table).

(i) A trip generation summary table listing each type of land use, the building size assumed, the average trip generation rates used (total daily traffic and a.m./p.m. peaks), and the resultant total trip generated should be provided.

(C) Trip distribution (provide figure by site exit).

(i) The estimates of percentage distribution of trips by turning movements from the proposed development.

(D) Trip assignment (provide figure by site entrance and boundary street).

(i) The direction of approach of site attracted traffic via the area's street system.

(E) Existing and projected traffic volumes (provide figure for each item).

(i) The near-term impacts of the proposed development on the street system (as planned according to street presumptions) are intended to reveal expected impacts of the development when it is ready for occupancy.

a. a.m. peak hour site traffic (including turning movements).

b. p.m. peak hour site traffic (including turning movements).

c. a.m. peak hour total traffic including site generated traffic and projected traffic.

d. p.m. peak hour total traffic including site generated traffic and projected traffic.

e. Any other peak hour necessary for complete analysis.

f. Total daily existing traffic for street system in study area.

g. Total daily existing traffic for street system in study area and new site traffic.

h. Total daily existing traffic for street system in study area plus new site traffic and projected traffic from build-out of study area land uses.

(F) Capacity analysis (provide analysis sheets in appendices).

(i) A capacity analysis should be conducted for all public street intersections within the study area significantly impacted by the proposed development and for all private property access points to streets adjacent to the proposed developments within the limit of the previously defined study area.

(G) Conclusions.

(1972 Code, sec. 30.1000; 2008 Code, sec. 14.02.551)

Secs. 15.02.552—15.02.600 Reserved

DIVISION 11. NONSPECIFIED USES

Sec. 15.02.601 Definition

A nonspecified use is a use which, according to the zoning administrator, does not fall into the categorization of zoning districts as listed in "Permitted Use Table" above and does not conform to the intent of the district description and purpose in which it is intended to be located.

(1972 Code, sec. 30.2001; 2008 Code, sec. 14.02.601)

Sec. 15.02.602 Effect of provision

The provision for nonspecified use is intended to provide individuals with an administrative procedure:

(1) To propose new use(s) to be included in one or more of the various zoning districts;

(2) To propose that certain use(s) be allowed in a zoning district other than the district(s) in which said use or uses is now allowed; and

(3) To propose the addition or deletion of specific use permit requirements for a particular use in a particular zoning district.

(1972 Code, sec. 30.2002; 2008 Code, sec. 14.02.602)

Sec. 15.02.603 Hearings

A nonspecified use may be categorized by the Leon Valley planning and zoning commission, with commission's categorization being approved by city council, after application and public hearing as set out in the specific use permits sections of this article.

(1972 Code, sec. 30.2003; 2008 Code, sec. 14.02.603; Ordinance 2020-10, sec. 8, adopted 3-3-20)

Secs. 15.02.604—15.02.660 Reserved

DIVISION 12. SPECIFIC USE PERMITS

Sec. 15.02.661 Purpose and general provisions

(a) *Public hearings.* The city council may, after public hearing and proper notice to all parties affected, and after recommendation from the Leon Valley zoning commission containing such requirements and safeguards as are necessary to protect adjoining property, issue specific use permits for the uses specified in section 15.02.381 and section 15.02.382.

(b) *Purpose of hearings.* The purpose of such hearing by the city council shall be to determine that the granting of the specific use permit will not adversely affect the character and appropriate use of the area or substantially depreciate the value of adjacent and nearby properties for the use in accordance with the regulations of the zoning district in which they are located; that it will be in keeping with the spirit and intent of this article; that it will not adversely affect the implementation of the approved master plan; that it will comply with applicable standards of the district in which it is proposed to be located; and that it will not adversely affect traffic, public health, public utilities, public safety, and the general welfare of the city.

(c) *Applications.* All applications for specific use permits shall be submitted to the zoning administrator, along with site plans drawn to scale and showing the general arrangement of the project, together with the locations of the buildings and proposed uses to be permitted; the means of ingress and egress to public streets; the type of visual screening including fencing to be installed, if necessary; the types, locations and design of proposed landscaping; and the location and existing ownership of all existing buildings within 200 feet of the property, along with the existing, surrounding zoning classifications of same. The administrative officer will then set a hearing date within a reasonable time, comply with the pertinent notice requirements according to state law and as otherwise resolved by the city council, and submit the application and all

supporting documentation to the zoning commission for its review and action, and likewise to city council in its turn.

(d) *Conditions.* No specific use permit shall be granted unless the applicant, owner, and grantee of the specific use permit shall accept, agree to be bound by, and comply with the terms of the specific use permit in writing and in such form as may be approved or provided by the zoning administrator.

(e) *Time limit.* A building permit shall be applied for, and designated work begun, within one year from the time of the granting of the specific use permit. The city council may authorize an extension of this time limit upon application by the owner prior to the expiration date of the time limit in effect. The fee for such application shall be as prescribed by ordinance for specific use permit hearing before the city council.

(1972 Code, sec. 30.3001; 2008 Code, sec. 14.02.661)

Sec. 15.02.662 Exceptions

(a) Where the proposed new construction of freestanding buildings, multi-tenant office buildings, shopping centers, trade centers, office/warehouses or industrial parks abuts any residential zoning district, a specific use permit must be obtained prior to the issuance of a building permit.

(b) Land uses listed in the permitted use table as requiring a specific use permit shall be required to obtain a specific use permit prior to issuance of a certificate of occupancy, except as set out below:

(1) A use which does not significantly alter an existing use by:

(A) Adding to the value of an existing building, or group of buildings operated as a unit and for the same general purpose, by more than 50 percent.

(B) Adding to the floor space of an existing building, or group of buildings operated as a unit and for the same general purpose, by more than 30 percent.

(2) The owner(s) of freestanding buildings, multi-tenant office buildings, shopping centers, trade centers, office/warehouses or industrial parks may apply for a continuous specific use permit when it is anticipated that certain tenant uses listed in section 15.02.381 or section 15.02.382, are going to require repeated application for specific use permit.

(3) Granting of the continuous specific use permit shall have the effect of exempting that use from the regular requirements of this article, so that use permits may be allowed throughout the entire freestanding building, multi-tenant office building, shopping center, trade center, office/warehouse or industrial park without individual specific use permits.

(1972 Code, sec. 30.3002; 2008 Code, sec. 14.02.662)

Sec. 15.02.663 Continuous specific use permit

(a) Application for a continuous specific use permit can be made for any use item listed in sections 15.02.381 (permitted use table), and 15.02.382. Each use for which a continuous specific use permit is sought shall be a separate and distinct application, with separate public hearings held, public notices given, and fees charged.

(b) Denial of a continuous specific use permit does not prevent application for a specific use permit in the same multi-tenant office building, shopping center, trade center, office/warehouse or industrial park, for the same use.

(c) A continuous specific use permit may be rescinded for the next tenant if the conditions under which the continuous specific use permit was granted are substantially changed.

(d) Application for a continuous specific use permit shall be made by the owner(s) of the freestanding building, multi-tenant office building, shopping center, trade center, office/warehouse or industrial park.

(1972 Code, sec. 30.3003; 2008 Code, sec. 14.02.663)

Sec. 15.02.664 Specific use permit considered amendment

Every specific use permit granted under the provisions of this article shall be considered as an amendment to the zoning ordinance as applicable to such property. In granting such permit, the city council may impose conditions which shall be complied with by the grantee before a certificate of occupancy may be issued by the administrative officer for the use of the building(s) on such property pursuant to said permit; and such conditions shall not be construed as conditions precedent to the granting of such permit, or the change in zoning of such property, but shall be construed as conditions precedent to the granting of the certificate of occupancy.

(1972 Code, sec. 30.3004; 2008 Code, sec. 14.02.664)

Secs. 15.02.665—15.02.720 Reserved

DIVISION 13. ORGANIZATION AND ENFORCEMENT

Sec. 15.02.721 General statutes, ordinances and rules applying to the zoning commission

(a) *Governance.* The planning and zoning commission, hereinafter referred to as "the commission," shall be governed by all the following statutes, ordinances and rules:

(1) To the extent that they remain in force and effect, as they are amended, or as they may be added to, the commission and its members, alternates and officers shall be governed by state statutes and local ordinances, including, but not limited to the following:

(A) State statutes applying generally to public boards, members, and officials, including, but not limited to all subsections of V.A.C.S., article 1011 and the Texas Local Government Code;

(B) Ordinances and rules of the city generally affecting its local boards and officials, including, but not limited to this article; and

(C) Upon taking office, all commission members and alternates shall familiarize themselves with the foregoing, and, while in office, shall maintain such knowledge, including knowledge of amendments and additions, and shall be strictly governed thereby in the conduct of commission affairs.

(b) *Duties of the commission.* The duties of the commission are as follows:

(1) To recommend the boundaries of original zoning districts and appropriate regulations to be enforced therein;

(2) To hold public hearings and prepare a final report for city council on recommendations for changes in zoning district boundaries or regulations in zoning districts; and

(3) To hold public hearings and prepare a final report for the city council on recommendations for the enforcement of regulations in zoning districts, including specific use permits and nonspecified uses as required under this article.

(c) *Location of office.* The official location of the office of the commission is: Leon Valley City Hall, 6400 El Verde Road, Leon Valley, Texas, 78238.

(d) *Establishment, composition, appointments.*

(1) Pursuant to Texas Local Government Code, section 211.007, the commission is established consisting of seven regular members and three alternate members.

(2) The commission members and alternates must be citizens and residents of the city who meet the same qualifications that are required to obtain a voter registration certificate to vote in the city municipal elections.

(3) Appointment of commission members and alternates shall be made by the mayor of the city and passed and approved by the city council. In specifying alternate members, the appointment shall also specify the order in which the alternates are to serve in the absence of a member.

(4) In the event that any person appointed by the mayor is not approved by a majority of the city council or if a vacancy occurs, the mayor shall make another appointment within 45 days, subject to approval by a majority of the city council.

(5) Alternates for the commission do not have status as voting members unless directed by the chairman of the commission to sit as a voting member due to the absence or nonvoting status of a member. This provision is not intended to restrict in any way the nonvoting participation of alternates, to the extent allowed by the chairman.

(6) Commissioners shall serve the public at large, however, each commissioner, with the exception of the alternates, shall serve by place. Place one through place seven are hereby created.

(e) *Terms of members.*

(1) The term of commission members 2, 4, and 6 and alternate member 2 is two years, beginning on June 1st of every year ending in an even number (0, 2, 4, 6, 8).

(2) The term of commission members 2, 4, and 6, and alternate member 2 expires on May 31st of every year ending in an even number (0, 2, 4, 6, 8).

(3) The term of commission members 1, 3, 5 and 7, and alternates 1, and 3, is two years, beginning on June 1 of every year ending in an odd number (1, 3, 5, 7, 9).

(4) The term of commission members 1, 3, 5 and 7, and alternate members 1 and three expires on May 31 of every year ending in an odd number (1, 3, 5, 7, 9).

(5) Any appointment of a commission member or alternate is only for the remainder of a term, regardless of the point in the term at which the appointment is made.

(f) *Regular election of chairman, vice-chairman and second vice-chairman.*

(1) As the first item of new business at the regular meeting of the commission in June of all years ending in an even number (0, 2, 4, 6, 8), the commission shall elect a chairman, vice-chairman and second vice-chairman. If there is no regular meeting, and no special meeting, or if a quorum is lacking at such a meeting prior to July 1 of any year ending in an even number (0, 2, 4, 6, 8), city council may appoint a chairman and a vice-chairman to serve until a meeting occurs at which an election can be held.

(2) The former chairman, vice-chairman or second vice-chairman, in that order, and if reappointed to the commission, may remain in office until their successor(s) take office at the next regular or special meeting following their appointment; unless a replacement is appointed by the city council.

(g) *Succession of vice-chairman to office of chairman; special election.* If the chairman resigns his office or is no longer a member of the commission, the vice-chairman shall succeed him in office for the remainder of the

term. If the vice-chairman resigns his office, is no longer a member of the commission, or succeeds to the chairman's office, the second vice-chairman shall succeed him in office for the remainder of the term. If any of the above do not apply, a special election shall be held at the next meeting of the commission to select a chairman, vice-chairman and/or second vice-chairman to complete the term, provided that if such meeting precedes the regular election by three months or less, and any duties to be performed by the vice-chairman or second vice-chairman can be performed in a satisfactory manner, the commission may permit the office of vice-chairman or second vice-chairman to remain vacant for that period.

(h) *Duties of chairman, vice-chairman or second vice-chairman; appointment of temporary chairman to preside at meetings.*

(1) If present and able, the chairman shall preside at all meetings and hearings. If the chairman is absent or unable to preside, the vice-chairman shall preside. If the vice-chairman is also absent or unable to preside, the second vice-chairman shall preside.

(2) In accordance with these and other applicable rules, the chairman or the presiding officer, acting as chairman, shall decide all points of procedure or order, unless otherwise directed by a majority of the members in attendance, on motion duly made and passed. He shall maintain order and decorum, and to that end may order removal of disorderly or disruptive persons.

(3) The chairman or officer presiding in his absence shall determine the absence of any member and direct the seating of alternate(s) in the order determined by the appointment of alternates by the mayor and city council.

(4) The chairman may delegate duties as he sees fit to any member or alternate. In the case of the absence or the incapacity of the chairman, the vice-chairman shall perform any or all duties of the chairman, whether or not delegated.

(5) Subject to the rules of this article and further instructions from the commission, the chairman shall direct the official business of the commission, guide the work of city staff as it relates to the affairs of the commission and exercise general disciplinary power.

(6) The chairman may delegate members of the commission to make personal inspections when necessary for proper consideration of cases, and shall appoint such committees as may be found necessary.

(7) The chairman shall report to the commission on all official transactions which have not otherwise come to the attention of the commission. The chairman shall also make or cause to be made, any reports concerning the affairs of the commission required or requested by the city council.

(i) *Causes for removal from the commission.* Causes for removal of members or alternates of the commission by the city council shall include particular malfeasance, misfeasance, or nonfeasance generally, and in particular the following:

(1) Failure to maintain reasonable familiarity with state statutes and local ordinances and rules affecting the commission, or failure to be governed thereby, as required in section 15.02.721(a); and/or

(2) Failure to disclose conflict of interest for purposes of disqualification when a member has personal or monetary interest in the matter involved, or will be directly affected by a decision of the commission.

(j) *Resignation, generally and by absence.*

(1) When members or alternates of the commission propose to resign, if reasonably feasible, they shall give notice of their intent to the chairman and/or staff, making the date of resignation effective in such a manner as to allow time for appointment of replacement.

(2) Failure to attend three consecutive regular meetings or three of any seven consecutive meetings shall be construed as resignation from the commission by absence. This provision shall apply to both members and alternates.

(A) If a member or alternate cannot be in attendance at a meeting. They must contact either the planning and zoning director and/or chairman.

(B) The absence will be placed on the next available planning and zoning commission meeting agenda, and the absences will be determined by the commission to be excused or unexcused.

(k) *Vacation of office.* When a member or alternate of the commission dies or resigns (including resignation by absence), the chairman shall promptly indicate to the mayor that a vacancy exists. When a member becomes incapacitated for office permanently, or for what appears to be a protracted period, or moves from the jurisdiction, or becomes for any other reason no longer qualified for office and fails to resign, the chairman shall cause any necessary investigation to be made. Based on that investigation, the chairman may declare the office vacant and shall promptly indicate to the mayor that a vacancy exists.

(l) *Duties of legal counsel.* The city attorney, or his designate, shall provide legal advice to the commission as to matters under their jurisdiction.

(m) *Conduct of members of the commission, alternates and city staff.*

(1) No member of the commission, alternate or city staff member shall represent applicants on matters on which the commission is to make recommendations.

(2) Members and alternates of the commission shall be aware of all state statutes and any city ordinances, rules or regulations related to conflicts of interest and the ethics of public officials generally.

(3) As soon as any commission member, alternate or city staff member of any agency serving the commission becomes aware of any potential conflict of interest in any case to come before the commission, he shall notify the chairman or acting chairman of the particulars. Where the chairman finds that conflict clearly exists, he shall disqualify the commission member from acting in the case, shall cause the circumstances of the disqualification to be entered in the record and make arrangements for such alternate services as are required.

(4) Where the chairman or acting chairman has reasonable doubt as to whether the facts and applicable law indicate a degree of conflict justifying disqualification or excuse from service, he shall seek advice from the city attorney or his designate. If the city attorney or his designate advises that, under the circumstances reported and applicable law conflict appears to exist, the chairman shall proceed to disqualify or excuse as provided above. If the city attorney, or his designate, advises that there is reasonable doubt, the chairman may either disqualify or excuse the person involved, or call for a determination by the commission at a public meeting.

(5) The record on any such determination by the commission shall be full and complete and shall indicate the reasons supporting the decision.

(6) A member and/or alternate may seek disqualification from voting whenever any applicant, or his agent, has sought to influence the vote of the member on his request (application), other than in the public hearing.

(7) Members and alternates of the commission may seek information from other members, the zoning administrator, city attorney or other city staff prior to the public hearing, but no member or alternate shall discuss the case with any other parties thereto prior to the public hearing. Additionally, no member or alternate shall express any bias, prejudice or individual opinion on judgment of the case prior to its hearing and determination. Violation of this rule shall be grounds for dismissal from the commission.

(n) *Compensation.* The compensation and/or reimbursement of expenses of commission members and alternates is to be specified by ordinance. In the absence of an ordinance specifying compensation and/or reimbursement, there shall be none. The absence of such an ordinance does not preclude payment by the

city of certain expenses for memberships, subscriptions, educational seminars, travel and similar expenses as might be required for commission members and alternates, as authorized by the city council.

(o) *Meetings.*

(1) Regular meetings of the commission shall be held at city hall on the fourth Tuesday of each month, unless designated otherwise by the commission; provided that such meetings may be held at any other convenient place if directed by the chairman in advance of the meeting or upon a finding that such other location would serve public convenience or necessity, and subject to the notice provisions as required by law.

(2) Special meetings for any purpose may be held at the call of the chairman of the commission or of any combination of five [sic] commission members and alternate members of the commission. A written notice of the time and place of any special meeting shall be given by the zoning administrator except where written waivers of notice are filed by all members required to provide a quorum and in attendance at such regular meeting, but other members shall receive written notice thereof.

(3) If a special meeting is called on a case or cases subject to notice of hearing, the required notice provisions for the hearing shall be met.

(4) Any meeting may be recessed or adjourned from day to day, or to the time of any previously announced regular or special meeting, and such recess or adjournment to a time and place certain shall not require additional public notice.

(5) If no business is scheduled before the commission, or if it is apparent that a quorum will not be available, any meeting may be canceled by the chairman by giving notice to all members at least 24 hours before the time set for such meeting.

(6) A quorum of the commission shall consist of any combination of members or alternates totaling four.

(7) All meetings of the commission involving hearing of evidence, decisions, or recommendations on requests shall be public, with formal notice as required by law.

(8) Meetings for the conduct of other business of the commission, including activities and reviews as may be assigned by the city council or required by ordinance, trips for viewing premises, and other similar meetings and activities, shall not require such formal public notice and hearing, but shall be scheduled at least 12 hours in advance, with the schedule posted at the office of the commission.

(p) *Agenda, order of business.* The zoning administrator shall prepare an agenda for each commission meeting. The order of business shall be as follows:

(1) Call to order and roll call, with recording of members present and absent;

(2) Action on any previous meeting for which action is required;

(3) Continued hearings, with consideration and determination on cases as heard;

(4) New hearings, with consideration and determination on cases as heard;

(5) Old business;

(6) New business; and

(7) Adjournment.

(q) *Motions.*

(1) Any motion by a member shall require a second. After a motion has been made and duly seconded, discussion of the motion may be held for a reasonable time. Discussions by members, or by opponents

or proponents of a question before the commission, shall terminate whenever a member shall call a vote upon the question or whenever the chairman shall so rule.

(2) A motion which is defeated is not a recommendation. If a motion is defeated, another motion must be made, seconded, voted upon and approved by a majority of the commission present and voting.

(3) If the commission does not make a recommendation, the failure to make a recommendation within 71 days of the assignment of a docket number to a case application shall be considered to be a recommendation of denial.

