



CITY OF LEON VALLEY
CITY COUNCIL REGULAR MEETING
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Tuesday, April 01, 2025 at 6:30 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 Possible Water and Sewer Rate Increase - M. Moritz, Public Works 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:**
 - Regular City Council Meeting, Tuesday, April 15, 2025, at 6:30 PM, in City Council Chambers.
 - Library Volunteer Party, Wednesday, April 23, 2025, from 5:00 PM to 7:00 PM, at the Leon Valley Public Library.

- Last Day to Register to Vote for the May 03, 2025 General Election, Thursday, April 03, 2025.
 - Last Day to Register to Apply for a Mail Ballot for the May 03, 2025 General Election, Tuesday, April 22, 2025.
 - Coffee with the Mayor and City Council, Saturday, April 26, 2025, from 9:00 AM to 11:00 AM, at the Leon Valley Conference Center.
 - Early Voting in Personal Appearance, Tuesday, April 22-Tuesday, April 29, 2025.
 - General Election, Saturday, May 03, 2025, voting from 7:00 AM to 7:00 PM, at the Leon Valley Conference Center.
 - Annual City-Wide Garage Sale, Saturday, May 24, 2025, from 8:00 AM to 6:00 PM.
 - Council Retreat with City Manager, Saturday, May 31, 2025, at 9:00 AM.
 - Miscellaneous other events and announcements.
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. 03-18-2025 Regular City Council Meeting Minutes
 2. Discussion and Possible Action Accepting of the Following Board/Commission Minutes:
 - a. 11-14-2024 Library Advisory Board Meeting Minutes
 - b. 01-09-2025 Library Advisory Board Meeting Minutes
 - c. 02-12-2025 Earthwise Living Committee Meeting Minutes
 - d. 02-13-2025 Park Commission Meeting Minutes
 - e. 02-13-2025 Library Advisory Board Meeting Minutes
 - f. 02-26-2025 Earthwise Living Committee Meeting Minutes
 3. Discussion and Possible Action Excusing Councilor Benny Martinez from the March 18, 2025 Regular City Council Meeting in Accordance with the City of Leon Valley Charter, Article III - The City Council and Mayor - Mayor Chris Riley
 4. Discussion and Possible Action of an Ordinance Authorizing a Budget Adjustment for Fiscal Year 2025 from the General Fund Reserve in the Amount of \$35,000 for the Purpose of Increasing the Public Works Department Budget to Provide Funding for the Demolition of the Leon Valley Swimming Pool Facility (1st Read was Held on 03-18-2025) - M. Moritz, Public Works Director
 5. Discussion and Possible Action on a Resolution Appointing Abraham Diaz as Commissioner, Place 3 on the Planning & Zoning Commission - S. Passailaigue, City Secretary
7. **Regular Agenda**
1. Presentation, Discussion, and Possible Action on an In-Kind Grant Application from John Marshall High School Orchestra Band - C. Miranda, Community Relations Director

2. Presentation and Discussion to Approve an Amending Subdivision Plat of the Correction Plat of Linkwood Addition Subdivision Establishing Lot 41, With a Request for a Variance to Chapter 10 Subdivisions, a Requirement for Construction of a Sidewalk, Block D, CB 4446A for Approximately 0.427 acres, Located at 7500 and 7504 Linkside Drive - S. Huerta, Planning and Zoning Director
 3. Presentation and Discussion on an Ordinance for a Request to Rezone Approximately 6.8 Acre of Land, From R-1 Single-Family Dwelling District to Planned Development District (PDD), with R-3 Multiple-Family Dwelling Base Zoning District, Located at 6612 and 6618 Sawyer Road; and More Specifically Described as the Northwest 330' of Lots 10, 11, 12, 13, and the Northeast 20' Triangle of lot 10, and the Southwest 400' of Lot 3, CB 5874 (1st Reading as Required by City Charter) - S. Huerta, Planning and Zoning Director
 4. Presentation and Discussion on an Ordinance for a Request to Amend Ordinance 2021-54 to Change the Zoning from PD Planned Development District, with B-3 Commercial District and No SO, Sustainability Zoning to PD Planned Development District with R-3 Multiple-Family Dwelling Base Zoning District on Approximately 2.85 Acres at 6758 Poss Road; and More Specifically Described as CB 5784, Block 4, Lot 64, Quality Subdivision (1st Reading as Required by City Charter) - S. Huerta, Planning and Zoning Director
 5. Presentation, Discussion and Possible Action Authorizing the City Manager to Enter into a Memorandum of Understanding ("MOU") with the City of Converse to Provide Vaccination and Veterinary Services - R. Salinas, Executive Director
 6. Presentation, Discussion and Possible Action Authorizing the City Manager to Enter into a Memorandum of Understanding ("MOU") with San Antonio Pets Alive!, to Intake Dogs from the City of Leon Valley - R. Salinas, Executive Director
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 the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.087 (economic development).

Sec. 551.0411. MEETING NOTICE REQUIREMENTS IN CERTAIN CIRCUMSTANCES: (a) Section does not require a governmental body that recesses an open meeting to the following regular business day to post notice of the continued meeting if the action is taken in good faith and not to circumvent this chapter. If an open meeting is continued to the following regular business day and, on that following day,

the governmental body continues the meeting to another day, the governmental body must give written notice as required by this subchapter of the meeting continued to that other day.

Attendance by Other Elected or Appointed Officials: It is anticipated that members of other City boards, commissions and/or committees may attend the open meeting in numbers that may constitute a quorum. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of any other boards, commissions and/or committees of the City, whose members may be in attendance in numbers constituting a quorum. These members of other City boards, commissions, and/or committees may not deliberate or act on items listed on the agenda. [Attorney General Opinion – No. GA-0957 (2012)].

I hereby certify that the above **NOTICE OF PUBLIC MEETING(S) AND AGENDA OF THE LEON VALLEY CITY COUNCIL** was posted at the Leon Valley City Hall, 6400 El Verde Road, Leon Valley, Texas, and remained posted until after the meeting(s) hereby posted concluded. This notice is posted on the City website at <https://www.leonvalleytexas.gov>. This building is wheelchair accessible. Any request for sign interpretive or other services must be made 48 hours in advance of the meeting. To arrange for assistance, call (210) 684-1391, Extension 212.



SAUNDRA PASSAILAIGUE, TRMC
City Secretary
March 27, 2025 11:10 AM





March 20, 2025

Melinda Moritz
Public Works Director
City of Leon Valley
6400 El Verde Rd.
Leon Valley, TX 78238

RE: Leon Valley Rates Increase Proposal – Per City’s Request

Dear Ms. Moritz,

The City has requested Ardurra and team to evaluate existing water and wastewater customer rates for sustainability and potential rate adjustments to cover system operating costs. City of Leon Valley Water & Sewer Capital Improvement Plan (in process), has potential to require an additional ~\$500,000 per year to water and sewer budgets once enacted. (\$1,000,000 total). Ardurra had previously provided an assessment of the City of Leon Valley’s water and wastewater rates and gave examples of changes the city could adopt to update them. Existing rates for a standard 5/8” residential meter are shown below:

	Base Rate	\$/1,000 gallons				
		0-3,000	3,001-6,000	6,001-10,000	10,001-17,000	17,001+
Water	\$11.76	\$3.56	\$5.06	\$6.56	\$8.06	\$9.56
Sewer	Base Rate	Per 1,000 gallons over 1,000 gallons				
	\$15.08	\$6.24				

In order to evaluate any changes to the rates, we have developed a way to estimate revenue projected to be made given a set charge structure. The projections below are based on usage data from 2022. In 2022, the system billed for 301,245,000 gallons of water while serving 2,643 meters. This gives an average usage of 9,500 gallons/month. The average usage cost per 1,000 gallons for a customer that uses 9,500 gallons in a month would be \$5.14 per 1,000 gallons. The city provided counts for the number of meters and meter sizes so we can accurately predict revenue gained from meter charges (base rate in above table). The below table shows revenue projections for current rates juxtaposed against actual reported revenue from 2022-2023 and expected revenue for 2025. This reflects that the City’s revenue projections are somewhat conservative.

	WATER REVENUE	SEWER REVENUE
Meter Fee	\$444,463.32	\$455,657.28
Usage Charge	\$1,548,082.20	\$1,691,220.96
Revenue Estimate	\$1,992,545.52	\$2,146,878.24
Actual Sales (22-23)	\$2,020,985.00	\$2,563,039.00
Budgeted Sales (2025)	\$2,119,100.00	\$2,508,000.00

City Council requested Ardurra to evaluate changing the water billing usage tiers to match San Antonio Water System’s (SAWS) charge tiers. When this was first presented to the city, it was shown that adjusting usage billing tiers to match SAWS tiers would likely impact projected revenue for the water

system negatively. City council requested Ardurra to evaluate changing the billing rates for each usage tier to avoid losing revenue. The following table shows a rates proposal formulated based on this request.

Proposed Rates – Year 1						
	Base Rate	\$/1,000 gallons				
		0-4,000	4,001-7,000	7,001-12,000	12,001-20,000	20,001+
Water	\$12.00	\$3.75	\$5.55	\$7.00	\$8.70	\$10.25
Sewer	Base Rate	\$/1,000 gallons				
	\$15.38	\$5.50				

The usage charge rates were set with intention to keep billing within a reasonable proximity to current bills and to retain total revenue projection within 0.15% of existing. The projected revenue estimate for the above rate structure is shown in the table below:

	Existing	Year 1
Proj Rev Water	\$1,992,464.52	\$2,011,794.99
<i>% Change from Existing</i>		+0.97%
Proj Rev Sewer	\$2,146,878.24	\$2,121,617.93
<i>% Change from Existing</i>		-1.18%
Proj Rev Total	\$4,139,342.76	\$4,133,412.91
<i>% Change from Existing</i>		+/-0.14%

Now that a rate structure that matches SAWS and keeps revenue projections in line with current has been defined, one needs to address how to fund the additional \$1,000,000 annual expense due to the CIP as mentioned at the top of this memo. It was calculated that raising the usage billing charges 6.6% per year for 4 years and raising base rates 2% per year (following adoption of the new billing tier system as shown above), the city is projected to raise enough revenue to address this additional funding need. The proposed rates at the end of year 5 are shown below:

Proposed Rates – Year 5						
	Base Rate	\$/1,000 gallons				
		0-4,000	4,001-7,000	7,001-12,000	12,001-20,000	20,001+
Water	\$13.00	\$4.84	\$7.17	\$9.04	\$11.16	\$13.24
Sewer	Base Rate	\$/1,000 gallons				
	\$16.65	\$7.10				

The projected revenue estimate for the above rate structure is shown in the table below:

	Existing	Year 5	\$ Difference Year 5 to Existing
Proj Rev Water	\$1,992,464.52	\$2,503,147.82	\$510,683.30
<i>% Change from Existing</i>		+25.63%	
Proj Rev Sewer	\$2,146,878.24	\$2,642,577.85	\$495,699.61
<i>% Change from Existing</i>		+23.09%	
Proj Rev Total	\$4,139,342.76	\$5,145,725.67	\$1,006,382.91
<i>% Change from Existing</i>		+24.31%	

In reviewing billing data from 2024, it was determined median monthly usage for a standard residential customer was about 5,000 gallons. To give a better understanding of how these rate changes will affect an average residential customer, a comparison was made for a 5,000 gallon usage month bill utilizing existing rates, proposed rates at the end of 5 years, and 2024 SAWS outside city limits billing rates. See table below.

5,000 GAL/MONTH	Existing	Year 1	Year 5	SAWS Outside City Limits 2024
Water – Base Fee	\$11.76	\$12.00	\$12.00	\$14.30
Water – Usage Charge	\$20.80	\$20.55	\$26.54	\$17.09
EAA Fee	\$3.10	\$3.50	\$3.50	\$1.50
Sewer – Base Fee	\$15.08	\$15.38	\$15.38	\$12.00
Sewer – Usage Charge	\$24.96	\$27.50	\$36.00	\$18.27
TCEQ Fee	\$0.38	\$0.39	\$0.47	\$0.27
TOTAL	\$76.08	\$79.32	\$93.88	\$63.43
<i>% Change from Existing</i>	-	+4%	+23%	-16%

Adopting a similar rate structure to the one proposed shows the city can fund the \$1,000,000 per year required to enact the Water and Sewer Capital Improvements Plan.

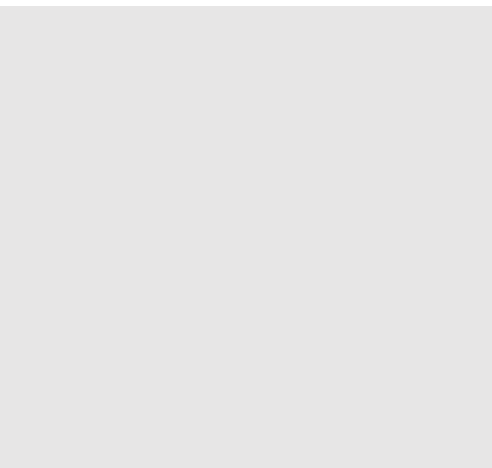
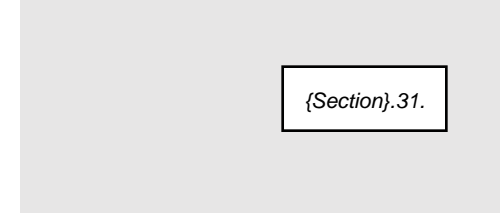
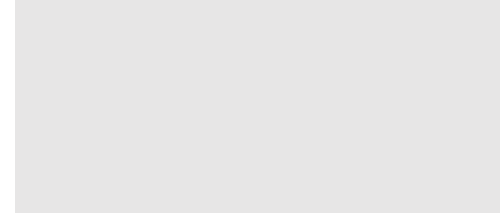
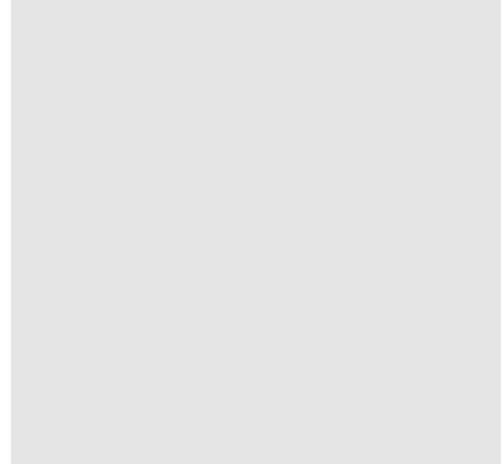
We appreciate the opportunity to assist you in this matter. If you have any questions, please contact us at (210) 822-2232 or e-mail us at jhoelscher@ardurra.com.

Sincerely,



James Hoelscher, PE
Project Engineer

DRAFT

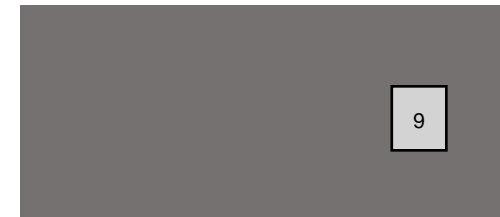
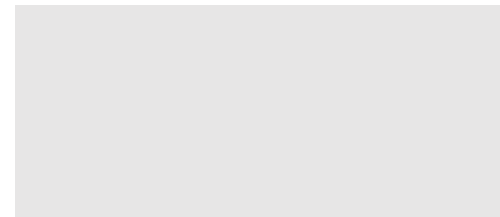
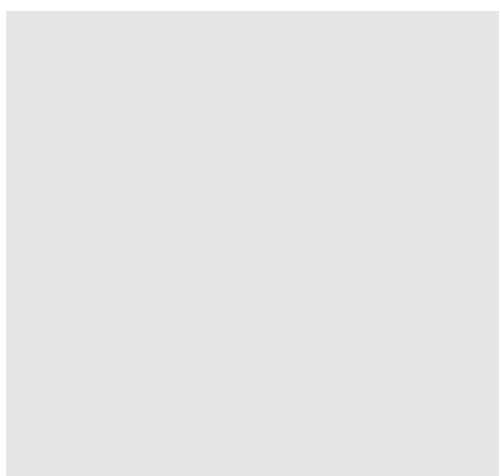


LEON VALLEY 2025 PROPOSED RATES REVIEW







James Hoelscher, PE
Byron Sanderfer, PE, CPM



The ARDURRA logo features a stylized green mountain range above the word "ARDURRA" in a white, sans-serif font.



AGENDA

-  Rate Study Scope
-  Examine Current Rates
-  Assumption in Projections
-  Rate Proposal As Requested
-  Sample Bill & Comparison to SAWS
-  Revenue Projection

RATES PROPOSAL - SCOPE

- City has requested Ardurra and team to evaluate existing rates for sustainability and potential rate adjustments to cover system operating costs.
- City of Leon Valley Water & Sewer Capital Improvement Plan (in process), has potential to require an additional ~\$500,000 per year to water and sewer budgets once enacted. (\$1,000,000 total)



{Section}.31.

CURRENT RATES

Water Charges

{Section}.31.

Meter Size	Deposit Amount	Residential Meter Fee	Non-Residential Meter Fee
5/8"	\$70.00	\$11.76	\$12.30
3/4"	\$70.00	\$13.39	\$15.08
1"	\$100.00	\$19.06	\$19.06
1 1/2"	\$170.00	n/a	\$30.72
2"	\$500.00	n/a	\$45.28
3"	\$770.00	n/a	\$129.41
4"	\$1,010.00	n/a	\$164.71
8"	\$1,520.00	n/a	\$616.73
10"	\$2,420.00	n/a	\$1,165.23

Residential/Irrigation Water Rates per 1,000 Gallons:

Tier 1	Tier 2	Tier 3	Tier 4	Tier 5
0-3000	3,001-6,000	6,001-10,000	10,001-17,000	17,001+
\$3.56	\$5.06	\$6.56	\$8.06	\$9.56

Nonresidential Water Rates per 1,000 Gallons:

0-500,000	\$3.70
Above 500,001	\$3.95

Sewer Charges

Residential Service	0-1,000 gallons	\$15.08 minimum
Residential Service	Over 1,000 gallons	\$6.24 per 1,000 gallons
Non-Residential Service	0 gallons	\$15.08 minimum
Non-Residential Service	0 gallons	\$6.24 per 1,000 gallons

CURRENT RATES – SAMPLE BILL & NOTES

- **City requested presenting average residential water bill**
 - *Average residential customer uses about 5,000 gallons per month*

- **Note: there are fees not noted in the previous table that are accounted for in real bills (and sample bill)**
 - **Edwards Aquifer Availability Fee**
 - \$0.62 / 1,000 gallons usage
 - **TCEQ Fee**
 - 0.5% of total bill



CURRENT RATES - SAMPLE RESIDENTIAL BILL

5,000 GAL/MONTH	\$
Water – Base Fee	\$11.76
Water – Usage Charge	\$20.80
EAA Fee	\$3.10
Sewer – Base Fee (Includes 1,000 gal)	\$15.08
Sewer – Usage Charge (above 1,000 gal)	\$24.96
TCEQ Fee	\$0.38
TOTAL	\$76.08

REVENUE PROJECTION ASSUMPTIONS

- Revenue projections are based on usage data from 2022
 - 301,245,000 gallons billed for by LV
 - 2,643 total meters in water system
 - 2,518 total customers in sewer system
- Revenue from meter fees are calculated as shown on the right.
 - Meter count provided by city, 2022 data

Meter Size	# of cust.	Meter Fee	Rev/Yr
5/8", 3/4"	2,305	\$11.76	\$342,921.60
1"	59	\$19.06	\$13,494.48
1-1/2"	86	\$30.72	\$31,703.04
2"	55	\$45.28	\$29,884.80
3"	11	\$129.41	\$17,082.12
4"	1	\$164.71	\$1,976.52
8"	1	\$616.73	\$7,400.76
Total Revenue Water Meter Fee			\$444,463.32

Meter Size	# of cust.	Base Fee	Rev/Yr
All Cust.	2,518	\$15.08	\$455,657.28
Total Revenue Sewer Base Fee			\$455,657.28

CURRENT RATES – REVENUE PROJECTIONS

WATER UTILITY	\$
Meter Fee	\$444,463.32
Usage Charge	\$1,548,082.20
Revenue Estimate	\$1,992,545.52
<i>Actual Sales (22-23)</i>	<i>\$2,020,985.00</i>
<i>Budgeted Sales (2025)</i>	<i>\$2,119,100.00</i>

SEWER UTILITY	\$
Base Rate Charge	\$455,657.28
Usage Charge	\$1,691,220.96
Revenue Estimate	\$2,146,878.24
<i>Actual Sales (22-23)</i>	<i>\$2,563,039.00</i>
<i>Budgeted Sales (2025)</i>	<i>\$2,508,000.00</i>

- Usage is calculated based on the average cost per 1,000 gallons for 9,500 gallons of usage / month
 - (301,245,000 gallons/yr)/(2,643 total meters)
 - ~9,500 gallons/month
 - \$5.14 / 1,000 gal in current rates
- Actual revenue from 2022-2023 is given to show how our projections are conservative

PROPOSED WATER RATES FOR STANDARD RESIDENTIAL METER

Water	Base Rate	\$/1,000 gallons				
		0-3,000	3,001-6,000	6,001-10,000	10,001-17,000	17,001+
Existing	\$11.76	\$3.56	\$5.06	\$6.56	\$8.06	\$9.56

Water	Base Rate	\$/1,000 gallons				
		0-4,000	4,001-7,000	7,001-12,000	12,001-20,000	20,001+
Year 1	\$12.00	\$3.75	\$5.55	\$7.00	\$8.64	\$10.25
Year 2	\$12.25	\$4.00	\$5.92	\$7.46	\$9.21	\$10.93
Year 3	\$12.50	\$4.26	\$6.31	\$7.95	\$9.82	\$11.65
Year 4	\$12.75	\$4.54	\$6.72	\$8.48	\$10.47	\$12.42
Year 5	\$13.00	\$4.84	\$7.17	\$9.04	\$11.16	\$13.24

Flat 2% increase on base rate and 6.6% increase on usage charge rates annually after first year tier adjustments to match current revenue projections

PROPOSED SEWER RATES FOR STANDARD RESIDENTIAL METER

Sewer	Base Rate	\$/1,000 gallons	
		Per 1,000 gallons over 1,000 gallons	
Existing	\$15.08	\$6.24	







Sewer	Base Rate	\$/1,000 gallons	
Year 1	\$15.38	\$5.50	
Year 2	\$15.69	\$5.86	
Year 3	\$16.00	\$6.25	
Year 4	\$16.32	\$6.66	
Year 5	\$16.65	\$7.10	

RATES PROPOSAL - SAMPLE RESIDENTIAL BILL

5,000 GAL/MONTH	Current	Year 1	Year 2	Year 3	Year 4	Year 5
Water – Base Fee	\$11.76	\$12.00	\$12.25	\$12.50	\$12.75	\$13.00
Water – Usage Charge	\$20.80	\$20.55	\$21.91	\$23.35	\$24.89	\$26.54
EAA Fee	\$3.10	\$3.50	\$3.50	\$3.50	\$3.50	\$3.50
Sewer – Base Fee	\$15.08	\$15.38	\$15.69	\$16.00	\$16.32	\$16.65
Sewer – Usage Charge	\$24.96	\$27.50	\$29.32	\$31.25	\$33.31	\$35.51
TCEQ Fee	\$0.38	\$0.39	\$0.41	\$0.43	\$0.45	\$0.48
TOTAL	\$76.08	\$79.32	\$83.07	\$87.04	\$91.23	\$95.67
<i>% Change from Existing</i>	-	4%	9%	14%	20%	26%
<i>\$ Change from Existing</i>		\$3.24	\$7.00	\$10.96	\$15.15	\$19.59

COMPARISON TO SAWS (OUTSIDE CITY LIMITS)

5,000 GAL/MONTH	Existing	Year 1	Year 5
Water – Base Fee	\$11.76	\$12.00	\$13.00
Water – Usage Charge	\$20.80	\$20.55	\$26.54
EAA Fee	\$3.10	\$3.50	\$3.50
Sewer – Base Fee	\$15.08	\$15.38	\$16.65
Sewer – Usage Charge	\$24.96	\$27.50	\$35.51
TCEQ Fee	\$0.38	\$0.39	\$0.48
TOTAL	\$76.08	\$79.32	\$95.67
% Change from Existing	-	4%	26%

Estimated Bill:		\$ 63.43 (2024)
	Charges	2024 APPROVED
	Water Service Charge	11.70
	Tier 2 Usage Fixed Charge	2.60
	Water Volume Charge	6.90
	Stage 3 Drought Surcharge (use over 20,000 gallons)	-
	Stage 4 Drought Surcharge (use over 12,000 gallons)	-
	Water Supply Fee	9.54
	Uplift Assistance Program Fee - Water	0.65
	Sewer Service Charge	12.00
	Sewer Volume Charge	17.52
	Uplift Assistance Program Fee - Sewer	0.75
	EAA Fee	1.50
	City Stormwater Fee	0.00
	TCEQ Fee	0.27
Total Bill		63.43

EXISTING USAGE TIERS REMAIN WITH 6.6% INCREASE REVENUE PROJECTIONS

	Existing	Year 1	Year 5	\$ Difference Year 5 to Existing
Proj Rev Water	\$1,992,464.52	\$2,011,794.99	\$2,503,614.66	\$511,150.14
<i>% Change from Existing</i>		0.97%	25.65%	
Proj Rev Sewer	\$2,146,878.24	\$2,121,617.93	\$2,642,577.85	\$495,699.61
<i>% Change from Existing</i>		-1.18%	23.09%	
Proj Rev Total	\$4,139,342.76	\$4,133,412.91	\$5,146,192.51	\$1,006,849.75
<i>% Change from Existing</i>		-0.14%	24.32%	

THANK YOU FOR YOUR TIME TODAY

Questions?



**CITY OF LEON VALLEY
CITY COUNCIL REGULAR MEETING**
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Tuesday, March 18, 2025 at 6:30 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 2 Betty Heyl
- Mayor Pro-Tem, Council Place 3 Philip Campos
- Council Place 4 Rey Orozco
- Council Place 5 Will Bradshaw

EXCUSED

- Council Place 1 Benny Martinez

Mayor Chris Riley called the meeting to order at 6:30 PM and confirmed that a quorum of the City Council was present in the Council Chambers.

Mayor Riley asked Mayor Pro Tem, Council Place 3, Campos, 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.

None

3. Presentations

1. **Presentation to Albert San Miguel for 39 Years of Service to the City of Leon Valley - Mayor Chris Riley**

Mayor Chris Riley presented an award and a token of appreciation to Albert San Miguel for his 39 years of service to the City of Leon Valley's Public Works Department.

2. **Presentation and Discussion on AMI Water Meter System Funding Alternative - M. Moritz, Public Works Director**

Melinda Moritz, Public Works Director, presented the AMI Water Meter System funding alternative.

Chip Woods and Kyle Leonard from Performance Services gave a brief presentation.

3. **Presentation, Discussion, and Direction on Grant for Safety Camera Installation at Specific Locations within the City of Leon Valley - D. Gonzalez, Police Chief**

David Gonzalez, Police Chief, gave a presentation on a grant for the installation of safety cameras.

There was a consensus among City Council members to move forward with the project if the City received the grant, with the caveat that signs be posted stating that video recording is in progress.

4. **Presentation, Discussion and Direction to Staff to Include Possible Action on Huebner Creek Erosion Control Project - M. Moritz, Public Works Director**

Melinda Moritz, Public Works Director, presented the item.

A motion was made by Council Place 5, Bradshaw, to revert to Option 4, allowing the floodplain to move through the Natural Area to preserve more heritage trees and eliminate the need for additional erosion projects. The motion was seconded by Council Place 4, Orozco.

Voting Yea: Council Place 4 Orozco, Council Place 5 Bradshaw

Voting Nay: Mayor Riley, Council Place 2 Heyl, Mayor Pro-Tem, Council Place 3 Campos

The motion failed.

A motion was made by Mayor Pro Tem, Council Place 3, Campos, to pause the project pending further discussions with Bexar County and the San Antonio River Authority (SARA), after which it would be reconsidered. The motion was seconded by Council Place 2, Heyl.

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

Voting Nay: Council Place 5 Bradshaw

The motion passed.

5. Presentation, Discussion, and Possible Action on Proposed Capital Plans FY 2026 - Dr. Caldera, City Manager

Dr. Crystal Caldera, City Manager, presented the Proposed Capital Plans for Fiscal Year 2026. She concluded her presentation by requesting direction on the silos on Huebner. City Council requested a cost estimate for decorative enhancements to the silos and the surrounding 0.5 acres of land.

Next, regarding the AMI service, there was a consensus among City Council members to pause the project for now.

6. Presentation, Discussion and Direction on the 2025 July 4th Celebration - C. Miranda, Community Relations Director

Crystal Miranda, Community Relations Director, presented options for the 2025 July 4th Celebration. There was a consensus to eliminate the postcard this year and instead rely on The Lion's Roar and other media to inform the public about the event. City Council also requested a report on the City's expenditures for the 5K.

7. Presentation Regarding the 2025 Swimming Pool Season Schedule - D. Dimaline, Assistant Public Works Director

David Dimaline, Assistant Public Works Director, presented the proposed schedule for the 2025 swimming pool season.

- 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

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

She also reminded everyone that the library will be closed the first week of April due to construction and congratulated Andy Greco (LVPD) on his promotion to Corporal in the Patrol Division.