(4) Motions to recommend approval or denial of any change in a zoning district may, when appropriate, contain statements of commission findings in the following areas:

(A) Consistency and compatibility with the master plan;

(B) Consistency and compatibility with surrounding zoning districts;

(C) Consistency and compatibility with site and surrounding uses;

(D) Protection of the health, safety and welfare of the general public; and/or

(E) Protection and preservation of the property rights of the owner(s) of all real property affected by the proposed change in zoning district(s).

(5) Motions to recommend approval or denial of any requested nonspecified use permit or specific use permit may, when appropriate, contain statements of commission findings in the following areas:

(A) Consistency and compatibility with the master plan;

(B) Consistency and compatibility with site zoning;

(C) Consistency and compatibility with surrounding zoning and/or uses;

(D) Protection of the health, safety and welfare of the general public; and/or

(E) Protection and preservation of the property rights of the owner(s) of all real property affected by the proposed specific use permit.

(6) The zoning administrator will administer and obtain a roll call vote from the commission upon the rendering of a motion.

(r) *Reporting.*

(1) The commission, in making recommendations to city council on any matter upon which a recommendation is required, may make findings and shall issue a report to the city council.

(2) That report to the city council must include the results of a vote on a motion made and duly seconded, and approved by a majority of the commission present and voting.

(3) That report can be delivered to the city council by the chairman, member(s) or alternate(s) designated by the chairman, zoning administrator or any other city staff member designated by the chairman.

(s) *Additional duties of the commission.* In addition to its advisory zoning powers under established law, the commission shall be charged with the following duties: to review and update the city's master plan and cause to be submitted to the city council, every four years, no later than October 1st commencing in 1999, a written report pertaining to the status of the master plan. Such a report should include any recommendations for change in the laws and policies of the city as they relate to the use of land.

(1972 Code, sec. 30.4001; Ordinance 07-041 adopted 9-4-07; 2008 Code, sec. 14.02.721; Ordinance adopting 2017 Code; Ordinance 2018-59 adopted 8-7-18; Ordinance 2020-10, sec. 9, adopted 3-3-20; Ord. No. 2025-17, § 1, 8-19-2025; Ord. No. 2026-2, § 1(Exh. A), 2-3-2026)

State law reference(s)—Zoning commission, V.T.C.A., Local Government Code, § 211.007.

Sec. 15.02.722 General statutes, ordinances and rules applying to the board of adjustment

(a) *Governance.* The board of adjustment, hereinafter referred to as "the board," shall be governed by state statutes, local rules and regulations, and the City's Code of Ordinances.

(1) Upon taking office, all board members and alternates shall familiarize themselves with applicable state law, local rules and regulations, and the City's Code of Ordinances, and, while in office, maintain such knowledge in the conduct of board affairs.

(b) *Duties of the board.* The board has three fundamental powers:

(1) To hear appeals from individuals contesting the decision of the zoning administrative official;

(2) To hear and decide special exceptions to this article; and

(3) To grant variances to the terms of this article's text where unusual conditions make its literal enforcement unjust.

(c) *Location of office.* The official location of the office of the board is: Leon Valley City Hall.

(d) *Establishment, composition, appointments.*

(1) The board is established consisting of five members and four alternates.

(2) The board members and alternates must be citizens and residents of the city who meet the same qualifications that are required to obtain a voter registration certificate to vote in city municipal elections.

(3) Appointment of board members and alternates shall be made by the mayor of the city and passed and approved by the city council. In specifying alternate members, the appointment shall also specify the order in which the alternates are to serve in the absence of a member.

(4) In the event that any person(s) appointed by the mayor is not approved by a majority of the city council, or if a vacancy occurs, the mayor shall make another appointment within 45 days, subject to approval by a majority of the city council.

(5) Alternates for the board do not have status as voting members unless directed by the chairman of the board to sit as a voting member due to the absence or nonvoting status of a member. This provision is not intended to restrict in any way the nonvoting participation of alternates, to the extent allowed by the chairman.

(e) *Terms of members.*

(1) The term for all board members and alternates is two years, beginning on June 1st, of every year ending in an even number (0, 2, 4, 6, 8).

(2) The term of all board members and alternates expires on May 31 of every year ending in an even number (0, 2, 4, 6, 8).

(3) Any appointment of a board member or alternate is only for the remainder of a term, regardless of the point in the term at which the appointment is made.

(f) *Regular election of chairman, vice-chairman and second vice-chairman.*

(1) As the first item of new business at the first meeting of the board following mayoral appointment/reappointment, the board shall elect a chairman, vice-chairman and second vice-chairman. If there is no meeting, or if there is not a minimum of four members or alternates present at

such a meeting prior to June 15th in such year, city council may appoint a chairman and vice-chairman to serve until a meeting occurs at which time an election can be held.

(2) The former chairman, vice-chairman or second vice-chairman, in that order, and if reappointed to the board, may remain in office until their successor(s) take office at the next meeting following their appointment, unless a replacement is appointed by city council.

(g) *Succession of vice-chairman to office of chairman; special election.* If the chairman resigns his office or is no longer a member of the board, the vice-chairman shall succeed him in office for the remainder of the term. If the vice-chairman resigns his office, is no longer a member of the board, or succeeds to the chairman's office, the second vice-chairman shall succeed him in office for the remainder of the term. If any of the above do not apply, a special election shall be held at the next meeting of the board to select a chairman, vice-chairman and/or second vice-chairman to complete the term, provided that if such meeting precedes the regular election by three months or less, and any duties to be performed by the vice-chairman or the second vice-chairman can be performed in a satisfactory manner, the board may permit the office of vice-chairman or second vice-chairman to remain vacant for that period.

(h) *Duties of chairman, vice-chairman or second vice-chairman; appointment of temporary chairman to preside at meetings.*

(1) If present and able, the chairman shall preside at all meetings and hearings. If the chairman is absent or unable to preside, the vice-chairman shall preside. If the vice-chairman is also absent or unable to preside, the second vice-chairman shall preside.

(2) In accordance with these and other applicable rules, the chairman or presiding officer, acting as chairman, shall decide all points of procedure or order, unless otherwise directed by a majority of the members in attendance, on a motion duly made and passed. He shall maintain order and decorum, and to that end may order removal of disorderly or disruptive persons.

(3) The chairman or officer presiding in his absence shall determine the absence of any member and direct the seating of an alternate(s) in the order determined by the appointment of alternates by the mayor and city council.

(4) If oaths are to be administered to a witness in a particular case, that oath shall be administered by the chairman or officer presiding in his absence. The necessity of administering an oath to a witness shall be determined by the chairman or the officer presiding in his absence. However, if it is determined an oath shall be administered to a witness in a particular case, then the same oath shall be administered to all witnesses testifying in that particular case.

(5) The chairman may delegate duties as he sees fit to any member or alternate. In the case of the absence or the incapacity of the chairman, the vice-chairman shall perform any or all duties of the chairman, whether or not delegated.

(6) Subject to the rules of this article and further instructions from the board, the chairman shall direct the official business of the board, guide the work of city staff as it relates to the affairs of the board and exercise general disciplinary power.

(7) The chairman may delegate members of the board to make personal inspections when necessary for proper consideration of cases and shall appoint such committees as may be found necessary.

(8) The chairman shall report to the board on all official transactions which have not otherwise come to the attention of the board. The chairman shall also make or cause to be made, any reports concerning the affairs of the board required or requested by the city council.

(i) *Causes for removal from the board.* Causes for removal of members or alternates of the board by the city council shall include particular malfeasance, misfeasance, or nonfeasance generally, and in particular the following:

(1) Failure to maintain reasonable familiarity with state statutes and local ordinances and rules affecting the board, or failure to be governed thereby, as required in section 15.02.722(a); and/or

(2) Failure to disclose conflict of interest for purposes of disqualification when a member has personal or monetary interest in the matter involved or will be directly affected by a decision of the board.

(j) *Resignation, generally and by absence.*

(1) When members or alternates of the board propose to resign, if reasonably feasible, they shall give notice of their intent to the chairman, making the date of resignation effective in such a manner as to allow time for appointment of replacement.

(2) Failure to attend three consecutive meetings or three of any seven consecutive meetings without the recorded consent of the chairman, shall be construed as resignation from the board by absence. This provision shall apply to both members and alternates of the board.

(k) *Vacation of office.* When a member or alternate of the board dies or resigns (including resignation by absence), the chairman shall promptly indicate to the mayor that a vacancy exists. When a member becomes incapacitated for office permanently, or for what appears to be a protracted period, or moves from the jurisdiction, or becomes for any other reason no longer qualified for office and fails to resign, the chairman shall cause any necessary investigation to be made. Based on that investigation, the chairman may declare the office vacant and shall promptly indicate to the mayor that a vacancy exists.

(l) *Fees and application procedure.*

(1) *Fees.* Shall be as established as mandated in Appendix A of the Leon Valley Code of Ordinance. Fees are to accompany application for public hearing before the board of adjustment.

(2) *Application.* The applicant may request a public hearing before the board, for either a request for variance, special exception and/or appeal of zoning administrator's decision to this article.

(A) Completed application(s) must be submitted to the planning and zoning administrator and all appropriate fees must be paid before a public hearing date will be scheduled with the board chairman.

(m) *Board administrator.* The zoning administrator shall serve as administrator for the board.

(1) The board administrator, or his deputies or assistants, shall have the following duties and responsibilities in relation to requests to the board:

(A) Attend to all correspondence of the board;

(B) Send out, or cause to be published, all required notices;

(C) Attend all meetings and hearings of the board;

(D) Scrutinize all matters to ensure compliance with this article and these rules;

(E) Compile all required records;

(F) Maintain the necessary schedules, files, and indexes; and

(G) Generally, perform or supervise all clerical work of the board.

(2) The board administrator shall maintain a docket book or log which shall be kept posted to date. The docket shall include the case number, name of applicant, location of premises by street number or legal description, nature of the case and the final disposition of the case. All continuances, postponements, dates of sending notices, other steps taken, and acts done should be noted in the docket.

(3) The board administrator shall maintain a minute book which shall be kept posted to date. In the minute book shall be recorded the proceedings of the board showing attendance, any disqualifications of members, record of examinations, all other official action, and the vote of each member voting on every question. The minutes of the board shall become official upon majority vote of the board, and shall be a public record, kept in city hall offices.

(4) The board administrator or his authorized deputies or assistants, shall also have the following duties and responsibilities in relation to appeals and applications to the board:

(A) Receive all appeals and applications and examine the material submitted therewith to assure that it is complete and that required maps, plans, reports and other materials which are required and are necessary to be submitted are in good order and in sufficient number for processing and recording; and

(B) See that this material is reviewed by all appropriate city departments and prepare a report and recommendation to be delivered in a timely manner to the board prior to consideration of the appeal or application.

(n) *Duties of legal counsel.* The city attorney, or his designate, shall provide legal advice to the board as to matters under their jurisdiction. In cases before the board, the city attorney, or his designate, may assist the board in interrogating witnesses.

(o) *Conduct of members of the board, alternates and city staff.*

(1) No member of the board, alternate or city staff member shall represent applicants or appellants on matters on which the board is to make determinations.

(2) Members and alternates of the board shall be aware of all state statutes and any city ordinances, rules or regulations related to conflicts of interest and the ethics of public officials generally.

(3) As soon as any board member, alternate or city staff member of any agency serving the board becomes aware of any potential conflict of interest in any case to come before the board, he shall notify the chairman or acting chairman of the particulars. Where the chairman finds that conflict clearly exists, he shall disqualify the board member from acting in the case, shall cause the circumstances of the disqualification to be entered in the record and make arrangements for such alternate services as are required.

(4) Where the chairman or acting chairman has reasonable doubt as to whether the facts and applicable law indicate a degree of conflict justifying disqualification or excuse from service, he shall seek advice from the city attorney or his designate. If the city attorney or his designate advises that, under the circumstances reported and applicable law conflict appears to exist, the chairman shall proceed to disqualify or excuse as provided above. If the city attorney or his designate advises that there is reasonable doubt, the chairman may either disqualify or excuse the person involved or call for a determination by the board at a public meeting.

(5) The record on any such determination by the board shall be full and complete and shall indicate the reasons supporting the decision.

(6) A member may seek disqualification from voting whenever any applicant, or his agent, has sought to influence the vote of the member on his appeal or application, other than in the public hearing.

(7) Members and alternates of the board may seek information from other members, the board administrator, city attorney or other city staff prior to the public hearing, but no member or alternate shall discuss the case with any other parties thereto prior to the public hearing. Additionally, no member or alternate shall express any bias, prejudice or individual opinion on proper judgment of the case prior to its hearing and determination. Violation of this rule shall be grounds for dismissal from the board.

(p) *Compensation.* The compensation and/or reimbursement of expenses of board members and alternates is to be specified by ordinance. In the absence of an ordinance specifying compensation and/or reimbursement, there shall be none. The absence of such an ordinance does not preclude payment by the city of certain expenses for memberships, subscriptions, educational seminars, travel and similar expenses as might be required for board members and alternates, as authorized by city council.

(q) *Meetings.*

(1) There is no requirement for regular meetings of the board. All meetings of the board are to be special meetings to be held at the Leon Valley city hall, unless designated otherwise by the board; provided that such meetings may be held at any other convenient place if directed by the chairman in advance of the meeting or upon a finding that such other location would serve public convenience or necessity, and subject to the notice provisions as required by law.

(2) Meetings for any purpose may be held at the call of the chairman of the board, or of any combination of at least four members and alternates.

(3) If a meeting is called on a case or cases subject to notice of hearing, the required notice provisions for the hearing shall be met.

(4) Any meeting may be recessed or adjourned from day to day, or to the time of any previously announced meeting, and such recess or adjournment to a time and place certain shall not require additional public notice.

(5) If no business is scheduled before the board, or if it is apparent that a quorum will not be available, any meeting may be canceled by the chairman by giving notice to all members at least 24 hours before the time set for such meeting.

(6) All meetings of the board involving hearing of evidence and/or decisions on appeals or applications shall be public, with formal notice as required by law.

(7) Meetings for the conduct of other business of the board, including activities and reviews as may be assigned by the city council or required by ordinance, trips for viewing premises, and other similar meetings and activities, shall not require such formal public notice and hearing, but shall be scheduled at least 12 hours in advance, with the schedule posted at the office of the board.

(r) *Minimum members at hearings.* The alternate members of the board shall serve in the absence of one or more regular members when requested by the chairman of the board so that all cases heard by the board will always be heard by a minimum of 75 percent of the members.

(s) *Special exceptions.* The board is hereby empowered to permit the following exceptions provided its action is in harmony with the general purpose and intent of this article and does not injure the health, safety, morals, or the welfare of adjacent property owners or residents:

(1) Permit the use of a lot or lots in an RE-1, R-1, R-2, R-3, R-4, R5, R-6, R-7, or planned development district, which lot or lots is adjacent to a commercial or industrial district, even if separated therefrom by an alley or by a street, for the parking of passenger cars under such safeguards and conditions as may be desirable to protect the more restricted adjacent and nearby properties, provided no other business use is made of the lot;

(2) Grant a permit for the extension of a use into an adjoining district, where such extension would constitute a nonconforming use and where the lot upon which the existing use is situated extends into the adjoining district and is in single ownership at the time this article is adopted;

(3) Permit the reconstruction of a building occupied by a nonconforming use provided such reconstruction does not prevent the return of such property to a nonconforming use; and

(4) Determine, in cases of uncertainty, the classification as to district of a use not specifically described in this article, provided, however, that such use shall be in keeping with uses specifically named in the district regulations.

(t) *Variance empowerment.* The board is hereby empowered to grant variances to this article upon making affirmative findings as to all criteria stated in section (bb) below relating to variances.

(u) *Limitations on special exceptions and variances.* Any special exception or variance authorized by the board shall constitute authority to authorize the issuance of a building permit, special permit, or certificate of occupancy if applied for within 180 days from the date of favorable action on the part of the board, unless the board authorizes a longer period. If the building permit, special permit, or certificate of occupancy shall not have been applied for within said 180-day period, or such extended period as the board may have authorized, then the grant of the special exception or variance shall terminate. Such termination shall be without prejudice to a subsequent application to said board in accordance with the rules and regulations regarding applications. No application to the board shall be allowed on the same piece of property prior to the expiration of six months from a ruling of the board on any application unless other property in the same block or within 500 feet thereof, within such six-month period has been altered or changed by a ruling of the board, in which case such change of circumstances shall permit the allowance of such an application but shall in no way have any force in law to compel the board, after a hearing, to grant such subsequent application, but such application shall be considered on its merits as in all other cases.

(v) *Appeals empowerment.* The board is hereby empowered to hear appeals from individuals contesting the decision of a zoning administrative official. In exercising their powers, the board may, in conformity with the provisions of this article, reverse or affirm in whole or in part, or may modify the order, requirement, decision, or determination appealed from and may make such order, requirement, decision, or determination as ought to be made, and to that end shall have all the powers of the administrative officer from whom the appeal is taken.

(w) *Appeals to the board.*

(1) Except as provided by subsection (e) below, any of the following persons may appeal to the board of adjustment a decision made by an administrative official that is not related to a specific application, address, or project:

(A) a person aggrieved by the decision; or

(B) any officer, department, board, or bureau of the municipality affected by the decision.

(2) Except as provided by subsection (e) below, any of the following persons may appeal to the board of adjustment a decision made by an administrative official that is related to a specific application, address, or project:

(A) a person who:

(i) filed the application that is the subject of the decision.

(ii) is the owner or representative of the owner of the property that is the subject of the decision.

(iii) is aggrieved by the decision and is the owner of real property within 200 feet of the property that is the subject of the decision.

(B) any officer, department, board, or bureau of the municipality affected by the decision.

(3) The appellant must file with the board and the official from whom the appeal is taken a notice of appeal specifying the grounds for the appeal. The appeal must be filed not later than the 20th day after the date the decision is made. On receiving the notice, the official from whom the appeal is taken shall immediately transmit to the board all the papers constituting the record of the action that is appealed.

(4) An appeal stays all proceedings in furtherance of the action that is appealed unless the official from whom the appeal is taken certifies in writing to the board facts supporting the official's opinion that a stay would cause imminent peril to life or property. In that case, the proceedings may be stayed only by a restraining order granted by a court of record on application, after notice to the official, if due cause is shown.

(5) The board shall set a reasonable time for the appeal hearing and shall give public notice of the hearing and due notice to the parties in interest. A party may appear at the appeal hearing in person or by agent or attorney. The board shall decide the appeal at the next meeting for which notice can be provided following the hearing and not later than the 60th day after the date the appeal is filed.

(6) A member of the governing body of the municipality who serves on the board of adjustment under Section 211.008(g) may not bring an appeal under this section.

(x) *Notice of public hearing before the board.* Timing and manner of publication of public notice for such hearings shall be in accordance with any requirements set forth herein and by state statute. In addition, at least ten days in advance of the hearing, notice shall be given to parties in interest and to other persons required by the ordinance to be specifically notified.

(y) *Agenda, order of business.* The board administrator shall prepare an agenda for each board meeting. The order of business shall be as follows:

(1) Call to order and roll call, with recording of members present and absent and indications as to whether absences are with consent of the chairman;

(2) Action on any previous meeting for which action is required;

(3) Continued hearings, with consideration and determination on cases as heard;

(4) New hearings, with consideration and determination on cases as heard;

(5) Old business;

(6) New business; and

(7) Adjournment.

(z) *Procedures at hearings before the board.*

(1) At a public hearing, persons may appear or be represented by authorized agents or attorneys. Such agents or attorneys shall present competent evidence of the extent of their authorization.

(2) All witnesses to material facts shall testify under oath, to be administered by the chairman.

(3) The order for presenting evidence shall be as follows:

(A) The chairman, or such person(s) as he may direct, shall present and describe the nature of the case and evidence available to the board, including staff report;

(B) The applicant or appellant shall outline the nature of the request and present supporting evidence;

(C) Objectors may cross-examine;

(D) Board members and alternates may examine witnesses for the applicant's or appellant's side;

(E) Objectors may present evidence;

(F) Applicants may cross-examine;

(G) Board members and alternates may examine witnesses for objector's side;

(H) Rebuttal by applicant; and

(I) Rebuttal by objectors.

(4) The board shall not be bound by strict rules of evidence or limited to consideration of such evidence as would be admissible in a court of law, but it may exclude irrelevant, immaterial, incompetent, or unduly repetitious testimony and/or evidence. The chairman shall rule on all questions relating to the admissibility of evidence but may be overruled by a majority of the board members present.

(5) During the hearing, each side shall proceed without interruption by the other. All arguments and pleading shall be addressed to the chairman. There shall be no question or argument between individuals in the audience.

(6) The chairman, board members and alternates, counsel to the board and/or city staff may direct any question to the applicant, witnesses, or any person speaking from the audience, to bring out pertinent facts. The chairman, board members and/or alternates may call for pertinent facts from staff or make appropriate comments pertinent to the case. No board member should debate or argue with persons in the audience.

(aa) *Motions.*

(1) Any motion by a member shall require a second. After a motion has been made and duly seconded, discussion of the motion may be held for a reasonable time. Discussions by members, or by opponents or proponents of a question before the board, shall terminate whenever a member shall call a vote upon the question or whenever the chairman shall so rule.

(2) If a motion is defeated, another motion must be made, seconded, voted upon and approved by a majority of the board present and voting.

(bb) *Criteria for approval.* In making motions to approve special exceptions, variances and appeals, the motion shall state affirmative findings as to each of the criteria listed below. Similarly, in making motions to deny special exceptions, variances, and appeals, the motion shall state a negative finding as to at least one of the criteria listed below.

(1) *Special exceptions:*

(A) That the granting of the special exception is not contrary to the general intent of the zoning code and the public interest, and the property rights of adjoining landowners are substantially preserved; and

(B) That the special exception granted creates no new variances and does not increase existing variances.

(2) *Variances:* To prevail in receiving a variance, the applicant must demonstrate that a literal enforcement of the ordinance would result in unnecessary hardship. The applicant must show that the hardship is:

(A) Unique, oppressive, not common to other property, and not against the public interest;

(B) Not merely that the property cannot be utilized for its highest and best use;

(C) Not self-imposed; and

(D) Not simply a hinderance to the developer's goals.

(E) In exercising its authority under subsection (bb)(2), the board may consider the following as grounds to determine whether compliance with the ordinance as applied to a structure that is the subject of the appeal would result in unnecessary hardship:

1. the financial cost of compliance is greater than 50 percent of the appraised value of the structure as shown on the most recent appraisal roll certified to the assessor for the municipality under Section 26.01, Tax Code;
2. compliance would result in a loss to the lot on which the structure is located of at least 25 percent of the area on which development may physically occur;
3. compliance would result in the structure not being in compliance with a requirement of a municipal ordinance, building code, or other requirement;
4. compliance would result in the unreasonable encroachment on an adjacent property or easement; or
5. the municipality considers the structure to be a nonconforming structure.

(3) A motion to approve and confirm a decision of an administrative officer, on appeal, may, when appropriate, be based on findings that:

(A) the administrative officer's decision is proper;

(B) the decision was based on one or more points (list points); and

(C) these points should be upheld.

(4) The board administrator will administer and obtain a roll call vote from the board upon the rendering of a motion.

(cc) *Decisions of the board.*

(1) With due consideration to the length of the agenda, the nature of the case, the complexity of the evidence and the findings required, the chairman may elect, subject to being overruled by a majority of the members or alternates seated on motion duly passed:

(A) To proceed immediately to determination and decision on conclusion of the hearing in the particular case;

(B) To defer determination and decision until later in the same meeting should it be found advantageous to defer further determination or decision in the case for good cause stated; or

(C) To defer determination and decision until a specific meeting of the board should it be found advantageous to defer further determination or decision in the case for good cause stated.

(2) Appeals and applications shall be heard at public meetings within 70 days of date of assignment of docket numbers and decided at the same meeting, at the next meeting of the board, or at special public meeting, but in any event within 36 days of the initial meeting at which the hearing on the case was first held.

(3) If at least 75 percent of the members or alternates serving as members of the board concur in a finding of error in any decision, order, requirement, or determination of the administrative officer appealed from, the decision shall be favorable to the appellant. Such decision by the board shall specify the decision, order, requirement, or determination which should have been made, and the decision of the board shall be binding upon the applicant and successors in interest.

(4) If at least 75 percent of the members of the board concur that the evidence supports favorable findings on the application for a special exception before it, or that such findings could be made if conditions and safeguards were established, the decision shall be favorable to the applicant, provided that such conditions and safeguards as may be required for such favorable findings, as specified in the decision, shall be binding upon the applicant and successors in interest.

(5) If at least 75 percent of the members of the board concur that the evidence supports favorable findings on the appeal for a variance before it, or that such findings could be made if conditions and safeguards were established, the decision shall be favorable to the applicant, provided that such conditions and safeguards as may be required for such favorable findings, as specified in the decision, shall be binding upon the appellant and his successors in interest.

(dd) *Records of cases of the board.* The decision of the board shall be shown in the record of the case. Such record shall show the reason for determination, with a summary of the evidence introduced and the findings of fact made by the board.

(ee) *Recording.* Such record shall be entered in the minutes of the board. Following approval, as submitted or as amended, the minutes shall be acknowledged as to accuracy by the signature of the chairman and the board administrator.

(ff) *Judicial Review Of Board Decision.*

(1) Any of the following persons may present to a district court, county court, or county court at law a verified petition stating that the decision of the board of adjustment is illegal in whole or in part and specifying the grounds of the illegality:

(A) a person aggrieved by a decision of the board;

(B) a taxpayer; or

(C) an officer, department, board, or bureau of the municipality.

(2) The petition must be presented within ten days after the date the decision is filed in the board's office.

(3) On the presentation of the petition, the court may grant a writ of certiorari directed to the board to review the board's decision. The writ must indicate the time by which the board's return must be made and served on the petitioner's attorney, which must be after ten days and may be extended by the court. Granting of the writ does not stay the proceedings on the decision under appeal, but on application and after notice to the board the court may grant a restraining order if due cause is shown.

(4) The board's return must be verified and must concisely state any pertinent and material facts that show the grounds of the decision under appeal. The board is not required to return the original documents on which the board acted but may return certified or sworn copies of the documents or parts of the documents as required by the writ.

(5) If at the hearing the court determines that testimony is necessary for the proper disposition of the matter, it may take evidence or appoint a referee to take evidence as directed. The referee shall report the evidence to the court with the referee's findings of fact and conclusions of law. The referee's report constitutes a part of the proceedings on which the court shall make its decision.

(6) The court may reverse or affirm, in whole or in part, or modify the decision that is appealed. Costs may not be assessed against the board unless the court determines that the board acted with gross negligence, in bad faith, or with malice in making its decision.

(7) The court may not apply a different standard of review to a decision of a board of adjustment that is composed of members of the governing body of the municipality under Texas Statutes, Local Government Code Section 211.008(g) than is applied to a decision of a board of adjustment that does not contain members of the governing body of a municipality.

(1972 Code, sec. 30.4002; 2008 Code, sec. 14.02.722; Ordinance adopting 2017 Code; Ordinance 2019-8, ex. B, adopted 2-19-19; Ord. No. 2023-9, § 1(Exh. A), 3-21-2023)

State law reference(s)—Establishment and authority of zoning board of adjustment, V.T.C.A., Local Government Code, sec. 211.008 et seq.

APPENDIX A
FEE SCHEDULE

ARTICLE A1.000 GENERAL PROVISIONS

Sec. A1.001 Purpose

The schedule of fees as herein established has been designed to provide a comprehensive index of fees and charges for licenses, permits, inspections, certificates, appeals, services and other official actions.

(1972 Code, sec. 32.101; 2008 Code, sec. A1.001)

Sec. A1.002 Scope

The schedule of fees shall apply; provided, however, this fee schedule shall not be deemed exclusive.

(1972 Code, sec. 32.102; 2008 Code, sec. A1.002)

Sec. A1.003 Compliance

The schedule of fees as herein established shall be prescribed as deemed necessary to execute the provisions of this fee schedule.

(1972 Code, sec. 32.103; 2008 Code, sec. A1.003)

ARTICLE A2.000 ADMINISTRATIVE FEES

Sec. A2.001 Copy charges

(a) *Copy charges*: Charges for providing copies of public information shall be the rules established by the State Attorney General as established in the Texas Administrative Code, title I. (Administration), part 3, (Office of the Attorney General), chapter 70, rule section 70.3 (Cost of Copies of Public Information), unless a specific exception is granted by the attorney general or otherwise specified. This is in accordance with § 552.261(a) which allows a governmental body to recover costs related to reproducing public information. A request for copies may generally be assessed charges for labor, overhead (which is calculated as a percentage of the total labor), and materials. However, if the request is for 50 or fewer pages of paper records, only the charge for the photocopy may be imposed.

(1) *Copy charge for standard paper copy.*

(A) Under section 70.1 through section 70.11 of this title, a copy of public information that is a printed impression on one side of a piece of paper that measures up to 8-1/2 by 14 inches. Each side of a piece of paper on which information is recorded is counted as a single copy. A piece of paper that has information recorded on both sides is counted as two copies.

(B) The charge for standard paper copies reproduced by means of an office machine copier or a computer printer is $0.10 per page or part of a page. Each side that has recorded information is considered a page. A request for 50 or more copies may incur labor and overhead charges as allowed under state law.

(2) *Copy charge for nonstandard copy.*

(A) Under section 70.1 through Section 70.11 of this title, a copy of public information that is made available to a requestor in any format other than a standard paper copy. Microfiche, microfilm, diskettes, magnetic tapes, CD ROM are examples of nonstandard copies. Paper copies larger than 8-1/2 by 14 inches (legal size) are also considered nonstandard copies.

(B) The charges in this subsection are to cover the materials onto which information is copied and do not reflect any additional charges, including labor, that may be associated with a particular request. The charges for nonstandard copies are:

(i) Diskette: $1.00;

(ii) Magnetic tape: Actual cost;

(iii) Data cartridge: Actual cost;

(iv) Tape cartridge: Actual cost;

(v) Rewritable or non-rewritable CD (CD-RW): $1.00;

(vi) Non-rewriteable CD (CD-R): $1.00

(vii) Digital video disk (DVD): $3.00;

(viii) JAZ drive: Actual cost;

(ix) Other electronic media: Actual cost;

(x) VHS video cassette: $2.50;

(xi) Audio cassette: $1.00;

(xii) Oversize paper copy (e.g.: 11 inches by 17 inches, greenbar, not including maps and photographs using specialty paper section 70.9): $0.50.

(xiii) Specialty paper (e.g.: Mylar blueprint, blueline, map, photographic): Actual cost.

(3) *Labor charge.* If the charge for providing a copy of public information includes costs of labor, a governmental body shall comply with the requirements of § 552.261(b) of the Texas Government Code. Labor charge for locating, compiling, manipulating data, and reproducing public information costs incurred in processing a request is $15.00 per hour. The labor charge includes the actual time to locate, compile, manipulate data, and reproduce the requested information.

(A) A labor charge shall not be billed in connection with complying with requests that are for 50 or fewer pages of paper records, unless the documents to be copied are located in:

(i) Two or more separate buildings that are not physically connected to each other (two buildings connected by a covered or open sidewalk, an elevated or underground passageway, or a similar facility, are not considered to be separate buildings); or

(ii) A remote storage facility.

(B) A labor charge shall not be recovered for any time spent by an attorney, legal assistant, or any other person who reviews the requested information:

(i) To determine whether the governmental body will raise any exceptions to disclosure of the requested information under the Texas Government Code, subchapter C, chapter 552; or

(ii) To research or prepare a request for a ruling by the Attorney General's office pursuant to § 552.301 of the Texas Government Code.

(C) When confidential information pursuant to a mandatory exception of the Act is mixed with public information in the same page, a labor charge may be recovered for time spent to redact, blackout or otherwise obscure confidential information in order to release the public information for requests of 50 or fewer pages, unless the request also qualifies for a labor charge pursuant to Texas Government Code, § 552.261(a)(1) or (2).

(D) If the charge for providing a copy of public information includes costs of labor, a governmental body shall comply with the requirements of Texas Government Code, chapter 552, § 552.261(b).

(4) *Overhead charge.*

(A) Whenever any labor charge is applicable to a request, a governmental body may include in the charges direct and indirect costs, in addition to the specific labor charge. This overhead charge would cover such costs as depreciation of capital assets, rent, maintenance and repair, utilities, and administrative overhead. If a governmental body chooses to recover such costs, a charge shall be made in accordance with the methodology described in subsection (C) of this section. Although an exact calculation of costs will vary, the use of a standard charge will avoid complication in calculating such costs and will provide uniformity for charges made statewide.

(B) An overhead charge shall not be made for requests for copies of 50 or fewer pages of standard paper records unless the request also qualifies for a labor charge pursuant to Texas Government Code, § 552.261(a)(1).

(C) The overhead charge shall be computed at 20 percent of the charge made to cover any labor costs associated with a particular request. Example: if one hour of labor is used for a particular request, the formula would be as follows: Labor charge for locating, compiling, and reproducing, $15.00 × .20 = $3.00; or programming labor charge, $28.50 × .20 = $5.70. If a request requires one hour of labor charge for locating, compiling, and reproducing information ($15.00 per hour); and one hour of programming labor charge ($28.50 per hour), the combined overhead would be: $15.00 + $28.50 = $43.50 × .20 = $8.70.

(5) *Remote document retrieval charge.*

(A) Due to limited on-site capacity of storage documents, it is necessary to store information that is not in current use in a remote location. Every effort should be made by governmental bodies to store current records on-site. State agencies are encouraged to store inactive or non-current records with the state library and archives commission. To the extent that the retrieval of documents results in a charge to comply with a request, it is permissible to recover costs of such services for requests that quality for labor charges under current law.

(B) If a governmental body has a contract with a commercial records storage company, whereby the private company charges a fee to locate, retrieve, deliver, and return to storage the needed records, no additional labor charge shall be factored in for time spent locating documents at the storage location by the private company's personnel. If after delivery to the governmental body, the boxes must still be searched for records that are responsive to the request, a labor charge is allowed.

(6) *Computer resource charge.*

(A) The computer resource charge is a utilization charge for computers based on the amortized cost of acquisition, lease, operation, and maintenance of computer resources, which might include,

but is not limited to, some or all of the following: central processing units (CPUs), servers, disk drives, local area networks (LANs), printers, tape drives, other peripheral devices, communications devices, software, and system utilities.

(B) These computer resource charges are not intended to substitute for cost recovery methodologies or charges made for purposes other than responding to public information requests.

(C) The charges in this subsection are averages based on a survey of governmental bodies with a broad range of computer capabilities. Each governmental body using this cost recovery charge shall determine which category(ies) of computer system(s) used to fulfill the public information request most closely fits its existing system(s), and set its charge accordingly. Type of system-rate: mainframe—$10.00 per CPU minute; midsize—$1.50 per CPU minute; client/server—$2.20 per clock hour; PC or LAN—$1.00 per clock hour.

(D) The charge made to recover the computer utilization cost is the actual time the computer takes to execute a particular program times the applicable rate. The PU charge is not meant to apply to programming or printing time; rather it is solely to recover costs associated with the actual time required by the computer to execute a program. This time, called CPU time, is read directly from the CPU clock, and most frequently will be a matter of seconds. If programming is required to comply with a particular request, the appropriate charge that may be recovered for programming time is set forth in subsection (3) of this section. No charge should be made for computer print-out time. Example: If a mainframe computer is used, and the processing time is 20 seconds, the charges would be as follows: $10/3 = $3.33; or $10/60 × 20 = $3.33.

(7) *Miscellaneous supplies.*

(A) The actual cost of miscellaneous supplies, such as labels, boxes, and other supplies used to produce the requested information, may be added to the total charge for public information.

(B) A governmental body that accepts payment by credit card for copies of public information and that is charged a "transaction fee" by the credit card company may recover that fee.

(8) *Postage and shipping charges.* Governmental bodies may add any related postal or shipping expenses which are necessary to transmit the reproduced information to the requesting party.

(9) *Police department report copies.*

(A) Accident report (CR-3 report) copy charge: Shall be in accordance with the Texas Transportation Code section 550.065(c)(4) and section 552.262(a) of the Government Code: $6.00.

(B) Certified accident reports: $2.00 plus actual copy cost.

(C) All other reports: $0.10 per page

(10) *Body worn camera records.*

(A) This section provides the fee for obtaining a copy of body worn camera recording pursuant to § 1701.661 of the Government Code which is the sole authority under which a copy may be obtained from a law enforcement agency under the Public Information Act, chapter 552 of the Government Code, and no fee for obtaining a copy of a body worn camera recording from a law enforcement agency may be charged unless authorized by this section.

(B) This section does not apply to a request or portions of a request, seeking to obtain information other than a copy of a body worn camera recording. Portions of a request seeking information other than a copy of a body worn camera recording are subject to the charges listed.

(i) $10.00 per recording responsive to the request for information; and

(ii) $1.00 per full minute of body worn camera video or audio footage responsive to the request for information; if identical information has not already been obtained by a member of the public in response to a request for information.

(iii) A law enforcement agency may provide a copy without charge, or at a reduced charge, if the agency determines waiver or reduction of the charge is in the public interest.

(iv) If the requestor is not permitted to obtain a copy of a requested body worn camera recording under § 1701.661 of the Government Code or an exception in the Public Information Act, chapter 552 of the Government Code, the law enforcement agency may not charge the requestor under this section.

(11) *Fire department fire incident reports and EMS reports.*

(A) *Fees for residents of the city.*

(i) Fire incident reports: $0.10 per page.

(ii) EMS reports: $7.50.

(B) *Private companies (excluding other fire/medical agencies).*

(i) Fire incident reports: $5.00 per report.

(C) *For law offices and record retrieval companies.*

(i) Medical records only: $6.50.

a. Medical records + affidavit: $12.50.

b. Medical records + questions: $16.25.

c. Medical records, affidavit & questions: $17.25.

(ii) Billing records only: $3.75.

a. Billing records + affidavit: $9.75.

b. Billing records + questions: $13.50.

c. Billing records, affidavit & questions: $14.50.

(iii) Medical & billing records only: $10.25.

a. Medical, billing + affidavit: $17.25.

b. Medical, billing + questions (2): $21.00.

c. Medical, billing, affidavits (2) & questions (2): $23.00.

(iv) Affidavit or questions of "no record": Same as above.

(b) City map copy charge: Actual cost of reproduction.

(c) Master plan copy charge: Actual cost of reproduction.

(d) Zoning code copy charge: $16.50.

(e) Zoning verification letter: $35.00 - The title of the letter was corrected from zoning confirmation letter to the appropriate title of zoning verification letter and a proposed fee of $35.00 was added.

(f) Subdivision code copy charge: $10.60.

(g) Judicial records: Copies of information collected, assembled, or maintained by or for the judiciary are governed by rules adopted by the Supreme Court of the state or by other applicable federal and state laws

and rules. The cost of copies of judicial records shall be in accordance with Rule 12 (Public Access to Judicial Records).

(h) Certified court record copy: $5.00.

(Ordinance 06-054 adopted 11-21-06; 2008 Code, sec. A2.001; Ordinance adopting 2017 Code; Ordinance 2020-55 adopted 11-2-20)

Sec. A2.002 Returned check charge

Returned check charge, per check: $25.00.

(Ordinance 06-054 adopted 11-21-06; 2008 Code, sec. A2.002)

Sec. A2.003 Municipal park administrative fees

(a) All fees must be paid at the time of filing a reservation.

(b) All city park facilities are available for use at no charge on a first-come first-served basis; however, certain park facilities may be rented for exclusive use, based on the following fee schedule.

(c) Violation of any park policy, acts of vandalism, or damage to park facilities may result in the loss of any deposit and/or charges being filed in municipal court for such vandalism or damage.

(d) Pavilion rental fees are as follows:

(1) Rental times: Sunrise to 2:00 pm and/or 3:00 pm to sunset.

(2) Full day rentals are permissible if available; applicant shall pay single deposit and dual rental and barbecue pit fees, if applicable.

(3) The barbecue pit may be rented only when the large pavilion is rented. Deposits are refundable if facilities are left in satisfactory condition following use and pit keys are returned as per the contract.

(4) Fee structure - large pavilion:

Type	LV Resident	Non-LV Resident
Deposit	$50.00	$75.00
Rental fee	$100.00	$150.00
Add BBQ pit	$25.00	$25.00

(5) Fee structure - small pavilion:

Type	LV Resident	Non-LV Resident
Deposit	$25.00	$25.00
Rental Fee	$20.00	$35.00

(e) Fees for rental of athletic fields, tennis courts, basketball courts, and volleyball pits:

(1) Multiple hourly field/pit/court rentals per applicant may be applied on one application at initial reservation filing.