1. Upcoming Important Events:

- Regular City Council Meeting, Tuesday, April 01, 2025, at 6:30 PM, in City Council Chambers.
- Library Volunteer Party, Wednesday, April 23, 2025, from 5:00 PM to 7:00 PM, at the Leon Valley Public Library.
- Last Day to Register to Vote for the May 03, 2025 General Election, Thursday, April 03, 2025.
- Last Day to Register to Apply for a Mail Ballot for the May 03, 2025 General Election, Tuesday, April 22, 2025.
- Coffee with the Mayor and City Council, Saturday, April 26, 2025, from 9:00 AM to 11:00 AM, at the Leon Valley Conference Center.
- Early Voting in Personal Appearance, Tuesday, April 22-Tuesday, April 29, 2025.
- General Election, Saturday, May 03, 2025, voting from 7:00 AM to 7:00 PM, at the Leon Valley Conference Center.
- Annual City-Wide Garage Sale, Saturday, May 24, 2025, from 8:00 AM to 6:00 PM.
- City Council Retreat with City Manager, Saturday, May 31, 2025, at 9:00 AM.
- Miscellaneous other events and announcements.

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.

A motion was made by Council Place 4, Orozco, to approve the Consent Agenda as presented. The motion was seconded by Mayor Pro Tem, Council Place 3, Campos.

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

1. Discussion and Possible Action Approving of the Following City Council Minutes:

- a. 03-04-2025 Regular City Council Meeting Minutes**
- 2. Presentation and Discussion of the Monthly Financial Report Ending February 28, 2025 - C. Goering, Finance Director**
 - 3. Discussion and Possible Action on an Ordinance Amending the Leon Valley Code of Ordinances, Chapter 12 Traffic and Vehicles, Article 12.03 Parking, Stopping and Standing, Section 12.03.006, Parking Restrictions on Specific Streets, to Prohibit Parking Along Thistle Dr. (1st Read was Held on 03-04-2025) - D. Gonzalez, Police Chief**
 - 4. Discussion and Possible Action of an Ordinance Authorizing a Budget Adjustment for Fiscal Year 2025 Red Light Camera Fund Budget in the Amount of \$27,847 for the Purpose of Increasing the Traffic and Safety Department Budget to Provide Funding for the Purchase and Installation of an Intersection Conflict Warning System (ICWS) at the intersection of Evers Rd. and Adair Dr. (1st Read was Held on 03-04-2025) - D. Dimaline, Assistant Public Works Director**

5. Presentation and Discussion on the Leon Valley Police Department Racial Profiling Report for 2024 - D. Gonzalez, Police Chief

7. Regular Agenda

1. Presentation, Discussion, and Possible Action of a Resolution Adopting the 2025 Parks, Recreation, Trails, and Open Space Master Plan - M. Moritz, Public Works Director

Melinda Moritz, Public Works Director, and Roger Christiansen, Park Commission Chair presented.

Also present was Ardurra who presented the 2025 Parks, Recreation, Trails, and Open Space Master Plan.

A motion was made by Council Place 4, Orozco to adopt the 2025 Parks, Recreation, Trails, and Open Space Master Plan as presented. The motion was seconded by Mayor Pro Tem, Council Place 3, Campos.

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

2. Presentation and Discussion on a Request for Variance to the Leon Valley Code of Ordinances, Chapter 3 Building Regulations, Article 3.04 – Signs, Section 3.04.012(c)1– Off-premises Signs, to Allow a New Off-premises Sign (Billboard) to be located at 0 Northwest Industrial Drive, Lot 1, Block 1, CB 4428F, Northwest Industrial Park Subdivision, on Approximately .34 Acres - S. Huerta, Planning and Zoning Director

Susana Huerta, Planning and Zoning Director, presented a variance request for City Council consideration.

The applicant and his attorney, Rob Killen, were present to provide additional details.

A motion was made by Council Place 5, Bradshaw, to approve the variance as requested. The motion was seconded by Council Place 4, Orozco.

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

3. Presentation and Discussion of an Ordinance Authorizing a Budget Adjustment for Fiscal Year 2025 from the General Fund Reserve in the Amount of \$35,000 for the Purpose of Increasing the Public Works Department Budget to Provide Funding for the Demolition of the Leon Valley Swimming Pool Facility (1st Read as Required by City Charter) - M. Moritz, Public Works Director

David Dimaline, Assistant Public Works Director, presented this item for a first reading.

This item will be brought back to City Council for a second reading on the April 1, 2025, Consent Agenda.

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.

Mayor Chris Riley requested an item to add the word 'Senior' to the Community Center name, making it the Irene Baldrige Senior Community Center. Dr. Crystal Caldera, City Manager, responded that she would add it but is also seeking clarification on the reasoning for this change.

Council Place 4, Orozco, requested that an item be brought back to address increasing penalties for the dumping of animals in Leon Valley.

9. Adjournment

Mayor Riley announced that the meeting adjourned at 10:02 PM.

These minutes were approved by the Leon Valley City Council on the 1st of April, 2025.

APPROVED

CHRIS RILEY
MAYOR

ATTEST: _____
SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY



**CITY OF LEON VALLEY
LEON VALLEY PUBLIC LIBRARY ADVISORY BOARD**
Leon Valley Public Library
6425 Evers Road, Leon Valley, TX 78238
Thursday, November 14, 2024 at 5:30 PM

MINUTES

1. CALL TO ORDER

- a. Called to order at 5:31 p.m. by Clare Brown, Chair
- b. In attendance:
 - Clare Brown, Chair
 - Linda Crews, Vice Chair
 - Hillary Huber, Member
 - Margaret Tovar, Member
 - Maryanna Christensen, Member and Friends Liaison
 - Regina Reed, Staff Liaison and Secretary
- c. Absent
 - Patricia Birkhead, Member, Unexcused

2. CITIZENS TO BE HEARD

No citizens to be heard.

3. DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING MINUTES

- 10-10-2024 Library Advisory Board Meeting – Motion to approve minutes as written by Maryanna Christensen, Second by Hillary Huber. Minutes approved.

4. DISCUSSION AND POSSIBLE ACTION REGARDING MEMBERS WITH EXCESSIVE UNEXCUSED ABSENCES

- Members who spoke with Ms. Birkhead relayed that she was no longer able to serve on the board.

- Motion to contact Ms. Birkhead to provide instruction on proper method of board resignation or the board will follow through on removal request made by Maryanna Christensen. Second by Clare Brown. Approved unanimously.

5. DISCUSSION ON BREAKFAST WITH SANTA

- Discussion led by Regina Reed and Maryanna Christensen.

6. DISCUSSION ON POLICY UPDATES

- Discussion led by Regina Reed.

7. LIBRARY DIRECTOR’S REPORT

- Statistics presented by Regina Reed.
- Grants presented by Regina Reed.
- Outreach presented by Regina Reed.
- Programming presented by Regina Reed.

8. FRIENDS OF THE LIBRARY REPORT

- Presented by Maryanna Christensen.

9. TRUSTEE ANNOUNCEMENTS

10. ADJOURNMENT

- Motion to adjourn by Maryanna Christensen, Second by Linda Crews. Adjourned at 6:36 p.m.

THESE MINUTES WERE APPROVED BY THE LEON VALLEY PUBLIC LIBRARY ADVISORY BOARD ON THE 9TH OF JANUARY, 2025.

APPROVED

CLARE BROWN, CHAIR

ATTEST


REGINA REED, SECRETARY AND STAFF LIAISON



**CITY OF LEON VALLEY
LEON VALLEY PUBLIC LIBRARY ADVISORY BOARD**

Leon Valley Public Library
6425 Evers Road, Leon Valley, TX 78238
Thursday, January 09, 2025 at 5:30 PM

MINUTES

1. Call to Order at 5:32pm by Clare Brown

Attendance

- a. Margaret Tovar – present
- b. Maryanna Christensen, Friends of the Library Liaison - present
- c. Clare Brown, Chair - present
- d. Hillary Huber - present
- e. Regina Reed, Staff Liaison and Secretary - present
- f. Cindy Alvarez, Assistant Library Director - present
- g. Linda Crews, Vice Chair – excused
- h. Patricia Birkhead – unexcused

2. Citizens to be heard - No citizens to be heard

3. Presentation and discussion on library policy updates by Regina Reed

4. Presentation on library advisory board training: digitizing the archives led by Regina Reed

5. Library Director's Report

- a. Monthly & First Quarter Statistics presented by Regina Reed
- b. Grants presented by Regina Reed
- c. Outreach presented by Cindy Alvarez
- d. Upcoming Programs presented by Cindy Alvarez

6. Friends of the library report presented by Maryanna Christensen

7. Trustee Announcements

- a. Update on Patricia Birkhead by Hillary Huber
- 8. Adjournment
 - a. Motion to adjourn by Margaret Tovar
 - b. Second by Maryanna Christensen
 - c. Adjourned at 6:13pm

These minutes were approved by the Leon Valley Public Library Advisory Board on the 13th of February, 2025.

APPROVED


Clare Brown, Chair

ATTEST


Regina Reed, Secretary & Staff Liaison

**EARTHWISE LIVING COMMITTEE MEETING MINUTES
CITY OF LEON VALLEY, TEXAS
February 12, 2025**

The Earthwise Living Committee of the City of Leon Valley, Texas met on the 12th day of February at 5:34 pm in the Large Conference Room at City Hall, located at 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business, to-wit:

**REGULAR MEETING OF THE CITY OF LEON VALLEY EARTHWISE LIVING COMMITTEE,
5:34 PM**

1. Call the City of Leon Valley Regular Earthwise Living Committee Meeting to Order and Determine a Quorum is Present.

The meeting was called to order and a quorum was established at 5:34 pm. Members present were Castillo, Marcotte, Carreon, Cobos, Campos, Key, Chair Mursch, Vice-Chair Burnside and Secretary Meffert. Also present were Council liaison Mayor Riley and Staff liaison Miranda. Absent was member Zannaras.

2. Review and Consider Approval of the January 2025 Regular Earthwise Living Committee Meeting minutes

The meeting minutes from January 22, 2025 were reviewed. A motion to approve was made by Burnside and second by Castillo.

3. Discussions on Earthwise Living Day 2025

General discussions were facilitated regarding planning for Earthwise Living Day 2025.

Members provided updates to outreaches to prospective participants and discussed operational planning updates.

A motion to approve Glad Hatters jazz band – for up to \$300 was made by Kay and second by Castillo. A motion was made by Marcotte and Castillo seconded for Crystal to purchase hooks/clips to hang the vendor booth signs and green pens.

6. Adjournment

The meeting was adjourned without objection at 7:16 pm. The Committee will reconvene on Wednesday, February 26, 2025 at 5:30pm.

Beth Mursch
Chair

3/12/25
Date



Leon Valley Park Commission Meeting Minutes

The Park Commission of the City of Leon Valley, Texas met on the 13th day of February 2025, at 6:30 p.m., at Conference Center, 6427 Evers Road, Leon Valley, Texas, 78238 for the purpose of the following business, to-wit:

1. Call to Order, Pledge of Allegiance, and Determine if Quorum is Present.

Chairman Christensen called the meeting to order at 6:30 p.m., with the following members in attendance: Vice-Chairwoman Danielle Bolton and Commissioners Diana Frazier, Elaine Valdez, and John Hoyt. Absent were Commissioners Ann Sawyer and Joyce Trent.

Also present was Staff Melinda Moritz.

2. Review and Consider Approval of the January 9, 2025, Park Commission Meeting Minutes.

Commissioner Valdez made a motion to approve the minutes as amended, which was seconded by Vice-Chair Bolton. The motion carried unanimously.

3. Citizens to be Heard.

There were no citizens wishing to be heard. The Chairman introduced new Commissioner John Hoyt, and each Commissioner gave a brief biography of themselves.

4. Old Business

a. Discussion and Recommendation – Park Master Plan Foreword

Staff Liaison Moritz asked the Commissioners if they wished to include both sets of forewords in the Plan. Vice-Chair Bolton made a motion to place both in the Plan. The motion was seconded by Commissioner Frazier and the motion carried unanimously. Ms. Moritz then explained that the forewords would be included in the Plan and the Plan would be presented to the City Council at their March 18th City Council meeting.

b. Reports – Tree and Swimming Pool Subcommittee

Ms. Moritz stated that the City Council was considering the permanent closure of the Leon Valley Community Swimming Pool Facility and repurpose the site for either a pickleball court, dog park, or other recreational opportunity.

5. New Business

a. Discussion and Recommendation – Park and Trail Connectivity

Ms. Moritz explained that this item had been requested by Commissioner Valdez, as Mrs. Valdez wanted the connectivity between the new subdivisions and our existing trails to be noted in the Park Master Plan. Ms. Moritz explained that they were in the Plan and that the Park Commissioners could address what amenities they wished to see in each area at their next meeting.

6. Commissioner’s and Staff Comments

Commissioner Valdez gave a pamphlet on a Dark Sky initiative for protecting birds during certain times of the year. She noted that the initiative encourages business owners to turn off the exterior lights during migratory season.

Commissioner Frazier stated she was happy to hear about the grant opportunity for the Hike & Bike Trail Segment 3.

Commissioner Hoyt stated that he had read the draft Park Master Plan and thought it was very impressive.

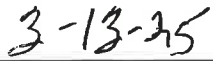
Chair Christensen stated that an item about potentially holding zoom meetings would be placed on the next agenda, as Mr. Hoyt would not be able to attend some of the park meetings in person. He also asked that Commissioners volunteer to attend to the Park Commission booth at the Earthwise Living Day event. A sign-up sheet was passed around.

7. Adjourn.

Chairman Christensen asked for a motion to adjourn. Vice-Chair Bolton made a motion to adjourn the meeting, which was seconded by Commissioner Hoyt. The vote carried unanimously. The meeting was adjourned at 7:19 p.m.



Roger Christensen, Chairman



Date



**CITY OF LEON VALLEY
LEON VALLEY PUBLIC LIBRARY ADVISORY BOARD**

Leon Valley Public Library
6425 Evers Road, Leon Valley, TX 78238
Thursday, February 13, 2025 at 5:30 PM

MINUTES

1. CALL TO ORDER at 5:35 pm by Clare Brown, Chair.

Attendance:

- Clare Brown, Chair – Present
- Hillary Huber, Member – Present
- Maryanna Christensen, Member and Friends of the Library Liaison – Present
- Margaret Tovar – 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

- 11-14-2024 Library Advisory Board Meeting: Motion to accept the minutes by Maryanna Christensen; Seconded by Hillary Huber. Minutes approved.
- 01-09-2024 Library Advisory Board Meeting: Motion to accept the minutes by Hillary Huber; Seconded by Maryanna Christensen. Minutes approved.

4. PRESENTATION AND DISCUSSION ON LIBRARY POLICY UPDATES led by

Regina Reed.

5. LIBRARY DIRECTOR'S REPORT led by Regina Reed

- Monthly Statistics led by Regina Reed

- Grants led by Regina Reed
- Outreach led by Cindy Alvarez
- Upcoming Programs led by Cindy Alvarez

6. FRIENDS OF THE LIBRARY REPORT presented by Maryanna Christensen,
Friends of the Library President.

7. TRUSTEE ANNOUNCEMENTS
No Trustee Announcements.

8. ADJOURNMENT

Maryanna Christensen made a motion to adjourn and a second was made by
Margaret Tovar. Meeting adjourned at 6:26 pm.

**These minutes were approved by the Leon Valley Public Library Advisory Board on the
13th of March, 2025.**

APPROVED



CLARE BROWN, CHAIR

ATTEST



REGINA REED, SECRETARY & STAFF LIAISON

**EARTHWISE LIVING COMMITTEE MEETING MINUTES
CITY OF LEON VALLEY, TEXAS
February 26, 2025**

The Earthwise Living Committee of the City of Leon Valley, Texas met on the 12th day of February at 5:32 pm in the Large Conference Room at City Hall, located at 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business, to-wit:

**REGULAR MEETING OF THE CITY OF LEON VALLEY EARTHWISE LIVING COMMITTEE,
5:32 PM**

- 1. Call the City of Leon Valley Regular Earthwise Living Committee Meeting to Order and Determine a Quorum is Present.**

The meeting was called to order and a quorum was established at 5:32 pm. Members present were Castillo, Marcotte, Carreon, Campos, Cobos, Chair Mursch, Vice-Chair Burnside and Secretary Meffert. Also present were Council Liaison Mayor Riley and Staff Liaison Miranda. Absent were members Key and Zannaras.

- 2. Review and Consider Approval of the January 2025 Regular Earthwise Living Committee Meeting minutes**

The meeting minutes from February 12, 2025 were reviewed. After a date correction in the last sentence from March 26 to February 26, a motion to approve was made by Burnside and second by Castillo.

- 3. Discussions on Earthwise Living Day 2025**

General discussions were facilitated regarding planning for Earthwise Living Day 2025.

A motion to approve purchase printing of event flyers (up to \$50) and 100 gift cards for Leon Valley Elementary musicians and Smash Dance Performers (up to \$500) was made by Meffert and second by Cobos.

- 6. Adjournment**

The meeting was adjourned without objection at 7:10 pm. The Committee will reconvene on Wednesday, March 12, 2025 at 5:30 pm.

Beth Mursch
Chair

3/12/25
Date

MAYOR AND COUNCIL COMMUNICATION

DATE: April 1, 2025
TO: Mayor and Council
FROM: Melinda Moritz, Public Works Director
THROUGH: Crystal Caldera, Ph.D., City Manager

SUBJECT: Discussion and Possible Action to Consider Approval of an Ordinance Authorizing a Budget Adjustment for Fiscal Year 2025 from the General Fund Reserve in the Amount of \$35,000 for the Purpose of Increasing the Public Works Department Budget to Provide Funding for the Demolition of the Leon Valley Swimming Pool Facility (1st Read as Required by City Charter)

SPONSOR(S): Mayor and City Council

PURPOSE & BACKGROUND

The purpose of this item is to consider the approval of an Ordinance authorizing a budget adjustment in the amount of \$35,000 to facilitate the demolition of the Leon Valley Community Swimming Pool facility.

Per City Council direction, the Public Works Crew will demolish the pools and fill them in with appropriate materials. In addition, the concession portion of the existing building will be demolished, leaving only the restrooms and fencing intact. The pool pumps and motors will be transferred to the Forest Oaks Community Pool to be reused, as well as all items in the concession area.

Fiscal Impact

The estimated cost to perform this work is \$35,000.
General Fund Balance (as of 09/30/24): \$6,832,000.

Recommendation

Staff recommends approval of an Ordinance authorizing a budget adjustment to demolish the Leon Valley Community Swimming Pool facility.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

ORDINANCE NO. 2025-

AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL AUTHORIZING A BUDGET ADJUSTMENT TO THE FY 2024-2025 GENERAL FUND BUDGET IN THE AMOUNT OF \$35,000 FOR THE PURPOSE OF INCREASING THE PUBLIC WORKS DEPARTMENT TO PROVIDE FUNDING FOR THE DEMOLITION OF THE LEON VALLEY COMMUNITY SWIMMING POOL; AND PROVIDING FOR A REPEALER, SEVERABILITY, AND SAVINGS CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Leon Valley has already passed their FY 2024-2025 Budget on August 20th, 2024; and

WHEREAS, it has been determined that funding should be added to the FY 2024-2025 Budget; and

WHEREAS, the City of Leon Valley operates two Community pools as part of the City's Parks system; and

WHEREAS, the Leon Valley Community Swimming Pool facility is past its economic life and in severe disrepair and would need extensive repairs to rehabilitate to today's codes and Americans with Disability Code standards; and

WHEREAS, to demolish the facility and repurpose the property it is necessary to amend the FY 2024-2025 General Fund budget in the amount of \$35,000; and

WHEREAS, it is now the desire of the City Council to authorize a budget adjustment to afford such demolition;

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

SECTION 1. The FY 2024-2025 General Fund Budget of the City of Leon Valley is hereby adjusted in the amount of \$35,000 to increase the Public Works Department Budget to provide funding for the demolition of the Leon Valley Community Swimming Pool Facility.

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 3. 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 4. 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 5. 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 1st day of April, 2025.

APPROVED

CHRIS RILEY
MAYOR

Attest :

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

Arturo D. "Art " Rodriguez
City Attorney

Consider Approval of an Ordinance Budget Adjustment LV Community Pool Demolition

David Dimaline

Public Works Assistant Director

City Council Meeting

April 1, 2024

Summary

- Question: Should the City Council approve an Ordinance authorizing a budget adjustment to fund the demolition of the LV Community Swimming Pools?
- Options
 - Approve
 - Other
- Declaration
 - At City Council discretion

Purpose

- Public Works Crew will demolish pools & fill in with appropriate materials
- Concession portion of existing building demolished, leaving restrooms & fencing intact
- Pool pumps & motors to be transferred to Forest Oaks Community Pool to be reused, as well as all items in the concession area

Aerial View



Fiscal Impact

- Estimated costs for fill and removal of excess debris is \$35,000
- Funds would come from the General Fund Reserve
 - Balance as of 9/30/24 is \$6,832,000

Recommendation

- Staff recommends approval of Ordinance

MAYOR AND COUNCIL COMMUNICATION

DATE: April 01, 2025
TO: Mayor and Council
FROM: Sandra Passailaigue, City Secretary
THROUGH: Crystal Caldera, City Manager
SUBJECT: Discussion and Possible Action on a Resolution Appointing Abraham Diaz as Commissioner, Place 3 on the Planning & Zoning Commission
SPONSOR(S): (N/A)

PURPOSE

The purpose of this item is to present to City Council the written acceptance letter from Planning & Zoning Commission, Abraham Diaz, 1st Alternate, accepting the move from 1st Alternate to Commissioner 3.

The position of Commissioner 3 was vacated on the evening of March 17, 2025 when Hilda Gomez submitted her resignation from the Commission.

Per City Code, on March 25, 2025, during a Regular Planning & Zoning Commission meeting, Chair Eric Matta asked 1st Alternate Diaz if he would like to step up into the Commissioner 3 position. Mr. Diaz accepted and per Dr. Crystal Caldera, City Manager, was told he did not need to put it in writing as it is in the meeting minutes.

SEE LEON VALLEY

Social – The City will encourage collaborative participation by its residents, businesses, and stakeholders. The City’s citizens participate by serving on boards, committees, and commissions. This encourages transparency, communication, and accountability.

Economic – Not applicable

Environmental – Not applicable

FISCAL IMPACT

None

STRATEGIC GOALS

Not applicable

RECOMMENDATION

City Council Discretion

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

RESOLUTION NO. 25-0__R

A RESOLUTION OF THE CITY OF LEON VALLEY, TX., CITY COUNCIL APPOINTING ABRAHAM DIAZ AS COMMISSIONER, PLACE 3 ON THE PLANNING & ZONING COMMISSION

NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, THAT:

The following individual is hereby appointed as a Commissioner, 3 to the **Planning & Zoning Commission** with a term expiring June 30, 2025:

Abraham Diaz

NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS:

That the appointment of the aforementioned individual to the Leon Valley Planning & Zoning Commission and that the terms become effective immediately.

PASSED, ADOPTED, AND APPROVED by the City Council of the City of Leon Valley on this the 1st day of April, 2025.

APPROVED

CHRIS RILEY
MAYOR

Attest: _____
SAUNDRA PASSAILAGUE, TRMC
City Secretary

Approved as to Form: _____
ARTURO D. "ART" RODRIGUEZ
City Attorney

MAYOR AND COUNCIL COMMUNICATION

DATE: April 1, 2025

TO: Mayor and Council

FROM: Crystal Miranda, Community Relations Director

THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: Request for an In-Kind Grant on behalf of John Marshall Orchestra Band for use of the Conference Center to host their banquet.

SPONSOR(S): N/A

PURPOSE & BACKGROUND

The John Marshall Orchestra Band Director is requesting the use of the Leon Valley Conference Center as a space to host their banquet for their members.

The John Marshall Orchestra Band Director is requesting the use of the Conference Center from 3 p.m. until 10 p.m. Saturday, May 17. The Conference Center is not currently booked during the requested timeline.

The grant request includes a waiver of the deposit, facility usage fee, cleaning fee and security fee.

The In-Kind Grant Committee reviewed the request and is forwarding an average score of 19. The points required are a minimum of 14.3 out of 24 (see attached score sheets).

FISCAL IMPACT

If approved, the grant would waive the following fees:

Security	\$192.50 (\$27.50 *7 hrs.)
Cleaning Fees	\$145
Rental Fees	\$696
Deposit	\$400 *refundable
Total Waived	\$1,433.50

RECOMMENDATION

City Council Discretion

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary



In-Kind Grant Application

6400 El Verde Road, Leon Valley, Texas 78238

PH: 210-684-1391 Ext: 228 Fax: 210-684-4476

Community Center

Conference Center

Please check all that apply:

<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Religious	<input type="checkbox"/> Govt. Entity	<input checked="" type="checkbox"/> School x	<input type="checkbox"/> Charitable	<input type="checkbox"/> Other (please specify):
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Organization Information

Name: Carlota Rodriguez Ruiz-Healy

Address: 8000 Lobo Ln San Antonio Tx, 78240

Contact Number: 2105574700 Email Address: carlota.rodriguezruizhealy@nisd.net

Event Coordinator: Carlota Rodriguez Ruiz-healy Cell Phone: Same as contact info

Event Information

Date(s) of Event: 5/24 / _____ Start Time: 3:00PM End Time: 10:00:PM

Assembly Date: _____ / _____ Start Time: _____ End Time: _____

Breakdown/Clean-up Date/Time: 5/24 10:00 PM

Estimated Attendees: 75

Purpose of Event: John Marshall High School Orchestra Banquet- To celebrate the all of our hard work from the year and that our Varsity earned a Level 1 Sweepstakes at UIL Contest.

Primary Audience: John Marshall Ochestra Members

If event is a fundraiser, what will fundraising funds be used for?
NA

List all other sources of funding for this event such as admission fee, donations, grants, etc.:

Orchestra Fundraisers done throughout the school year.

Will your event allow the sale or consumption of alcohol? If yes, have you already obtained the proper state permits? Please attach copy of permits.

NA

What benefits will the City of Leon Valley receive from this event?

Most of our students are Leon Valley Residents and this event will continue to foster the sense of community that is really important to our program. The orchestra is also hoping to create a musical partnership with the community center where we could play for more Leon Valley Community events such as holiday or special celebrations.

Describe the in-kind services that you are requesting such as security, facility usage, electrical, booth set-up, stage set-up, clean-up, transportation, barricades, etc.:

Facility usage, security either or both if possible.

Has this organization or project previously received in-kind City services? If yes, please provide the details, including the monetary value of the resources.

No-not that I'm aware of and not while I've been director.

If this is a second or third request for assistance, please tell us what's new, improved, expanded, or innovative about this year's proposed project compared to previous applications.

Please describe your specific plans to market and promote the proposed project.

This is our end of year event and we usually make a social media campaign leading up the the event as well as posters and a mention at our end of year concert.

Please attach all other supporting documents and mail or hand-deliver to:

*City of Leon Valley, Community Relations Director: 6400 El Verde Rd. Leon Valley, Texas 78238

Print Name: _____

Signature: _____

Date: ____/____/____

In-Kind Grant Request: <u>John Marshall High School Orchestra</u>		Max Points: 24			
Event Date: <u>05/27/2025</u>		Total Points Required for Affirmative Recommendation: 18			
Criteria	0	1	2	3	SCORING
Does the request promote the City of Leon Valley?	Request <i>does not</i> promote the City of Leon Valley	Request <i>somewhat</i> promotes the City of Leon Valley	Request <i>mostly</i> promotes the City of Leon Valley	Request is <i>entirely</i> about promoting the City of Leon Valley	3
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the request encourage tourism and increase outside interests in local businesses in Leon Valley?	Request <i>does not</i> encourage tourism/increase outside interests	Request <i>somewhat</i> encourages tourism/increase outside interests	Request <i>mostly</i> encourages tourism/increase outside interests	Request <i>definitely</i> encourages tourism/increase outside interests	1
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the organization directly or indirectly promote economic development or support the City thru educational services or does it enhance City buildings, parks or similar facilities?	Organization does <i>not</i> promote, support or enhance the City of Leon Valley	Organization <i>somewhat</i> promotes, supports or enhances the City of Leon Valley	Organization <i>mostly</i> promotes, supports or enhances the City of Leon Valley	Organization <i>definitely</i> promotes, supports or enhances the City of Leon Valley	2
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
PRIVATE ENTITY: Generates Additional Sales/Tax Revenues PUBLIC/NPO ENTITY: Provides needed social services for LV <i>(please circle the type of entity and rate applicant according to the specific entity/sector)</i>	Request does <i>not</i> meet criteria	Request <i>somewhat</i> meets criteria	Request <i>mostly</i> meets criteria	Request <i>definitely</i> meets criteria	0
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the event or organization allow the public to attend or participate with the community?	Event/Organization does <i>not</i> allow the public to attend or participates with the community	Event/Organization <i>somewhat</i> allows the public to attend or participates with the community	Event/Organization <i>mostly</i> allows the public to attend or participates with the community	Event/Organization <i>definitely</i> allows the public to attend or participates with the community	3
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the request support the City Mission? "The City of Leon Valley will provide our community with a superior quality of life by balancing social equity, environmental stewardship and economic development to achieve sustainability".	Request does <i>not</i> support City mission	Request <i>somewhat</i> supports City mission	Request <i>mostly</i> supports City mission	Request <i>definitely</i> supports City mission	3
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does the event help bridge communication and networks between the City of Leon Valley and other stakeholders?	Request does <i>not</i> support vision for collaborative stakeholder participation	Request <i>somewhat</i> supports vision for collaborative stakeholder participation	Request <i>mostly</i> supports City vision for collaborative stakeholder participation	Request <i>definitely</i> supports vision for collaborative stakeholder participation	3
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
TOTAL					18

In-Kind Grant Request: <u>John Marshall</u> Event Date: <u>5/17/2025</u>		Max Points: 24 Total Points Required for Affirmative Recommendation: 18			
Criteria	0	1	2	3	SCORING
Does the request promote the City of Leon Valley?	Request <i>does not</i> promote the City of Leon Valley <input type="checkbox"/>	Request <i>somewhat</i> promotes the City of Leon Valley <input checked="" type="checkbox"/>	Request <i>mostly</i> promotes the City of Leon Valley <input type="checkbox"/>	Request is <i>entirely</i> about promoting the City of Leon Valley <input type="checkbox"/>	1
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TOTAL					5

In-Kind Grant Request: John Marshal High School		Max Points: 24			
Event Date: 5/5/2025		Total Points Required for Affirmative Recommendation: 18			
Criteria	0	1	2	3	SCORING
Does the request promote the City of Leon Valley?	Request <i>does not</i> promote the City of Leon Valley <input type="checkbox"/>	Request <i>somewhat</i> promotes the City of Leon Valley <input type="checkbox"/>	Request <i>mostly</i> promotes the City of Leon Valley <input checked="" type="checkbox"/>	Request is <i>entirely</i> about promoting the City of Leon Valley <input type="checkbox"/>	2
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TOTAL					20

Discussion, Consideration & Possible Action on an In-Kind Grant Request by John Marshall Orchestra Band

City Council Meeting

April 1, 2025

Crystal Miranda

Community Relations Director

Purpose

- John Marshall Orchestra Band is requesting use of the Leon Valley Conference Center to host their banquet.
- The banquet request date is Saturday, May 17, 2025, from 3 p.m. – 10p.m.
- This event is hosted for John Marshall Orchestra Members.

Background

- This is the first time the John Marshall Orchestra Band has submitted an In-Kind Grant Application for the use of the Conference Center.

Background

- On September 4, 2018, the City Council voted to, “require a deposit, no longer waive cleanup cost, no longer waive security, and add a setup fee which would be same as the cleanup fee and do not waive the fee at the discretion of each application coming to Council.”
- **However, JMOB is requesting a waiver of all fees at City Councils discretion.**

Fiscal Impact

- If approved, the grant would waive the following fees:

- Banquet

• Building	\$696	
• Cleaning	\$145	
• Security	\$192.50	(\$27.50x7hrs.)
• <u>Deposit</u>	<u>\$400</u>	* (refundable)
Total Fees Waived	\$1,433.50	

Recommendation

- The In-Kind Grant Committee reviewed the two requests and forwards to Council an average score of 14.3 out of 24. The points required for approval is a minimum of 18.
- City Council's discretion to waive fees requested.

MAYOR AND COUNCIL COMMUNICATION

DATE: April 1, 2025
TO: Mayor and Council
FROM: Susana Huerta, AICP, Planning & Zoning Director
THROUGH: Crystal Caldera, Ph.D., City Manager

SUBJECT: Presentation and Discussion to Approve an Amending Subdivision Plat of the Correction Plat of Linkwood Addition Subdivision Establishing Lot 41, With a Request for a Variance to Chapter 10 Subdivisions, a Requirement for Construction of a Sidewalk, Block D, CB 4446A for Approximately 0.427 acres, Located at 7500 and 7504 Linkside Drive (1st Reading as Required by City Charter), S. Huerta, Planning and Zoning Director

PURPOSE

SUMMARY: This is a request by Meals Myers Engineering and Surveying LLC on behalf of Katrina N. Garcia and Jim J. Garcia for an amending plat of approximately 0.427 acres of land located at 7500 and 7504 Linkside Drive. The request is intended to facilitate an addition to the existence residence.

The property owner wishes to build an addition to the existing home, but it will not fit within the current lot lines. The property owner owns the adjoining lot and intends to amend the currently platted lot to incorporate the additional land. This will allow them to construct the proposed home addition.

The requested amending plat proposes to combine the property into one new lot (Lot 41). The 0.427-acre lot labeled as Lot 41 will provide access from both Linkside Street and Linkcrest Street.

The City Engineer has reviewed the plat document and all other associated analysis and infrastructure design elements and has determined that the plat is in substantial conformance with the regulations of Chapter 10, Subdivisions, with the exception of the construction of a sidewalk. The applicant has submitted a request for a variance to this requirement.

Additionally, Per Section 212.010 of the Local Government Code, "the municipal authority responsible for approving plats shall approve if:

- 1) it conforms to the general plan of the municipality and it's current and future streets, alleys parks, playgrounds, and public utility facilities; and
- 2) it conforms to the general plan for the extension of the municipality and it's roads, streets, and public highways within the municipality and in its extraterritorial jurisdiction taking into account access to an extension of sewer and water mains and the instrumentalities of public utilities; and

3) a bond required under Section 212.106, if applicable, is filed with the municipality;
and

4) it conforms to any rules adopted under Section 212.002.

FISCAL IMPACT

The proposed new improvements will increase the taxable value of the property and therefore increase the City's property tax base.

RECOMMENDATION

The amending request has been found to be in substantial conformance to Chapter 10, Subdivisions with the exception of the sidewalk requirement. The City Engineer and staff recommend approval contingent on the outcome of the sidewalk variance request.

PLANNING AND ZONING COMMISSION RECOMMENDATION

The Planning and Zoning Commission recommended approval of the plat without variances with a 6 - 0 vote.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

SITE PLAN

MEALS MYERS
ENGINEERING & SURVEYING LLC

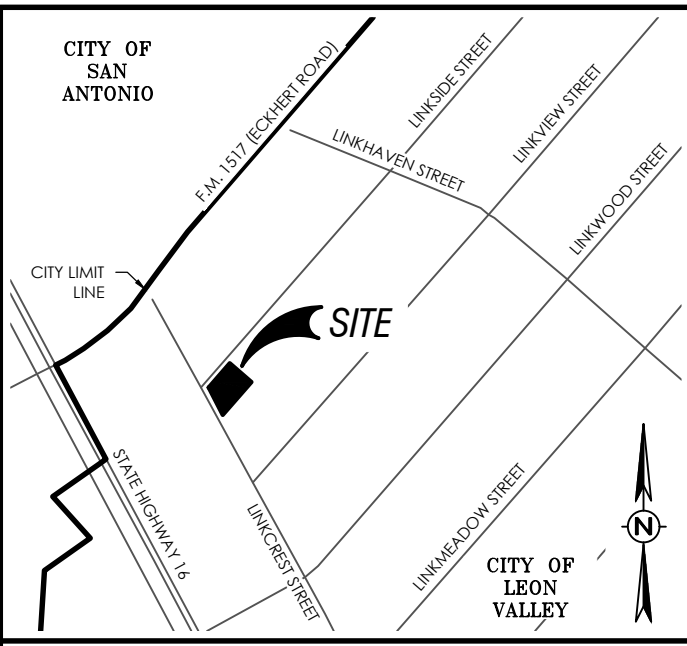
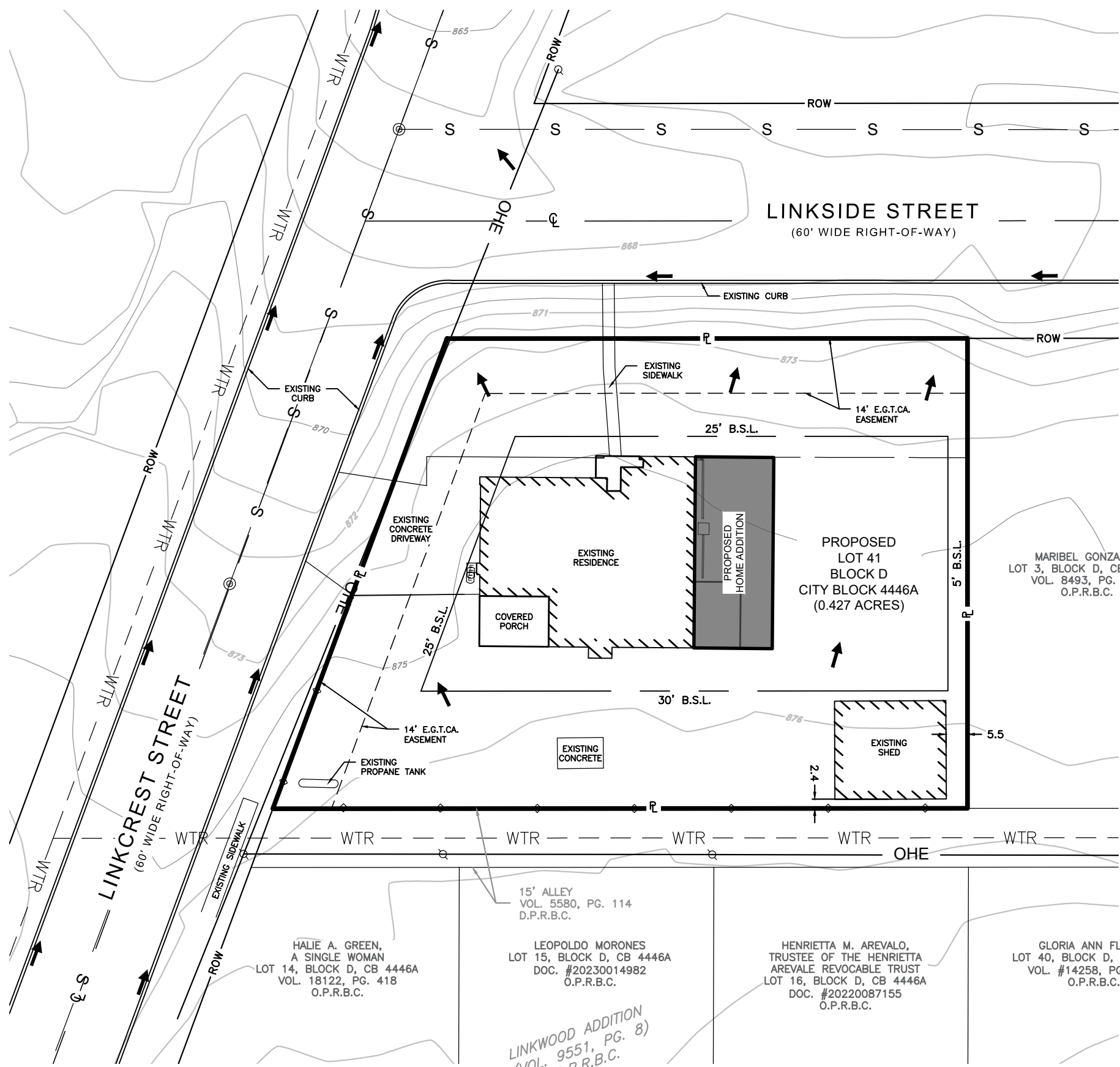


10906 LAUREATE DRIVE #101, SAN ANTONIO, TX 78249
PHONE: (210) 740-2483 | (830) 931-1269
TBPE No. F-18576 | TBPLS No. 101942291

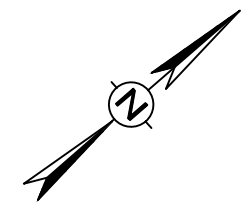
© 2025 Meals-Myers

HOME ADDITION
7500 LINKSIDE STREET
SAN ANTONIO, TX 78240

EXHIBIT PURPOSES ONLY.
NOT FOR CONSTRUCTION.



LOCATION MAP
NOT TO SCALE



LEGEND

- PROPERTY BOUNDARY
- ADJOINING PROPERTY LINE
- EXISTING CHAINLINK FENCE
- EXISTING WOODEN FENCE
- EXISTING 1' CONTOUR LINE
- EXISTING 5' CONTOUR LINE
- EXISTING POWER POLE
- EXISTING SANITARY SEWER MAIN
- EXISTING WATER MAIN
- EXISTING OVERHEAD ELECTRIC
- DEED AND PLAT RECORDS OF BEXAR COUNTY, TEXAS
- OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY, TEXAS
- FLOW ARROW

As the homeowner of 7500 Linkside and 7504 Linkside I believe the request to install sidewalks along both property's frontages are an unreasonable hardship. We believe this to be unreasonable due to the grade/ slope of the front yard of 7500 Linkside. The grade will result in a very expensive engineered retaining wall having to be built prior to side walk installation. We however are willing to place a sidewalk along the frontage of 7540 Linkside . This sidewalk would extend from the existing property lines of 7504 Linkside, this is where the planned new construction will be added (house addition and driveway). Please see the attached diagram (highlighted area) for planned sidewalk and driveway.



Jim Garcia Jr. (Homeowner)

210-232-6628



**CITY OF LEON VALLEY
A TREE VARIANCE**

Jim Garcia, Jr., applicant, Project Number PZ-2025-7, is hereby granted a variance to the Leon Valley Code of Ordinances, Chapter 10, Subdivisions, Section 10.02.151(h) – Additional regulations regarding the requirement for construction of a sidewalk to only install a sidewalk along 7504 Linkside Drive, Located at 7500 and 7504 Linkside Drive, Lots 1 and 2, Block D, CB 4446A, of the Correction Plat of Linkwood Addition for Approximately 0.427 acres.

The City Council of the City of Leon Valley voted approval of the above variance on the 1st day of April 2025.

Chris Riley
Mayor

Attest:

Saundra Passailaigue, TMRC
City Secretary

PZ-2024-31

Request for Amending Plat 7500 and 7504 Linkside Drive

Susana Huerta, AICP
Planning and Zoning Director
City Council Meeting
April 1, 2025

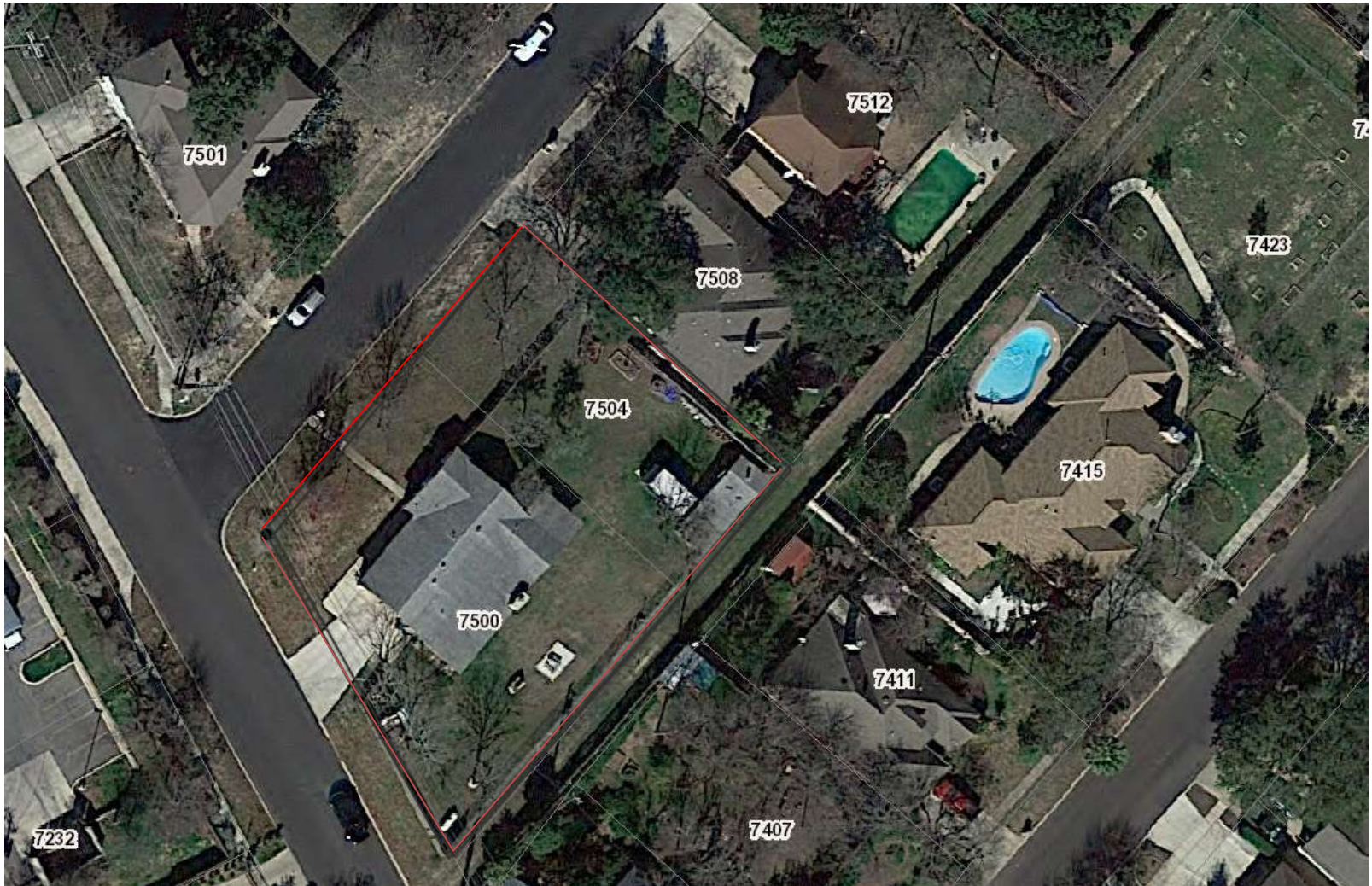
Purpose

- Consider recommending approval of an Amending Plat
- 7500 and 7504 Linkside Drive – approx. 0.427 acres with an existing home and shed
- Lots 1 and 2, Block D, CB 4446A, Correction Plat of Linkwood Addition
- Proposing an addition to the existing residence
- Owner is required to amend his plat in order to allow the proposed construction

Purpose

- Project consists of two lots (to be amended):
- Lot 1 – Existing Residence
- Lot 2 – Proposed addition and existing Shed
 - These structures will have access to both Linkside Drive & Linkcrest Drive

Aerial View



Staff Comments

- City Engineer reviewed amending plat and determined that plat is in substantial conformance to Chapter 10, Subdivisions, with exception of meeting the requirements of sidewalk installation
- Applicant is requesting a variance to this requirement

Sidewalk Variance Request



Fiscal Impact

- The owner has paid all fees associated with this application
- The proposed addition will increase the property value and therefore increase the City's property tax base.

Planning and Zoning Commission Recommendation

{Section}.72.

- The Planning and Zoning Commission recommended approval of the plat without variances in a 6 – 0 vote.

CITY COUNCIL COMMUNICATION

DATE: April 1, 2025
TO: Mayor and Council
FROM: Susana Huerta, Planning and Zoning Director
THROUGH: Crystal Caldera, Ph.D., City Manager

SUBJECT: Presentation and Discussion on an Ordinance for a Request to Rezone Approximately 6.8 Acre of Land, From R-1 Single-Family Dwelling District to Planned Development District (PDD), with R-3 Multiple-Family Dwelling Base Zoning District, Located at 6612 and 6618 Sawyer Road; and More Specifically Described as the Northwest 330.13 feet of Lots 10, 11, 12, and 13; the Northeast 20' Triangle of Lot 10; and the Southwest 400' of Lot 3, CB 5874, Leon Valley Addition Subdivision

PURPOSE

The purpose of this item is to consider a request to rezone approximately 6.8 acres of land from R-1 Single-Family Dwelling District to a PDD, with R-3 Multiple-Family Dwelling Base Zoning District, located at 6612 and 6618 Sawyer Road

This PDD is proposing to allow for flexible planning to:

1. Develop a multi-family townhouse development which is a product to meet housing demands
2. Allow for more affordable housing options
3. Fulfill the goals and objectives of the City's long-term vision of increasing citizenship, tax-base and promoting Economic Development Growth.

The applicant is asking for six variances to Section 15.02.308 R-3 Multiple-Family Dwelling District:

1. Minimum Lot Size after the first three units reduced from 1,200 square feet unit area to 600 square feet unit area.
2. Maximum Height increased from three (3) stories to four (4) stories.
3. Reduce Minimum Setbacks from 20 feet to 5 feet in the Front, 25 feet to 5 feet in the Rear and from 15 feet to 4 feet in the Rear.
4. Minimum Off-Street Parking Spaces decreased from two (2) to one and one half (1 ½).
5. Request to provide only two parking spaces for units with more than two bedrooms.
6. Reduce Landscaping requirements from 35% of property and 5% in plantings to 10% of property and 2% of plantings.

The applicant is requesting consideration of the proposed concept plan.

Sec. 15.02.327 - "PD" planned development district

(a) Purpose. The purpose of a planned development ("PD") zoning district is to facilitate a specific development project, in accordance with a PD project plan, that may include uses, regulations and other requirements that vary from the provisions of other zoning districts. PD districts are intended to generally implement the following:

- (1) Flexible and creative planning;*
- (2) The goals, objectives, and maps of the city's comprehensive plan, including but not limited to, the city's future land use plan;*
- (3) Economic development;*
- (4) Compatibility of land uses;*
- (5) Innovative planning concepts;*
- (6) Higher quality development for the community than would result from the use of the city's standard zoning districts; and*
- (7) Expansion of uses with buildings constructed prior to the adoption of the sustainability overlay district on December 1, 2009, that may be difficult to re-purpose.*

STAFF COMMENTS

The proposed development will be located on one (1) lot, as opposed to multiple lots in a townhouse development. It will be designed as a condominium development which is suited for an R-3 Multiple-Family Zoning District.

- 1) Staff advises the Council to require legal documentation for the condominium project during the platting process.
- 2) Staff does not support the variance request to be exempt from minimum setback requirements or parking requirements.
- 3) This property will need to be replatted prior to any development or construction.
- 4) The applicant will need to submit a separate tree removal variance. That code does not allow that as part of the PDD request.
- 5) Staff advises adding the condition that the site plan cannot increase units more than 10% without Council approval.

The City Engineer has submitted a review with several comments that include concerns with the variances to parking, lot size, building height and fire lanes provided. A final site plan cannot be finalized until the approval of a Tree Preservation Plan.

Traffic Impact

The submitted Traffic Impact Analysis (TIA) proposes 175 units and does not exceed the maximum threshold to warrant an additional TIA study. Should the applicant increase the number of units, he will be required to submit a TIA study.

Surrounding Zoning

- North: B-1 Small Business, B-2 Retail, R-1 Single Family Dwelling
- West: R-1 and R-3 Multiple Family Dwelling
- East: B-1, B-2, B-3 Commercial, and R-1
- South: R-1, R-3, B-2, and B-3

Master Plan

The Master Plan contemplates for properties along Sawyer Road to be zoned R-2, R-3 A, R-3, or R-4 which is consistent with the proposed use of the PDD request as a townhouse-like development. The request is consistent and compatible with the City’s Master Plan.

Notification

- Letters mailed to property owners within 200’ 16
- Letters received in favor 0
- Letters received in opposition 1
- Letters returned undeliverable 3

FISCAL IMPACT:

The developer has paid all fees associated with the processing of this PDD. The development of a townhouse subdivision will increase ad valorem and sales taxes in the city.

RECOMMENDATION

Staff recommends that should Council decide to approve the proposed project, the following conditions be added to the PDD ordinance:

1. Maximum number of units be limited to a maximum of 175. Should units be increased, it will trigger a TIA study.
2. The minimum lot size for R-3 base zoning district is required to remain.
3. The 600 square foot area variance is to unit size of townhouses, not lot size of the property.
4. Minimum landscaping requirements should be met.
5. Minimum parking requirements should need to be met.
6. Have PDD request be amended to remove wording of special provisions.

PLANNING AND ZONING COMMISSION
RECOMMENDATION

The Planning and Zoning Commission made a recommendation to deny the zone change request with a vote of 5 – 2.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

ORDINANCE No. 2025-

AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL GRANTING A ZONE CHANGE ON AN APPROXIMATELY 6.8 ACRE TRACT OF LAND FROM R-1 SINGLE-FAMILY DWELLING DISTRICT TO PLANNED DEVELOPMENT DISTRICT (PDD), WITH R-3 MULTIPLE-FAMILY DWELLING BASE ZONING DISTRICT BEING THE NORTHWEST 330' OF LOTS 10, 11, 12, 13, AND THE NORTHEAST 20' TRIANGLE OF LOT 10, AND THE SOUTHWEST 400' OF LOT 3, CB 5874, LEON VALLEY, TEXAS; PROVIDING A REPEALER CLAUSE; SEVERABILITY CLAUSE; NOTICE OF MEETING; SAVINGS CLAUSE; PROVIDING 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, 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 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 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. The request for rezoning from R-1 Single-Family Dwelling District to Planned Development District (PDD), with R-3 Multiple-Family Dwelling Base Zoning District at the subject location, being described as the Northwest 330' of Lots 10, 11, 12, 13, and the Northeast 20' Triangle of lot 10, and the Southwest 400' of Lot 3, CB 5874 , located at 6612 and 6618 Sawyer Road, Leon Valley, Texas, is hereby approved with the following variances:

- A. Minimum Lot Size after the first three units reduced from 1,200 square feet unit area to 600 square feet unit area.

- B. Maximum Height increased from three (3) stories to four (4) stories.
- C. Reduce Minimum Setbacks from 20 feet to 5 feet in the Front, 25 feet to 5 feet in the Rear and from 15 feet to 4 feet in the Rear.
- D. Minimum Off-Street Parking Spaces decreased from two (2) to one and one half (1 ½).
- E. Request to provide only two parking spaces for units with more than two bedrooms.
- F. Reduce Landscaping requirements from 35% of property and 5% in plantings to 10% of property and 2% of plantings.

SECTION 2. REPEALER CLAUSE. The provisions of the Ordinance shall be cumulative of all other ordinances or parts of ordinances governing or regulating the same subject matter as that covered herein, provided, however, that all prior ordinances or parts of ordinances inconsistent or in conflict with any of the provisions of this ordinance are hereby expressly repealed to the extent that such inconsistency is apparent by any other ordinance.

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 Leon Valley 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. NOTICE OF MEETING CLAUSE. It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

SECTION 6. EFFECTIVE DATE. This ordinance shall become effective on and after its passage, approval 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 April 2025.

APPROVED

CHRIS RILEY
MAYOR

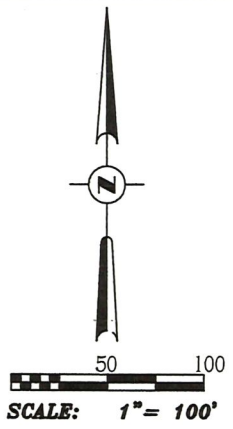
Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form: _____
ART RODRIGUEZ
City Attorney

LEON VALLEY ADDITION

PLAT LEGEND

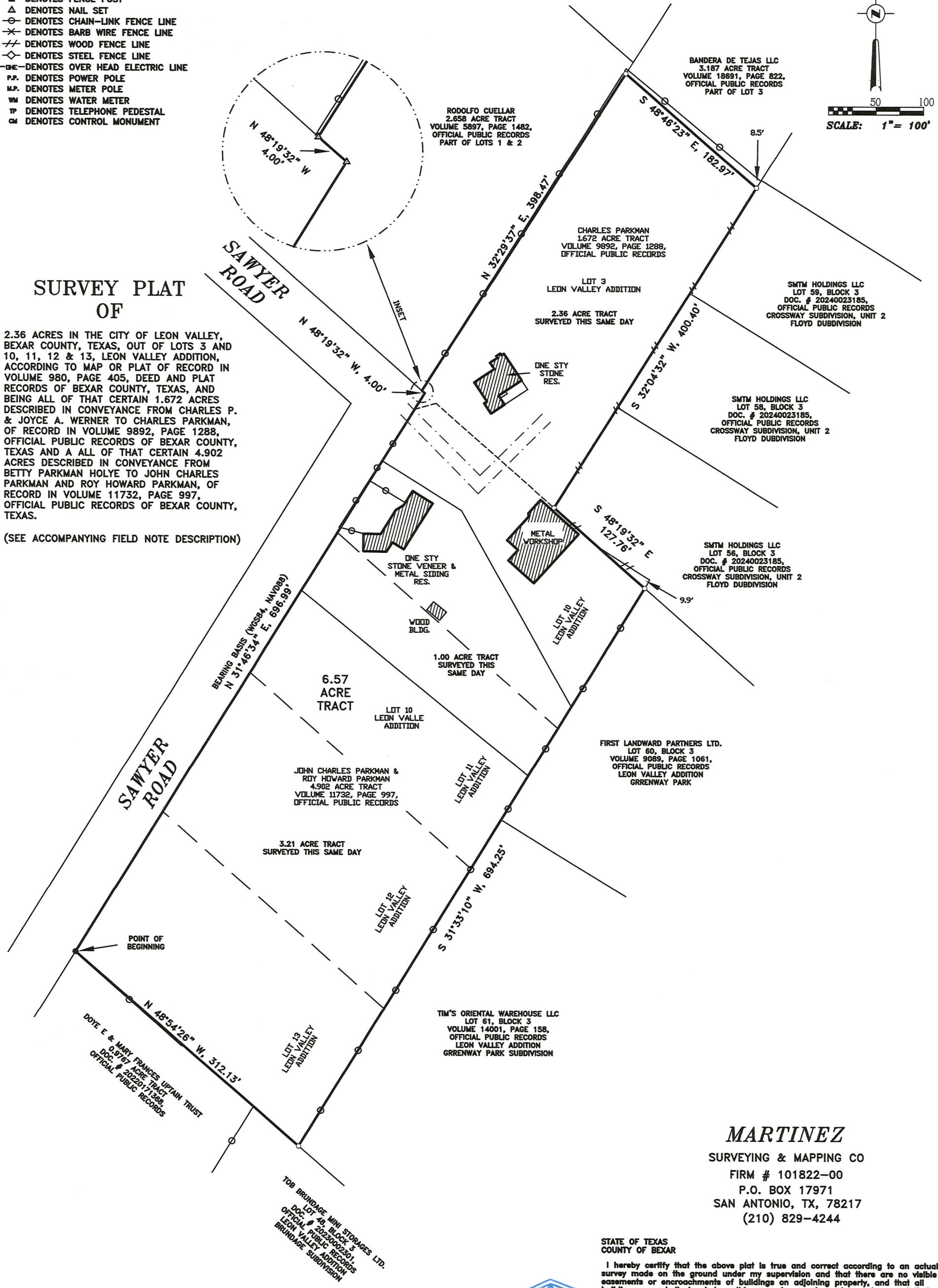
- 1/2" IRON PIN FOUND
- 1/2" IRON PIN SET WITH CAP STAMPED (RPLS 5482)
- ⊗ IRON PIPE FOUND
- DENOTES FENCE POST
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- ⊖ DENOTES CHAIN-LINK FENCE LINE
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- ⚡ DENOTES WOOD FENCE LINE
- ◇ DENOTES STEEL FENCE LINE
- DENOTES OVER HEAD ELECTRIC LINE
- P.P. DENOTES POWER POLE
- M.P. DENOTES METER POLE
- WM DENOTES WATER METER
- TP DENOTES TELEPHONE PEDESTAL
- CM DENOTES CONTROL MONUMENT



SURVEY PLAT OF

2.36 ACRES IN THE CITY OF LEON VALLEY, BEXAR COUNTY, TEXAS, OUT OF LOTS 3 AND 10, 11, 12 & 13, LEON VALLEY ADDITION, ACCORDING TO MAP OR PLAT OF RECORD IN VOLUME 980, PAGE 405, DEED AND PLAT RECORDS OF BEXAR COUNTY, TEXAS, AND BEING ALL OF THAT CERTAIN 1.672 ACRES DESCRIBED IN CONVEYANCE FROM CHARLES P. & JOYCE A. WERNER TO CHARLES PARKMAN, OF RECORD IN VOLUME 9892, PAGE 1288, OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY, TEXAS AND A ALL OF THAT CERTAIN 4.902 ACRES DESCRIBED IN CONVEYANCE FROM BETTY PARKMAN HOLYE TO JOHN CHARLES PARKMAN AND ROY HOWARD PARKMAN, OF RECORD IN VOLUME 11732, PAGE 997, OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY, TEXAS.