(2) Reservations must be for a one-hour minimum with a four-hour maximum. The maximum and minimum times may be waived for league and tournament plays at the discretion of the city manager or their designee.

Type	LV Resident	Non-LV Resident
Softball Field	$10.00/hour	$15.00/hour
LG Soccer Field	$15.00/hour	$20.00/hour
SM Soccer Field	$10.00/hour	$15.00/hour
Practice Soccer Field	$10.00/hour	$15.00/hour
Tennis Court (RR)	$10.00/hour	$15.00/hour
Tennis Court (FO)	$10.00/hour	$15.00/hour
Volleyball Pit	$10.00/hour	$15.00/hour
Basketball Court	$10.00/hour	$15.00/hour

(f) Nonrefundable fees for large group clean-up will be as follows in conjunction with any park facility rental:

Attendance	Fees
50-100 persons	$50.00
101-150 persons	$100.00
151-200 persons	$150.00
201+ persons	$250.00

(g) *Special event permit fee:* $500.00 per event, in addition to rental fees of each park amenity, cleanup fees, private security, and traffic control activities, as required by the Leon Valley Police Department.

(h) *Swimming pool fees.*

(1) *Daily gate fee*: $5.00.

(A) Season pass - adult resident: $40.00.

(B) Season pass - child (under 18), resident: $30.00.

(C) Season pass - adult, nonresident: $100.00.

(D) Season pass - child (under 18), nonresident: $60.00.

(E) Season pass - swim team member (full use of pools): $10.00.

(F) Maximum amount per family: $200.00.

(G) Maximum amount per non-resident family: $400.00.

(2) *Affordability rate, for residents only (application required at city hall, must meet HHS guidelines for 2019).*

(A) Season pass - adult resident: $20.00.

(B) Season pass - child (under 18), resident: $15.00.

(3) *Day care/groups*: $5.00.

(4) *Swim lessons.*

(A) Private: three hours of class: $150.00.

(B) Semi-private: three hours of class: $100.00.

(C) Group: three hours of class: $50.00.

(D) Swim team fee to use city pools: (paid by swim team): $20.00 per team member.

(5) *Pool parties (before or after normal scheduled hours).*

(A) Forest Oaks (includes community room): $250.00 for two hours, up to 25 participants with $5.00 for each additional person, $50.00 reservation fee.

(B) 6600 Strawflower: $125.00 for two hours, up to 25 participants, with $5.00 for each additional person, $50.00 reservation fee.

(C) Facility rental (Forest Oaks): $150.00 for two hours, $50.00 each additional hour, $50.00 reservation fee.

(D) The Hill: $100.00 for two hours, $50.00 each additional hour, $50.00 reservation fee.

(Ordinance 10-004 adopted 1-5-10; 2008 Code, sec. A2.003; Ordinance 2017-10 adopted 4-18-17; Ordinance 2018-20 adopted 3-6-18; Ordinance 2018-31, sec. 2, adopted 4-3-18; Ordinance 2019-16 adopted 4-2-19; Ord. No. 2024-4, § 1, 3-19-2024; Ord. No. 2025-13, § 1, 5-20-2025)

Sec. A2.004 Community center rental fees

(a) *Rental rates*:

Users	Weekdays (Monday—Thursday) (4 hours)		Weekends (Friday—Sunday)(6 hours)		Each Add 'l Hour
	Nonresident	Resident*	Nonresident	Resident*	
Commercial:					
1,000 sf	$105.00	$75.00	$120.00	$90.00	$15.00
2,000 sf	$140.00	$110.00	$180.00	$150.00	$20.00
4,000 sf	$230.00	$200.00	$305.00	$275.00	$25.00
Kitchen	$50.00	$50.00	$50.00	$50.00	$0.00
Private:					
1,000 sf	$90.00	$60.00	$105.00	$75.00	$15.00
2,000 sf	$115.00	$90.00	$150.00	$120.00	$25.00
4,000 sf	$180.00	$150.00	$230.00	$200.00	$30.00
Kitchen	$50.00	$50.00	$50.00	$50.00	$0.00
Civic:					
1,000 sf	$15.00	$10.00	$25.00	$20.00	$0.00
2,000 sf	$20.00	$15.00	$30.00	$25.00	$0.00
4,000 sf	$25.00	$20.00	$45.00	$40.00	$0.00
Kitchen	$15.00	$15.00	$15.00	$15.00	$0.00
Official:					
All	$10.00	$10.00	$15.00	$15.00	$0.00
Kitchen	$0.00	$0.00	$0.00	$0.00	$0.00

*In order to qualify for a residential rate, the applicant must live in the City and must provide proof of residency at the time the application is submitted for approval.

(b) *Deposit to reserve center*: $200.00.

(c) *Cleaning fee*: $200.00 per cleaning. The cleaning fee is waived for all city official uses.

(d) *Community center penalty fees*:

(1) *Late event date change.* If the renter requests an event date change more than 30 days before the event, there is no extra cost. If the renter requests a change of date between 15 to 29 days before the event, there is a $100.00 charge. If the renter requests an event date change one to 14 days before the event, there is a $150.00 charge. This late event date change policy allows renters to reschedule without losing their deposit and repeating the booking and registration process.

(2) *Late exit fee.* A fee of $100.00 will be charged to renters that fail to exit the facility at the time agreed in the lease agreement. There has been a problem of renters leaving later than their scheduled time.

(3) *Emergency key pickup.* A penalty fee of $100.00 will be charged to renters that require an emergency key pickup, when the renter needs for staff to come and open the conference center during nonbusiness hours without having made a special request and having it prearranged.

(4) *Event cancellation.* The lessee can recover 50 percent of the initial security/damage deposit if the event is cancelled no later than 90 days prior to the commencement date. If a letter of cancellation is not postmarked or submitted to staff before this date, the lessee will forfeit 100 percent of the security/damage deposit.

(1972 Code, sec. 32.1500(L); Ordinance 02-001, sec. 1, adopted 1-15-02; Ordinance 12-031 adopted 10-16-12; 2008 Code, sec. A2.004)

Sec. A2.005 Conference center rental fees

(a) *Rental, cleaning and security services fees chart.*

	3,000 sq. ft.	1,000 sq. ft.
Cleaning	$145.00/cleaning	$145.00/cleaning
Deposit	$500.00	$250.00
Security	$22.00/hr.	$22.00/hr.
Full day (10 hours) rental fee	$650.00	$350.00
Half day (5 hours) rental fee	$400.00	$250.00
Additional hour	$80.00	$60.00
*Hourly rate initial hour	$200.00	$100.00

*Hourly rate:

(1) Initial hour: If a customer rents the conference center on an hourly basis, he/she must pay the initial hour fee for the first hour rented.

(2) Each additional hour is priced at the additional hour fee rate listed in the chart above.

(3) Hourly rentals cannot be booked earlier than 60 days before the event.

(4) Customers must rent two hours minimum.

(Ordinance 02-001, sec. 1, adopted 1-15-02; Ordinance 12-031 adopted 10-16-12; 2008 Code, sec. A2.005)

Sec. A2.006 Library fees

(a) *Copies/prints, maximum of 20 total per day.*

(1) Black and white: $0.10 per sheet.

(2) Color: $0.50 per sheet.

(b) *Fax.*

(1) Local and toll free: $0.50 total (covers confirmation page).

(2) Long distance: $1.00 total (covers confirmation page and LD call).

(3) Receive fax: $0.10 per sheet.

(c) *Scanning*: $0.50 per sheet.

(d) *Notary services*: No cost.

(e) *Test proctoring*: $5.00 booking fee.

(f) *Library card fees.*

(1) *City residents, property owners and business owners.* Library cards are free to all residents, property owners, and business owners who own a business within the city. Proof of residency or ownership is required.

(2) *Out-of-town residents.* Persons living outside the city limits may receive a library card by:

(A) Presenting a valid form of identification & proof of residence.

(B) Paying a fee of $20.00 per year for the household.

(C) Paying a fee of $10.00 per year for a senior citizen household (60 and up).

(g) *Replacement membership card.* Library cardholders are encouraged to keep their library card secure. Should a library card become lost or stolen, it is the responsibility of the cardholder to notify the library immediately. There is a charge for replacement cards of $1.00 for the replacement.

(h) *Fines and fees for materials.* The Leon Valley Public Library is a fine free library.

(i) *Lost or damaged materials.* Library patrons are responsible for all library materials checked out to their account and will be held liable for any losses or damage to library materials while checked out to them. The library will not charge for normal wear of library materials.

(1) If the materials are lost, the patron will be charged the cost to replace the materials.

(2) If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the cost of the item. The damaged item then becomes the property of the individual.

(3) A $2.00 processing fee will be charged for each library material damaged beyond repair or lost by the patron. This $2.00 processing [fee] is not refundable should the item be returned at a later date.

(j) *Loss of borrowing privileges.* Patrons with lost or damaged materials or with fines that exceed $5.00 may not check out materials until records are cleared.

(k) *Makerspace items.*

(1) Button making: $0.25 per button.

(2) 3D printing: $0.05 per estimated.

(Ordinance adopting 2017 Code; Ordinance 2017-76 adopted 12-19-17; Ord. No. 2021-51, § 1, 11-2-2021; Ord. No. 2023-18, § 1, 6-20-2023)

Sec. A2.007 Parades

Parade permit fee: $50.00.

(1972 Code, sec. 26.1103; 2008 Code, sec. A2.008)

Sec. A2.008 Block parties

Nonrefundable permit application fee to defray costs and expenses: $50.00.

(Ordinance 08-012, sec. 1 (26.1602), adopted 2-19-08; 2008 Code, sec. A2.009)

Sec. A2.009 Graffiti removal

Administrative expense to abate graffiti nuisance: $150.00.

(Ordinance 08-011 adopted 2-19-08; 2008 Code, sec. A2.010)

Sec. A2.010 Use of public rights-of-way by telecommunications facilities

(a) Nonrefundable application fee: $850.00.

(b) Administrative fee, upon acceptance of a public right-of-way use agreement (PRWUA) granted by city: $5,000.00, against which the $850.00 application fee will be credited.

(c) *Small cell nodes*: The city will collect $500.00 for the first five small cell network nodes, and then $250.00 for each node thereafter; a fee of $1,000.00 for each node support pole, and an annual fee of $250.00 per network node installed. The rate to collocate a network node on a service pole in the public right-of-way shall be $20.00 per pole per year.

(1972 Code, ch. 35, sec. 4; 2008 Code, sec. A2.011; Ordinance 2017-64, sec. II, adopted 10-2-17)

Sec. A2.011 Memorial naming/renaming application and consideration fee

(a) Application and consideration: $200.00

(b) Costs associated with the manufacturing and placement of the signs is the responsibility of the requestor.

(Ordinance 2013-10-14-03, sec. 2, adopted 10-14-13; Ord. No. 2023-39, § 1(Exh. A), 10-17-2023)

Sec. A2.012 Reserved

Ord. No. 2023-39, § 1(Exh. A), adopted October 17, 2023, repealed § A2.012, which pertained to newsletter advertisement fees and derived from Ordinance 14-007 adopted June 8, 2014.

Sec. A2.013 Police department property room handling fee

(a) Police department property room handling fee for the retrieval of lost property, abandoned property, personal property and evidence from a crime that has been adjudicated and that is stored in the city police department property room: $25.00 per incident.

(b) Method of payment: Exact cash, cashier's check, money order, or credit card plus a transaction fee of five percent per incident for each credit card transaction.

(Ordinance 2017-22 adopted 5-16-17; Ordinance 2020-53 adopted 11-2-20)

ARTICLE A3.000 MUNICIPAL COURT FEES[1]

Sec. A3.001 Miscellaneous fees

(a) *Administrative fee*: $10.00.

(b) *Warrant of arrest fee*: $50.00. This fee is set by the state.

(c) *Court cost fee (to be collected in accordance with state law)*: Administrative fees for applicable state tax or court costs related to fines are set forth under separate ordinance.

(d) *Judicial records*: Copies of information collected, assembled, or maintained by or for the judiciary are governed by rules adopted by the supreme court of the state or by other applicable federal and state laws and rules. The cost of copies of judicial records shall be in accordance with rule 12 (public access to judicial records).

(e) *Certified court record copy*: $5.00.

(1972 Code, sec. 32.1500(J); 2008 Code, sec. A3.001; Ordinance 2020-55 adopted 11-2-20)

Sec. A3.002 Building security fund fee

(a) Any defendant convicted of a misdemeanor offense in the municipal court of the city shall pay a security cost fee of $3.00 in addition to such other costs of court that may be presently or hereafter imposed as court costs upon conviction for such misdemeanor offenses.

(b) A person is considered convicted if:

(1) A sentence is imposed on a person;

(2) The person is placed on community supervision, including deferred adjudication or deferred disposition; or

(3) The court defers final disposition of the person's case.

(c) The clerk of the municipal court shall collect the costs and pay the funds to the city municipal treasurer, or to any other official who discharges the duties commonly delegated to a municipal treasurer, for deposit in a fund to be known as the municipal court building security fund.

(d) Funds derived from the municipal court building security fund fees may be used only to finance security personnel or to finance items when used for the purpose of providing security services for the municipal court of the city as appropriate, including, but not limited to:

(1) The purchase or repair of X-ray machines and conveying systems;

[1]State law reference(s)—Municipal court fines, costs and special expenses, Tex. Code Crim. Proc. art. 45.203; costs paid by defendants, Tex. Code Crim. Proc. ch. 102; court costs on conviction, V.T.C.A., Government Code, § 102.021; additional court costs on conviction in municipal court, V.T.C.A., Government Code, § 102.121.

(2) Hand-held metal detectors;

(3) Walk-through metal detectors;

(4) Identification cards and systems;

(5) Electronic locking and surveillance equipment;

(6) Bailiffs, deputy sheriffs, deputy constables, or contract security personnel during times when they are providing appropriate security services;

(7) Signage;

(8) Confiscated weapons inventory and tracking systems;

(9) Locks, chains, alarms, or similar security devices;

(10) The purchase or repair of bulletproof glass; and

(11) Continuing education on security issues for court personnel and security personnel.

(Ordinance 06-018 adopted 7-18-06; 2008 Code, sec. A3.002)

State law reference(s)—Authority to establish municipal court building security fund, Tex. Code Crim. Proc. art. 102.017.

Sec. A3.003 Technology fund fee

(a) Any defendant convicted of a misdemeanor offense in the City of Leon Valley Municipal Court shall pay a technology fee of $4.00 as a cost of court in addition to such other costs of court that may be presently or hereafter imposed as court costs upon conviction for such misdemeanor offenses. Any person is considered convicted if:

(1) A sentence is imposed on a person;

(2) The person is placed on community supervision, including deferred adjudication or deferred disposition; or

(3) The court defers final disposition of the person's case.

(b) The clerk of the municipal court shall collect the costs and pay the funds to the municipal treasurer, or to any other official who discharges the duties commonly delegated to a municipal treasurer, for deposit in a fund to be known as the municipal court technology fund.

(c) Funds derived from the technology fees may be used only to finance the purchase of technological enhancements for the City Municipal Court of Record, including, but not limited to:

(1) Computer systems;

(2) Computer networks;

(3) Computer hardware;

(4) Computer software;

(5) Imaging systems;

(6) Electronic kiosks;

(7) Electronic ticket writers; and

(8) Docket management systems.

(d) The Municipal Court Technology Fund shall be administered by or under the direction of the city council.

(Ordinance 06-019 adopted 7-18-06; 2008 Code, sec. A3.003)

State law reference(s)—Authority to establish municipal court technology fund, Tex. Code Crim. Proc. art. 102.0172.

ARTICLE A4.000 ANIMAL CONTROL FEES

Sec. A4.001 Impoundment, boarding and rabies control fees

(a) *Impoundment*:

(1) First impoundment: $30.00.

(2) Second impoundment: $60.00.

(b) *Boarding, per day*:

(1) Cats: $10.00 per day.

(2) Dogs: $12.00 per day.

(3) Large animals: $17.00 per day.

(c) *Other charges*:

(1) Euthanasia: Actual cost.

(2) Rabies testing (head): Actual cost.

(3) Rabies observation: Actual cost.

(4) Rabies vaccination: Actual cost.

(Ordinance 06-062, sec. 1, adopted 12-19-06; 2008 Code, art. A4.000(a)-(c))

Sec. A4.002 Pet license

City pet license:

(1) Spayed/neutered animals: $0.00.

(2) Unaltered animals: $0.00.

(Ordinance 06-062, sec. 1, adopted 12-19-06; 2008 Code, art. A4.000(d); Ord. No. 2025-34, § 1(Att.), 12-2-2025)

Sec. A4.003 Kennel, pet shop or grooming shop license

(a) Pet grooming licensing permit fee: $100.00 annually.

(b) Pet kennel license permit fee: $150.00 annually.

(c) Pet shop license permit fee: $150.00 annually.

(Ordinance 06-062, sec. 1, adopted 12-19-06; 2008 Code, art. A4.000(e) ; Ordinance 2019-59, sec. 2, adopted 11-19-19)

Sec. A4.004 Registration of dangerous dog

Dangerous dogs:

(1) Registration fee: $50.00.

(2) New registration at new address: $25.00.

(Ordinance adopting 2008 Code; 2008 Code, art. A4.000(f))

Sec. A4.005 Registration of dangerous wild animal

Application, issuance, and renewal of a certificate of registration for a dangerous wild animal: $50.00 per animal, not to exceed $500.00 for each person registering animals, regardless of the number of animals owned by the person.

(Ordinance adopting 2008 Code; 2008 Code, sec. 2.06.031)

Sec. A4.006 Dog microchipping

Leon Valley resident:

(1) Free microchipping.

a. Limit of four per address.

Non-Leon Valley resident:

(1) $20.00.

The city manager, or designee, is authorized to reduce or waive fees for adoption events or where necessary to advance the goals of the department to reduce animals in city kennels.

(Ord. No. 2025-14, § 1, 7-15-2025; Ord. No. 2025-34, § 1(Att.), 12-2-2025)

ARTICLE A5.000 ALCOHOLIC BEVERAGE ESTABLISHMENTS

Sec. A5.001 License and permit fees

Alcoholic beverage license or permit fees as prescribed by state law.

Late hours permit fee: $25.00

(1972 Code, sec. 32.104; 2008 Code, sec. A5.001; Ord. No. 2023-36, § II, 9-19-2023)

ARTICLE A6.000 FOOD ESTABLISHMENTS

Sec. A6.001 License fees

(a) *Food establishment license*:

(1) Minimum fee for establishment in which one or two persons are employed, operated by not more than two persons: $125.00.

(2) Operated by more than two and not more than six persons: $175.00.

(3) Operated by more than six and not more than ten persons: $350.00.

(4) Operated by more than ten and not more than 15 persons: $550.00.

(5) Operated by more than 15 persons: $800.00.

(6) Initial operating license: $125.00*.

*There shall be an administrative fee of $125.00 for first-year food establishments for training of personnel in proper food handling and storage techniques. This fee may be waived when sufficient knowledge is demonstrated to the health and sanitation officer and no further training is required by the city.

(b) *Temporary food license for special events:* $40.00 per day per stand for temporary food service establishments with an $80.00 maximum per stand per event, per person, for not over 14 days. (Not renewable.)

(c) Mobile food vending license fee: $120.00 (annually)

Mobile food truck vending food license: $35.00 (annually)

(Ordinance 11-019 adopted 8-16-11; 2008 Code, sec. A6.001; Ordinance 16-025 adopted 7-19-16; Ord. No. 2021-58, § 1, 11-2-2021; Ord. No. 2023-39, § 1(Exh. A), 10-17-2023)

ARTICLE A7.000 PEDDLERS, SOLICITORS AND HANDBILL DISTRIBUTORS

Sec. A7.001 Permit fee

Permit fee (single individual): $100.00.

(1972 Code, sec. 32.1000; 2008 Code, sec. A7.001; Ordinance 2013-11-18-01 adopted 11-18-13)

Sec. A7.002 Registration fee for persons engaged in interstate commerce

Registration of persons engaged in interstate commerce: $2.00.