(SEE ACCOMPANYING FIELD NOTE DESCRIPTION)



MARTINEZ
 SURVEYING & MAPPING CO
 FIRM # 101822-00
 P.O. BOX 17971
 SAN ANTONIO, TX, 78217
 (210) 829-4244

STATE OF TEXAS
 COUNTY OF BEXAR
 I hereby certify that the above plat is true and correct according to an actual survey made on the ground under my supervision and that there are no visible encroachments or encroachments of buildings on adjoining property, and that all buildings are wholly located on this property except as shown above and that all pins have been located as indicated above on the date on this plat.



This 1ST day of MARCH, 20 24 A.D.

 REGISTERED PROFESSIONAL
 LAND SURVEYOR No. 5482
 JOB No. 24-2-9

NOTES:
 PROPERTY ADDRESS: 6612 SAWYER/ 6618 SAWYER ROAD
 THIS SURVEY WAS COMPLETED WITHOUT THE BENEFIT OF A TITLE COMMITMENT AND OTHER MATTERS OF RECORD, (EASEMENTS, SETBACK LINE, ETC.) WHICH MAY AFFECT THIS TRACT MAY NOT BE SHOWN HEREON.
 THIS PROPERTY IS PARTITIONED OUT OF A LARGER TRACT AND THE PROPERTY MAY SUBJECT TO SUBDIVISION RULES AND REGULATIONS OF THE CITY AND/OR COUNTY.

LEON VALLEY ADDITION

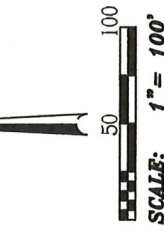
PLAT LEGEND

- 1/2" IRON PIN FOUND
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- STAMPED (RPLS 5482)
- ⊗ IRON PIPE FOUND
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SURVEY PLAT OF

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(SEE ACCOMPANYING FIELD NOTE DESCRIPTION)



BANDERA DE TEJAS LLC
3.187 ACRE TRACT
VOLUME 18691, PAGE 822,
OFFICIAL PUBLIC RECORDS
PART OF LOT 3

RODOLFO CUELLAR
2.658 ACRE TRACT
VOLUME 5897, PAGE 1482,
OFFICIAL PUBLIC RECORDS
PART OF LOTS 1 & 2

CHARLES PARKMAN
1.672 ACRE TRACT
VOLUME 9892, PAGE 1288,
OFFICIAL PUBLIC RECORDS

SMTM HOLDINGS LLC
LOT 59, BLOCK 3
DOC. # 20240023185,
OFFICIAL PUBLIC RECORDS
CROSSWAY SUBDIVISION, UNIT 2
FLOYD SUBDIVISION

SMTM HOLDINGS LLC
LOT 58, BLOCK 3
DOC. # 20240023185,
OFFICIAL PUBLIC RECORDS
CROSSWAY SUBDIVISION, UNIT 2
FLOYD SUBDIVISION

SMTM HOLDINGS LLC
LOT 56, BLOCK 3
DOC. # 20240023185,
OFFICIAL PUBLIC RECORDS
CROSSWAY SUBDIVISION, UNIT 2
FLOYD SUBDIVISION

FIRST LANDWARD PARTNERS LTD.
LOT 60, BLOCK 3
VOLUME 18691, PAGE 821,
OFFICIAL PUBLIC RECORDS
LEON VALLEY ADDITION
GREENWAY PARK

TIM'S ORIENTAL WAREHOUSE LLC
LOT 61, BLOCK 3
VOLUME 14001, PAGE 158,
OFFICIAL PUBLIC RECORDS
LEON VALLEY ADDITION
GREENWAY PARK SUBDIVISION

TOB BRUNDAGE MINI STORAGE LTD.
LOT 49, BLOCK 3
DOC. # 20220002301,
OFFICIAL PUBLIC RECORDS
LEON VALLEY ADDITION
BRUNDAGE SUBDIVISION

MARTINEZ
SURVEYING & MAPPING CO
FIRM # 101822-00
P.O. BOX 17971
SAN ANTONIO, TX, 78217
(210) 829-4244

STATE OF TEXAS
COUNTY OF BEXAR

I hereby certify that the above plat is true and correct according to an actual survey made on the ground under my supervision and that there are no visible encroachments or encroachments of buildings on adjoining property, and that all buildings are wholly located on this property except as shown above and that all pins have been located as indicated above on the date on this plat.



This 1ST day of MARCH, 20 24 A.D.
Reynaldo Martinez Jr.
REGISTERED PROFESSIONAL
LAND SURVEYOR No. 5482

JOB No. 24-2-9B

NOTES:

PROPERTY ADDRESS: 6612 SAWYER/ 6618 SAWYER ROAD

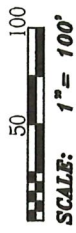
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LEON VALLEY ADDITION

PLAT LEGEND

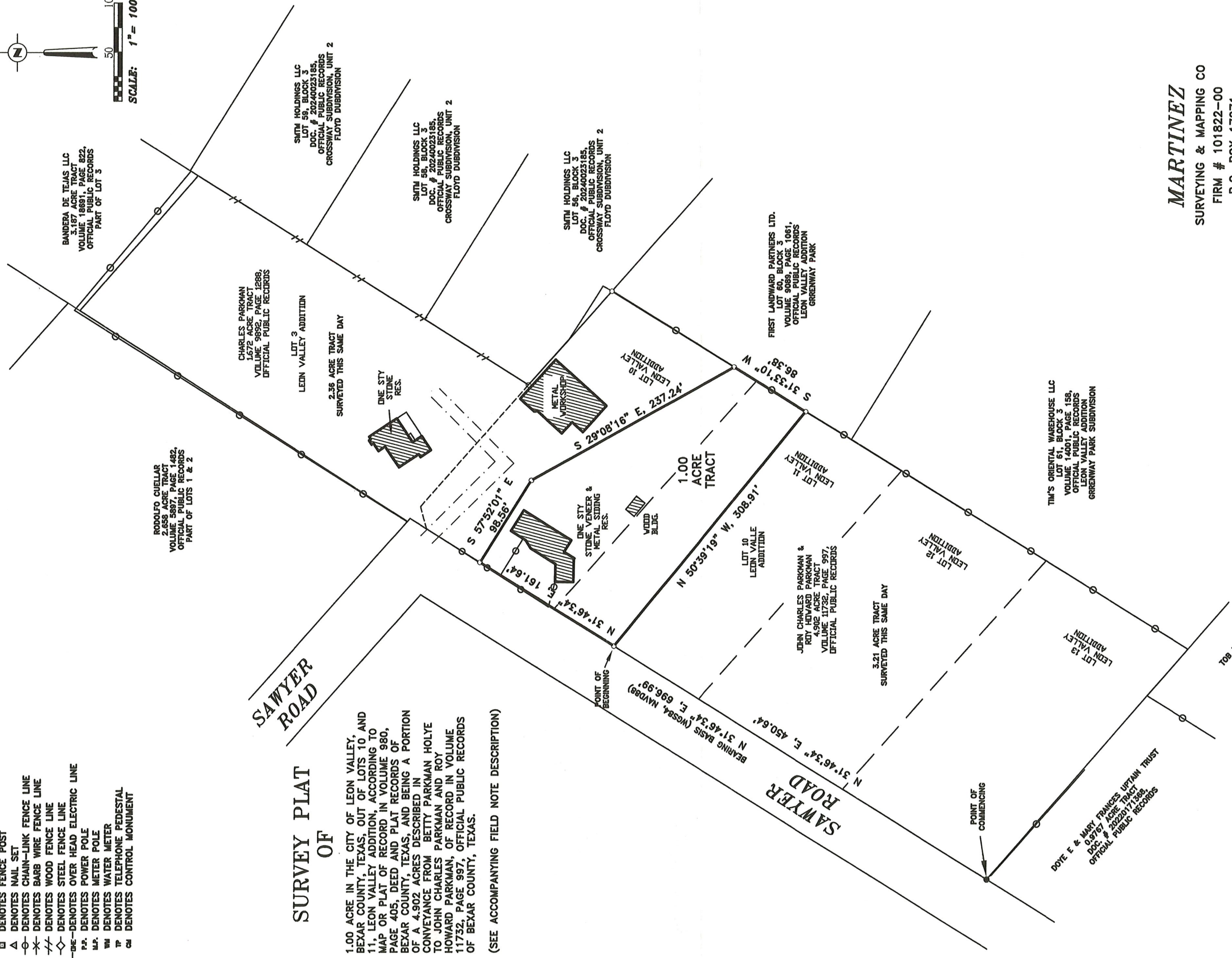
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SURVEY PLAT OF

1.00 ACRE IN THE CITY OF LEON VALLEY, BEAR COUNTY, TEXAS, OUT OF LOTS 10 AND 11, LEON VALLEY ADDITION, ACCORDING TO MAP OR PLAT OF RECORD IN VOLUME 980, PAGE 405, DEED AND PLAT RECORDS OF BEAR COUNTY, TEXAS, AND BEING A PORTION OF A 4.902 ACRES DESCRIBED IN CONVEYANCE FROM BETTY PARKMAN HOLYE TO JOHN CHARLES PARKMAN AND ROY HOWARD PARKMAN, OF RECORD IN VOLUME 11732, PAGE 997, OFFICIAL PUBLIC RECORDS OF BEAR COUNTY, TEXAS.

(SEE ACCOMPANYING FIELD NOTE DESCRIPTION)



MARTINEZ
 SURVEYING & MAPPING CO
 FIRM # 101822-00
 P.O. BOX 17971
 SAN ANTONIO, TX, 78217
 (210) 829-4244

STATE OF TEXAS
 COUNTY OF BEXAR

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This 1ST day of MARCH, 20 24 A.D.

Reynaldo Martinez Jr.
 REGISTERED PROFESSIONAL
 LAND SURVEYOR No. 5482

JOB No. 24-2-9B

PROPERTY ADDRESS: 6612 SAWYER/ 6618 SAWYER ROAD

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THIS PROPERTY IS PARTITIONED OUT OF A LARGER TRACT AND THE PROPERTY MAY BE SUBJECT TO SUBDIVISION RULES AND REGULATIONS OF THE CITY AND/OR COUNTY.

EXHIBIT __
To Ordinance _____
Of The City of Leon Valley

6612 and 6618 SAWYER RD.

Submitted by: ONE STOP GROUP, LP

PLANNED DEVELOPMENT DISTRICT

PROJECT PLAN (rev.3)

CHANGES HIGHLIGHTED IN YELLOW



Approved _____, 2025

Article 1. GENERAL

The property is a +/- 6.8 Acre tract Located at municipal addresses 6612 and 6618 Sawyer Rd, south of Bandera Rd, in the City of Leon Valley.

Property Information (the “Property”):

- Address: +/- 6.8 Acre Tract located at 6612 and 6618 Sawyer Rd.
- Legal Description: CB 5874 BLK LOT SW 400 FT OF 3 LOT N W 330.13 FT OF 10,11,12 & 13 & LOT N E 20 FT TRI OF 10
- Current Owner: ESTATES OF ROY AND JOHN PARKMAN
- Tract under contract by: ONE STOP GROUP, LP
- Current Zoning: R-1
- Tract:: As illustrated in **Exhibit “A”** (Site Survey)

Article 2. LAND USE

The Land Use of the Property shall be changed to:

- A. Base Zoning
The use and development of the Property shall comply with the zoning requirements of the City Code of Ordinances (the “Code”) Sec. 15.02.308 "R-3" Multiple-family dwelling district as revised in attached **Exhibit “D”**. The revisions to this section are also summarized in Article 3 of this document.
- B. Supplemental Use Regulations
Additional Allowed Uses: The following uses shall be permitted by-right on the property, in addition to the uses permitted by the base zoning, as defined in Section A above:

i. The development of a Multi-Family project with a Site Plan substantially similar to the illustration attached in **EXHIBIT "B"** (the "Site Plan"). The layout of the Site Plan and all stated and unstated Code modifications required to build it shall be allowed by-right, and shall supersede the current Code requirements where there is conflict.

Article 3. REVISIONS TO THE CODE OF ORDINANCES

The revisions to **Sec. 15.02.308 "R-3" Multiple-Family dwelling district** are included in Exhibit D. Here is a summary of these revisions:

Summary of Revisions to Sec. 15.02.308 "R-3" Multiple-Family Dwelling District

Paragraph	Section 15.02.208 - R-3 – Multiple-Family Dwelling District – Zoning Ordinances	Current R-3 Standards	Revisions
b.1	Lot regulation – minimum lot size after the first three units	1,200	600
b.5	Minimum Height	3 stories	4 stories
c.1	Front yard setback	20	5
c.2	Rear yard setback	25	5
c.5	Distance between buildings	15	4
d.2	Landscaping	35% overall and 5% non-sod coverage	10% overall and 2% non-sod coverage
d.6	Min parking spaces for two-bedroom unit	2	1.5
d.6	Min parking spaces for units with more than two bedrooms	?	2
	Illustration diagram at end of document		DELETE

Article 4. SPECIAL PROVISIONS

- A. This Development is considered a private facility on one lot that fronts a public street. The streets inside the development are considered private streets and are not subject to Sec 10.02.251 of the Code of Ordinances, Applicable Standards and Specifications.
- B. The Applicant shall be granted the right to modify the Site Plan so long as the required modifications to the Code, if any, are fully consistent with those required for the Site Plan as shown in Exhibit B.

C. The total number of units is currently estimated to be approximately 150, but shall not exceed 165. The number of units shall comply with the approved minimum parking requirements as stated above in this Project Plan.

D. The Tree Preservation and Mitigation Plan attached herein as EXHIBIT “J” shall be allowed by-right to enable the construction of the Site Plan, and shall supersede the requirements of the Code. The proposed mitigation plan in this EXHIBIT is approved.

Article 5. PURPOSE OF THIS PDD AND COMPLIANCE WITH PDD REQUIREMENTS

This PDD allows for flexible and creative planning to create an innovative new product that meets the strong current market demand for affordable new homes in proximity to the Medical Center. This development is contemplating the concept of a multi-family townhouse development which has not been built in Leon Valley for the past decades, with only two blue zones (Townhouse Districts) in the City. With the many new single-family developments in Leon Valley, the market is starved for this type of development in this location.

This development mostly borders commercial developments, and only two single family residences. Sawyer Rd is a less traveled road and has ample capacity to handle additional traffic, making this location ideal for this type of development.

Our PD district fulfills the goals and objectives of the city's long-term vision of:

1. Increasing citizenship
2. Increasing its tax-base
3. Economic Development Growth
4. Accommodating the design and construction that adapt to Market demand and affordability in this particular area of the City
5. This Development will have a substantial economic impact on the City

ESTIMATED DEVELOPMENT SCHEDULE AND COMPLETION TIMETABLE

- December 2025: Complete Platting
- August 2026: Complete Infrastructure Construction
- December 2029: Complete Home Construction of the Entire project.
-

Our PD zoning will not permanently injure the property rights of owner(s) of all real property affected by the zoning change. This rezoning will not adversely affect the health, safety, or welfare of the general public. This rezoning is consistent with the City’s vision to grow its citizenship, increase its tax-base, and achieve long-term economic growth.

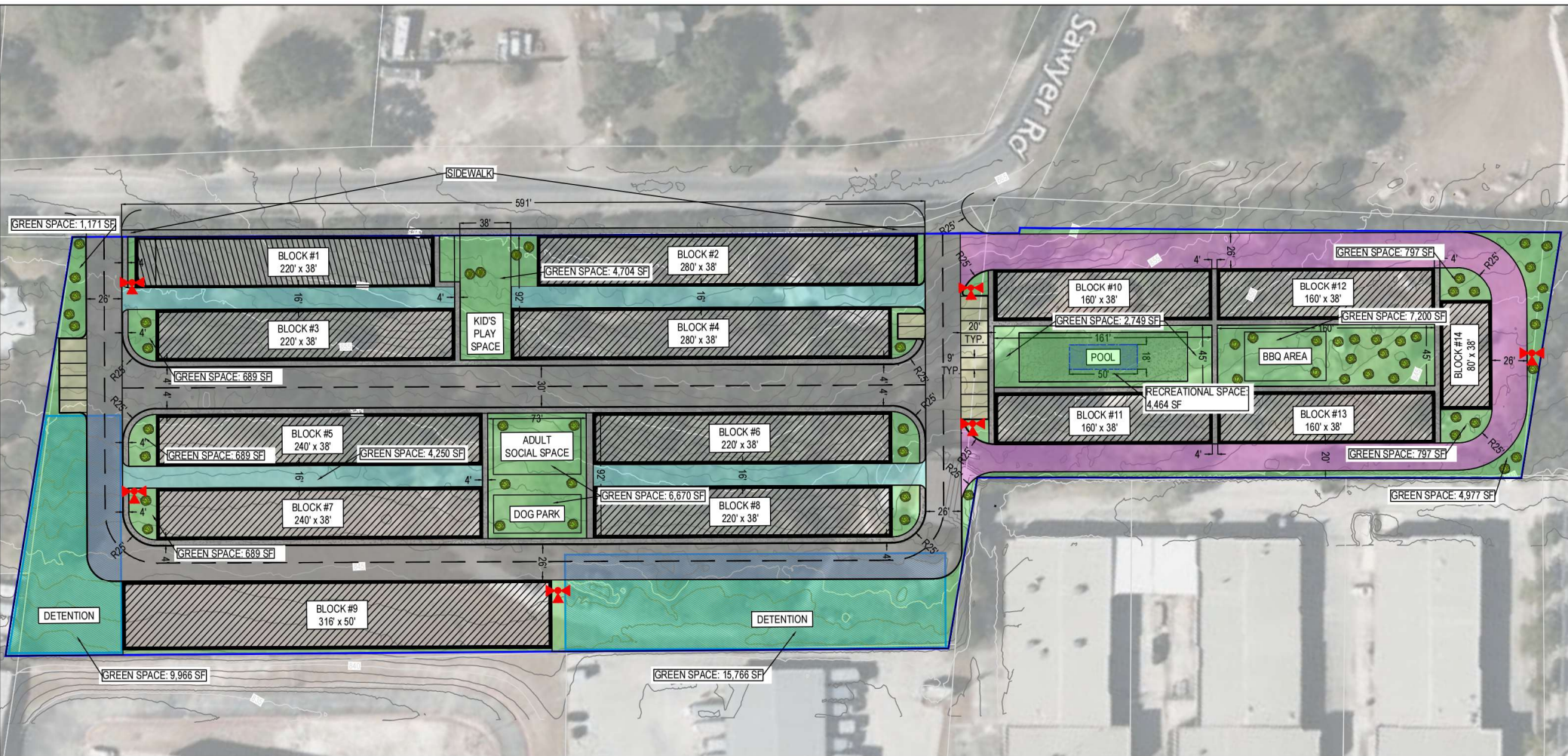
Respectfully submitted.

Please see below list of ATTACHED EXHIBITS

This PDD Project Plan includes the following Exhibits:

This Proposed PDD Project Plan includes the following Exhibits:

- **Exhibit A (Rev.3):** Site Survey
- **Exhibit B (Rev.3):** Site Plan
- **Exhibit C (Rev.3):** Fire Plan
- **Exhibit D (Rev.3):** Requested revisions to the Code of Ordinances **Sec. 15.02.308**
"R-3" Multiple-Family dwelling district
- ~~EXHIBIT E~~ ~~DELETED~~
- **EXHIBIT F:** Large Tree Grouping
- **EXHIBIT G:** Site Topo on Site Plan
- **EXHIBIT H:** Preliminary Drainage Plan
- **EXHIBIT I:** TIA Worksheet
- **EXHIBIT J: (NEW)** Tree Inventory and Tree Preservation And Mitigation Plan



GENERAL NOTES

1. ALL SIDEWALKS, CURBS, RAMPS, AND DRIVE APPROACHES IN THE RIGHT OF WAY SHALL BE IN COMPLIANCE WITH CURRENT TEXAS ACCESSIBILITY STANDARDS AND CITY OF SAN ANTONIO DESIGN STANDARDS PRIOR TO FINAL INSPECTION APPROVAL.

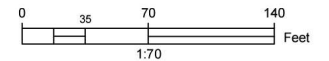
BUILDING AREA = 113,080 SF (2.60) (39.6% OF LOT)

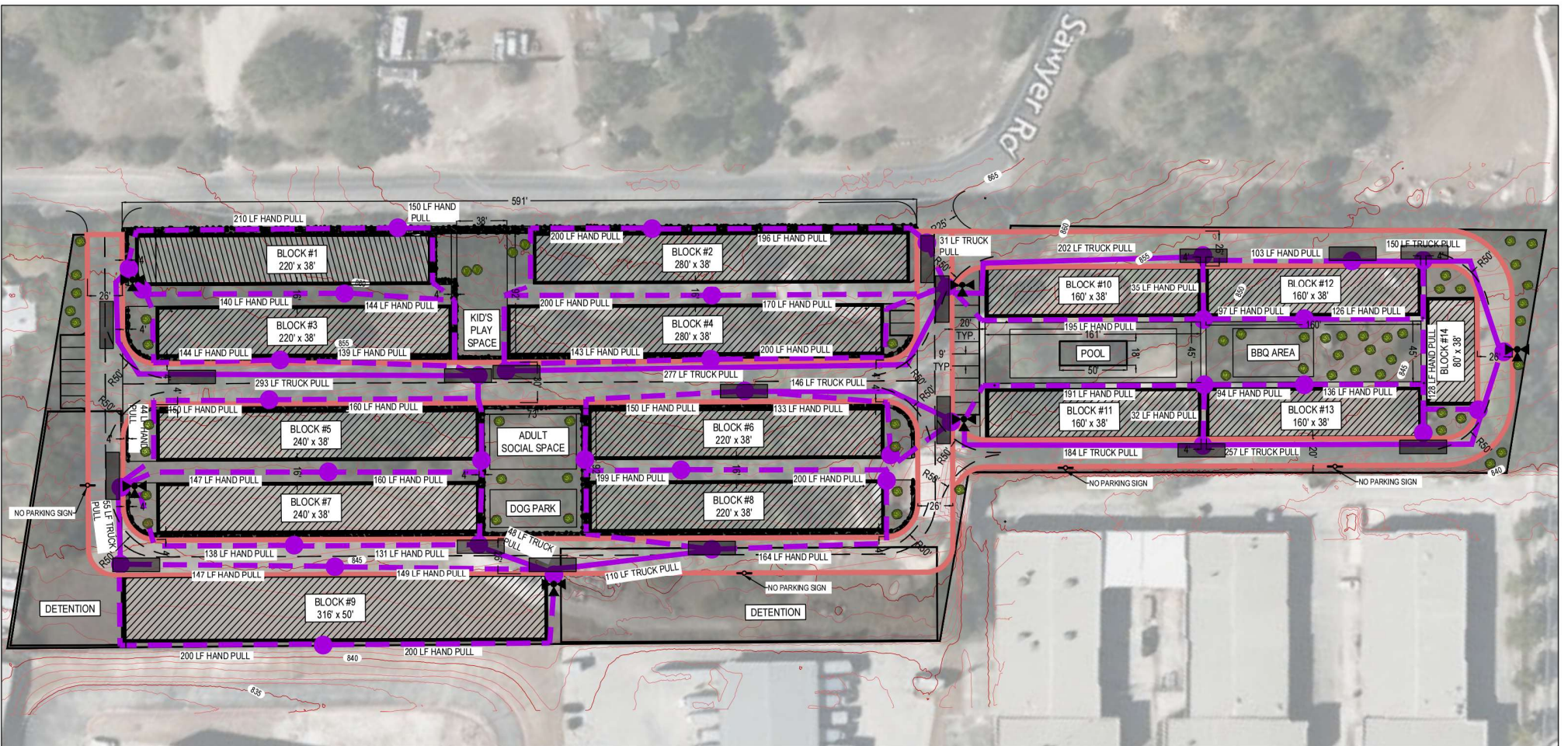
LEGEND

- GUEST STREET PARKING (9' x 20') (3,263 SF)
- ALLEY (16') (17,069 SF)
- FIRE LANE/ALLEY (20-26') (22,142 SF)
- FIRE LANE (26') (46,943 SF)
- OPEN SPACE (65,761 SF) (23.0% OF LOT)
- SIDEWALKS/CONCRETE (20,549 SF)
- UNDERGROUND DETENTION (31,576 SF)
- FIRE HYDRANTS (6 TOTAL)
- TREES

NBR OF UNITS: 145 TO 165
PARKING SPACES: ALL UNITS INCLUDE A DOUBLE GARAGE

6612 AND 6618 SAWYER ROAD
 SITE PLAN #1
 MARCH 2025

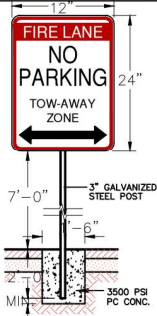




FIRE PROTECTION NOTES:

1. FIRE LANES SHALL HAVE A MINIMUM 2-WAY TRAFFIC WIDTH OF 20-26 FT. WITH A MINIMUM OUTSIDE TURNING RADIUS OF 50 FT., UNLESS OTHERWISE NOTED.
2. FIRE LANES NEXT TO FIRE HYDRANTS OR DESIGNATED FOR AERIAL APPARATUS SHALL BE A MINIMUM OF 26 FT.
3. FIRE LANES SHALL BE DESIGNATED IN ACCORDANCE TO THE LATEST INTERNATIONAL FIRE CODE AND PER APPLICABLE LOCAL AMENDMENTS.
4. FIRE LANES SHALL BE MARKED BY LINES OF RED TRAFFIC PAINT OR DYE A MINIMUM OF 6 INCHES IN WIDTH TO SHOW THE BOUNDARIES OF THE LANE.
5. PROPOSED BUILDINGS ARE SPRINKLERED

NBR OF UNITS: 145 TO 165
 PARKING SPACES: ALL UNITS INCLUDE A DOUBLE GARAGE

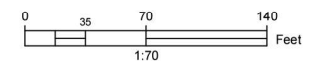


SIGNAGE NOTES:
 1. SIGNS SHALL BE STANDARD SIZE 18"x24" AND HAVE RED LETTERS AND BORDER ON A WHITE BACKGROUND.
 2. SIGNS SHALL BE MOUNTED WITH THE BOTTOM EDGE OF THE SIGN AT LEAST SEVEN (7) FEET ABOVE GRADE AND AT LEAST TWO (2) FEET FROM CURB EDGE.
 3. SIGNS SHALL BE PLACED AS FOLLOWS:
 A. LESS THAN FORTY (40) FEET: ONE (1) SIGN WITH A DOUBLE ARROW.
 B. FROM FORTY (40) TO NINETY (90) FEET: TWO (2) SIGNS WITH RIGHT AND LEFT ARROWS.
 C. FOR ONE HUNDRED (100) FEET OR MORE: THREE (3) SIGNS WITH RIGHT/LEFT AND DOUBLE ARROWS IN THE MIDDLE.
 4. SIGNS TO BE PLACED IN ACCORDANCE WITH THE 2012 INTERNATIONAL FIRE CODE AND SAN ANTONIO'S FIRE CODE AMENDMENTS. THE CONTRACTOR SHALL COORDINATE WITH THE FIRE INSPECTOR FOR APPROVED SIGN LOCATIONS.