(1972 Code, sec. 22.112; 2008 Code, sec. A7.002)

ARTICLE A8.000 BUILDING AND CONSTRUCTION RELATED FEES

Sec. A8.001 Contractor registration fee

(a) All contractors, both general and subcontracted, which are providing professional services to addresses located within the city limits, both residential or and/or commercial must register their current state issued trade license with the city annually. There is no fee associated with this registration. This includes but is not limited to general building contractors, heating, and air conditioning (mechanical), electrical, bulk water, irrigation, gas, sewer trench, swimming pools, sidewalks/driveway/curb cuts, fences, foundation, roof, water well, sign and any nonfranchise utility construction contractors.

(b) See section A8.021 for tree trimming contractor registration fees.

(Ordinance 12-028 adopted 9-8-12; 2008 Code, sec. A8.023; Ordinance 16-016 adopted 4-5-16; Ordinance 2017-69, sec. 3, adopted 11-21-17; Ord. No. 2022-52, § 2(Exh. A), 10-18-2022)

Sec. A8.002 Building permit

(a) *Site plan.*

(1) Site plan application fee: $250.00.

(2) Site plan appeal fee: $250.00.

(b) *Building permit fee.*

(1) *Commercial building permit fees.*

Total Valuation	Fee
$1.00—$500.00	$60.00
$501.00—$2,000.00	$60.00 for the first $500.00 plus $2.00 for each additional $100.00 or fraction thereof, to and including $2,000.00
$2,001.00—$25,000.00	$90.00 for the first $2,000.00 plus $9.00 for each additional $1,000.00 or fraction thereof, to and including $25,000.00
$25,001.00—$50,000.00	$400.00 for the first $25,000.00 plus $7.00 for each additional $1,000.00 or fraction thereof, to and including $50,000.00
$50,001.00—$100,000.00	$600.00 for the first $50,000.00 plus $6.00 for each additional $1,000.00 or fraction thereof, to and including $100,000.00
$100,001.00—$500,000.00	$800.00 for the first $100,000.00 plus $5.00 for each additional $1,000.00 or fraction thereof, to and including $500,000.00
$500,001.00 - $1,000,000.00	$3,000.00 for the first $500,000.00 plus $4.00 for each additional $1,000.00 or fraction thereof, to and including $1,000,000.00
$1,000,001.00 and above	$4,500.00 for the first $1,000,000.00 plus $2.00 for each additional $1,000.00 or fraction thereof

(2) *Residential building permit fees.*

(A) New construction: $800.00 minimum permit fee + $0.50 per square foot.

(B) Additions/remodels: $400.00 minimum permit fee + $0.50 per square foot.

(Ordinance 05-022 adopted 8-29-05; 2008 Code, sec. A8.001; Ordinance 16-025 adopted 7-19-16; Ordinance 2019-34 adopted 8-6-19)

Sec. A8.003 Plan review fee assessment

(a) 35 percent of the commercial building permit fee, with a $100.00 minimum.

(b) 25 percent of all residential building permit fees, with a $75.00 minimum.

(c) Re-review fees: $150.00.

(Ordinance 11-020, sec. 2, adopted 8-16-11; 2008 Code, sec. A8.022; Ordinance 16-025 adopted 7-19-16; Ord. No. 2024-24, § 1, 7-16-2024)

Sec. A8.004 Certificate of occupancy

(a) Permit fee: $125.00.

(b) Reinspection: $75.00.

(c) Duplicate copy fee: $25.00.

(d) Sanitation fee: $200.00.

(e) ALF Fire Marshal Annual Inspection fee: $300.00.

(f) ALF Notice Fee: $200.00

(Ordinance 05-022 adopted 8-29-05; 2008 Code, sec. A8.004(a); Ordinance 16-025 adopted 7-19-16; Ordinance 2020-55 adopted 11-2-20; Ord. No. 2023-39, § 1(Exh. A), 10-17-2023)

Sec. A8.005 Bulk water permit

(a) Permit fee: $65.00.

(b) Deposit: $2,500.00.

(c) Water fee: $3.70 per 1,000 gallons.

(d) Edwards Aquifer Authority fee of $0.62 per 1,000 gallons of water used.

(Ordinance 11-020, sec. 1, adopted 8-16-11; 2008 Code, sec. A8.004(b); Ordinance 16-025 adopted 7-19-16; Ordinance 2018-74, sec. 1, adopted 9-18-18; Ord. No. 2025-1, § 1, 1-21-2025)

Sec. A8.006 Curb cut permit

(a) Commercial: $275.00 (includes initial and final inspection only.)

(b) Residential: $175.00 (includes initial and final inspection only.)

(c) Resubmittal of plans for review: $150.00 flat fee.

(d) Commercial reinspection: $150.00.

(e) Residential reinspection: $100.00.

(Ordinance 11-020, sec. 1, adopted 8-16-11; 2008 Code, sec. A8.005; Ordinance 16-025 adopted 7-19-16; Ord. No. 2023-39, § 1(Exh. A), 10-17-2023; Ord. No. 2024-23, § 1, 7-16-2024)

Sec. A8.007 Reserved

Editor's note(s)—Former section A8.007 pertaining to electrical contractor license fees and deriving from the 1972 Code, sec. 32.501 and the 2008 Code, sec. A8.006, was deleted in its entirety by Ordinance 2017-69, § 4, adopted November 21, 2017.

Sec. A8.008 Building permit (electrical)

Building permit (electrical) fees:

(1) Base fee (includes inspection): $100.00.

(A) Residential: $100.00.

(B) Commercial: $200.00.

(2) Reinspection fee: $75.00

(Ordinance 11-020, sec. 1, adopted 8-16-11; 2008 Code, sec. A8.007; Ordinance 16-025 adopted 7-19-16; Ordinance adopting 2017 Code; Ordinance 2017-69, sec. 5, adopted 11-21-17; Ord. No. 2023-39, § 1(Exh. A), 10-17-2023)

Sec. A8.009 Fence permit

(a) Fence permit fee: $75.00

(b) Reinspection: $75.00

(Ordinance 11-020, sec. 1, adopted 8-16-11; 2008 Code, sec. A8.008; Ordinance 16-025 adopted 7-19-16; Ord. No. 2023-39, § 1(Exh. A), 10-17-2023)

Sec. A8.010 Fence variance application

Fence variance application fee: $200.00.

(1972 Code, sec. 32.601; 2008 Code, sec. A8.009; Ordinance 16-025 adopted 7-19-16)

Sec. A8.011 Floodplain development permit

(a) Floodplain development permit fee homestead exemption: $200.00.

(b) Floodplain development permit fee non-homestead case: $1,500.00.

(1972 Code, sec. 32.302A; 2008 Code, sec. A8.003; Ordinance 16-025 adopted 7-19-16)

Sec. A8.012 Heating, ventilation and air conditioning permit

Heating, ventilation, and air conditioning permits:

(1) Base fee and reinspection fees:

(A) Base fee (includes inspection):

(i) Residential: $100.00.

(ii) Commercial: $200.00.

(B) Reinspection fee: $75.00

(Ordinance 11-020, sec. 1, adopted 8-16-11; 2008 Code, sec. A8.010; Ordinance 16-025 adopted 7-19-16; Ordinance adopting 2017 Code; Ord. No. 2023-39, § 1(Exh. A), 10-17-2023)

Sec. A8.013 Manufactured home park fees

(a) Manufactured home park permit fee based on valuation of on-site infrastructure at the rate of the current building code fee table, and not less than $1,000.00.

(b) Manufactured home park annual license and transfer of license fee: $50.00 plus $2.00 per space.

(c) Manufactured home park space application fee: $75.00.

(Ordinance 99-021, sec. 1, adopted 4-20-99; 2008 Code, sec. A8.011; Ordinance 16-025 adopted 7-19-16; Ord. No. 2023-39, § 1(Exh. A), 10-17-2023)

Sec. A8.014 Plumbing, gas, and sewer and trench fees

(a) Plumbing fees:

(1) Base fee (includes inspection):

Residential: $100.00.

Commercial: $200.00.

(2) Reinspection fee: $75.00.

(b) Gas permit fees:

(1) Base fee (includes inspection):

Residential: $100.00.

Commercial: $200.00.

(2) Reinspection fee: $75.00.

(c) Sewer and trench permit fees:

(1) Base fee (includes inspection):

Residential: $100.00.

Commercial: $200.00.

(2) Reinspection fee: $65.00.

(Ordinance 11-020, sec. 1, adopted 8-16-11; 2008 Code, sec. A8.012; Ordinance 16-025 adopted 7-19-16; Ordinance 2017-25 adopted 6-20-17; Ord. No. 2023-39, § 1(Exh. A), 10-17-2023)

Sec. A8.015 Vacant Building Registration and Inspection Fees

(a) *Annual Registration fee:* $125.00.

(b) *Reinspection fee:* $95.00.

(Ord. No. 2023-4, § 3, 2-7-2023)

Ord. No. 2023-4, § 3, adopted February 7, 2023, repealed the former § A8.015, and enacted a new § A8.015 as set out herein. The former § A8.015 pertained to residential rental registration and inspection fees and derived from Ordinance 09-032 adopted July 7, 2009; 2008 Code, sec. A8.019; Ordinance 16-025 adopted July 19, 2016; Ord. No. 2023-39, § 1(Exh. A), October 17, 2023.

Sec. A8.016 Residential temporary portable storage unit permit

Permit fee: $75.00.

(Ordinance 09-051, sec. 2, adopted 10-5-09; 2008 Code, sec. A8.020; Ordinance 16-025 adopted 7-19-16; Ord. No. 2023-39, § 1(Exh. A), 10-17-2023)

Sec. A8.017 Roofing permit

(a) Roofing permit fee: $75.00

(b) Reinspection: $75.00

(Ordinance 11-020, sec. 1, adopted 8-16-11; 2008 Code, sec. A8.002; Ordinance 16-025 adopted 7-19-16; Ord. No. 2023-39, § 1(Exh. A), 10-17-2023)

Sec. A8.018 Sidewalk permit

(a) Commercial: $275.00 (includes initial and final inspection only.)

(b) Residential: $175.00 (includes initial and final inspection only.)

(c) Resubmittal of plans for review: $150.00 flat fee

(d) Commercial reinspection: $150.00.

(e) Residential reinspection: $100.00.

(Ordinance 11-020, sec. 1, adopted 8-16-11; 2008 Code, sec. A8.013; Ordinance 16-025 adopted 7-19-16; Ord. No. 2023-39, § 1(Exh. A), 10-17-2023; Ord. No. 2024-23, § 1, 7-16-2024)

Sec. A8.019 Signs

(a) Temporary sign permit: $25.00 per sign.

(b) Temporary sign deposit: $50.00 per sign.

(c) Permanent sign permit without electric hook-up: $100.00 per sign.

(d) Permanent sign permit with electric hook-up: $150.00 per sign.

(e) Sign variance request: $200.00 per request.

(f) Annual billboard sign permit: $150.00 per year.

(g) Temporary weekend signs: $30.00 per permit and $1.00 per sign, per calendar year.

(h) Charge for removal and impoundment of signs in the right-of-way: $25.00 per sign.

(i) Master sign plan: $100.00.

(j) Sign reinspection fees, not including temporary signs: $75.00.

(Ordinance 03-008, sec. 1, adopted 4-1-03; Ordinance 06-034 adopted 9-5-06; Ordinance 06-041 adopted 10-3-06; 2008 Code, sec. A8.014; Ordinance 16-025 adopted 7-19-16; Ordinance 2017-25 adopted 6-20-17; Ord. No. 2023-39, § 1(Exh. A), 10-17-2023)

Sec. A8.020 Swimming pool permit

(a) Base fee: As per section A8.002 building permit fees

(b) Reinspection: $75.00

(Ordinance 11-020, sec. 1, adopted 8-16-11; 2008 Code, sec. A8.015; Ordinance 16-025 adopted 7-19-16; Ord. No. 2023-39, § 1(Exh. A), 10-17-2023)

Sec. A8.021 Tree cutting/pruning contractor fees

Annual registration fee: $0.00.

(Ordinance 10-013, sec. 2, adopted 4-20-10; 2008 Code, sec. A8.021; Ordinance 16-025 adopted 7-19-16; Ord. No. 2023-39, § 1(Exh. A), 10-17-2023)

Sec. A8.022 Tree removal permit for new construction

(a) Residential: $60.00.

(b) Commercial: $120.00.

(Ordinance 08-028 adopted 6-17-08; 2008 Code, sec. A8.018)

Sec. A8.023 Water well permit and reinspection fee

(a) Permit fee: $75.00.

(b) Reinspection: $75.00.

(Ordinance 11-020, sec. 1, adopted 8-16-11; 2008 Code, sec. A8.004(c); Ordinance 16-025 adopted 7-19-16; Ord. No. 2023-39, § 1(Exh. A), 10-17-2023)

Sec. A8.024 Reserved

Ord. No. 2023-39, § 1(Exh. A), adopted October 17, 2023, repealed § A8.024, which pertained to engineer and derived from Ordinance 11-020, sec. 1, adopted August 16, 2011; 2008 Code, sec. A8.016; Ordinance 16-025 adopted July 19, 2016; Ordinance adopting 2017 Code.

Sec. A8.025 Wired unmanned telecommunication box installation fees

(a) Wired unmanned telecommunication box application fee: $75.00.

(b) Wired unmanned telecommunication box reinspection fee: $75.00.

(Ordinance 01-019 adopted 6-5-01; 2008 Code, sec. A8.017; Ordinance 16-025 adopted 7-19-16; Ord. No. 2023-39, § 1(Exh. A), 10-17-2023)

Sec. A8.026 Contractor penalty fee

Penalty fee (working without a permit):

(1) First offense: $300.00.

(2) Second offense: $500.00.

(3) Third offense: $1,000.00.

(Ordinance 2017-32 adopted 6-20-17)

ARTICLE A9.000 FIRE DEPARTMENT AND FIRE PROTECTION FEES

Sec. A9.001 Fire protection system construction permits

(a) Automatic fire extinguishing system:

(1) New sprinkler system:

1—10 heads: $125.00.

11—25 heads: $150.00.

26—200 heads: $200.00.

201+: $200.00 + $0.75 per head.

$2,000.00 maximum sprinkler head charge.

Additional floor charge: $40.00 for each floor above and below the first floor.

(2) Sprinkler modification with heads:

1—9 heads: $12.50 per head.

10—25 heads: $125.00.

26—200 heads: $150.00.

201+: $150.00 + $0.75 per head.

$2,000.00 maximum sprinkler head charge.

Additional floor charge: $40.00 for each floor above and below the first floor.

(3) Sprinkler modification without heads: $100.00.

(4) Paint/spray booth: $250.00.

(5) Vent/hood suppression system: $150.00.

(6) Alternative fire protection system: $250.00.

(b) Compressed gases: $300.00.

(c) Fire alarm and detection system and related equipment:

(1) New fire alarm system:

1—10 devices: $125.00.

11—25 devices: $150.00.

26—200 devices: $200.00.

201+: $200.00 + $0.75 per device.

$2,000.00 maximum device charge.

Additional floor charge: $40.00 for each floor above and below the first floor.

(2) Fire alarm modification:

1—9 devices: $12.50 per device.

10—25 devices: $125.00.

26—200 devices: $150.00.

201+: $200.00 + $0.75 per device.

$2,000.00 maximum device charge.

Additional floor charge: $40.00 for each floor above and below the first floor.

(3) Smoke control systems: $175.00.

(d) Fire pumps and related equipment: $200.00.

(e) Flammable and combustible liquids: $200.00.

(f) Hazardous materials: $200.00.

(g) Industrial ovens: $200.00.

(h) LP gas: $200.00.

(i) Private fire hydrants: $100.00.

(j) Spraying or dipping: $200.00.

(k) Standpipe systems: $200.00 for the first, $125.00 for each additional system.

(l) Underground fire system: $200.00.

(Ordinance 05-001, sec. 32.2300, adopted 1-4-05; 2008 Code, sec. A9.001)

Sec. A9.002 Hazardous operations permits

(a) Aerosol products: $200.00.

(b) Battery systems: $150.00.

(c) Cellulose nitrate film: $200.00.

(d) Combustible dust-producing operations: $200.00.

(e) Combustible fibers: $150.00.

(f) Compressed gases: $200.00.

(g) Cryogenic fluids: $200.00.

(h) Dry cleaning plants: $150.00.

(i) Flammable and combustible liquids: $200.00.

(j) Fumigation and thermal insecticide fogging: $150.00.

(k) Hazardous materials: $300.00.

(l) HPM facilities: $300.00.

(m) High-piled storage: $100.00.

(n) Hot work operation: $100.00.

(o) Industrial ovens: $100.00.

(p) Liquid or gas fueled vehicles in group A occupancies: $100.00.

(q) Magnesium: $200.00.

(r) Open flames and torches: $100.00.

(s) Open flames and candles: $50.00.

(t) Organic coating: $200.00.

(u) Motor fuel dispensing facilities: $150.00.

(v) Spraying or dipping: $200.00.

(Ordinance 05-001, sec. 32.2400, adopted 1-4-05; 2008 Code, sec. A9.002)

Sec. A9.003 Miscellaneous fire department fees

(a) System retesting fee: $75.00.

(b) Rescheduling fee: $30.00.

(c) Working without a permit fee: Double permit fee.

(d) Reinspection fee: $30.00.

(e) After hours fee: $50.00 per hour, two-hour minimum.

(f) False alarm fee:

(1) One to five activations within 365-day period: No charge.

(2) Each activation more than five in 365-day period: $50.00.

(g) Water crossing rescue fee: A fee of $400.00 shall be assessed to any person that a fire department unit of the city rescues or attempts to rescue at a low-water crossing or flooded roadway where the person has become trapped while attempting to drive or walk across the low-water crossing or flooded roadway. If the vehicle that was used to attempt to cross the low-water crossing or flooded roadway contained more than one person, the fee shall be applied to each person in the vehicle.

(h) Public fireworks display permit application fee: $50.00.

(i) Fire inspector fee: $40.00 per hour.

(Ordinance 05-001, sec. 32.2500, adopted 1-4-05; Ordinance 05-023 adopted 8-29-05; 2008 Code, sec. A9.003; Ordinance 14-006 adopted 5-12-14)

ARTICLE A10.000 EMERGENCY MEDICAL SERVICES FEES

(a) *Payment for transport to an area hospital*:

(1) Basic life support: $900.00.

(2) Advanced life support 1 response: $950.00.

(3) Advanced life support 2 response: $950.00.

(b) *Surcharge for transport of nonresidents*: $100.00.

(c) *Payment for aid rendered only*:

(1) City resident: $150.00.

(2) Nonresident: $200.00.

(d) *Payment for ALS or BLS mileage (per loaded transport mile)*:

(1) City resident: $18.00.

(2) Nonresident: $18.00.

(e) *Payment for additional medics*:

(1) Extra attendant (priority 1 patient or CPR): $120.00.

(2) Extra attendant (weight 300+ lb. patient): $100.00.

(3) Extra attendant (stairs): $100.00.

(f) *Payment for supplies*:

(1) Advanced life support (ALS) disposables: $375.00.

(2) Basic life support (BLS) disposables: $250.00.

(3) Oxygen: $125.00.

(g) *Definitions*:

Aid rendered only. The patient received assessment and/or treatment for an illness or injury and the patient refuses transport to a hospital. "Aid rendered only" is synonymous with "treatment - no transport." If ALS supplies, IV supplies or medications are used during treatment, these are charged to the patient in addition to the aid rendered only charge. A patient assessment requires measurement and documentation of at least two vital signs (pulse, respiration, blood pressure, etc.).

ALS 1 emergency transport. Transportation by ground ambulance vehicle, medically necessary supplies and services and either an advanced life support (ALS) assessment by ALS personnel or the provision of at least one ALS intervention. EMT-intermediate scope includes (but not limited to):

(1) Administration of IV fluids (except blood or blood products).

(2) Peripheral venous puncture.

(3) Blood drawing.

(4) Monitoring IV solutions during transport that contain potassium.

(5) Administration of approved medications, IV, sub Q, sublingual, nebulizer, inhalation, IM.

ALS 2 emergency transport. Transportation either by ground ambulance vehicle, medically necessary supplies and services, and the administration of at least three medications by intravenous push/bolus or by continuous infusion excluding crystalloids (hypotonic, isotonic and hypertonic solutions) such as dextrose, normal saline or Ringer's lactate; or transportation, medically necessary supplies and services, and the provision of at least one of the following ALS procedures:

(1) Manual defibrillation/cardioversion.

(2) Endotracheal intubation.

(3) Central venous line.

(4) Cardiac pacing.

(5) Chest compression.

(6) Surgical airway.