LEGEND

- FIRE LANE
- FIRE TRUCK HOSE LAY TO HYDRANT (MAX 550')
- HAND PULL HOSE LAY TO TRUCK (MAX 200')
- FIRE HYDRANTS
- TREES
- FIRE TRUCK

6612 AND 6618 SAWYER ROAD
 SITE PLAN #1
 MARCH 2025



STREAMLINE
 ENGINEERING

Sec. 15.02.308 "R-3" multiple-family dwelling district

REVISED FOR 6612 AND 6618 SAWYER RD

EXHIBIT D

PDD Rezoning – 6612 and 6618 SAWYER RD

Summary of Revisions to Sec. 15.02.308 "R-3" Multiple-Family Dwelling District

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d.6	Min parking spaces for two-bedroom unit	2	1.5
d.6	Min parking spaces for units with more than two bedrooms	?	2
	Illustration diagram at end of document		DELETE

Sec. 15.02.308 "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 **1,200 600** square feet for each additional unit.
- (2) *Depth.* Minimum of 120 feet.
- (3) *Floor space.* Minimum of 600 square feet.

Sec. 15.02.308 "R-3" multiple-family dwelling district

REVISED FOR 6612 AND 6618 SAWYER RD

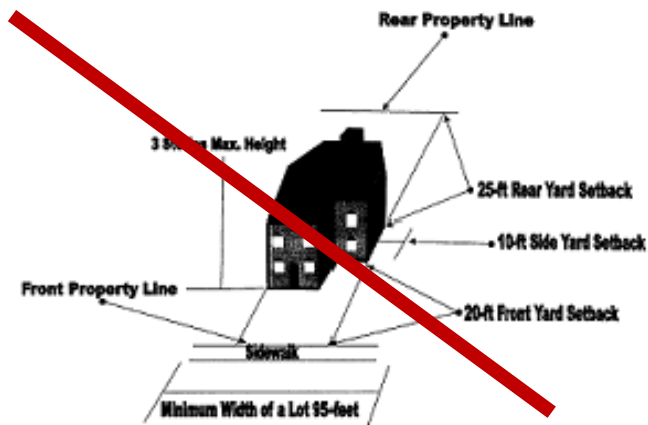
- (4) *Frontage.* A minimum frontage of 95 feet is required along a public right-of-way.
- (5) *Height.* A maximum of ~~three~~ **four** stories is allowed in the R-3 district.
- (6) *Density.* None.
- (c) *Setback requirements.*
 - (1) *Front yard.* There shall be a front yard having a minimum of **20** ~~5~~ feet from the property line to the building structure.
 - (2) *Rear yard.* There shall be a rear yard having a minimum of **25** ~~5~~ 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** ~~4~~ 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~~ **10** percent of the total overall area must be landscaped and not less than **5** ~~2~~ 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) *Masonry required.* Multiple-family dwellings shall be constructed of masonry or similar noncombustible materials to the extent of not less than 75 percent of overall exterior walls.
 - (5) *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.
 - (6) *Parking.* A minimum of one space for each one-bedroom unit, ~~two~~ **one and half** spaces for each two-bedroom unit and ~~one space for each additional unit shall be provided~~ **two spaces for each unit with more than two bedrooms.**
 - (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).

Sec. 15.02.308 "R-3" multiple-family dwelling district

REVISED FOR 6612 AND 6618 SAWYER RD

- (8) *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.

015_CHAPTER_15__ZONING.txt



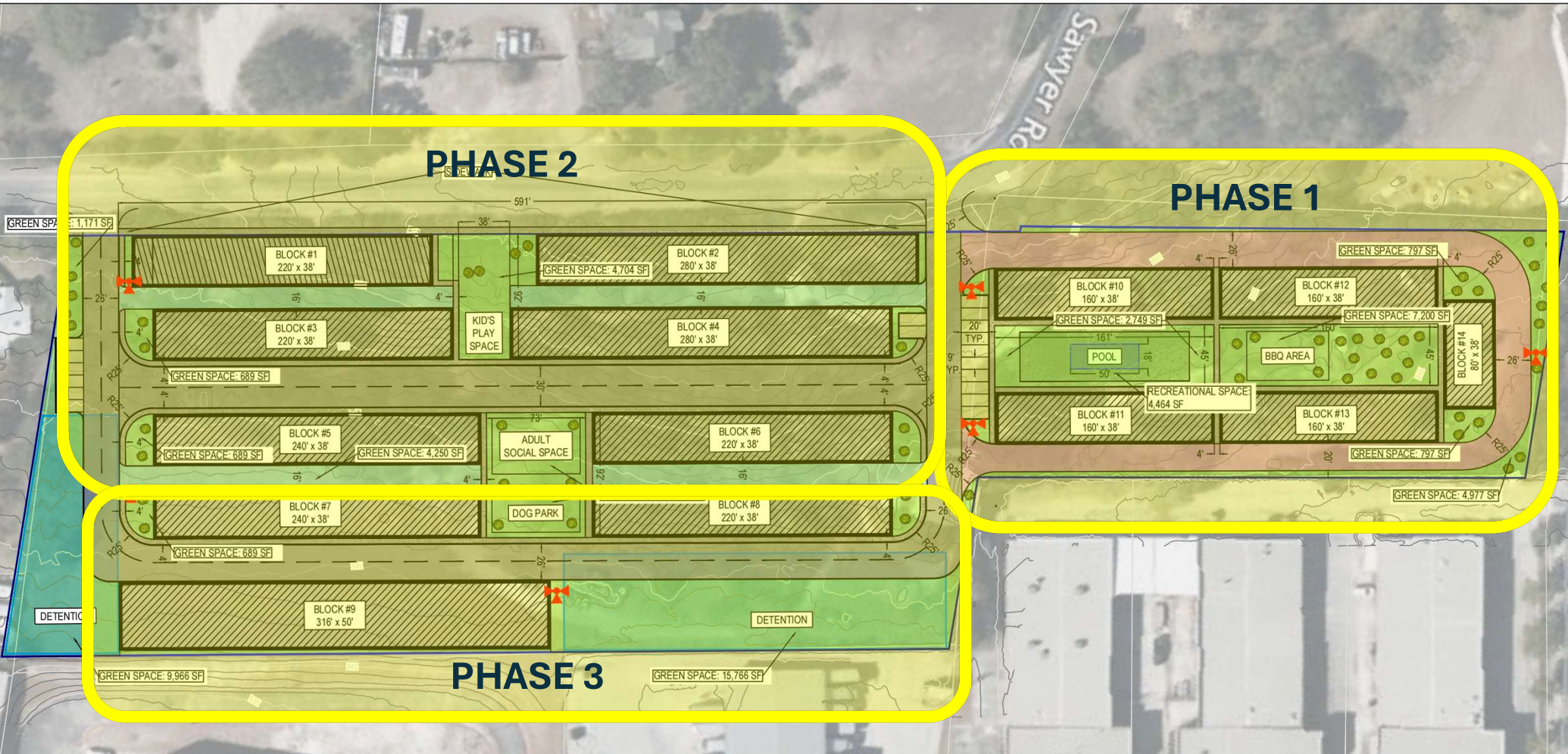
(1972 Code, sec. 30.608; Ordinance 07-033 adopted 8-8-07; 2008 Code, sec. 14.02.308)

LARGE TREE GROUPING

EXHIBIT F

{Section}.73.





GENERAL NOTES

1. ALL SIDEWALKS, CURBS, RAMPS, AND DRIVE APPROACHES IN THE RIGHT OF WAY SHALL BE IN COMPLIANCE WITH CURRENT TEXAS ACCESSIBILITY STANDARDS AND CITY OF SAN ANTONIO DESIGN STANDARDS PRIOR TO FINAL INSPECTION APPROVAL.

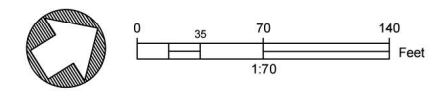
NBR OF UNITS: 145 TO 165
PARKING SPACES: ALL UNITS INCLUDE A DOUBLE GARAGE

BUILDING AREA = 113,080 SF (2.60) (39.6% OF LOT)

LEGEND

- GUEST STREET PARKING (9' x 20') (3,263 SF)
- ALLEY (16') (17,069 SF)
- FIRE LANE/ALLEY (20-26') (22,142 SF)
- FIRE LANE (26') (46,943 SF)
- OPEN SPACE (65,761 SF) (23.0% OF LOT)
- SIDEWALKS/CONCRETE (20,549 SF)
- UNDERGROUND DETENTION (31,576 SF)
- FIRE HYDRANTS (6 TOTAL)
- TREES




6612 AND 6618 SAWYER ROAD
 SITE PLAN #1
 MARCH 2025



STS PARTNERS

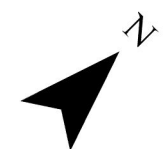
PRELIMINARY DRAINAGE PLAN SAWYER TRACT

Legend

-  DRAINAGE AREA
-  PROJECT SITE
-  ABOVE GROUND DETENTION

Notes:

1. DA OS-A to be captured via onsite inlet and underground storm drain and directed to Pond 1. This will reduced offsite flows draining to Outfall 2.
2. DA OS-B to be drained to drainage swale or underground system on the north portion of DA-3 toward Outfall 3.
3. DA-1 to drain to Pond 1 via surface and underground systems.
4. DA-2 to drain to Outfall 2, local underground detention to be assessed.
5. DA-3 to drain to Outfall 3, local underground detention to be assessed.



0 50 100 200 Feet



Maxar, Microsoft, Esri Community Maps Contributors, Texas Parks & Wildlife, © OpenStreetMap, Microsoft, GANP, Esri, Garmin, TomTom, Garmin, Foursquare, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

City of Leon Valley - Traffic Impact Analysis (TIA) Threshold Worksheet

Office Use Only:
CASE #

Complete this Form as an aid to determine if your project requires a Traffic Impact Analysis, as per city code, Sect. **30.406

Project Name: 6612 and 6618 Sawyer Rd rezoning - PZ 2025-05

Location: 6612 and 6618 Sawyer Rd

Applicant: One Stop Group, LP **Owner:** Estates of Roy and John Parkman

Agent/Applicant: Samir Chehade - Managing Partner ** Submit Letter of Authorization

Type of Development Request: (circle one)

ZONING

SPECIFIC USE PERMIT

PLAT

CERTIFICATE OF OCCUPANCY

SECTION A (Initial Traffic Impact Analysis) RESIDENTIAL DEVELOPMENT

ANTICIPATED LAND USE	NUMBER OF UNITS	OTHER — SPECIFY
PDD - Townhouses	175	
PEAK HOUR?? (i.e, 5-6 p.m. Weekday)	PEAK HOUR TRIPS	TRIP RATE SOURCE *ITE CODE:
PM	0.57 / unit = 99.75	215

****A TRAFFIC IMPACT ANALYSIS IS REQUIRED IF PEAK HOUR TRIPS EXCEED 100.****
(Refer to Section 30.406, 1998 **Zoning Code** for Details)

SECTION B (Initial Traffic Impact Analysis) NON-RESIDENTIAL DEVELOPMENT

ANTICIPATED LAND USE	PROJECT SIZE		OTHER — SPECIFY
	ACRES	GROSS FLOOR AREA	
			175
PEAK HOUR?? (i.e, 5-6 p.m. Weekday)	PEAK HOUR TRIPS		TRIP RATE SOURCE *ITE CODE:

****A TRAFFIC IMPACT ANALYSIS IS REQUIRED IF PEAK HOUR TRIPS EXCEED 100.****
(Refer to Section 30.406, 1998 **Zoning Code** for Details)

****NOTE** FILL OUT PORTION D & E OF THIS FORM, ONLY IF TIA PEAK HOUR TRIPS EXCEED 100**

SECTION C (To Be Completed By Staff ONLY)

REVIEWED BY:

TRAFFIC IMPACT ANALYSIS REQUIRED: (Circle One) YES NO

LEVEL REQUIRED: (Circle One of the Following) 1 2 3

Signature of Applicant: 

Date of Submittal: 2025-02-05

SECTION D (Initial Traffic Analysis on File with Development Department? If **YES**, complete Section D to determine if new activity/use requires an updated TIA.)

PEAK HOUR TRIPS PROJECTED IN INITIAL TIA

PEAK HOUR TRIPS IN UPDATED INCREASE IN PEAK HOUR TRIPS DEVELOPMENT PROJECT

****NOTE****An **ADDITIONAL** Traffic Impact Analysis **IF** Peak Hour Trips **EXCEED 100**. (Refer to **Section 30.406**, 1998 Zoning Code for details.)

SECTION E (Information Regarding the Person/Agency, who prepared the TIA)

PREPARED BY: ONE STOP GROUP, LP - Samir Chehade

ADDRESS: 12042 Blanco Rd. Ste 305 CITY: San Antonio STATE: TX ZIP: 78216

PHONE NUMBER: 403-561-2425 FAX NUMBER: samir@sts-partners.com

COMMENTS:

_____ A TRAFFIC IMPACT ANALYSIS IS **REQUIRED**.
REFER TO 1998 ZONING CODE, SECTION 30.406, 1998 ZONING CODE FOR REQUIREMENTS.

_____ A TRAFFIC IMPACT ANALYSIS IS **NOT REQUIRED**.
THE TRAFFIC GENERATED BY THE PURPOSED DEVELOPMENT **DOES NOT EXCEED** THE THRESHOLD REQUIREMENTS.

THE TRAFFIC IMPACT ANALYSIS HAS BEEN WAIVED FOR THE FOLLOWING REASON(S):

EXHIBIT J



6612 and 6618 SAWYER RD

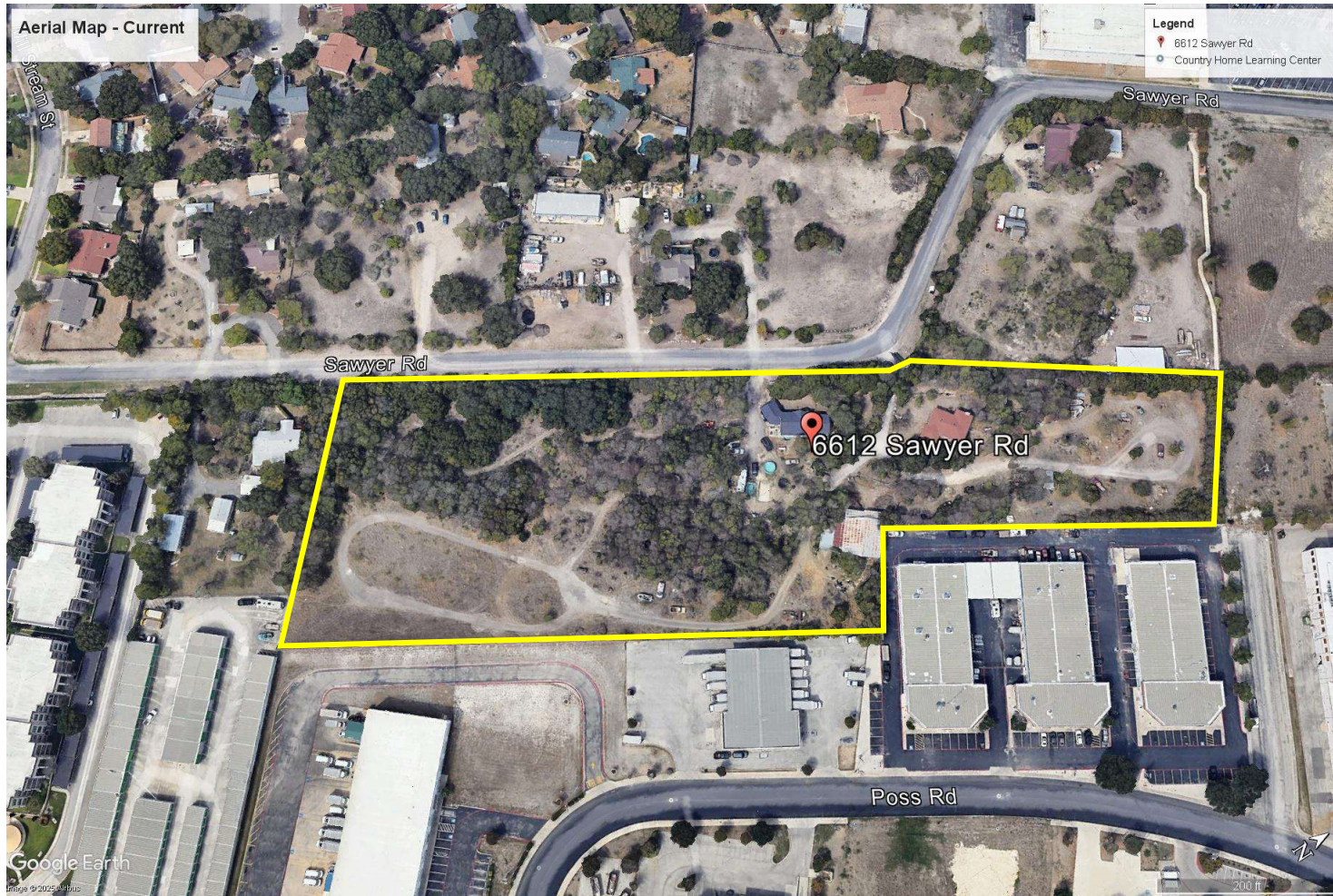
PDD PZ-2025-5

**OUR PROPOSED TREE PRESERVATION AND
MITIGATION PLAN (rev.2)**

March 19, 2025



CURRENT AERIAL MAP OF THE PROPERTY



DEFINITION OF “INVASIVE SPECIES” (ACCORDING TO NATIONAL GEOGRAPHIC)

Invasive Species

An invasive specie is an organism that is not indigenous, or native, to a particular area. Invasive species can cause great economic and environmental harm to the new area.

DEFINITION OF “TREE PRESERVATION”

A “TREE PRESERVATION PLAN”, ALSO REFERRED TO AS “TREE CONSERVATION PLAN”
GENERALLY INCLUDES THREE COMMON STRATEGIES:

1. **CONSERVATION** OF NATIVE TREE SPECIES
2. **PROTECTING** NATIVE TREES SPECIES BY REMOVING DISEASED OR DEAD TREES, AS WELL AS INVASIVE TREE SPECIES IN THEIR VACINITY.
3. **PLANTING** NEW NATIVE TREES

TREE SPECIES NATIVE TO SAN ANTONIO (NATIVE SPECIES ON THIS PROPERTY HIGHLIGHTED)

Common Name	Scientific Name	Foliage	Mature Height*	Mature Spread	Setback	Comments
Anaqua	Ehretia anacua	Semi-evergreen	Medium	35 feet +	20 feet	Prefers shade; moist soils; clusters of white flowers in spring and yellow-orange fruit in summer; attracts birds. Also know as Sandpaper Tree.
Ebony, Texas	Pithecellobium flexicaule	Evergreen	Medium	35 feet +	20 feet	Moderate growing native; very drought tolerant. Showy, fragrant white flower; attractive seeds of fruit eaten by wildlife.
Cypress, Arizona	Cupressus arizonica	Evergreen	Medium	15 feet +	15 feet	Fast growing; full sun, well drained soils; conical form; blue-gray foliage color; tolerant of dry conditions.
Cypress, Montezuma	Taxodium mucronatum	Semi-evergreen	Large	40 feet +	25 feet	Fast growing; conical form as young; feathery foliage.
Elm, Cedar	Ulmus crassifolia	Deciduous	Large	30 feet +	20 feet	Moderate growing; bright green new foliage in spring, yellow fall color; adaptable to a wide range of sites.
Maple, Uvalde Bigtooth	Acer grandidentatum	Deciduous	Medium	30 feet +	20 feet	Moderate growing; fall color; requires well drained soils; protect from afternoon sun to reduce leaf scorch.
Oak, Bur	Quercus macrocarpa	Deciduous	Large	45 feet +	25 feet	Prefers deep and well-drained soil; golf ball sized acorns may be of concern.
Oak, Chinkapin	Quercus muehlenbergi	Deciduous	Medium	45 feet +	25 feet	Prefers well drained soils; round-topped, with lance-shape foliage and attractive light-colored bark; wildlife food source; highly palatable acorns.
Oak, Lacey	Quercus laceyi	Deciduous	Medium	30 feet	10-15 feet	Moderate growing, blue-gray foliage and usually yellow fall color. Rated as a "Texas SuperStar" by the Texas Cooperative Extension Service.
Oak, Live	Quercus virginiana var. fusiformis	Semi-evergreen	Large	45 feet +	25 feet	Can be moderate growing with appropriate care; spreading canopy. Caution: Must always paint wounds to prevent Oak Wilt disease.
Oak, Mexican White Live	Quercus polymorpha	Semi-evergreen	Large	35 feet +	25 feet	Fast growing with appropriate care, moderate acorn producer. Few, if any, pest problems.
Oak, Texas Red	Quercus buckleyi	Deciduous	Large	35 feet +	25 feet	Fast growing; "oak leaf" characteristic; fall color; good shade tree; requires minimal pruning.
Palm, Texas Sabal	Sabal texana	Evergreen	Medium	15 feet	15 feet	Only palm tree native to Texas; cold-tolerant; large blue-green, fan-shaped leaves.
Pecan	Carya illinoensis	Deciduous	Large	45 feet +	25 feet	State Tree; requires plenty of room and deep soil; prone to limb breakage and pest infestations.
Sycamore, Mexican	Platanus mexicana	Deciduous	Large	45 feet +	25 feet	Fast growing; resistant to insects; attractive foliage and minimal pruning.
Walnut, Texas	Juglans microcarpa	Deciduous	Medium	30 feet	15 feet	Moderate growing, small version of Black Walnut.
Anacacho Orchid Tree	Bauhinia congesta	Deciduous	Small	10 feet	5 feet	Does best in full sun; fragrant white flower clusters in spring.
Anacahuita/Wild Olive	Cordia boissieri	Evergreen	Small	10 feet	5 feet	Large white flowers most of summer; pale yellow fruit; cold sensitive but will re-sprout quickly. Also known as Mexican Olive
Buckeye, Mexican	Ungnadia speciosa	Deciduous	Small	10 feet	5 feet	Understory or full sun; pink spring flowers; yellow fall foliage.
Condalia, Bluewood	Condalia hookeri	Evergreen	Small	10 feet	5 feet	Very drought tolerant; sun-shade; fruit well-liked by wildlife.
Crape/Crepe Myrtle	Lagerstroemia indica	Deciduous	Small	5-20 feet	5 feet	Non-native well adapted to our region; choice of flower colors from white to purple; some varieties can grow to medium height range.
Desert Willow	Chilopsis linearis	Deciduous	Small	15 feet	5 feet	Fast growing; very drought tolerant; large white, pink or purple trumpet-shaped flowers; attract hummingbirds, butterflies and bumblebees.
Eve's Necklace	Sophora affinis	Deciduous	Small	18 feet	5 feet	Deciduous cousin to Texas mountain-laurel; pink flower clusters (late spring) form chains of black beans (necklace appearance) in late summer and fall.
Holly, Possumhaw	Ilex decidua	Deciduous	Small	10 feet	5 feet	Sun or shade; loses foliage in winter to expose red berries (females only).
Holly, Yaupon	Ilex vomitoria	Evergreen	Small	10 feet	5 feet	Sun or shade; red berries (females only); evergreen foliage; provides food & shelter for birds.
Jerusalem Thorn/Retama	Parkinsonia aculeata	Deciduous	Small	15 feet	10 feet	Fast growing; drought tolerant; drooping panicles of yellow flowers through summer; green twigs and branches.
Persimmon, Texas	Diospyros mexicana	Deciduous	Small	12 feet	5 feet	Slow growing; edible fruit matures to a dark black in late summer and fall; great wildlife food source but can be a problem.
Plum, Mexican	Prunus mexicana	Deciduous	Small	25 feet	5 feet	Prefers well-drained soils; dappled sunlight; showy white flowers in early spring; tart and edible fruit; good for wildlife.
Redbud, Mexican or Texas	Cercis canadensis var. mexicana or texensis	Deciduous	Small	12 feet	5 feet	Pink-red blossoms in early spring; yellow fall foliage; glossy and wavy leaves; more drought tolerant than Eastern species. Note: Do not select Eastern species.
Texas Mountain Laurel	Sophora secundiflora	Evergreen	Small	18 feet	5 feet	Fragrant, purple clusters in early spring. Very drought tolerant. Caution: Fruit is poisonous when chewed.
Viburnum, Rusty Blackhaw	Viburnum rufidulum	Deciduous	Small	18 feet	5 feet	Partial sun or shade; early spring bloomer with white flowers; red berries turn black in fall; good fall leaf color.

KEY STATISTICS

TREE INVENTORY BY NBR OF TREES (80% OF TREES ARE INVASIVE)

SPECIE	OVERALL			HERITAGE (> 24"		LARGE (17" - 23"		MEDIUM (8'-16"	
	TOTAL / SPECIE	HEALTHY	EXEMPT	HEALTHY	EXEMPT	HEALTHY	EXEMPT	HEALTHY	EXEMPT
# NATIVE TREES	25	20%							
# INVASIVE TREES	102	80%							
Live Oak	21	21	0	3	0	7	0	11	0
Hackberry	20	18	2	1	0	5	1	12	1
Ligustrum	30	29	1	10	0	11	1	8	0
Cedar	13	13	0	3	0	3	0	7	0
Mesquite	33	25	8	5	1	4	4	16	3
Chinaberry	6	6	0	0	0	1	0	5	0
Red oak	1	1	0	0	0	1	0	0	0
Pecan	1	1	0	0	0	1	0	0	0
Anacua	2	2	0	1	0	1	0	0	0
TOTAL	127	116	11	23	1	34	6	59	4

* EXEMPT = Diseased, Dead, or Hazardous

KEY STATISTICS

TREE INVENTORY BY INCHES (DBH) (87% ARE INVASIVE)

SUMMARY INVENTORY (SPECIES/DBH)				SUMMARY INVENTORY (% NATIVE/DBH)			
SPECIE	HERITAGE (DBH)	LARGE (DBH)	MEDIUM (DBH)	NATIVE (DBH)	INVASIVE (DBH)	NATIVE TREES REMOVED (DBH)	NATIVE TREES REPLANTED (DBH)
Live Oak	83.00	237.00	33.00	353.00		259.00	
Hackberry	25.00	263.00	8.00		296.00		
Ligustrum	298.00	334.00	900.00		1532.00		
Cedar	81.00	132.00	8.00		221.00		
Mesquite	158.00	367.00	24.00		549.00		
Chinaberry	0.00	12.00	40.00		52.00		
Red oak	0.00	14.00	0.00	14.00		14.00	
Pecan	0.00	16.00	0.00	16.00		16.00	
Anacua	24.00			24.00		24.00	
TOTAL	669.00	1375.00	1013.00	407.00	2650.00	313.00	315.00
				13%	87%	10%	11%

OUR TREE PRESERVATION AND MITIGATION PLAN

1. Preserve 6 oak trees, two of which are heritage trees:

- ✓ 1 x 32" Oak Tree (the largest)
- ✓ 1 x 24" Oak Tree
- ✓ 1 x 20" Oak Tree
- ✓ 1 x 18" Oak Tree
- ✓ 1 x 16" Oak Tree
- ✓ 1 x 12" Oak Tree

2. Remove all invasive trees

3. Remove a maximum of 19 native trees (313")

4. Replant 210 x 1.5" native trees (315") – which is a larger number of that we are removing.

We respectfully request the waiver of any additional in-lieu Tree Preservation fees related to the removal of the invasive trees on this property.

TREES WE ARE PRESERVING

GPS locations of the 5 trees that we are preserving:

- Tree #1 - Oak (32") 29.493760, -98.624410
- Tree #2 - Oak (24") 29.493660, -98.624430
- Tree #3 - Oak (20") 29.493790, -98.624410
- Tree #4 - Oak (18") 29.493680, -98.624420
- Tree #5 - Oak (16") 29.493770, -98.62437
- Tree #6 - Oak (12") 29.495420, -98.622980

GPS MARKERS FOR ALL OAK TREES





**RESPECTFULLY SUBMITTED FOR YOUR
CONSIDERATION**

PZ-2025-5
PDD Request
6612 and 6618 Sawyer Road

Susana Huerta
Planning and Zoning Director
City Council Meeting
April 1, 2025

Request

- The purpose of this item is to consider a Zone Change Request from R-1 Single-Family Dwelling District to PD Planned Development District, with R-3 Multiple-Family Dwelling District
- Proposed apartment style townhouse development
- Requesting variances from Section 15.02.308 R-3 Multiple-Family Dwelling District

Section 15.02.327 – “PD” Planned Development District

{Section}.73.

(a) Purpose. The purpose of a planned development ("PD") zoning district is to facilitate a specific development project, in accordance with a PD project plan, that may include uses, regulations and other requirements that vary from the provisions of other zoning districts. PD districts are intended to generally implement the following:

(1) Flexible and creative planning;

(2) The goals, objectives, and maps of the city's comprehensive plan, including but not limited to, the city's future land use plan;

(3) Economic development;

(4) Compatibility of land uses;

(5) Innovative planning concepts;

Variances

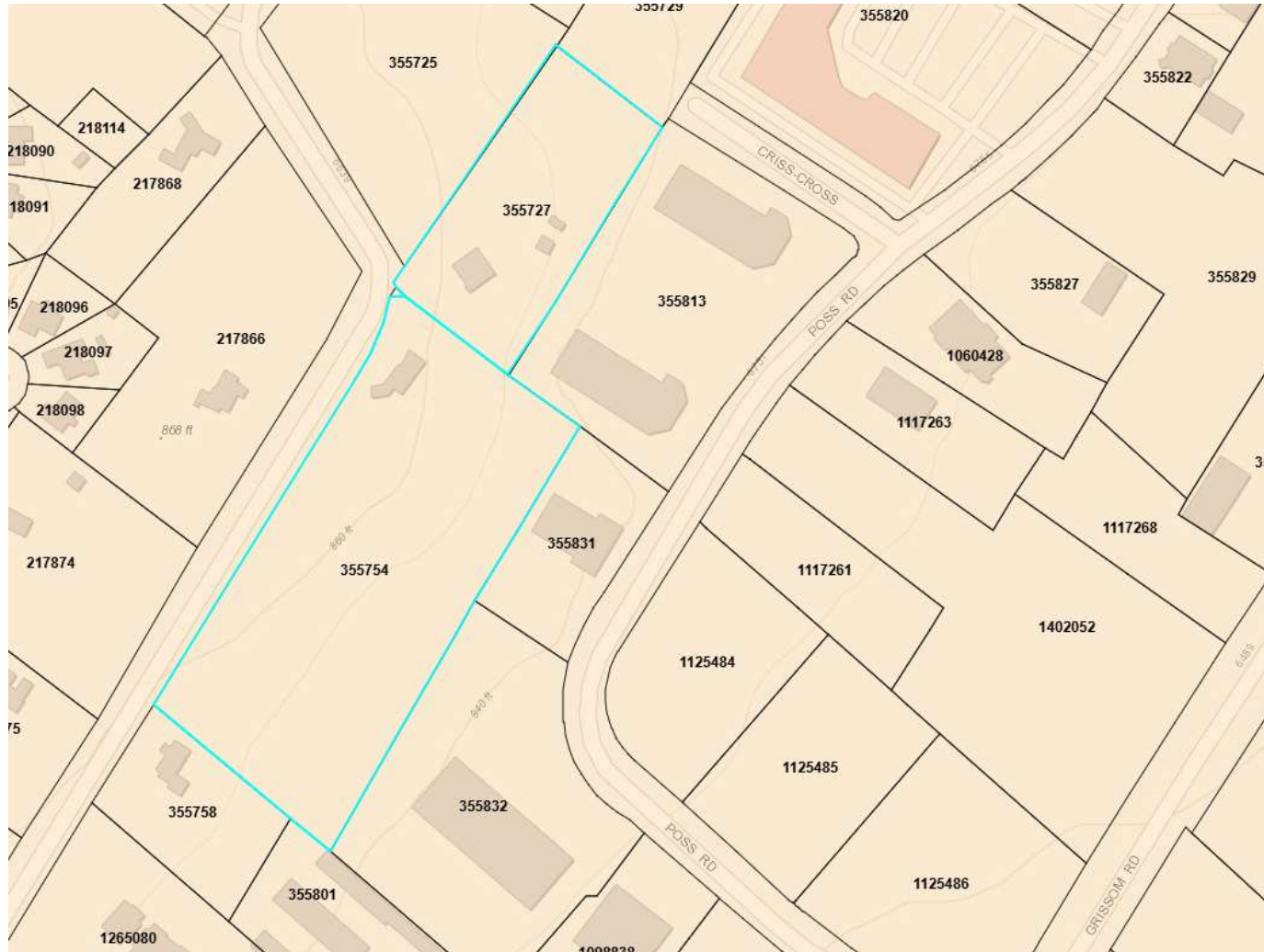
- Lot regulation - minimum unit size area after the first three units decreased from 1,200 to 600 square feet
- Minimum Height increased from three (3) stories to four (4) stories
- Minimum Parking Spaces for two bedrooms decreased from two (2) to one and one half (1 ½)

Variations

- Request to provide only two parking spaces for townhouses with more than two bedrooms
- Reduce Minimum Setbacks from 20 feet to 5 feet in the Front, 25 feet to 5 feet in the Rear and from 15 feet to 4 feet in the Rear.
- Reduce Landscaping requirements from 35% of property and 5% in plantings to 10% of property and 2% of plantings.

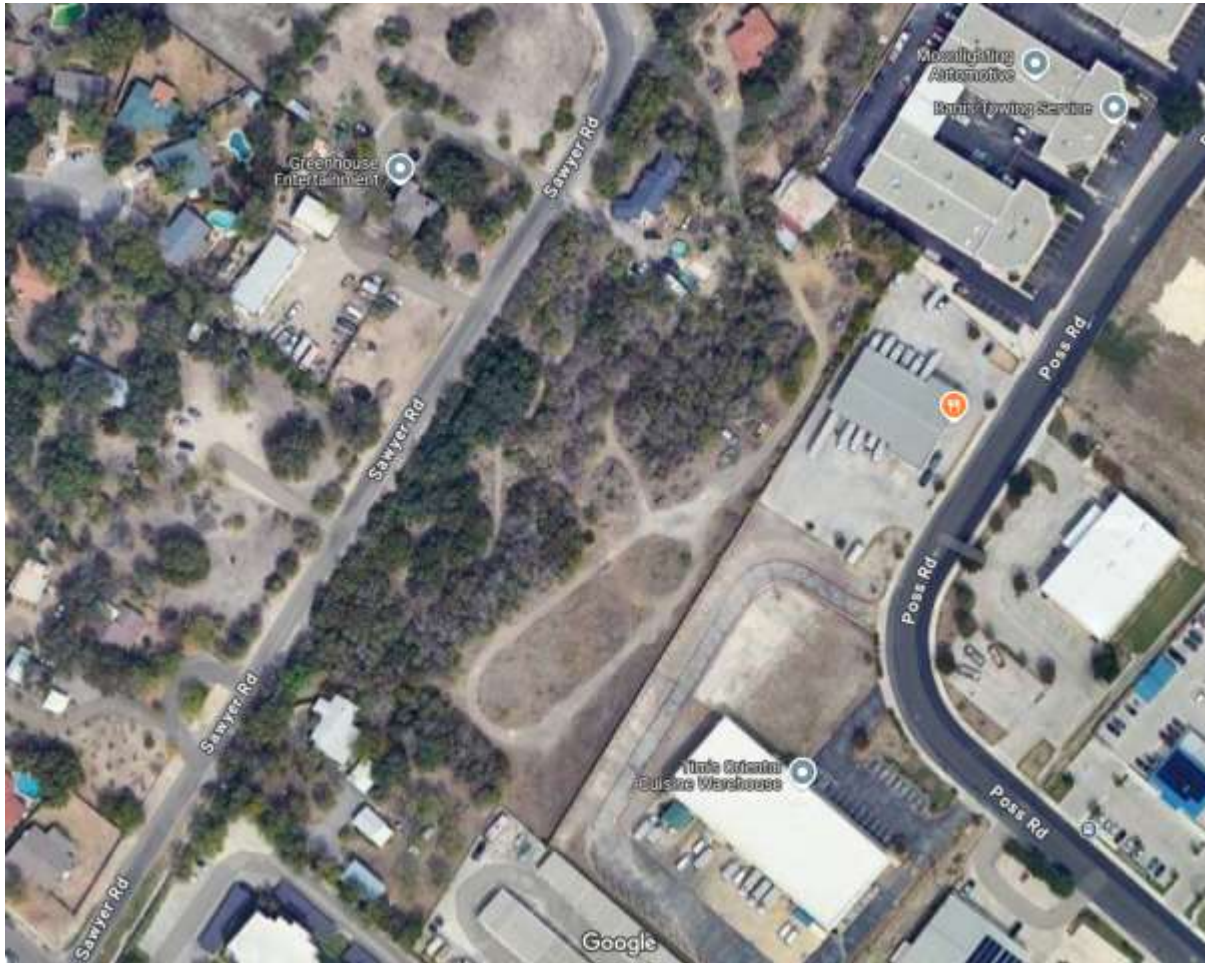
Location Map

{Section}.73.



Aerial View

{Section}.73.



Surrounding Zoning

{Section}.73.

- North: B-1 Small Business, B-2 Retail, R-1 Single Family Dwelling
- West: R-1 and R-3 Multiple Family Dwelling
- East: B-1, B-2, B-3 Commercial, and R-1
- South: R-1, R-3, B-2, and B-3

Site and Zoning

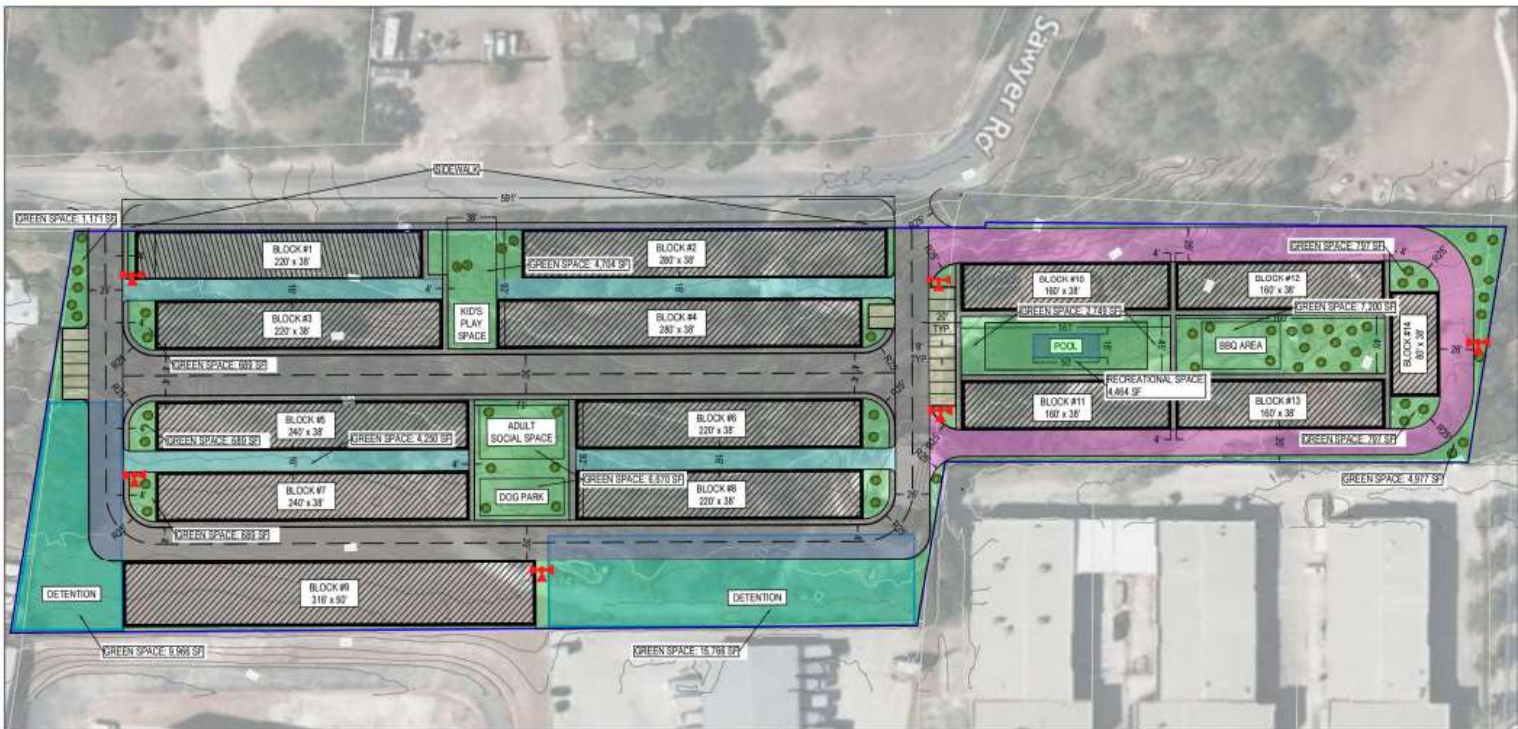
- Pink - B-2 Retail with SO
- Light Pink - R-3 Multiple Family Dwelling
- Dark green - B-1 Small Business w/SO
- Blue - R-1 Single Family Dwelling
- Bright Green - B-3 Commercial w/SO
- Yellow Outline - Property



Site Plan

{Section}.73.

EXHIBIT B (rev.3) – SITE PLAN



<p>GENERAL NOTES</p> <p>1. ALL SIDEWALK, CURB, DRIVE, AND DRIVE APPROACHES IN THE FRONT OF LOT SHALL BE IN COMPLIANCE WITH CURRENT TEXAS ACCESSIBILITY STANDARDS AND CITY OF SAN ANTONIO DESIGN STANDARDS PRIOR TO FINAL INSPECTOR APPROVAL.</p> <p>NBR OF UNITS: 145 TO 165 PARKING SPACES: ALL UNITS INCLUDE A DOUBLE GARAGE</p>	<p>BUILDING AREA = 113,080 SF (26%) (39.6% OF LOT)</p> <p>LEGEND</p> <ul style="list-style-type: none"> GUEST STREET PARKING (7' x 20') (3,263 SF) ALLEY (16') (17,069 SF) FIRE LANE/ALLEY (20-20') (22,142 SF) FIRE LANE (20') (69,943 SF) OPEN SPACE (65,791 SF) (23.0% OF LOT) SIDEWALKS/CONCRETE (20,549 SF) UNDERGROUND DETENTION (31,576 SF) FIRE HYDRANTS (6 TOTAL) TREES
--	--

6612 AND 6618 SAWYER ROAD
 SITE PLAN #1
 MARCH 2025

STREAMLINE ENGINEERING

Staff Comments

- Proposed development will be located on one (1) lot, as opposed to multiple lots in a townhouse development
- Proposed project will be designed as a condominium-type development which is suited for an R-3 Multiple-Family Zoning District
 - Staff advises the Council to require legal documentation for the condominium project
- Staff does not support the variance request to be exempt from minimum setback requirements
- This property will need to be replatted prior to any development or construction
- The applicant requires a separate tree variance. The code does not allow a variance to Tree Preservation as part of PDD request.
- Staff recommends to place a condition on the site plan that they can't increase units more than 10% without Council approval

Staff Comments

- Staff recommends the following be removed from PDD request

- i. The development of a Multi-Family project with a Site Plan substantially similar to the illustration attached in **EXHIBIT "B"** (the "Site Plan"). The layout of the Site Plan and all stated and unstated Code modifications required to build it shall be allowed by-right, and shall supersede the current Code requirements where there is conflict.

Staff Comments

- Staff recommends the following be removed from PDD request

B. The Applicant shall be granted the right to modify the Site Plan so long as the required modifications to the Code, if any, are fully consistent with those required for the Site Plan as shown in Exhibit B.

3 | Page

E STOP GROUP, LP - 6612 and 6618 SAWYER RD – PDD PROJECT PLAN (Rev.3)

C. The total number of units is currently estimated to be approximately 150, but shall not exceed 165. The number of units shall comply with the approved minimum parking requirements as stated above in this Project Plan.

D. The Tree Preservation and Mitigation Plan attached herein as EXHIBIT "J" shall be allowed by-right to enable the construction of the Site Plan, and shall supersede the requirements of the Code. The proposed mitigation plan in this EXHIBIT is approved.

Master Plan

- Properties along Sawyer Road may be zoned R-2, R-3 A, R-3, or R-4 which is consistent with the proposed use of the PDD request as a townhouse-like development
- Request is consistent and compatible with the City's Master Plan

Fiscal Impact

- All fees associated with this rezone request have been paid
- The development of a multiple-family development will increase ad valorem and sales tax in the city

Recommendation

- Staff recommends applicant revise variance request to provide minimum setbacks
- Staff recommends project be held to submitted site plan & that an increase in more than 10% of proposed units will require Council approval - an increase of units will trigger a TIA study requirement
- Condominium documents should be provided at time of platting

Planning and Zoning Commission Recommendation

{Section}.73.

- The Planning and Zoning Commission recommended denial in a vote of 5 – 2.

MAYOR AND COUNCIL COMMUNICATION

DATE: April 1, 2025
TO: Mayor and Council
FROM: Susana Huerta, Planning and Zoning Director
THROUGH: Crystal Caldera, Ph.D., City Manager

SUBJECT: Presentation and Discussion, on an Ordinance for a Request to Amend Ordinance 2021-54 to Change the Zoning from PD Planned Development District, with B-3 Commercial District and No SO, Sustainability Zoning to PD Planned Development District with R-3 Multiple-Family Dwelling Base Zoning District on Approximately 2.85 Acres at 6758 Poss Road; More Specifically Described as CB 5784, Block 4, Lot 64, Quality Subdivision.

PURPOSE

The purpose of this item is to consider a request to amend Ordinance 2021-54 to change the zoning from PD Planned Development District with B-3 Commercial District to a Planned Development District with R-3 Multiple-Family Dwelling District for 6758 Poss Road.

This PDD is proposing to allow for flexible planning to:

1. Develop an apartment complex.
2. Allow for compatible development with nearby apartment developments including Barcelona, Valencia and Timberhill Apartments.
3. Fulfill the goals and objectives of the City's long-term vision of increasing citizenship, tax-base and promoting Economic Development Growth.

The applicant is asking for eight variances to Section 15.02.308 R-3 Multiple-Family Dwelling District:

1. Lot regulation - minimum unit size after the first three units decreased from 1,200 to 400 square feet.
2. Minimum Frontage on Public Right-Of-Way reduced from 95 feet to no minimum. (Not Necessary).
3. Minimum Floor Space decreased from 600 to 400 square feet.
4. Minimum Height increased from three (3) stories to four (4) stories.
5. Reduce Minimum Setbacks from 20' to 10' Front, 25' to 10 Rear and 15' to five (5) foot between buildings.
6. Minimum Parking Spaces for two bedrooms decreased from two (2) to one and one half (1 ½).

7. Request to provide only two parking spaces for apartments with more than two bedrooms.
8. Reduce minimum landscaping requirements from 35% of property and 5% of plantings to 10% of property and 2% of plantings.

The applicant is requesting consideration of two concept plans. Concept Plan number one proposes to vacate an existing easement on the property. Concept Plan number two proposes not to vacate the easement.

Sec. 15.02.327 - "PD" planned development district

(a) Purpose. The purpose of a planned development ("PD") zoning district is to facilitate a specific development project, in accordance with a PD project plan, that may include uses, regulations and other requirements that vary from the provisions of other zoning districts. PD districts are intended to generally implement the following:

- (1) Flexible and creative planning;*
- (2) The goals, objectives, and maps of the city's comprehensive plan, including but not limited to, the city's future land use plan;*
- (3) Economic development;*
- (4) Compatibility of land uses;*
- (5) Innovative planning concepts;*
- (6) Higher quality development for the community than would result from the use of the city's standard zoning districts; and*
- (7) Expansion of uses with buildings constructed prior to the adoption of the sustainability overlay district on December 1, 2009, that may be difficult to re-purpose.*

STAFF COMMENTS

Staff has no objection to a decrease in parking spaces, if the facility is truly for independent living or adult only facilities. Persons in independent living or adult only facilities typically only have one vehicle, no matter how many bedrooms per unit. If the use is for general occupancy apartments, staff doesn't recommend a decrease in parking requirements.

Roadways are internal to the development, and they meet all requirements of the Fire Code.

Staff recommends approval of either option for the amended PDD as both are consistent and compatible with the City's Master Plan and surrounding uses. It would make good use of a property that has physical developmental conflicts. The property has an odd shape, difficult easements, and low visibility for retail or commercial use. Staff has no objection to the proposed variances for lot requirements, with exception of parking requirements and minimum setbacks. The site plan should be revised to provide exact number of proposed units, number of parking spaces provided, percentage of open space and show the removal of parking along Poss Rd that backs up into public right-of-way.

Traffic Impact

An updated TIA was not submitted, however the project will be limited to no more than 175 units in order not to go over the threshold to require a TIA study.

Surrounding Zoning

- North: B-2 Retail, B-3 Commercial
- West: B-3 Commercial
- East: Planned Development District and B-2 w/SO
- South: B-2 and B-3

Master Plan

The proposed facility is in keeping with the Master Plan which states that “The Grissom Road Corridor is Commercial Use with some Multiple Family Dwelling, Townhouse Dwelling and Garden House Uses”

Notification

- | | |
|---|----|
| • Letters mailed to property owners within 200' | 15 |
| • 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 PDD. The development of a multi-family housing subdivision will increase ad valorem and sales taxes in the city.

RECOMMENDATION

Staff recommends that should Council decide to approve the proposed project, the following conditions be added to the PDD ordinance:

1. Maximum number of units be limited to a maximum of 175. Should units be increased, it will trigger a TIA study.
2. The minimum lot size for R-3 base zoning district is required to remain.
3. The 400 square foot area variance is to unit size of apartments, not lot size of the property.
4. Minimum landscaping requirements will need to be met.

PLANNING AND ZONING COMMISSION RECOMMENDATION

The Planning and Zoning Commission recommended approval of the zone change request by a vote of 7 – 0.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

ORDINANCE No. 2025-

AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL AMENDING ORDINANCE 2021-54 TO CHANGE THE ZONING FROM PD PLANNED DEVELOPMENT DISTRICT, WITH B-3 COMMERCIAL DISTRICT AND NO SO, SUSTAINABILITY ZONING TO PD PLANNED DEVELOPMENT DISTRICT WITH R-3 MULTIPLE-FAMILY DWELLING BASE ZONING DISTRICT ON APPROXIMATELY 2.85 ACRES AT 6758 POSS ROAD; AND MORE SPECIFICALLY DESCRIBED AS CB 5784, BLOCK 4, LOT 64, QUALITY SUBDIVISION, LEON VALLEY, TEXAS; PROVIDING A REPEALER CLAUSE; SEVERABILITY CLAUSE; NOTICE OF MEETING; SAVINGS CLAUSE; PROVIDING 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, 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 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 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:

1. **SECTION 1.** The request for rezoning from PD Planned Development District, with B-3 Commercial District and No SO, Sustainability Zoning to PD Planned Development District with R-3 Multiple-Family Dwelling Base Zoning District at the subject location, being described as CB 5784, Block 4, Lot 64, Quality Subdivision, located at 6758 Poss Road, Leon Valley, Texas, is hereby approved with the following variances:

- A. Lot regulation - minimum unit size after the first three units decreased from 1,200 to 400 square feet.
- B. Minimum Frontage on Public Right-Of-Way reduced from 95 feet to no minimum.
- C. Minimum Floor Space decreased from 600 to 400 square feet.
- D. Minimum Height increased from three (3) stories to four (4) stories.
- E. Reduce Minimum Setbacks from 20' to 10' Front, 25' to 10 Rear and 15' to five (5) foot between buildings.
- F. Minimum Parking Spaces for two bedrooms decreased from two (2) to one and one half (1 ½).
- G. Provide only two parking spaces for apartments with more than two bedrooms.
- H. Reduce minimum landscaping requirements from 35% of property and 5% of plantings to 10% of property and 2% of plantings.

SECTION 2. REPEALER CLAUSE. The provisions of the Ordinance shall be cumulative of all other ordinances or parts of ordinances governing or regulating the same subject matter as that covered herein, provided, however, that all prior ordinances or parts of ordinances inconsistent or in conflict with any of the provisions of this ordinance are hereby expressly repealed to the extent that such inconsistency is apparent by any other ordinance.

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 Leon Valley 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. NOTICE OF MEETING CLAUSE. It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

SECTION 6. EFFECTIVE DATE. This ordinance shall become effective on and after its passage, approval 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 April 2025.

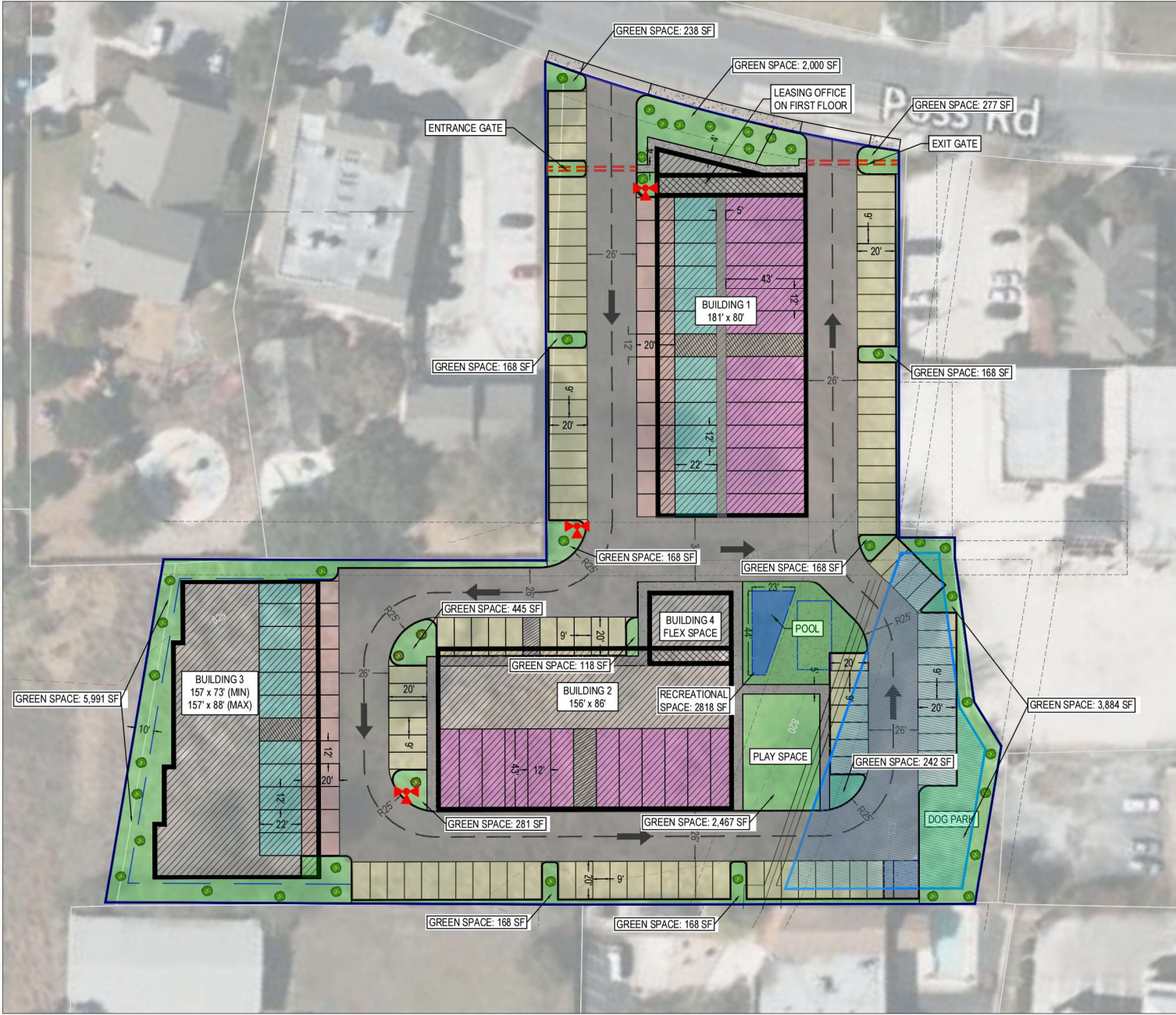
APPROVED

CHRIS RILEY
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form: _____
ART RODRIGUEZ
City Attorney

EXHIBIT B.1 (rev.3)



6758 POSS ROAD
 SITE PLAN #1 - LOFTS
 CROSS UTILITIES EASEMENT NOT VACATED
 GATED
 MARCH 2025

NBR OF UNITS: 120 to 145
 NBR OF PARKING SPACES: 155 to 167

- LEGEND**
- FIRE LANE (34,378 SF)
 - OPEN SPACE (21,378 SF) (17.2% OF LOT)
 - SIDEWALKS/CONCRETE (5,041 SF)
 - UNDERGROUND DETENTION (11,037 SF)
 - EASEMENTS
 - FIRE HYDRANTS
 - TRAFFIC DIRECTION
 - TREES

BUILDING AREA = 39,357 OR 41,712 SF (0.90 OR 0.96 AC) (31.6% OR 33.6% OF LOT)