(7) Intraosseous line.

Note: Aspirin and oxygen do not qualify as an ALS 2 level transport. However, three separate administrations of the same acceptable medication during a single transport does qualify for payment at the ALS 2 level of service.

ALS routine disposable supplies. Include (but are not limited to) EKG paper, EKG electrodes (excluding defibrillation pads), NG tubes, syringes (excluding medications and pre-filled syringes, vials or ampules), blood glucose test strips, disposable pressure infusers, lancets, filter needles and similar items.

BLS emergency transport. Transportation by ground ambulance vehicle, and medically necessary supplies and services at the basic life support care level (emergency medical technician-basic).

Loaded transport mile. The total miles traveled from the place where the patient is loaded on board the ambulance to the hospital.

(Ordinance 08-041 adopted 8-19-08; 2008 Code, art. A10.000; Ordinance 2018-41 adopted 5-15-18)

ARTICLE A11.000 WATER AND SEWER FEES

Sec. A11.001 Generally

(a) *Monthly water rates and charges, all customers residential or nonresidential.* The rates set forth below are hereby established and shall be charged for water provided for monthly billings effective as stated in the following chart:

(1) *Monthly meter charge.*

Meter Size	FY 2025—2026 Fee	FY 2026—2027 Fee	FY 2027—2028 Fee	FY 2028—2029 Fee	FY 2029—2030 Fee
Residential ⅝"	$12.00	$12.25	$12.50	$12.75	$13.00
Commercial ⅝"	$12.55	$12.80	$13.05	$13.31	$13.58
Residential ¾"	$13.66	$13.93	$14.21	$14.49	$14.78
Commercial ¾"	$15.38	$15.69	$16.00	$16.32	$16.65
1"	$19.44	$19.83	$20.23	$20.63	$21.04
1½"	$31.33	$31.96	$32.60	$33.25	$33.92
2"	$46.19	$47.11	$48.05	$49.01	$49.99
3"	$132.00	$134.64	$137.33	$140.08	$142.88
4"	$168.00	$171.36	$174.79	$178.29	$181.85
8"	$629.06	$641.65	$654.48	$667.57	$680.92

(2) *Monthly volumetric rate (per thousand gallons).*

(A) *Commercial.*

(i) 0—500,000: $3.70.

1. FY 2026—27: $3.95
2. FY 2027—28: $4.20
3. FY 2028—29: $4.48
4. FY 2029—30: $4.78

(ii) Above 500,000: $3.95.

1. FY 2026—27: $4.20
2. FY 2027—28: $4.50
3. FY 2028—29: $4.75
4. FY 2029—30: $5.10

(B) *Residential.*

(i) *Tier and price per 1,000-gallon chart:*

	Price per 1,000 gallons				
Water	0—4,000	4,001— 7,000	7,001— 12,000	12,001— 20,000	20,001 +
Fiscal Year 2025—26	$3.75	$5.55	$7.00	$8.64	$10.25
Fiscal Year 2026—27	$4.00	$5.92	$7.46	$9.21	$10.93
Fiscal Year 2027—28	$4.26	$6.31	$7.95	$9.82	$11.65
Fiscal Year 2028—29	$4.54	$6.72	$8.48	$10.47	$12.42
Fiscal Year 2029—30	$4.84	$7.17	$9.04	$11.16	$13.24

(C) *Irrigation.*

(i) *Tier and price per 1,000-gallon chart:*

	Price per 1,000 gallons				
Water	0—4,000	4,001— 7,000	7,001— 12,000	12,001— 20,000	20,001 +
Fiscal Year 2025—26	$3.75	$5.55	$7.00	$8.64	$10.25
Fiscal Year 2026—27	$4.00	$5.92	$7.46	$9.21	$10.93
Fiscal Year 2027—28	$4.26	$6.31	$7.95	$9.82	$11.65
Fiscal Year 2028—29	$4.54	$6.72	$8.48	$10.47	$12.42
Fiscal Year 2029—30	$4.84	$7.17	$9.04	$11.16	$13.24

(D) Methods for adjusting for commercial and residential water leaks.

1. Customers who have experience a water leak may apply for a one time per calendar year adjustment to their water bill. A second water bill adjustment may be requested during the same calendar year, but only under extraordinary circumstances as approved by the city manager. Leon Valley Water customers may also request a water bill adjustment for a water leak that occurred at any time prior to the passage of Ordinance 2021-50, but this shall be limited to one occurrence. Customer must provide proof of repairs in the form of receipts or paid invoices from either a plumbing service provider or from the resident performing their own plumbing work.

2. Expenses to repair the following types of leaks may be eligible for reimbursement:

Residential		
% Allowed	Max. $ Amt Allowed	Type of Leak
25	$300	Irrigation System
25	$300	Flex Supply Line (sink, ice maker, dishwasher, etc.)
25	$300	Commode (supply line or tank)
25	$300	Swimming pool (supply line, faulty refill mechanism)
25	$300	Water Heater (supply line, faulty fill mechanism)
25	$300	Water softener (supply line, faulty fill mechanism)
50	$1,000	Broken pipe (wall, foundation, yard, etc.) Pressure Reducing Valve (PRV)
100		Meter outlet washer, insulating coupling, meter connection, blown gasket, LV damage to customer pipe

Commercial		
% Allowed	Max. $ Amt Allowed	Type of Leak
25	$500	Irrigation System
25	$500	Flex Supply Line (sink, ice maker, dishwasher, etc.)
25	$500	Commode (supply line or tank)
25	$500	Swimming pool (supply line, faulty refill mechanism)
25	$500	Water Heater (supply line, faulty fill mechanism)
25	$500	Water softener (supply line, faulty fill mechanism)
50	$1,000	Broken pipe (wall, foundation, yard, etc.) Pressure Reducing Valve (PRV)
100		Meter outlet washer, insulating coupling, meter connection, blown gasket, LV damage to customer pipe

Reimbursements are based on the type of leak. All receipts for repairs or for plumbing repair services must be submitted within 60 days after repairs have been completed. Water bill adjustments are processed once consumption returns to normal. As a result, it may take up to two billing cycles to receive an adjustment. Customers are only eligible for one adjustment in a 12-month period. The customer must show that the leak was repaired within one month of detection.

(b) *Water service fees.*

(1) Impact fees: See article A16.000 (impact fees).

(2) Tapping fee:

(A) By public works; or

(B) By public works or owner (site specific).

(c) *Monthly residential and nonresidential sewer service rates.* The rates set forth below are hereby established and shall be charged for monthly sewer service provided effective after publication as required by law:

(1) *Monthly sewer service rates, residential and nonresidential.*

(A) *Minimum bill:*

(i) FY 2025—26: $15.38

(ii) FY 2026—27: $15.69

(iii) FY 2027—28: $16.00

(iv) FY 2028—29: $16.32

(v) FY 2029—30: $16.65

(B) *Volumetric rate:*

(i) FY 2025—26: $5.50 per 1,000 gallons

(ii) FY 2026—27: $5.86 per 1,000 gallons

(iii) FY 2027—28: $6.25 per 1,000 gallons

(iv) FY 2028—29: $6.66 per 1,000 gallons

(v) FY 2029—30: $7.10 per 1,000 gallons

(d) *Methods for adjusting monthly residential sewer charges.*

(1) Final billings: As to all final billings, either the "winter average" monthly sanitary sewer service charge, or the "interim average" monthly sanitary sewer service charge, or the "unmetered residential charge," whichever is in effect at the termination of service for residential customers, will be the basis for final charge at a pro-rated amount of the total charges in excess of the monthly minimum divided by 30 days for each day connected to the system, plus the minimum monthly charge.

(2) New customers who have not established a monthly sanitary service charge within the service area during the preceding six months:

(A) New customers that move into the service area who have not established a winter average shall be charged the system sewer system average.

(B) New customers that move into the service area after the first day of a billing period and before the last day of the billing period will be billed for the system winter average volume at a pro-rated amount of the total charges in excess of the monthly minimum divided by 30 days for each day connected to the system, plus the minimum monthly charge.

(e) *Public entity.* Use residential rates applied to 70 percent of water meter volume.

(f) *Excess volume charge.*

(1) All residential customers shall be charged the following surcharge for all metered water consumption when the excess volume charge is in effect. This surcharge shall be in addition to subsection (a) of this section.

EXCESS VOLUME CHARGE

Step in Gallons	Surcharge per 1,000 Gallons
First 7,481 gallons	$0.00
Next 9,725 gallons	$0.17
All in excess of 17,205 gallons	$0.51

(2) The excess volume charge rate shall be in effect during periods specified by city council action.

(g) *Edwards Aquifer Authority fee:* All customers shall be charged the following additional fee based on the meter consumption per month: $0.70/1,000 gallons.

(h) *Water supply fee*: All customers shall be charged the following additional fee based on their meter consumption per month: $0.50/1,000.

(i) *Connection to privately funded line*: As per refund contract #_____.

(j) *Service deposit (refundable)*: Residential and commercial:

Meter Size	Deposit Amount
Residential ⅝"	$70.00
Commercial ⅝"	$70.00
Residential ¾"	$70.00
Commercial ¾"	$70.00
1"	$100.00
1½"	$170.00
2"	$500.00
3"	$770.00
4"	$1,010.00
8"	$1,520.00
10"	$2,420.00

(k) *Other.* (_____).

(l) *Sewer service impact fees*:

(1) Fee for sewer trench permit: $45.00.

(2) Impact fees: See article A16.000 (impact fees).

(3) Tapping fee: Determined by public works.

(4) Connection fee: $125.00/connection all sizes.

(5) S.A. Ord. 56261 - collection by Leon Valley: $866.00/residential lot or as determined by SAWS.

(6) Connection to privately funded line: As per refund contract #_____.

(7) Other. (_____).

(m) *Connection/disconnection fee*: $30.00.

(n) *Late fee*: ten percent.

(o) *Returned check fee*: $25.00.

(p) *Meter plug, removal, and re-installment fee*: $75.00.

(q) *Texas Commission on Environmental Quality (TCEQ) public health service fee:* 0.5 percent of the total bill per month for each city water connection.

(r) The city adopts the rules and regulations as stated in the Texas Administrative Code, title 16, part II, chapter 24, Substantive Rule Applicable to Water and Sewer Service Providers.

(s) *Critical period drought management surcharge.* Drought management surcharges are in effect under Stages III, IV, and V Critical Period Drought management declarations and the fees to be charged are as currently adopted by the San Antonio Water System as Drought Surcharge, incorporated by reference as though copied herein fully. Stage V surcharges are to be the same as in Stage IV, unless otherwise revised by SAWS.

(Ordinance 13-008 adopted 2-19-13; 2008 Code, sec. A11.001; Ordinance 14-016 adopted 8-8-14; Ordinance 15-035 adopted 12-15-15; Ordinance 16-013 adopted 4-5-16; Ordinance 2018-74, sec. 2, adopted 9-18-18; Ordinance 2020-16 adopted 3-25-20; Ord. No. 2021-50, § 2, 11-2-2021; Ord. No. 2022-46, § 1, 10-3-2022; Ord. No. 2024-35, § 3, 8-20-2024; Ord. No. 2025-10, §§ 1(Exh. A, 1—4), 5-6-2025)

Sec. A11.002 Stormwater management utility rates

(a) *Rate tables.*

Proposed Stormwater Fee (Inflation Rate - 3.0% Per Year)							
Proposed Stormwater Fee	Residential	Impervious Area Range	YR 2023	YR 2024	YR 2025	YR 2026	YR 2027
		≤2,750	$ 3.75	$ 3.86	$ 3.98	$ 4.10	$ 4.22
		>2,750-4,220	$ 4.94	$ 5.09	$ 5.24	$ 5.40	$ 5.56
		>4,220	$ 10.45	$ 10.76	$ 11.09	$ 11.42	$ 11.76
	Commercial/Other Base Fee + (Impervious Area/1000) * Factor	Percent Impervious Area	Factor				
		<20%	$ 0.31	$ 0.32	$ 0.33	$ 0.34	$ 0.35
		>20.01% - 40.0%	$ 0.45	$ 0.46	$ 0.48	$ 0.49	$ 0.51
		>40.01% - 65.0%	$ 0.58	$ 0.60	$ 0.62	$ 0.63	$ 0.65
		>65.01%	$ 0.73	$ 0.75	$ 0.77	$ 0.80	$ 0.82
		Base Fee	$ 67.30	$ 69.32	$ 71.40	$ 73.54	$ 75.75
Monthly Stormwater Revenue			$ 49,107.31	$ 50,580.53	$ 52,097.95	$ 53,660.88	$ 55,270.71
Yearly Stormwater Revenue			$589,287.72	$606,966.36	$625,175.35	$643,930.61	$663,248.52

From the Year 2027 forward, the rates will remain at the 2027 rates, unless otherwise directed by City Council. The Base Fee includes the costs for street sweeping, mowing, debris removal, etc.

(Ord. No. 2022-19, § 3, 5-3-2022)

Sec. A11.003 Utility construction permit

Permit fee for non-franchise holders: Not less than $100.00.

(Ordinance 97-037, sec. 1, adopted 11-4-97; 2008 Code, sec. A11.003)

ARTICLE A12.000 SUBDIVISION ADMINISTRATIVE FEES

(a) *Plat administration and filing fee schedule.*

(1) Plat administration:

(A) All submittals: $200.00.

(2) Plat processing fee:

(A) Residential: $300.00 + $5.00 per lot.

(B) Commercial: $550.00 + $50.00 per acre.

(C) Amending plat: $200.00.

(D) Variance fee: $150.00.

(3) Plats requiring consultant plan review:

(A) Residential: $1,000.00.

(B) Commercial: Deposit.

(4) Council hearing/consideration fees:

(A) Vacate and replat "public hearing": $200.00.

(B) Plat - council consideration: $100.00.

(5) County filing fee (per sheet/mylar): Actual cost per county.

(b) *Water service fees.*

(1) Impact fees: See article A16.000.

(2) Tapping fee:

(A) By public works; or

(B) By owner (site specific).

(3) Tapping material cost.

(4) Connection to privately funded line: As per refund fund contract #_____.

(5) Service deposit (refundable): Ten percent of impact fees.

(6) Other: (_____).

(c) *Sewer service fees.*

(1) Sewer and trench permit: See section A8.014.

(2) Impact fee: See article A16.000.

(3) Tapping fee: Determined by public works and based on estimated cost of material, labor, and/or equipment.

(4) Connection fee: $75.00 per connection, all sizes.

(5) S.A. Ord. 56261 - Collection by Leon Valley for lots platted after contract with the City of San Antonio:

(A) $240.00/per residential lot; or

(B) $1,200/per acre and fraction thereof.

(6) Connection to privately funded line: As per refund contract #_____.

(7) Other: (_____).

(1972 Code, sec. 32.1400; 2008 Code, art. A12.000; Ordinance 16-025 adopted 7-19-16; Ordinance adopting 2017 Code)

ARTICLE A13.000 ZONING ADMINISTRATIVE FEES

(a) *Standard zoning change requests.*

Site Acreage	ZLUC Filing Fee	CC Filing Fee	Total
1.0 acres or less	$350.00	$350.00	$700.00
1.01—10 acres	$600.00	$600.00	$1,200.00
10.01—25 acres	$750.00	$750.00	$1,500.00
25 acres or more	$900.00	$900.00	$1,800.00

(b) *Specific use request.*

Type of Application	ZC Filing Fee	CC Filing Fee	Total
Without construction	$250.00	$250.00	$500.00
With construction	$300.00	$300.00	$600.00

(c) *Planned development district requests.*

Site Acreage	ZLUC Filing Fee	CC Filing Fee	Total
1.0 acres or less	$1,000.00	$1,000.00	$2,000.00
Over 1.0 acres	$1,000.00 + $125.00 for each additional 0.25 acre over 1.0 acres	$1,000.00 + $125.00 for each additional 0.25 acre over 1.0 acres	$5,000.00 Max

(d) *Nonspecified use request*: $200.00 per public hearing.

(e) *Board of adjustment request*: $250.00 per public hearing.

(f) *Request for council variance*: $75.00 per request.

(1972 Code, sec. 32.1800; 2008 Code, art. A13.000; Ordinance 16-025 adopted 7-19-16; Ordinance 2019-61 adopted 12-3-19)

ARTICLE A15.000 CITY ENGINEER PROJECT REVIEW FEES

(a) *Engineer deposit*: Per project.

(1) Residential deposits: $1,000.00.

(2) Commercial deposits: $1,500.00.

(b) *Collection of fees.* The collection of fees as shown above shall be collected at the time of initial submittal of the project and will be deposited into the deferred revenue account activated by the accounting department prior to city engineer review.

(c) Engineering rate is actual cost, plus five percent.

(d) *Refund of fees.*

(1) All city engineer fees collected for review of submitted plans will be debited from the applicant's initial deposit. Upon completion of the review of the project, and payment of all accounts owed, funds remaining will be refunded to the applicant within 30 days of engineer's final billing statement.

(2) If plan review(s) costs should exceed the applicant's deposit, no further review(s) will transpire until an additional minimum deposit of $1,000.00 has been deposited with the city. This cost recovery method will continue until the proposed project review is completed.

(Ordinance 99-031, sec. 1, adopted 8-3-99; 2008 Code, art. A15.000; Ordinance 16-025 adopted 7-19-16)

ARTICLE A16.000 IMPACT FEES[2]

Sec. A16.001 Water impact fees

1. Water impact fees:

Meter Size	Water Supply Impact Fee	Development Impact Fee	Total
⅝" & ¾"	$4,997.00	$962.00	$5,959.00
1"	$8,344.00	$1,603.00	$9,947.00
1½"	$16,639.00	$3,207.00	$19,846.00
2"	$53,312.00	$10,261.00	$63,573.00
3"	$83,292.00	$16,033.00	$99,325.00
4"	$109,924.00	$21,164.00	$131,088.00
6"	$136,552.00	$26,295.00	$162,847.00
8"	$166,535.00	$53,444.00	$219,979.00
10"	$166,534.00	$51,307.00	$217,841.00

2. Tapping fee

   (a) By public works or

   (b) By public works or owner (site specific).

3. Connection to privately funded line:

   As per refund fund contract # _____.

4. Service deposit (refundable)—See Appendix A Fee Schedule, Article A11.001, (j).

5. Other: (_____).

[2]Ord. No. 2024-18, § 2, adopted May 21, 2024, moved the provisions related to impact fees to a new Article 14.12. The user's attention is directed there. Section 2 of said ordinance then added §§ A16.001 and A16.002 as set out herein.

State law reference(s)—Financing capital improvements through impact fees, V.T.C.A., Local Government Code, ch. 395.

(Ord. No. 2024-18, § 2, 5-21-2024; Ord. No. 2024-45, § 1, 12-3-2024)

Sec. A16.002 Sewer impact fees

1. Wastewater impact fees:

Size of Meter	All Sewer Connections	Bandera Rd Area	Grissom Rd Area	Blackberry Dr Area
⅝ & ¾"	$137.00	$382.00	$719.00	$1,466.00
1"	$230.00	$638.00	$1,200.00	$2,449.00
1½"	$457.00	$1,272.00	$2,393.00	$4,883.00
2"	$1,466.00	$4,076.00	$7,669.00	$15,645.00
3"	$2,290.00	$6,368.00	$11,981.00	$24,442.00
4"	$3,022.00	$8,404.00	$15,812.00	$32,257.00
6"	$3,754.00	$10,441.00	$19,643.00	$40,074.00
8"	$4,578.00	$12,733.00	$23,955.00	$48,869.00
10"	$4,578.00	$12,733.00	$23,955.00	$48,869.00

2. Tapping fee: Determined by public works
3. Connection fee: $75.00/connection all sizes
4. San Antonio Water System (SAWS)—Sewer impact fees are determined by SAWS as specified in the SAWS Sanitary Sewer Capital Improvements Plan as may be amended from time to time. Proof of payment to SAWS for sewer impact fees must be provided to the city prior to placement of any water meter or extension of a sanitary sewer service main or line to any property within the city limits of the City of Leon Valley.
5. Connection to privately funded line: As per refund contract #_____.
6. Other (_____)."

(Ord. No. 2024-18, § 2, 5-21-2024; Ord. No. 2024-30, § 1, 8-20-2024)

ARTICLE A17.000 MISCELLANEOUS FEES

Sec. A17.001 Burglar alarms

Fee for excessive false alarms: $25.00.