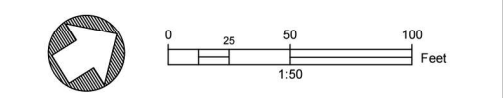
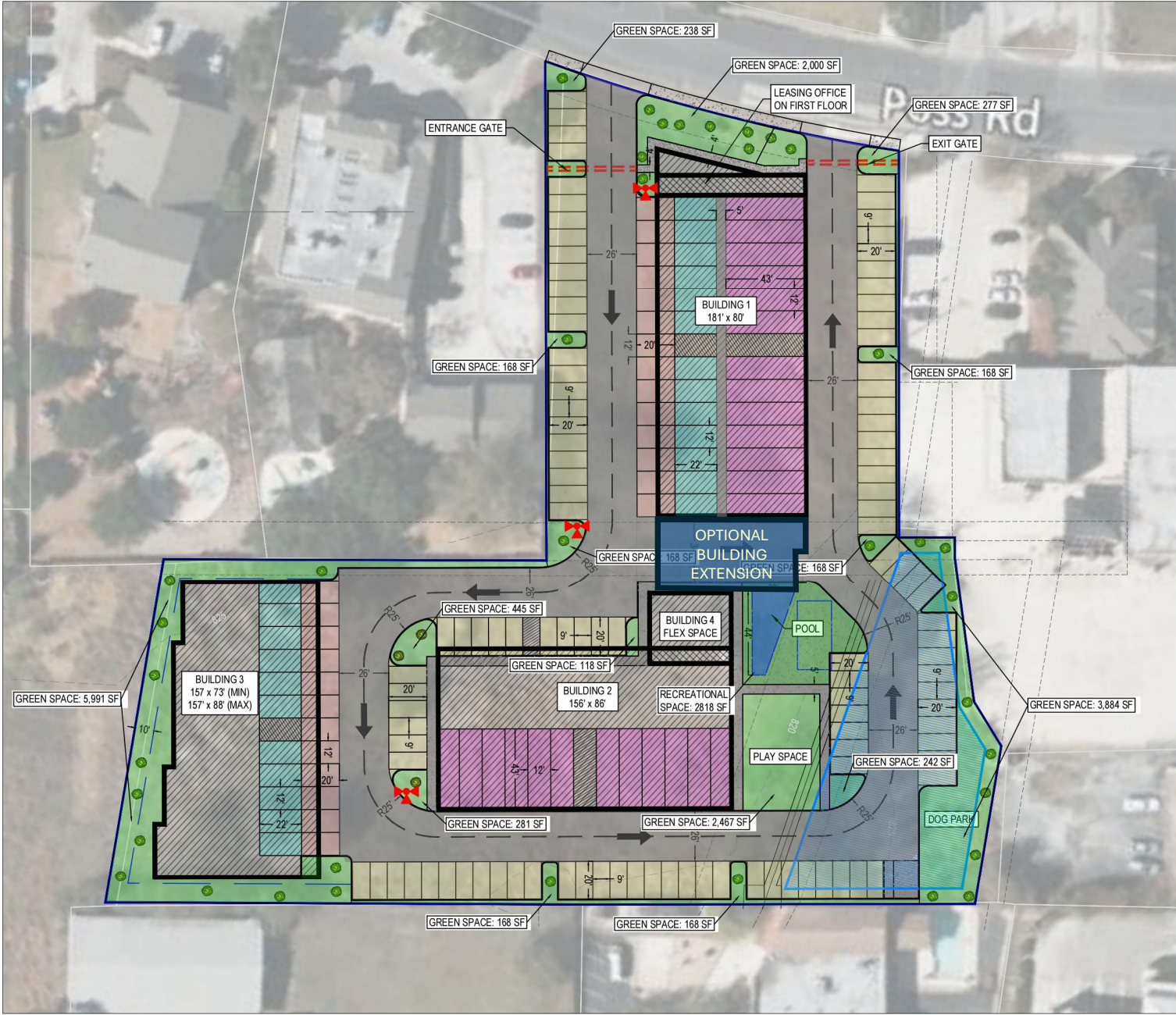


EXHIBIT B.2 (rev.3)



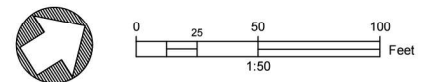
6758 POSS ROAD
 SITE PLAN #2 – LOFTS
 CROSS UTILITIES EASEMENT VACATED
 ADDING OPTIONAL BUILDING EXTENSION
 GATED COMMUNITY

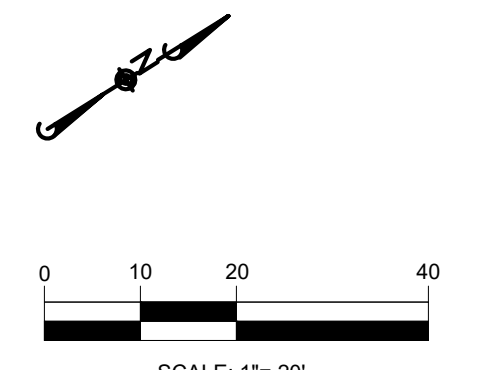
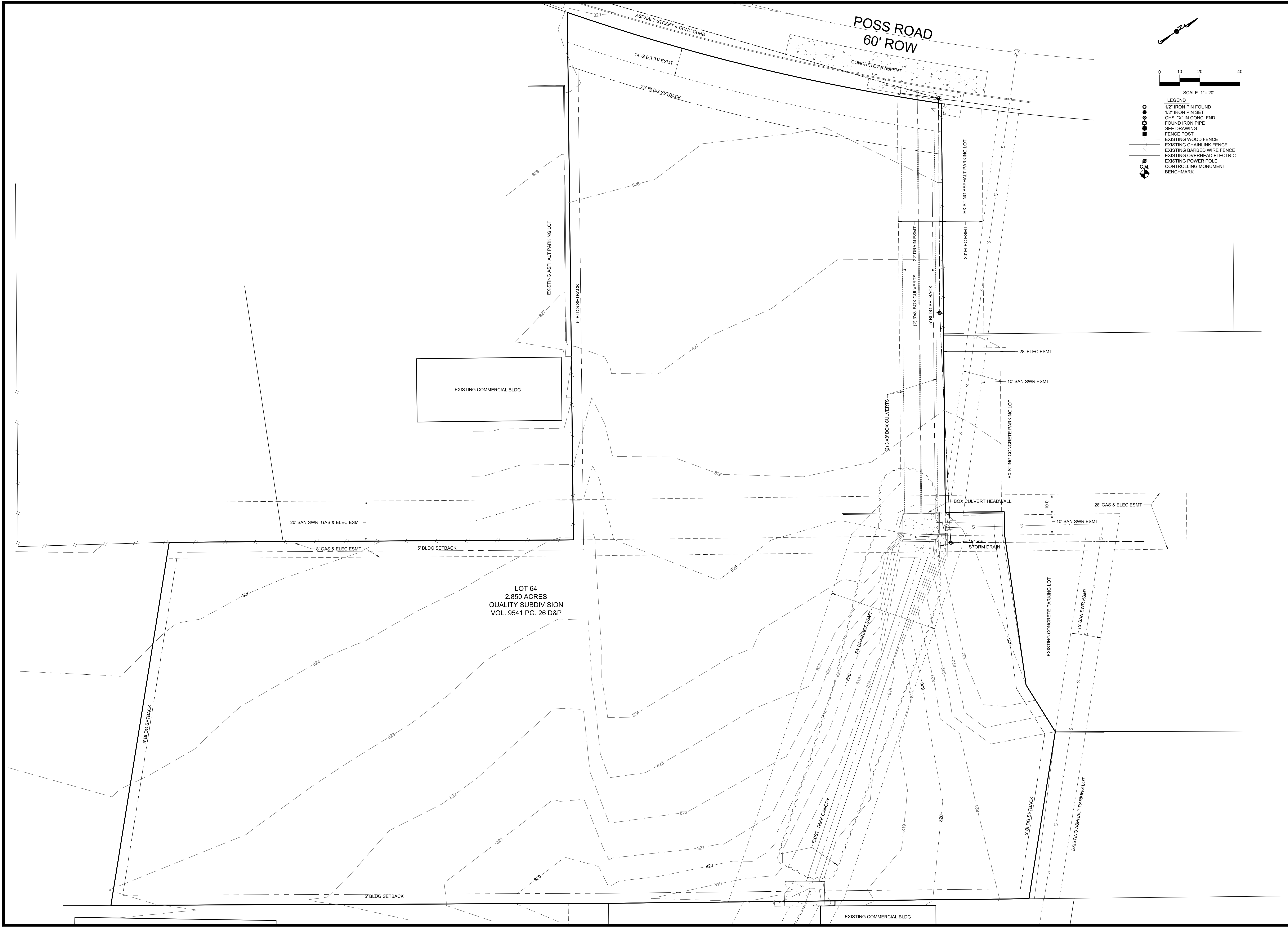
MARCH 2025

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 - EASEMENTS
 - FIRE HYDRANTS
 - TRAFFIC DIRECTION
 - TREES
- BUILDING AREA = 39,357 OR 41,712 SF (0.90 OR 0.96 AC.) (31.6% OR 33.6% OF LOT)

THE OPTIONAL BUILDING EXTENSION MAY VARY IN SHAPE AND IN SIZE. IT MAY OR MAY NOT CONNECT WITH BUILDING 4 (FLEX SPACE)





- LEGEND**
- 1/2" IRON PIN FOUND
 - 1/2" IRON PIN SET
 - CHS. 7" IN CONC. FND.
 - FOUND IRON PIPE
 - SEE DRAWING
 - FENCE POST
 - EXISTING WOOD FENCE
 - EXISTING CHAINLINK FENCE
 - EXISTING BARBED WIRE FENCE
 - EXISTING OVERHEAD ELECTRIC
 - EXISTING POWER POLE
 - CONTROLLING MONUMENT
 - BENCHMARK

NO.	DATE	COMMENTS

THIS PRELIMINARY DOCUMENT IS RELEASED FOR THE REVIEW AND APPROVAL OF THE PUBLIC UNDER THE AUTHORITY OF DAVID W. DYE, INC., 1001 R.F.L. ROAD, SAN ANTONIO, TEXAS 78217. IT IS NOT TO BE RECORDED FOR ANY PURPOSE.

DYE DEVELOPMENT, INC.
 TBPE: F-9539 - TBPLS: #10992300
 17174 IRONGATE RAIL
 SAN ANTONIO, TEXAS 78247
 TEL: (210) 685-9193
 FAX: (210) 598-9758

POSS ROAD CONDOMINIUM & COMMERCIAL DEVELOPMENT
BOUNDARY & TOPOGRAPHICAL SURVEY
 PROPOSED MIXED USE DEVELOPMENT
 6758 POSS ROAD, LEON VALLEY, TEXAS 78238

DRAWN BY: DWD
CHECKED BY: DWD
DATE: 11-27-2018
PROJECT NO: POSS

SHEET
S1.0

Sec. 15.02.308 "R-3" multiple-family dwelling district

REVISED FOR 6758 POSS RD

EXHIBIT D

PDD Rezoning – 6758 POSS RD

Summary of Revisions to Sec. 15.02.308 "R-3" Multiple-Family Dwelling District

Paragraph	Section 15.02.208 - R-3 – Multiple-Family Dwelling District – Zoning Ordinances	Current R-3 Standards	Revisions
b.1	Lot regulation – minimum lot size after the first three units	1,200	400
b.3	Minimum Floor space	600	400
b.4	Minimum Frontage on Public ROW	90ft	DELETE – N/A
b.5	Minimum Height	3 stories	4 stories
c.1	Front yard setback	20	10
c.2	Rear yard setback	25	10
c.5	Distance between <u>buildings (only to accommodate an optional building)</u>	15	5
d.6	Minimum Parking Spaces for two bedrooms	Two	One and half
d.6	Minimum Parking Spaces for more than two bedrooms	?	Two
	Illustration diagram at end of document		DELETE

Sec. 15.02.308 "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.

Sec. 15.02.308 "R-3" multiple-family dwelling district

REVISED FOR 6758 POSS RD

(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 **1,200 400** square feet for each additional unit.
- (2) *Depth.* Minimum of 120 feet.
- (3) *Floor space.* Minimum of **600 400** square feet.
- (4) *Frontage.* ~~A minimum frontage of 95 feet is required along a public right-of-way.~~
- (5) *Height.* A maximum of **three four** 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 10** feet from the property line to the building structure.
- (2) *Rear yard.* There shall be a rear yard having a minimum of **25 10** 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 5** 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) *Masonry required.* Multiple-family dwellings shall be constructed of masonry or similar noncombustible materials to the extent of not less than 75 percent of overall exterior walls.
- (5) *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

Sec. 15.02.308 "R-3" multiple-family dwelling district

REVISED FOR 6758 POSS RD

hereafter on the same lot to replace such nonconforming dwellings as may be destroyed by fire, windstorm or other involuntary cause.

- (6) *Parking.* A minimum of one space for each one-bedroom unit, **two one and half** spaces for each two-bedroom unit and **one space for each additional unit shall be provided two spaces for each unit with more than two bedrooms.**
- (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-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.

015_CHAPTER_15__ZONING.txt



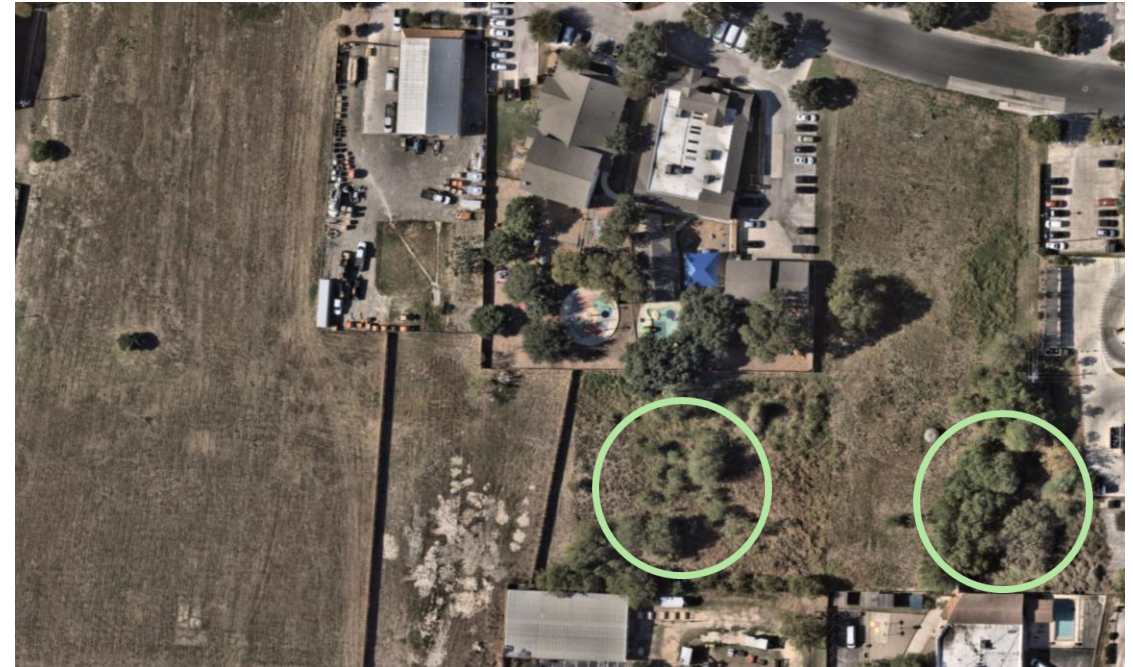
(1972 Code, sec. 30.608; Ordinance 07-033 adopted 8-8-07; 2008 Code, sec. 14.02.308)

LARGE TREE GROUPING

2004 Aerial – shows no heritage trees



Current – Brush and diseased Trees



SITE TOPOGRAPHY WITH SITE PLAN #2

EXHIBIT H



STS PARTNERS

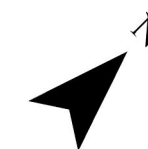
PRELIMINARY DRAINAGE PLAN POSS TRACT

Legend

-  DRAINAGE AREA
-  PROJECT SITE

Notes:

1. DA OS-B to be conveyed in existing inlet system at Point 1 on Poss to existing 8-3 box culvert.
2. DA OS-A to be conveyed via onsite inlet system and conveyed through underground storage before reaching Outfall 1C.
3. DA OS-C to be conveyed via onsite inlet system and conveyed through underground storage before reaching Outfall 1C.
4. DA-1 to be conveyed via onsite surface drainage and inlet system and conveyed through underground detention storage before reaching Outfall 1C.
5. Drainage between 1B and 1C to be conveyed through proposed underground box culvert system.



0 50 100 200 Feet



Map: Microsoft, Esri Community Maps Contributors, Texas Parks & Wildlife, © OpenStreetMap, Microsoft, CONANP, Esri, TomTom, Garmin, Foursquare, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USEWS

STS PARTNERS

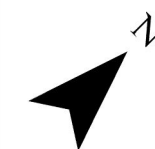
PRELIMINARY DRAINAGE PLAN POSS TRACT

Legend

-  DRAINAGE AREA
-  PROJECT SITE

Notes:

1. DA OS-B to be conveyed in existing inlet system at Point 1 on Poss to existing 8-3 box culvert.
2. DA OS-A to be conveyed via onsite inlet system and conveyed through underground storage before reaching Outfall 1C.
3. DA OS-C to be conveyed via onsite inlet system and conveyed through underground storage before reaching Outfall 1C.
4. DA-1 to be conveyed via onsite surface drainage and inlet system and conveyed through underground detention storage before reaching Outfall 1C.
5. Drainage between 1B and 1C to be conveyed through proposed underground box culvert system.



0 50 100 200 Feet



Map: Microsoft, Esri Community Maps Contributors, Texas Parks & Wildlife, © OpenStreetMap, Microsoft, CONANP, Esri, TomTom, Garmin, Foursquare, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USEWS

PZ-2025-4
PDD Amendment
6758 Poss Road

Susana Huerta
Planning and Zoning Director
City Council Meeting
April 1, 2025

Request

- Amend Ordinance 2021-54 PD Planned Development District with B-3 Commercial District to PD Planned Development District with R-3 Multiple-Family Dwelling District
 - Current PDD allowed townhouses
- Amendment proposes 175-unit apartment style development
- Requesting variances from Zoning Code (R-3)

Section 15.02.327 – “PD” Planned Development District

{Section}.74.

(a) Purpose. The purpose of a planned development ("PD") zoning district is to facilitate a specific development project, in accordance with a PD project plan, that may include uses, regulations and other requirements that vary from the provisions of other zoning districts. PD districts are intended to generally implement the following:

(1) Flexible and creative planning;

(2) The goals, objectives, and maps of the city's comprehensive plan, including but not limited to, the city's future land use plan;

(3) Economic development;

(4) Compatibility of land uses;

(5) Innovative planning concepts;

Variance Requests

- Lot regulation - minimum unit size after the first three units decreased from 1,200 to 400 square feet
- Minimum Frontage on Public Right-Of-Way reduced from 95 feet to no minimum
- Minimum Floor Space decreased from 600 to 400 square feet

Variance Requests

- Minimum Height increased from three (3) stories to four (4) stories
- Minimum Parking Spaces for two bedrooms decreased from two to one and one half
- Request to provide only two parking spaces for apartments with more than two bedrooms
- Request to not follow minimum setbacks
- Minimum Landscaping requirements reduced from 35% of property and 5% plantings to 10% of property and 2% plantings.

Location Map

{Section}.74.



Aerial View

(Section).74.



Surrounding Zoning

- North: B-2 Retail, B-3 Commercial
- West: B-3 Commercial
- East: Planned Development District and B-2 w/SO
- South: B-2 and B-3

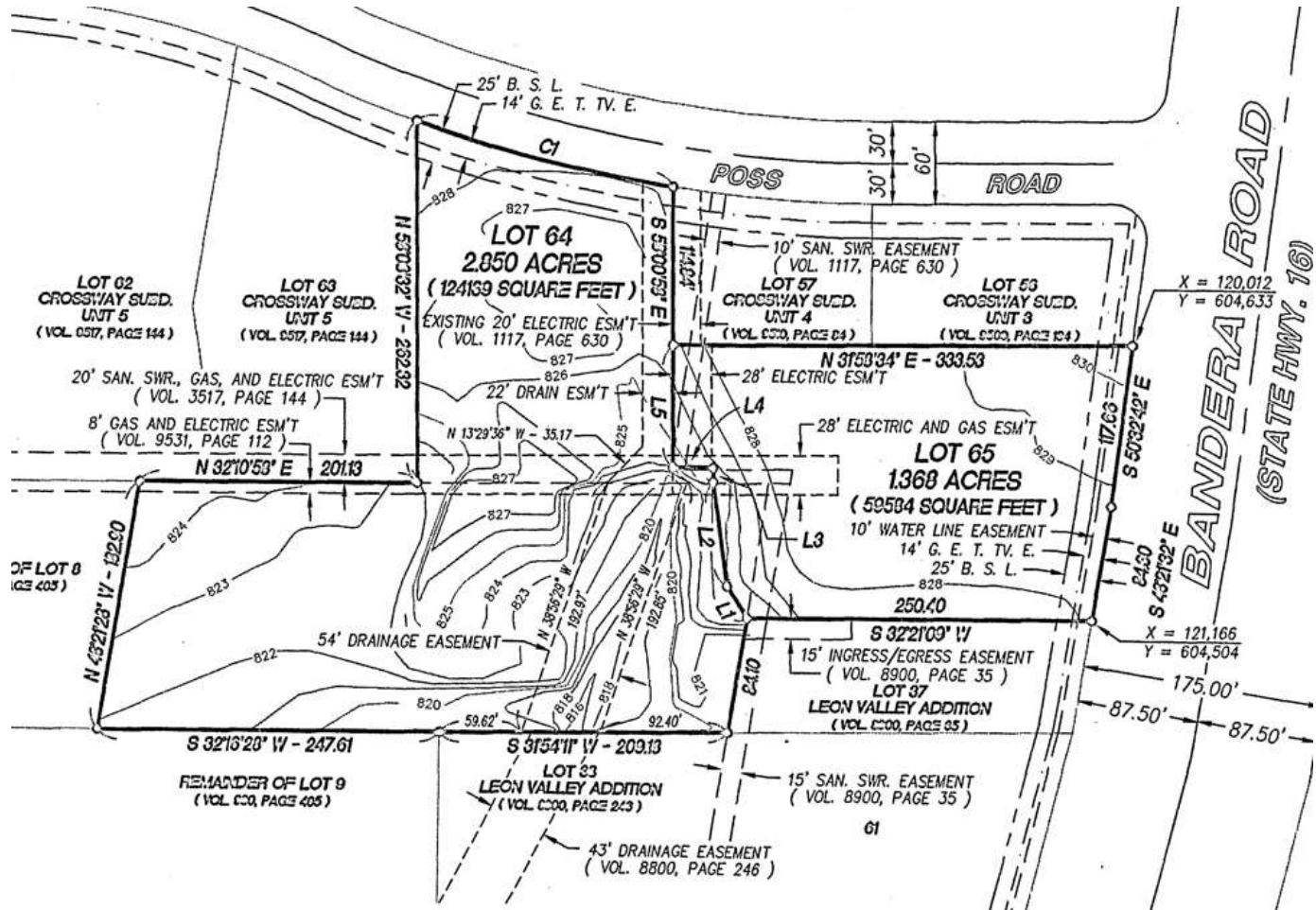
Site and Zoning

- Pink – B-2 Retail with SO
- Brown – Planned Development District
- Bright Green – B-3 Commercial w/SO & w/o SO
- Yellow Outline – Property



Plat

{Section}.74.



Site Plan – Concept #1

{Section}.74.

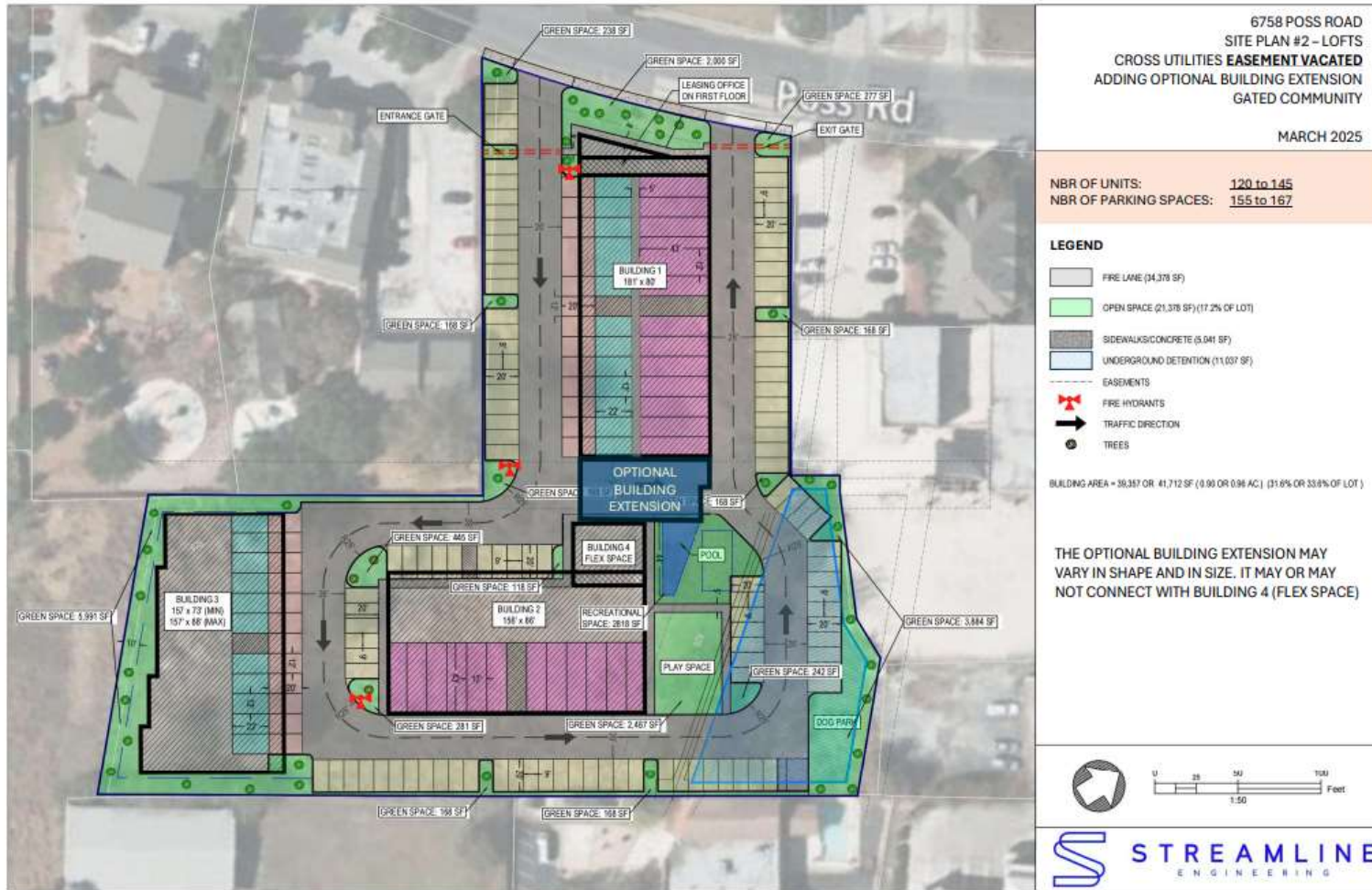
EXHIBIT B.1 (rev.3)



Site Plan – Concept #2

{Section}.74.

EXHIBIT B.2 (rev.3)



Staff Comments

- Lot area – lot is 2.86-acres
 - If applicant is required to conform to area requirements, property minimum size would be 5.45-acres
 - Shape of the lot is not conducive to retail or commercial development due to depth, number of easements, & low visibility
 - Surrounding lots are privately owned & either developed or in the process of development

Staff Comments

- Roadways are internal to the development, and they meet all requirements of the Fire Code
- If use is for general occupancy apartments, staff doesn't recommend a decrease in parking space requirements

Staff Comments

- Staff recommends this statements be removed from PDD request:

B. Supplemental Use Regulations
Additional Allowed Uses: The following uses shall be permitted by-right on the property, in addition to the uses permitted in Section A, Base Zoning:

i. The development of a Lofts / apartments project with a Site Plan substantially similar to the one illustrated in attached EXHIBIT B.1 (Rev.3). The layout of the

2 | Page

E STOP GROUP, LP - 6758 POSS RD -- AMENDMENT TO PDD PROJECT PLAN (rev.3)

Site Plan and all stated and unstated Code modifications required to build it shall be allowed by-right, and shall supersede the current Code requirements where there is conflict.

- ii. The development of a Lofts / apartments project with a Site Plan substantially similar to the one illustrated in attached EXHIBIT B.2 (Rev.3). This Site Plan allows for an optional building extension to accommodate a design change shall the Applicant is successful at vacating the CPS and SAWS utilities easements on the property. The layout of the Site Plan and all stated and unstated Code modifications required to build it shall be allowed by-right, and shall supersede the current Code requirements where there is conflict.

Staff Comments

- Staff recommends this statements be removed from PDD request:

Article 3. SPECIAL PROVISIONS

- A. This Development is considered a private facility on one lot that fronts a public street. The streets inside the development are considered private streets and are not subject to Sec 10.02.251 of the Code of ordinances, Applicable Standards and Specifications. The development must, however, comply with the requirements of the Fire Code.
- B. The Applicant shall be granted the right to modify the Site Plan so long as the required modifications to the Code, if any, are fully consistent with those required for the Site Plan as shown in Exhibit B.1 (Rev.3) or Exhibit B.2 (Rev.3)
- C. The total number of units is currently estimated to be between 120 and 145, but shall not exceed 155. The number of units shall comply with the approved minimum parking requirements as stated above in this Project Plan.
- D. The City shall grant a reduction in the width of the Drainage Easement from 54 feet to 40 feet. The Site Plan provisions for an underground Detention Pond which does not require a 54' easement. This reduction allows for increasing the width of the swimming pool for the Residents' enjoyment.

Master Pan

- The proposed facility is in keeping with the Master Plan which states:
- “The Grissom Road Corridor is Commercial Use with some Multiple Family Dwelling, Townhouse Dwelling and Garden House Uses”

Notification

- Letters mailed to property owners within 200' 15
- Letters received in favor 0
- Letters received in opposition 0
- Letters returned undeliverable 0

Recommendation

- Staff recommends approval of either option for the amended PDD
 - Both consistent and compatible with the City’s Master Plan and surrounding uses
 - Would make good use of a property that has physical developmental conflicts
 - Odd shape, difficult easements, & low visibility for retail or commercial use
 - Staff has no objection to proposed variances for lot requirements, with exception of parking requirements and minimum setbacks

Fiscal Impact

- All fees associated with this rezone request have been paid
- The development of a multiple-family development will increase ad valorem and sales tax in the city

Planning and Zoning Commission Recommendation

{Section}.74.

- The Planning and Zoning Commission recommended approval of the zone change request with a vote of 7 – 0.

MAYOR AND CITY COUNCIL COMMUNICATION

DATE: April 1, 2025
TO: Mayor and City Council
FROM: Roque Salinas, MPA, Executive Director
THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: Presentation, Discussion and Possible Action Authorizing the City Manager to Enter into a Memorandum of Understanding ("MOU") with the City of Converse to Provide Vaccination and Veterinary Services.- R. Salinas, Executive Director.

SPONSOR(S): N/A

PURPOSE

The City currently lacks a dedicated animal shelter, and residents have expressed opposition to increasing taxes for such a facility during recent town hall discussions. In some cases, the City has no other option but to impound a dog, and for the general safety of the public, staff and others involved with the dog it is best practice to get vacancies for the dogs. Furthermore, it does make the dog easier to get adopted out. In FY 2024, the City impounded 41 dogs.

FISCAL IMPACT:

The fiscal impact will vary based on the number of dogs impounded by the City. Additionally, costs will depend on whether spaying or neutering is required, as this is the most significant expense. If the City impounds 41 dogs within a year, the estimated cost would be approximately \$7,000. The City already allocates funds for dog vaccinations each fiscal year. Currently, veterinary services are obtained from private clinics based on availability, resulting in fluctuating costs. This MOU will enable the City to secure significantly lower service rates.

Item	Cost	DogCount	Total	Comment
DHPP	10	41	410	
Rabies	10	41	410	
Spaying/ Neutering	150	41	6150	Highest price- based on weight
Total	170	25	\$ 6,970	

RECOMMENDATION

Staff recommends approval of this request. The final decision is at the City Council's discretion

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary



CITY OF CONVERSE

2025 Memorandum of Understanding Between the City of Converse, Texas and The City of Leon Valley Texas

PURPOSE:

This Memorandum of Understanding is made on _____, 2025, between the City of Converse (“COC”) and the City of Leon Valley to help to lower the pet population of Converse and surrounding cities and to improve animal welfare by utilizing the COC’s Animal Care Facility (“ACF”).

The purpose of this memorandum is to reach a financial agreement regarding surgical group pricing for the 2024-2025 fiscal year attached as Exhibit A. These prices will be honored at ACF (8755 FM-1516). All prices are subject to change without prior notice. A new and updated memorandum of understanding will be sent to all groups with the updated pricing and information annually if changes are necessary. Participating cities’ surgeries at ACF are non-negotiable, depending on availability and attendance.

All City relationships must be approved by the Facility Manager, Medical Director/DVM, Converse Finance Director, City of Converse Interim City Manager. Communication will transpire through the Spay/Neuter Coordinator at acsliverelease@conversetx.net. Pricing will start once the group has received a confirmation email from the Spay/Neuter Coordinator confirming that the rescue is established in the system. All fees are to be paid at the of time services. Further each City will be required to execute a City Financial Responsibility Agreement attached as Exhibit B.

Due to the demand for surgical appointments, it is essential that all participating cities communicate any cancellations **48 hours in advance. If a city has a no-show without prior cancellation, it will be charged a No-Show Fee of \$25.00 per appointment (per animal) this charge will be applied to the card on file and the main point of contact will receive an emailed receipt.**

This agreement is to only include participating cities that have shelters for animals and not members of the general public. Surgical drop-off and pick-up times must be strictly adhered to and are a part of maintaining an efficient practice. However, please expect a wait time due to our high-volume capacity. Again, this arrangement is a courtesy, and any etiquette, payment, or scheduling violations can result in forfeiture of all cities pricing, late fees, and denial of surgeries. Any concerns can be directed to the Spay/Neuter Coordinator at acsliverelease@conversetx.net.

This Memorandum constitutes the entire Memorandum between parties relating to this subject matter and supersedes all prior or simultaneous, discussions, negotiations, and Memorandums, whether written or oral.

THE PARTIES EXPRESSLY ACKNOWLEDGE AND AGREE THAT NO PROVISION OF THIS AGREEMENT IS IN ANY WAY INTENDED TO CONSTITUTE A WAIVER BY ANY PARTY OF ANY IMMUNITIES FROM SUIT OR LIABILITY THAT A PARTY MAY HAVE BY OPERATION OF LAW.

{Section}.75.

TERM:

The MOU will commence upon signing of both parties and have an initial term of one year from the date of execution. This MOU shall renew for an additional term upon approval by City Council for COC and the City Council for the City of Leon Valley Texas.

City of Leon Valley, Texas

By: _____

Title: City Manager

Date: _____, 2025

AGREED:

City of Converse, Texas

By: _____

Title: Interim City Manager

Date: _____, 2025



CITY OF CONVERSE

----- ANIMAL CARE FACILITY -----

EXHIBIT A

SERVICE	COST
NORMAL CANINE SPAY 2-25#	\$95
NORMAL CANINE SPAY 26-50#	\$105
NORMAL CANINE SPAY 51-100#	\$130
NORMAL CANINE SPAY 100 +	\$150
NORMAL CANINE NEUTER 2-25#	\$75
NORMAL CANINE NEUTER 26-100#	\$80
NORMAL FELINE SPAY	\$70
NORMAL FELINE NEUTER	\$55
PREGNANT/OBESE/CRYPTORCHID/ABNORMAL ANATOMY OR TISSUE EXAM	\$30-\$65
HEALTH CERTIFICATE	\$40
WOUND REPAIR	\$30
MISCELLANEOUS ITEMS-Amputations, scrotal ablations, tumor removals, other	\$90-\$160
Heartworm Test	\$90/hr
Feline Combo Test	\$25
Flea Medication, Fecal	\$35
DHPP, Bordetella, FVRCP, Rabies Vacc	\$20 Each
Microchip	\$10 Each
MISCELLANEOUS SERVICES	COST
Professional Veterinarian during normal work hours 7am-5pm Mon-Sat	\$85/hr
Professional Veterinarian during non-working hours	\$100/hr Per phone Consultation only
Attendance in legal proceedings by Professional Veterinarian	\$100/hr
Reimbursement of controlled medications and other veterinarian provided medications.	Cost+10%



CITY OF CONVERSE

----- ANIMAL CARE FACILITY -----

City Point of Contact:

City Name: City of Leon Valley

Animal Facility Address: _____

Federal Tax ID Number: _____

Representative's Name: _____

Representative's Title: _____

Phone Number _____ Email: _____

City Manager Approval:

Date: _____, 2025

Print:

Sign: _____

OFFICE USE ONLY

Application Reviewer: _____ Date: _____

Approved Declined

Medical Director/DVM: _____ Date: _____

Approved Declined

City Manager: _____ Date: -----

Reason for Denial:



CITY OF CONVERSE

----- ANIMAL CARE FACILITY -----

EXHIBIT B

City Financial Responsibility Agreement

The purpose of this agreement is to reach a product/services financial responsibility agreement between the City of Leon Valley and the City of Converse. In order for the City of Converse to ensure cities are receiving all necessary products and services requested, their items selections and prices will be honored at the City of Converse Animal Care Facility.

The City Financial Responsibility Agreement must be completed and returned with the **Government tax-exempt form /W-9 form** to the Spay/Neuter Coordinator at acsliverelase@conversetx.net before you are eligible to take advantage of ACF group rates. **Again, this agreement is to only include animals at a City's Shelter.**

Please note, participating cities' financial responsibility agreement must be submitted clearly stating your city's financial responsibility. When a representative requests to purchase a product and/or service if the Financial Responsibility Agreement form is not submitted properly, it will become null and void and goods or services will NOT be rendered.

Under certain circumstances, ACF will charge the cities additionally, without notice for circumstances including but not limited to gravid termination, unplanned ablation, cryptorchidism, pyometra, etc. If an animal comes with fleas and/or ticks that animal will be treated at the participating cities' expense. Any animals 12 weeks and older brought in that does not have proof of an up-to-date rabies vaccination and is eligible for one, by state law, will be administered a rabies vaccine at the participating cities' expense.

Please note, each animal will receive an exam before the animal receives services. We ask that the representative stays on the property of ACF until all animals have cleared examination. In the event an animal does not pass the examination the representative is to take the animal back and off the premises of ACF.

In the table below, please indicate any extra services your city is willing to pay for upon request of the city representative.

Facility's Name: City of Leon Valley

City Representative: _____

Date: _____ Print: _____ Sign: _____



CITY OF CONVERSE

{Section}.75.

----- ANIMAL CARE FACILITY -----

Dog		Cat	
Microchip	Heartworm Test	Microchip	Combo Test
Rabies	Dhpp	Rabies	FVRCP
Bordetella	Fecal	Fecal	Health Certificate
Health Certificate			

OFFICE USE ONLY

Application Reviewer: _____ Date: _____.

Approved Declined

Medical Director/DVM: _____ Date: _____.

Approved Declined

City Manager: _____ Date: _____.

Memorandum of Understanding ("Mou") City of Converse Animal Services

Roque Salinas, MPA
Executive Director
City Council Meeting
April 1, 2025

Purpose

- Presentation, Discussion and Possible Action Authorizing the City Manager to Enter into a Memorandum of Understanding ("MOU") with the City of Converse to Provide Vaccination and Veterinary Services.-
- **Options:**
 1. Approval
 2. Denial
 3. Modify

Summary and Background

- The City currently lacks a dedicated animal shelter, and residents have expressed opposition to increasing taxes for such a facility during recent town hall discussions.
- In some cases, the City has no other option but to impound a dog, and for the general safety of the public, staff and others involved with the dog it is best practice to get vacancies for the dogs. Furthermore, it does make the dog easier to get adopted out.
- In FY 2024, the City impounded 41 dogs.

Terms and Services

- The purpose of this memorandum is to reach a financial agreement regarding surgical group pricing for the 2024-2025 fiscal year

SERVICE	COST
NORMAL CANNIE SPAY 2-25#	\$95
NORMAL CANNIE SPAY 26-50#	\$105
NORMAL CANNIE SPAY 51-100#	\$130
NORMAL CANNIE SPAY 100 +	\$150
NORMAL CANNIE NEUTER 2-25#	\$75
NORMAL CANNIE NEUTER 26-100#	\$80
NORMAL FELINE SPAY	\$70
NORMAL FELINE NEUTER	\$55
PREGNANT/OBESE/CRYPTORCHID/ABNORMAL ANATOMY OR TISSUE	\$30-\$65
EXAM	\$40
HEALTH CERTIFICATE	\$30
WOUND REPAIR	\$90-\$160
MISCELLANEOUS ITEMS-Amputations, scrotal ablations, tumor removals, other	\$90/hr
Heartworm Test	\$25
Feline Combo Test	\$35
Flea Medication, Fecal	\$20 Each
DHPP, Bordetella, FVRCP, Rabies Vacc	\$10 Each
Microchip	\$10
MISCELLANEOUS SERVICES	COST
Professional Veterinarian during normal work hours 7am-5pm Mon-Sat	\$85/hr
Professional Veterinarian during non-working hours	\$1 00/hr Per phone Consultation only
Attendance in legal proceedings by Professional Veterinarian	\$1 00/hr
Reimbursement of controlled medications and other veterinarian provided medications.	Cost+10%



Fiscal impact

{Section}.75.

- The fiscal impact will vary based on the number of dogs impounded by the City. Additionally, costs will depend on whether spaying or neutering is required, as this is the most significant expense.
- If the City impounds 41 dogs within a year, the estimated cost would be approximately \$7,000. The City already allocates funds for dog vaccinations each fiscal year.

Fiscal impact

{Section}.75.

Currently, veterinary services are obtained from private clinics based on availability, resulting in fluctuating costs. Average cost for DHPP and Rabies shots are between \$24 and \$31 each.

The City currently do not spay/neuter any dogs due to the high cost. Spay/Neuter services for a 65lb dog average between \$500 and \$750.

This MOU will enable the City to secure significantly lower service rates.

Item	Cost	DogCount	Total	Comment
DHPP	10	41	410	
Rabies	10	41	410	
Spaying/ Neutering	150	41	6150	Highest price- based on weight
Total	170	25	\$ 6,970	



Recommendation

{Section}.75.

- Staff recommends approval of this request. The final decision is at the City Council's discretion

Memorandum of Understanding ("Mou") City of Converse Animal Services

Roque Salinas, MPA
Executive Director
City Council Meeting
April 1, 2025

MAYOR AND CITY COUNCIL COMMUNICATION

DATE: April 1, 2025
TO: Mayor and City Council
FROM: Roque Salinas, MPA, Executive Director
THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: Presentation, Discussion and Possible Action Authorizing the City Manager to Enter into a Memorandum of Understanding ("MOU") with San Antonio Pets Alive! to Intake Dogs from the City of Leon Valley.

SPONSOR(S): N/A

PURPOSE

The City currently lacks a dedicated animal shelter, and residents have expressed opposition to increasing taxes for such a facility during recent town hall discussions. In FY 2024, the City impounded 41 dogs. Without a proper shelter and no immediate plans to construct one, the City must explore alternative solutions for managing impounded animals.

The staff emphasizes that SAPA will not serve as the City’s primary animal care facility under this MOU. This is a temporary, short-term solution with a one-year term. Either party may terminate the contract with a 60-day notice. The City will not accept surrendered, ill, or injured dogs from individuals. When possible, staff will pursue prosecution for dog abandonment.

FISCAL IMPACT:

- The City also agrees to pay SAPA a flat total of \$10,000 for 365 days of service.
 - This payment will be split between the fiscal years 2024 and 2025. This breaks down to \$5,000 each fiscal year.
 - If services are termed a pro rata refund will be required for services per day.

RECOMMENDATION

This is the City Council’s discretion.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

**MEMORANDUM OF UNDERSTANDING ("MOU")
FOR ANIMAL CARE SERVICES**

This Memorandum of Understanding ("MOU") is entered into on this ____ day of _____, 2025, by and between the **City of Leon Valley, TX** ("the City") and **San Antonio Pets Alive! (SAPA)**, collectively referred to as "the Parties."

RECITALS

WHEREAS, SAPA and the City of Leon Valley are authorized to enter into this Agreement pursuant to the Interlocal Cooperation Act, Chapter 791, Texas Government Code; and

WHEREAS, SAPA employs animal care services personnel; and

WHEREAS, this MOU for SAPA to provide certain animal care services to the City of Leon Valley is necessary for the mutual advancement of the health and general welfare of the citizens of all jurisdictions concerned; and

WHEREAS, The City of Leon Valley desires to have SAPA designated local rabies control authority serve as the City of Leon Valley designated authority, as necessary pursuant to state law;

FOR THESE REASONS, and in consideration of the mutual promises contained in this agreement, SAPA and the City of Leon Valley mutually agree as follows:

SCOPE OF SERVICES

SAPA shall perform the following animal care services under the terms and conditions hereinafter stated, and the City of Leon Valley hereby accepts and agrees to the following terms and conditions:

1. SAPA agrees to accept up to twenty-five (25) dogs annually from the City.
 - a. Injured dogs will not count toward the twenty-five (25) and are not applicable to the terms listed.
 - b. SAPA agrees that once possession of the dog is turned over, SAPA takes full ownership of the animal.
 - c. The City of Leon Valley agrees to all fees SAPA charges to the adopter for rehoming, administration fees, etc.
 - d. SAPA agrees to intake a dog within 10 days after the expiration of the State's minimum 72-hour required holding period. (14th day after initial pick up from City of Leon Valley staff).

2. The City of Leon Valley also agrees to inform SAPA in writing via email when the City takes possession of a dog. The date of the email will serve as the starting date of the possession and 14 days after it will serve as the date that SAPA will intake a dog if the City is unable to find the owner and/or get it adopted.

3. The City will provide full veterinary care for each dog prior to transfer. The City will primarily seek services from the City of Converse Animal Care Facility as the two municipalities have an interlocal agreement for services. The City will provide veterinary services for each dog to include the following:
 - a. Vaccinations
 - i. DHPP
 - ii. Rabies
 - b. Spaying/Neutering
 - i. Spaying/neutering of dogs will be completed within 30 days of intake by the City of Leon Valley, subject to availability.
 - ii. SAPA agrees to intake the dog while waiting for the Spaying/Neutering appointment.
 - iii. If the City is unable to get the dog spayed/neutered within 30 days through the Interlocal Agreement with the City of Converse, then it is the responsibility of the SAPA to conduct the spaying/neutering at SAPA's own expense.
4. The City will provide SAPA with the following information for each dog:
 - a. A clear photograph
 - b. Estimated age
 - c. Breed
 - d. General Health status, which will include Ocular/Nasal Discharge, Coughing, non-weight bearing limbs, visual trauma, hair loss flea/tick infestation.
5. The City agrees to provide SAPA with \$5,000.00 within 30 days after signing up. An additional \$5,000.00 will be paid by October 10, 2025. The fee covers all impoundment cost to included but not limited to shelter impoundment fees, feeding, daily kenneling fees, adoption fees, any additional vaccination fees, and/or spay/neuter fees, or euthanasia fees.
6. The City agrees to allow SAPA the use of the Community/ Conference center or veterans park area for Animal Advocacy related events, subject to availability.
7. The City agrees to allow SAPA to use the City-managed advertising billboard for SAPA-branded advertising. The City will provide a maximum of 42 days (six weeks) of usage, allocated in two-week increments, subject to availability.

LOCATION OF PERFORMANCE

The place where the services are to be performed is in the City of Leon Valley, Texas.

DESIGNATION OF LOCAL RABIES CONTROL AUTHORITY

The Parties agree that Bexar County serves as the local rabies control authority for the City of Leon Valley as the designated authority, as provided in Section 826.017, Texas Health and Safety Code.

DURATION AND TERMINATION

The term of this agreement shall be valid for one year (365 days) from the signing date. Either party may terminate the agreement with a 60-day written notice. In the event of termination, a pro-rata refund will be issued to the City within 30 days. The refund will be calculated at a daily rate of \$10,000.00/365 days.

The Parties agree that this agreement will automatically renew for another year at the termination of the initial term, with the same terms and conditions, unless otherwise requested in writing 60 days prior to the termination of the agreement.

MISCELLANEOUS

Notice. Unless otherwise provided herein, all notices or other communications required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally in hand or sent by certified mail, return receipt requested, postage prepaid and addressed to the appropriate party at the following address below or to any other person at any other address as may be designated in writing by the Parties. Notices are effective upon receipt. Parties may change their notice information in the same manner.

City of Leon Valley
Attn: City Manager
6400 EL Verde Rd
Leon Valley, TX 78238

SAPA

Governing Law. This Agreement and the rights and obligations of the Parties hereto shall be governed by, and construed according to, the laws of the State of Texas, except as specifically noted. Venue shall lie in Bexar County, Texas.

Entire Agreement; Amendment. This Agreement constitutes the entire agreement of the Parties and is intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and agreements that have been made in connection with the subject matter. No modifications or amendments to this Agreement shall be binding upon the Parties unless the same is in writing and signed by the respective Parties hereto. All prior negotiations, agreements, and understandings with respect to the subject matter of this Agreement are superseded hereby.

Waiver of Breach. The waiver by either party of a breach or violation of any provision of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach of the same or other provision hereof.

Severability. In the event that any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of the Agreement, which shall remain in full force and effect and enforceable in accordance with its terms.

Force Majeure. Neither party shall be held responsible for any delay or failure in performance to the extent that such delay or failure is caused by fire, flood, explosion,

war, strike, embargo, government regulation, civil or military authority, acts of God, acts or omissions of carriers, or other similar causes beyond their control.

Signature Page

IN WITNESS WHEREOF, the Parties have executed this Agreement in their official capacities, with legal authority to do so.

City of Leon Valley, TX

By: _____

City Manager

Date: _____

San Antonio Pets Alive! (SAPA)

By: _____

Executive Director

Date: _____

Memorandum of Understanding ("MOU") San Antonio Pets Alive!

Roque Salinas, MPA
Executive Director
City Council Meeting
April 1, 2025

Purpose

- Presentation, Discussion and Possible Action Authorizing the City Manager to Enter into a Memorandum of Understanding ("MOU") with San Antonio Pets Alive!, to Intake Dogs from the City of Leon Valley.

Options:

1. Approval
2. Denial
3. Modify

Summary and Background

- The City does not have a proper facility to serve as an animal shelter.
- When asked at the town hall residents were unwilling to increase taxes for an animal care facility.
- The City impounded 41 dogs in FY 2024.
- Without a proper animal care facility and with no desire to build one soon, the City must seek other options to address impounded dogs.

City options

- The City is required to hold a dog for 72 hours per state law. After the 72 hours, the city has the following options.
 - Return to owner
 - Boarding facility(City pays for boarding cost)
 - Adoption/Foster
 - 13 adoptions happened last year, 7 by city staff, 8 by vets who took in the dogs while treating, 0 by the public.
 - Euthanasia (Very last option)

SA Pets Alive!

- San Antonio Pets Alive's mission is to provide the programs and services needed to eliminate the killing of at-risk animals due to lack of space, adopter or foster.
- They have agreed to intake up to 25 dogs over the next 12 months to assist the City's current dog problems.
- SAPA agrees to intake a dog within 10 days after the expiration of the State's minimum 72 hour required holding period. (14th day after initial pick up from City of Leon Valley staff).

City responsibility

{Section}.76.

1. The City will provide full veterinary care for each dog prior to transfer. The City will only seek services from the City of Converse Animal Care Facility as the two municipalities have an interlocal agreement for services. The City will provide veterinary services for each dog to include the following
 - a. Vaccinations
 - i. DHPP
 - ii. Rabies
 - b. Spaying/Neutering
 - i. Spaying/neutering of dogs will be completed within 30 days of intake by the City of Leon Valley, subject to availability.
 - ii. SAPA agrees to intake the dog while waiting for the Spaying/Neutering appointment.
 - iii. If the City is unable to get the dog Spayed/ Neuter within 30 days of intake by the City, then it is the responsibility of the of SAPA to conduct the operation at cost to SAPA.

Fiscal impact

{Section}.76.

- The City also agrees to pay SAPA a flat fee of \$10,000.
 - This payment will be split between fiscal year 24 and 25.
 - \$5,000 for each fiscal year.
 - If services are termed, a pro-rata refund will be required for services per day.

Fiscal impact cont.

{Section}.76.

- The city currently uses boarding services to avoid Euthanasia.
- The City is only given 5 spots at the boarding facility at one time and it is subject to availability.
- Rate is \$105 per week per dog.
- \$5,715 was spent in FY 24 to board 5 dogs. This does not include the cost of vaccinating the dog, which is required.
- Boarding does not transfer ownership. The City is still responsible for the dog.

Item	Cost	Dog Count	Total	Comment
DHPP	10	25	250	
Rabies	10	25	250	
Spaying/ Neutering	150	25	3750	Highest price- based on weight
Total	170	25	\$ 4,250	

Recommendation

{Section}.76.

- The staff emphasizes that SAPA will not serve as the City's primary animal care facility under this MOU. This is a temporary, short-term solution with a one-year term.
- Either party may terminate the contract with a 30-day notice. The MOU will be used only as a last resort.
- The City will not accept surrendered, ill, or injured dogs from individuals. When possible, staff will pursue prosecution for dog abandonment.
- Staff recommends approval of this request. The final decision is at the City Council's discretion

Memorandum of Understanding ("MOU") San Antonio Pets Alive!

Roque Salinas, MPA
Executive Director
City Council Meeting
April 1, 2025

OUTSTANDING CITY COUNCIL ITEMS

- **Review of the Water and Sewer Rates**
 - 6/20/2023 Postpone council requested this be a retreat item for 7/22/23.
 - Council will be looking at a 1% increase at a future meeting.
 - This will be discussed at the Town Hall meeting- on 11/21/2023, the Council decided on a workshop.
 - 12/5/2023 City Council reviewed the presentation from Waterworth. The next workshop is scheduled for 2/20/2023 (the date has been moved). We were waiting on the audited numbers. We just received them. We will be setting a new date for review.
 - 7/16/2024, the council will hear a new presentation
 - Some Councilmembers expressed concern that the water rate does not match SAWS. Some Councilmembers expressed concern that that by not increasing water rates the water infrastructure will not get addressed.
 - Everyone agreed on the surcharge and looking at the affordability rate
 - Staff will bring back the Surcharge on 8/6/2024.
 - New rates will be brought back to the council in September 2024.
 - Second Read on the Surcharge 8/20/2024.
 - Council passed unanimously
 - Water workshop on Saturday in October 19, 2024.
 - Look at the rates with the TX Water Board Low interest Loans
 - Look at the rates with the EPA Low interest Loan
 - Look at rates to exactly match SAWS structure
 - Will have another workshop in est. 30 days
 - 11/12/2024 next workshop
 - The Council decided to present at the town hall meeting
 - Melinda will be presenting on 3/4/2025 for an increase
 - City council decided to use SAWS tiers but adjusted the rates so that the fund would not lose money in years one and two. This will come back TBD.
 - Presentation is scheduled for 4/1/25
- **Discussion of updating the Strategic Plan, Mission, & Vision Statement**
 - Will be placed on the Town Hall meeting for discussion decided at the 11/21/23 Council meeting to hold a workshop.
 - February 3, 2024, workshop scheduled. At the council chambers. The Council changed the date to 2/24/24 to coincide with another workshop.
 - The Council decided to amend the mission and vision statements. Holding another workshop for the goals and objectives and core values.
 - Core values will be discussed at 3/19/2024. Goals will return after the council retreat.

- This item is still pending. The council did not get this item at the retreat.
- This item was going to be added to the townhall meeting.
- The City Manager is looking for the next goals and Objectives Meeting
 - Council decided to do this at the April 2025 coffee.
- **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.
- **Sustainability Overlay**
 - 6/6/2023 Staff is not ready and has been postponed until September.
 - 725/2023 – Zoning Commission started to review. The item is with the Attorney.
 - New Planning and zoning Director and the City Manager met with the attorney on 1/8/2024. The item should be coming forward soon.
- **Stray Animal Ordinance**
 - Currently being reviewed by the City Attorney – we cannot require private industry to take in and adopt our stray animals.
 - Looking at a possible interlocal agreement.
 - Staff has met with the county for a long-term solution.
- **Neighborhood/Citizen Survey**
 - Will be tied to the solid waste survey. The council decided to keep these two separate items.
- **Looking at an amendment to Section 15.02 Appendix C (I), D Structural Nonconformity to add a matching percentage from Economic Community Development funds.**
 - **After the sustainability review.**
- **Four-way stop at Forest Meadow and Evers.**
 - To be evaluated upon the development of the Evers property.
 - Will be discussed on 7/13/2024 council retreat
 - Waiting until after the development or until it is added by the city council.
- **Review of the Personnel Manual**
 - Administrative changes will be coming in April.
 - Scheduled for 4/1
- **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 city council. September 17, 2024, council meeting.
- Add to the townhall meeting for discussion
- **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.
- **Veterans Monument**
 - Waiting for two council members to add this item.
 - Price quote was \$24,000
 - Added in FY 26 capital budget
- **Planning and Zoning Ordinance**
 - Martinez and Heyl
 - 12/5/2024
 - Postpone until after the new year.

ITEMS ARE STILL IN THE PIPELINE BUT HAVE BEEN ADDRESSED

- **Red-light Cameras' first available contract end term is May 2037**
 - City Council adopted a Resolution declaring the intent to phase out redlight cameras 4/6/2021 – Resolution # 21-009R.
 - The RLC Contract would be difficult to terminate without financial obligation from the City.
 - City Council supports HB 1209 and physically delivers letters in support to Cortez, Biederman, Canales, Menendez
 - Funds – Eligible projects – CR
 - Will be discussed at the Town Hall Meeting on January 22, 2022.
 - Discussed at the retreat Council has decided not to spend funds until we know what the legislature is doing.
 - Resolution supporting SB 446-2/21/2023.
 - The item was not approved during the legislation process the Council will try again in 2025.
 - The Council decided at the retreat not to address this issue.
- **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.
- **AV equipment for the Conference Center - Budget Adjustment from ARP Funds**
 - Council meeting 2/1/22 first read.
 - Item amended to get the direction of the scope of work.
 - Will bring the item back after the BID process.
 - Discuss alternatives 5/3/2022.
 - This item could not be purchased out of ARP funds.
- **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 steaked-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
- Chanel 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 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.

Completed

- Vaping: Making it illegal in Public Areas
 - 2/18/2024 Council meeting
 - 3/4/2024 Second read – passed unanimously