(Ordinance 95-05, sec. 1, adopted 1-3-95; 2008 Code, sec. A17.001)

Sec. A17.002 Reserved

Editor's note(s)—Ord. No. 2021-14, § 1, adopted March 23, 2021, amended the Code by repealing former § A17.002, which pertained to garage sale permits, and derived from the 1972 Code, § 27.203; and the 2008 Code, § A17.002.

Sec. A17.003 Adult entertainment license

(a) Nonrefundable application fee: $500.00.

(b) Nonrefundable renewal processing fee: $500.00.

(c) Fee for reinstatement of license instead of suspension: $200.00.

(1972 Code, ch. 34, secs. 4.01, 4.05, 4.06; 2008 Code, sec. A17.003)

Sec. A17.004 Permit for temporary parking in no parking zone

Application fee: $5.00.

(1972 Code, sec. 26.1401; 2008 Code, sec. A17.004)

Sec. A17.005 Overweight truck permit fee

Overweight truck (33,000 lbs. or more) permit fee: $500.00.

(Ordinance 2017-36, sec. 4, adopted 7-18-17)

Sec. A17.006 Handbill distributors application permit fee

Handbill distributors permit fee (per application): $100.00.

(Ordinance 2017-42, sec. 17, adopted 8-1-17)

Sec. A17.007 Fortune teller establishment

Fortune teller establishment permit fee: $200.00 annually.

(Ordinance 2018-4, sec. 2, adopted 2-6-18)

Sec. A17.008 Massage establishments

(a) Massage establishment permit fee: $200.00 annually.

(b) Massage therapist licensing fee: $100.00 annually.

(Ordinance 2018-6, sec. 2, adopted 2-6-18)

Sec. A17.009 Game room establishments

(a) Game room establishment permit fee: $200.00 annually.

(b) Game room operator licensing fee: $100.00 annually.

(Ordinance 2018-36, sec. 2, adopted 4-17-18)

Sec. A17.010 Credit access business registration

Application fee: $250.00 annually.

(Ordinance 2019-17 adopted 4-2-19)

Sec. A17.011 BYOB establishments

BYOB establishment permit fee (per application): $80.00.

(Ord. No. 2023-24, § 2, 8-1-2023; Ord. No. 2024-3, § 1(Exh. A), 3-5-2024)

Sec. A17.012 Short-term rental

(a) Annual registration fee: $200.00

(Ord. No. 2023-41, § 2, 11-7-2023; Ord. No. 2025-20, § 2, 8-19-2025)

Ord. No. 2023-41, § 2, adopted November 7, 2023, added provisions intended for use as § A17.011. In order to avoid duplication of numbering the provisions have been added herein as § A17.012 at the editor's discretion.

ARTICLE A18.000 IMPOUND LOT FEES

(a) Wrecker towing and storage fees (towing fee charged per vehicle and per type):

(1) Wrecker tow fee up to 25 feet in length: $95.00.

(2) Heavy duty vehicles: $425.00.

(3) Vehicles greater than 25 feet in length: $225.00.

(4) Recreational vehicles: $125.00.

(5) Tilt-bed vehicle towing: $95.00.

(6) Off road or winching of vehicle: $225.00.

(7) Per mile charge outside of the city: $3.00.

(8) Storage fee (first 24 hours): $200.00.

(9) Daily fee (after first 24 hours): $20.00.

(10) Certified letter of abandonment (each letter): $25.00.

(Certified letter to be sent to address on registration and lienholder if applicable.)

(b) Retrieval of vehicle: To retrieve a vehicle from the impound facility, the retriever must be the registered owner of the vehicle, and must present a valid and current driver's license, valid and current insurance and registration documents, and must not have any outstanding warrants for arrest.

(Ordinance 2017-21 adopted 5-16-17)

MAYOR AND COUNCIL COMMUNICATON

DATE: December 1, 2026

TO: Mayor and City Council

FROM: Michael Gallardo, Planning and Zoning Director

THROUGH: Crystal Caldera, Ph.D., City Manager

SUBJECT: Presentation, **Public Hearing**, and Discussion to Consider Approval of an Ordinance Granting a Zone Change From B-3 Commercial to I-1 Industrial District on Approximately .3400-acre Tract of Land, Located at the SW Corner of Bandera Road and NW Industrial; More Specifically Described as Lot 1, CB 4428F, BLK 1 Northwest Industrial Park Subdivision- M. Gallardo, Planning and Zoning Director

PURPOSE

The purpose of this item is to consider a request to rezone approximately 0.3400 acres of land from B-3 Commercial to I-1 Industrial District, located at the SW Corner of Bandera Road and NW Industrial in the Northwest Industrial Park Subdivision.

The applicant is proposing to develop a drone charging station. The charging station will enable drone delivery service for local restaurants and retailers. Ground infrastructure includes fenced-in chargers, an equipment cabinet and the required electrical and network connections.

This concept would fall under a *"Logistics Center"* in which the City is currently adding to Chapter 15 by establishing a definition and adding "Logistics Center" to the Industrial District on the Permitted Use Table.

Sec. 15.02.322 - "I-1 " commercial district

(a) Purpose and description.

(1) The I-1 district is composed of land and structures used for assembling, manufacturing or wholesaling where the use and its operation do not affect abutting and/or surrounding uses. The district regulations are designed to allow a wide range of industrial activities subject to limitations designed for mutual protection of land use. The I-1 district includes retail and commercial uses; however, I-1 districts are to be separated from residential areas by business areas or natural and/or man-made barriers. The district regulations implement the policies of the master plan by 1) protecting the character of the business and residential areas by regulating unenclosed activities or uses, which could intrude upon the lifestyle of the community through inappropriate lighting, noise,

vibration, smoke, dust, or pollutants; 2) encouraging economic viability and stability in the city.

(2) An I-1 business is a business where the primary use specifically meets one or more of the following, and no ancillary use conflicts herewith:

(A) A repair facility the purpose of which is the repair and maintenance of goods, including vehicles;
(B) A service facility the purpose of which is providing a service to surrounding districts including vehicle and alcohol services; and/or
(C) A facility the purpose of which is the assembling, manufacturing, compounding, processing, packaging or testing of goods or equipment within an enclosed area, serviced by trucks or vans and imposing a negligible impact on the surrounding environment by noise, vibration, smoke, dust or pollutants.

STAFF COMMENTS

The proposed development will be located on a lot on corner of South Bound Bandera Road and NW Industrial Drive. The property is currently undeveloped, platted and holds a billboard sign. The property does not abut a residential district.

Surrounding Zoning

- North: B-3 Commercial
- West: I-1 Industrial
- East: B-3 Commercial
- South: B-3 Commercial and I-1 Industrial

Master Plan

The Master Plan contemplates for properties along the Bandera Road Loop 410 Corridor to promote primarily retail uses. The land use goal for this area is to maintain ensure development does not abut a residential district. The request is consistent and compatible with the City's Master Plan.

Notification

- Letters mailed to property owners within 200' 14
- Letters received in favor 0
- Letters received in opposition 0
- Letters returned undeliverable 0

FISCAL IMPACT:

The developer has paid all fees associated with the processing of this zone change

request. The development of a drone charging station may increase ad valorem and sales taxes in the city.

RECOMMENDATION

The proposed zone change request is consistent with the goals of the Master Plan and is compatible with the adjacent zoning districts. Staff recommends approval of the request.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

_____

_____

_____

_____

ATTEST:

_____

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

ORDINANCE NO. 2026-

AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL GRANTING A ZONE CHANGE FROM B-3 COMMERCIAL DISTRICT TO I-1 INDUSTRIAL DISTRICT, LOCATED AT THE SW CORNER OF BANDERA ROAD AND NW INDUSTRIAL; MORE SPECIFICALLY DESCRIBED AS LOT 1, CB 4428F, BLK 1 NORTHWEST INDUSTRIAL PARK SUBDIVISION, BEING A 0.3400 ACRE TRACT OF LAND; PROVIDING FOR REPEALER, SEVERABILITY, AND SAVINGS CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS Chapter 211 of the Vernon's Local Government Code empowers cities to enact zoning regulations and provide for their administration, enforcement, and amendment; and

WHEREAS the City has previously deemed it necessary and desirable to adopt zoning regulations to provide for the orderly development of property within the City, in order to promote the public health, safety, and welfare of the residents of the City; and

WHEREAS the Leon Valley Code of Ordinances Chapter 15 Zoning constitutes the City's Zoning regulations and requires the property to be zoned in accordance with proper designations as defined by the City; and

WHEREAS the Planning and Zoning Commission of the City of Leon Valley provided adequate notice and held a public hearing in accordance with Chapter 15 of the Leon Valley Code of Ordinances; and

WHEREAS, the Planning and Zoning Commission of the City of Leon Valley has recommended granting a zone change from B-3 Commercial District to I-1 Industrial District, and

WHEREAS, the City Council, after proper notice and public hearing determined that the request is consistent and compatible with the surrounding zoning and with the City's Future Land Use Plan, and

WHEREAS, twenty percent (20%) or more of the area of the lots or land immediately adjoining the area covered by the proposed change and extending two hundred [feet] (200') from such area did not protest this change and the City Council, by affirmative vote of three-fourths (3/4) of all the members of the City Council, did vote to approve the change; and

WHEREAS the City Council of the City of Leon Valley now desires to grant the zone change, as requested at the subject location.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, THAT:

SECTION 1. A .3400 -acre tract of land, being part of Lot 1 Blk 1, CB 4428F, Northwest Industrial Subdivision, at the SW Corner of Bandera Road and NW Industrial, which is currently zoned B-3 Commercial District, shall hereafter bear the zoning classification of I-1 Industrial District.

SECTION 2. That this Ordinance shall be cumulative of all provisions of the City of Leon Valley, Texas, except where provisions of this Ordinance are in direct conflict with the provisions of such Ordinance, in which event, conflicting provisions of such Ordinance are hereby repealed.

SECTION 3. That it is hereby declared to be the intention of the City Council of the City of Leon Valley that this Ordinance is not severable.

SECTION 4. The Ordinance shall be effective upon passage and publication as required by law.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 15th day of December 15, 2026.

APPROVED

_____
CHRIS RILEY
MAYOR

Attest:

_____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

_____
ARTURO "ART" RODRIGUEZ
City Attorney

PZ-2026-23
Zone Change Request
NW Industrial

Michael Gallardo
Planning and Zoning Director
City Council Meeting
December 15, 2026

Summary

- Question
  - City Council is being asked to consider a Zone Change Request from B-3 Commercial District to I-1 Industrial District, at SW Corner of Bandera and NW Industrial
- Options
  - 1. Recommend approval
  - 2. Recommend denial
  - 3. Other
- Declaration
  - The Zone Change is compatible with surrounding zoning

Purpose

- The property is currently zoned B-3 Commercial District
- The applicant is requesting the zone change in order to develop a drone charging station.
- The use will be designated as a “Logistics Center” and allowed in the I-1 Industrial District and not allowed in the B-3 Commercial District
- If this request were to be approved, any of the I-1 Industrial uses would be allowed by right at this site

Purpose

Sec. 15.02.322 - “I-1" industrial district

(a) Purpose and description.

(1) The I-1 district is composed of land and structures used for assembling, manufacturing or wholesaling where the use and its operation do not affect abutting and/or surrounding uses. The district regulations are designed to allow a wide range of industrial activities subject to limitations designed for mutual protection of land use. The I-1 district includes retail and commercial uses; however, I-1 districts are to be separated from residential areas by business areas or natural and/or man-made barriers. The district regulations implement the policies of the master plan by 1) protecting the character of the business and residential areas by regulating unenclosed activities or uses, which could intrude upon the lifestyle of the community through inappropriate lighting, noise, vibration, smoke, dust, or pollutants; 2) encouraging economic viability and stability in the city.

Purpose

Sec. 15.02.322 - "I-1 " commercial district (cont.)

(2) An I-1 business is a business where the primary use specifically meets one or more of the following, and no ancillary use conflicts herewith:

(A) A repair facility the purpose of which is the repair and maintenance of goods, including vehicles;

(B) A service facility the purpose of which is providing a service to surrounding districts including vehicle and alcohol services; and/or

(C) A facility the purpose of which is the assembling, manufacturing, compounding, processing, packaging or testing of goods or equipment within an enclosed area, serviced by trucks or vans and imposing a negligible impact on the surrounding environment by noise, vibration, smoke, dust or pollutants.

Purpose

- Logistics Center Defined: a facility which is designed and used for the purpose of wholesaling, storing, handling, sorting and distributing materials, goods, products and equipment, excluding live animals. This use explicitly includes traditional freight hubs, e-commerce fulfillment centers, and automated drone infrastructure nodes-whether operated as a primary use or as an accessory deployment for product sorting, automated battery swapping, fleet staging, and aerial vehicle dispatch. Typical uses include mail or package distribution hubs, freight storage, wholesale distribution, and aerial drone fleet dispatch operations.

Purpose

Proposed Amendment

Permitted Use Table:

Use	O-1	B-1	B-2	B-3	I-1
Logistics Center	X	X	X	X	P

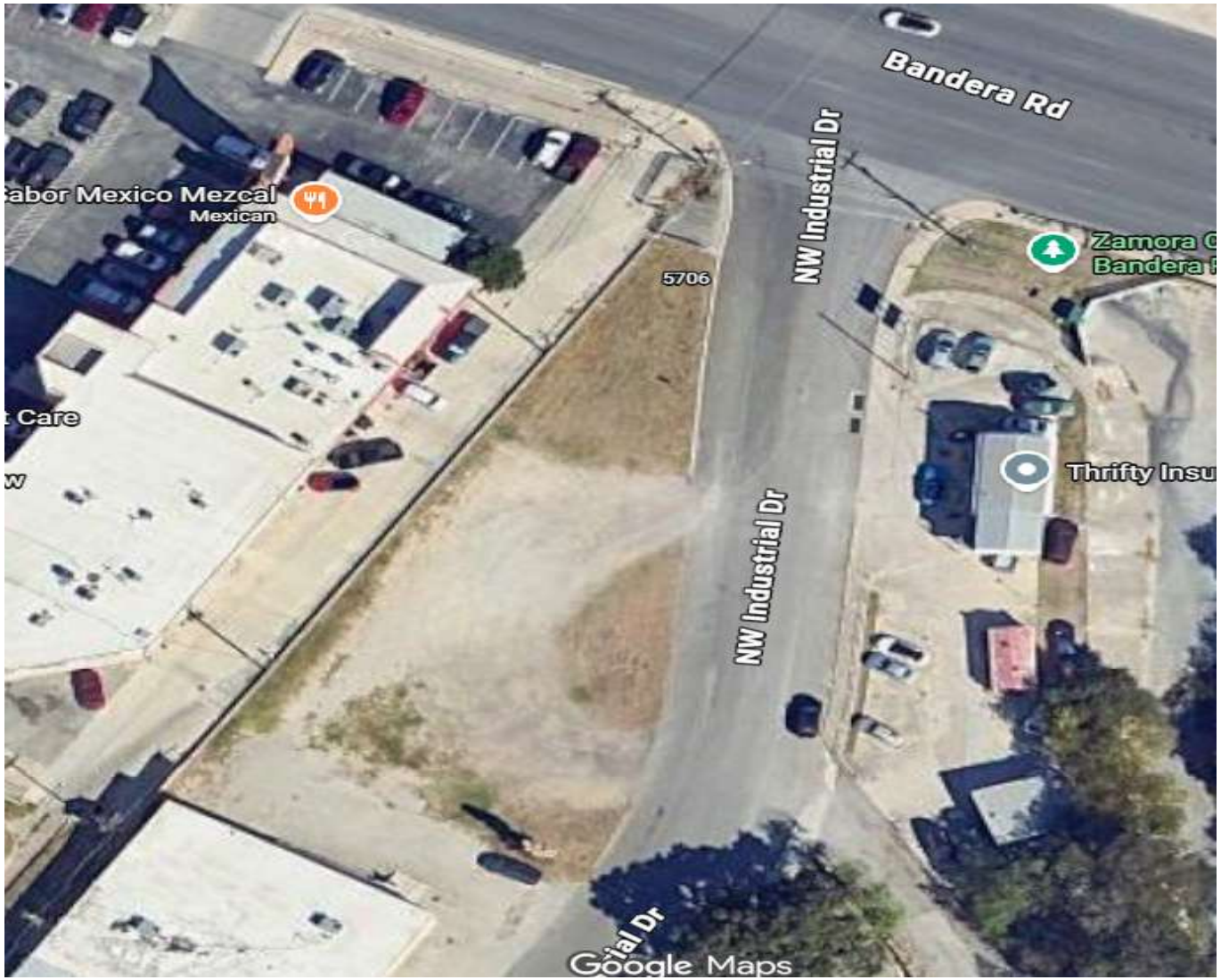
P – Allowed by right

X – Not allowed

Sup – Specific use permit

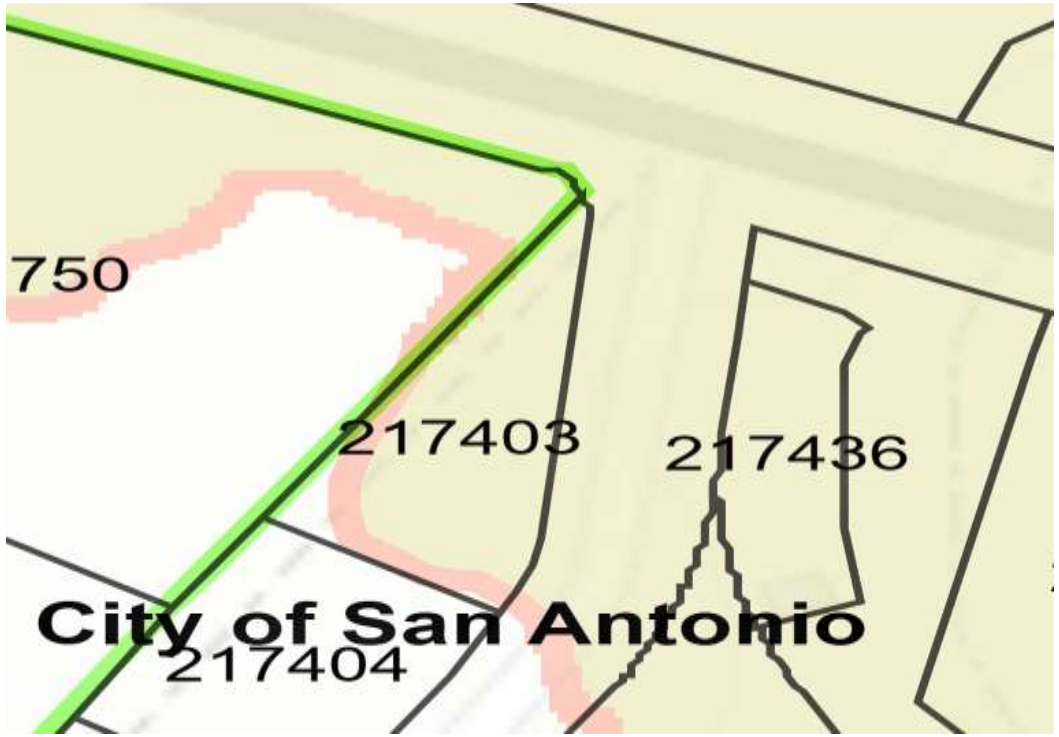
Location Map

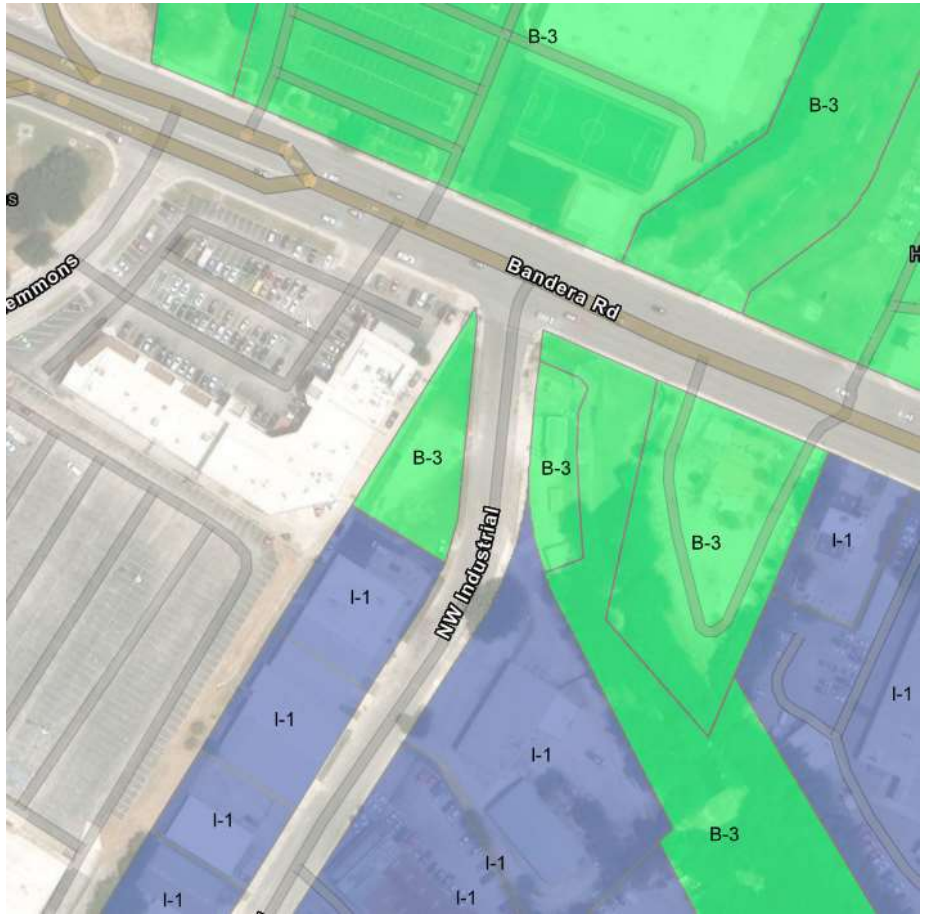
Aerial View


Bandera Rd
NW Industrial Dr
NW Industrial Dr
5706
abor Mexico Mezcal
Mexican
Care
Thrifty Insu
Google Maps

Site and Zoning

- Bright Green – B-3 Commercial
- Purple – I-1 Industrial



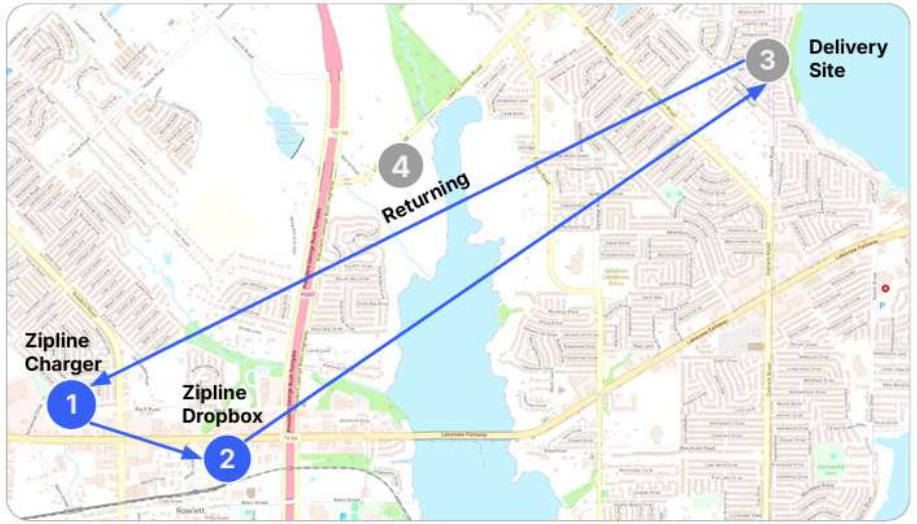


Site Plan

BANDERA ROAD
120' PUBLIC RIGHT-OF-WAY
(VOLUME 6100, PAGE 171)
ASPHALT PAVEMENT
Existing 50' Tall Billboard Structure (Typ.)
16' UTILITY EASEMENT
VOLUME 6100, PAGE 171
N/F: BANDERA BLISS LLC
5720 BANDERA ROAD
LEON VALLEY, TX
VOLUME 16951, PAGE 417
APN: 562750
NW INDUSTRIAL DRIVE
60' PUBLIC RIGHT-OF-WAY
(VOLUME 6100, PAGE 171)
ASPHALT PAVEMENT
N/F: LOCKARD DARRYL
& JOANN M
5900 NW INDUSTRIAL
LEON VALLEY
LEON VALLEY, TX
APN: 217436
20' SETBACK LINE
PER ZONING
N/F: ZEE MANUFACTURING CO INC
4907 NW INDUSTRIAL DR
LEON VALLEY, TX
VOLUME 9528, PAGE 1170
APN: 217404
N/F: GRAIG W R
5602 BANDERA ROAD
LEON VALLEY, TX
APN: 217359

Operating Concept

Zipline Operating Concept



1 Charging

Zipline drones charge at a centrally located Zipline Charger

2 Loading

When its order is ready, the drone departs the Zipline Charger and picks up the package at a Zipline Dropbox

Zipline

Staff Comments

- Property is platted and currently undeveloped
- Property is located in the floodplain
- Zone Change to I-1 Industrial is compatible with the surrounding properties and intended use

Master Plan

- Master Plan contemplates properties along the Bandera Road Loop 410 Corridor to promote primarily Commercial and Retail Uses
- Land use goal for this area is Commercial and not intended to abut residential
- Request is consistent or compatible with the City's Master Plan

Notification

- Letters mailed to property owners within 200’ 14
- Letters received in favor 0
- Letters received in opposition 0
- Letters returned undeliverable 0

Fiscal Impact

- The developer has paid all fees associated with the processing of this zone change request
- The development of a drone charging station will increase ad valorem taxes in the city

Recommendation

- The proposed zone change request is consistent with the goals of the Master Plan
- Staff recommends approval of the proposed zone change

Goals & Objectives

- *Economic Development:* To foster sustainable economic growth in Leon Valley by attracting and supporting diverse businesses, enhancing infrastructure, and creating a vibrant community that promotes job creation, innovation, and a high quality of life for residents and visitors.

CITY OF LEON VALLEY
ANNUAL TOWN HALL MEETING
Leon Valley Conference Center, 6421 Evers Road, Leon Valley, TX 78240
Saturday, January 23, 2027 at 8:30 AM

AGENDA

1. **8:30 AM** Call to Order and Determine a Quorum is Present

2. **Presentations**

   A. Welcome to the 17th Annual Town Hall Meeting; and Introduction of City Council, Staff, and Procedures for the Meeting - Mayor Chris Riley (estimated start time 8:30 AM)

   B. City Manager Update on the 2026 Town Hall Meeting and Annual Report - Dr. C. Caldera, City Manager *(estimated start time 8:50 AM)*

   C. Water and Sewer Update - (estimated start time --- AM)

   D. Police Update - D. Gonzalez, Police Chief (estimated start time --- AM)

   E. Fire and EMS Update - Michael Naughton, Fire Chief (estimated start time --- AM)

   F. Update on Street Maintenance Program (SMP) - (estimated start time --- AM)

   G. Code Enforcement Activity - (estimated start time --- AM)

   H. City of Leon Valley's 75th Anniversary - (estimated start time ---- AM)

   J. City of Leon Boards and Commissions – S. Passailaigue, City Secretary (estimated start time ----AM)

   I. Citizens to be Heard - (estimated start time --- AM)

3. **Adjournment**

Executive Session - The City Council of the City of Leon Valley reserves the right to adjourn into Executive Session at any time during this meeting to discuss any matter listed on the posted agenda, as authorized by the Texas Government Code, including but not limited to: **Section 551.071** – Consultation with Attorney, **Section 551.072** – Deliberations about Real Property, **Section 551.073** – Deliberations about Gifts and Donations, **Section 551.074** – Personnel Matters, **Section 551.076** – Deliberations about Security Devices, and **Section 551.087** – Economic Development

Continuation of Meetings (Sec. 551.0411, Texas Government Code) - A governmental body that recesses an open meeting to the following regular business day is not required to post a new notice if the action is taken in good faith and not to circumvent the law. If a recessed meeting is continued to another day beyond the following business day, written notice of the continued meeting must be given as required by law.

Attendance by Other Elected or Appointed Officials - Members of other City boards, commissions, and/or committees may attend this meeting in numbers that could constitute a quorum. Accordingly, this agenda is also posted as a meeting notice for those boards, commissions, and/or committees. Members present may participate in discussions but may not deliberate or take action on items listed on this agenda. *[Attorney General Opinion No. GA-0957 (2012)]*

Certification of Posting - I hereby certify that the above **Notice of Public Meeting(s) and Agenda of the Leon Valley City Council** was posted at Leon Valley City Hall, 6400 El Verde Road, Leon Valley, Texas, and remained posted until the conclusion of the meeting(s). This notice is also available on the City's website at www.leonvalleytexas.gov.

Accessibility: This building is wheelchair accessible. Requests for sign interpretation or other services must be made at least 48 hours in advance of the meeting. To arrange assistance, please call (210) 684-1391, Extension 212.

DRAFT

SAUNDRA PASSAILAIGUE, TRMC
City Secretary
November 30, 2023 at 8:25 AM

OUTSTANDING CITY COUNCIL ITEMS

- **Four-way stop at Forest Meadow and Evers.**
  - To be evaluated upon the development of the Evers property.
  - Will be discussed at the 7/13/2024 council retreat
  - Waiting until after the development or until it is added by the city council.
- **Joint Mtg with P & Z on Permitted Use table –** April 28, 2026 at 7p.m. Meeting with Russel Hernandez on June 11, 2026. Council will have first read on July 21, 2026. Legal Opinion was not back on time; scheduled for 8/4. Legal Opinion not scheduled on time; moved to 8/21 as first read. Second read 9/1/26- done
  - Second half of the permitted use table on November 3, 2026 moved to December
  - Assisted Living and Assembly Use being evaluated.
  - Assisted living 10-20-26 second read will be on November 17, 2026- this was moved to December 1, 2026
  - Data centers and logistics centers: first read November 3, 2026; second read was on November 17, 2026- This passed unanimously with adding an SUP provision.
- **Silo design per request of the adjacent property owner**
  - 5/2/2023 – Moved by CM due to the number of items on the agenda.
  - 5/16/2023 – Scheduled
    - Council requested outreach to local universities.
    - Melinda is working on quotes.
    - Council removed from FY 26 budget.
    - February 17, 2026, Silo request to purchase
    - Discuss development Agreement – April 7, 2026
    - Continue Discussion on -April 21, 2026
    - Will bring back once we have a survey of the Silo area
    - Coming back to Council 6-2-26, Development agreement approved by City Council. Council approved the purchase agreement 8/18/26.
    - Waiting on survey
    - Waiting on closing documents
    - Closing Documents signed 11/17/2026
- **Do not feed the Deer Ordinance** –
  - In October
  - Mayor moved to Nov.
  - Removed by Mayor until further notice
- **Hodges dead end update**- October 20, 2026, the council directed staff to get traffic analysis cost.

ITEMS ARE STILL IN THE PIPELINE BUT HAVE BEEN ADDRESSED

- **Flooding**
  - Was addressed at the following Council Meetings.

        - 08/03/2021 – Flood damage prevention Ord. # 21-034.
        - 11/2/2021 – To discuss flood mitigation strategies.
        - 12/07/2021 – Short-Term options to address flooding.
    - Budget Adjustment – For funding floodway monitoring and software upgrades.
        - Upcoming Council presentation 1/18/2022.
    - Budget Adjustment – for creek cleanup.
        - Staff is proposing $150,000 in ARP funds. Upcoming Council meeting TBD.
    - Segment one of Huebner Creek will be presented to the Council on 4/19/2022.
        - Council decided to look at the 50’ wide, protected Little League; the study will be brought back to the Council before we agree to do it.
    - Budget adjustment for creek cleanup.
        - 6/7/2022
    - Budget adjustment for flood gates and notification system.
        - 6/7/2022 postponed
- Huebner Creek Channel Improvement presentation 9/20/2022.
    - Council direction to bring back budget adjustment on $633,000.
        - First Read 10/3/2022.
        - Second Read 10/18/2022.
    - 11/21/2023 – PW Director will provide an update and receive direction – Council decided to have a field trip to look at the creek layout TBD.
    - The Council decided to conduct a field trip in the Natural Area
    - 12/6/2023, the Council walked the staked-out creek realignment
    - 1/16/2023 – The Council will revisit the project.
    - 2/24/2023- the Council will have a workshop to discuss with the engineer.
        - The council directed the engineer to look at a plan that leaves the creek alignment alone, a new tree survey, and build a retaining wall for erosion.
    - 8/6/2024 – budget adjustment will be presented to the council in the amount of $168,000
    - Second Read on the Budget Adjustment is scheduled for 8/20/2024.
    - After council approval, the following is the timeline:
        - Preliminary Design – 1.5 months (45 days) from NTP
        - Final Design – 3-4 months (90-120 days)
        - Environmental – TBD – 3-6 months and will be concurrent with design
        - Bidding and Construction – TBD based on funding – Not authorized at this time
        - Approved
    - Channel Bank options 11/19

        - Council decided to proceed with Rip Rap option and have staff proceed with SAWS addressing the exposed recycled water line.
    - The Mayor requested that an item be added to have the engineers mark the trees that would be removed with the projects; this item is on the 1/17/2024 council meeting to be added for approval
        - City Council did not approve the expending of these funds and also had no objection to continuing the project
    - Mayor, City Manager, Mayor Pro Tem and Engineer met with SAWS on 1/30/2025. To see what they would be willing to assist with. The City Manager asked if they would be willing to participate in an alternative that they engineered.
        - On 3/18/25, the City Council was asked to choose between the original option, rip-rap option, retaining wall option, or erosion. The City Council voted to pause the project.
        - Joint meeting with LVHS on 10/18/25
            - A workshop will be given in November by the engineer the council decided to continue the discussion in December
            - On December 16, 2026, council decided to add the drop wall and do the associated budget adjustment.11/18 council will discuss changing the date. Will wait on the Mayor to coordinate the follow-up meeting
            - Council decided to have the engineer evaluate the drop wall and the purchase of property.
        - October 18, 2026, council reviewed all the options and voted on options 3 and 4
        - October 24, 2026: took a tour of the erosion
        - November 21, 2026: next joint meeting scheduled.

<u>Completed</u>

- **Update on LV development – February**
- **Planning and Zoning General Rules 11/18**
    - The council decided to add an Ord. at the 12/16 meeting to have the excused or unexcused be approved by the body.
    - Second read is 1/20/25 for approval final approval 2/3/26
- **Extending El Verde by 2025 to 2030 – February 17, 2026 – Completed**
- **Park Veteran Monument- February 17, 2026 -Completed**
- **Ordinance on Amending the PDD**
    - Scheduled to go to the zoning commission meeting on 4/23/2024
    - The zoning commission tabled the item. Will revisit 5/28/2024
    - Zoning Commission revisited on 6/5/2024
    - The Zoning Commission will revisit in September
    - New Planning Zoning Director is working with the City Attorney.

  - Will bring back for discussion on 8/19/25- moved by Mayor
  - Scheduled Discussion 9/2/2025
  - City Manager's draft presented on 10/21/25
    - City Council will provide recommendations and give to the City Manager. Expected to come back on 11/18/25, the item was moved to the 12/2/25 meeting by the Mayor
    - 12/2/2025 City Council decided on the criteria
    - 12/16/2025 more discussion on the ord.
    - Delete this section 2/3/2026 – First read
    - Delete this section 2/17/2026-Second read
- **STR Tax Ord. Amendment**
  - February 17, 2026, First read
  - March 3, 2026, Second Read
  - Postponed due to language change, March 17, 2026 – this was done and passed unanimously
- **Crime Stats for calendar year – March 17, 2026 - Done**
- **Police staffing Executive Session – March 17, 2026 – Done**
- **THM Meeting Update March 17, 2026- Done**
- **Comprehensive Master Plan**
  - Was addressed at the following Council meetings:
    - 2/2/2021
    - 3/23/2021
    - 06/1/2021
  - This item was discussed during the budget process, and ultimately, the Council has decided not to spend the funds on this project at this time.
  - This will be discussed during the town hall meeting update with the council on 4/19/2022.
    - The council would like us to use our future land use map.
  - Establish neighborhood boundaries
  - The council has opted not to update the Master Plan.
  - P & Z Director investigating a university conducting the plan.
  - Boundaries of the neighborhood
  - This has been placed in the FY 2025 budget.
    - The Council has decided to move the $250,000 to the city's emergency fund.
    - Item was moved back in after there were savings in other areas.
    - Rollover to FY 2026
    - Reviewing RFPs
    - March 17, 2026 – Council Selected Ardurra
    - Kickoff Meeting on May 5th at 5:30 with the council
- **Water item added to Coffee Agenda to Discuss Water Capacity and Conservation: Current Status and Future Outlook**
  Scheduled for the Coffee Agenda 4/25/26

Update on ED incentives – Moved from April to May- New ED Director starts on April 20, 2026. Scheduled for 7/21/26. Mayor Moved to 8/4. -Completed

- **City Council Timeline on Short-Term Rentals**
    - Short-term rentals have appeared on City Council agendas multiple times:
- January 12, 2021 – Tabled
- January 19, 2021 – Discussed
- April 6, 2021 – Discussed
- April 20, 2021 – Discussed
- August 3, 2021 – Tabled
- August 17, 2021 – Discussed
- August 16, 2022 – Tabled
- September 6, 2022 – Discussed
- January 17, 2023 – Discussed
- March 7, 2023 – Item added by Councilmembers Stevens and Orozco
    - Council directed the City Attorney to draft an ordinance based on the information provided.

Additional actions:

- July 22, 2023 – Draft ordinance discussed at Council retreat
- September 5, 2023 – First reading of ordinance amending regulations
- September 29, 2023 – Council feedback provided to the City Manager
- October 17, 2023 – City Manager presented Council feedback
    - Council directed staff to simplify the ordinance and bring it back for consideration
- November 7, 2023 – Second reading; ordinance passed unanimously establishing a registration process
- November 21, 2023 – Council adopted the Short-Term Rental Occupancy Tax remittance requirement
- July 15, 2025- Discussion and Possible Action on Revisions to the Short-Term Rentals
- August 5, 2025 -Council Executive session to discuss STR regulations
- August 19, 2025 – Council clarified the definition of “block face” and increased the registration fee
- February 17, 2026 – Discussion on the Occupancy Tax regulations
- March 3, 2026 -Discussion on the Occupancy Tax regulations -Tabled
- March 17, 2026 - Discussion on the Occupancy Tax regulations
- April 7, 2026 – Council will discuss regulations. City Council wants to discuss changes to the trash ordinance and increasing the regulations for STRs. Will be discussed at the Retreat on June 6, 2026
- New ordinance will be brought back to the City Council July 21, 2026
    - Second Read 8/4 – Passed Unanimously
- **Updating the City Manager Evaluation Form**, March 17, 2026 – Mayor moved to Retreat moved to July 14, 2026. Item moved to July 29, 2026. Council will approve final form 8/18/26 – Done passed by unanimously.
- **Recycled Waterline** to the LC 17 Section of H & B – March 17, 2026
- City Council wants more information

- Dimaline will bring it back in May. The council wanted a cost for the potable water.
- It has been put into the budget FY 27- budget approved 9-1-2026

Update from the Chief regarding the Flock cameras – Done 9-1-26

- **Discussion on large capital projects – Possible Bond**
    - Public Works Building
    - ADA requirements
    - Crystal Hills Park
    - Pool
    - Dog Park
    - Library Annex
    - Will be discussed at the council retreat on 7/13/2024
    - This item was briefly discussed and will be brought back to the city council. September 17, 2024, council meeting.
    - Add to the town hall meeting for 2024 discussion
        - It was discussed, but did not go anywhere
    - Will be bringing this back for the 2025 discussion
    - Added to the 2026 THM
    - Recap to City Council 3/17/2026
    - Reviewed CIP on 4/5/2026
    - Council will review the Budget Survey on 4/21/2026
    - CIP is also scheduled for the Coffee Agenda on 4/25/2026
    - Will Discuss Budget Survey 5-5-26
    - Budget survey release 5-7-2026 due 6-1-26
    - City Council discussing items next mtg 7/14/26
        - Discussion continued on 7/21 and 8/4
        - Item have been included in the 10 year capital plan.
        - Capital plan has been adopted 9-2026
        - Council voted to include plans for PD property room and PW remodel/expansion
- **Code Enforcement Policy Direction – 11/17/2026**