



CITY OF LEON VALLEY
CITY COUNCIL SPECIAL MEETING
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Tuesday, May 05, 2026 at 5:30 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 Direction to Staff Regarding the Comprehensive Master Plan Process - M. Gallardo, Planning and Zoning Director
 2. Presentation and Direction to Staff on the Precinct 2 CDBG Solar Streetlight Grant Project - D. Dimaline, Public Works Director
 3. Presentation, Discussion and Direction to Staff on the Community Budget Survey - Dr. C. Caldera, City Manager
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:

- **May 12, 2026 – Special City Council Meeting**
8:30 AM - City Council Chambers
- **May 19, 2026 – Regular City Council Meeting**
6:30 PM - City Council Chambers
- **May 02, 2026 – Election Day**
Polls Open from 7:00 AM until 7:00 PM
- **May 25, 2026 – City Hall and Municipal Offices Closed**
In observance of Memorial Day
- **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. 04-21-2026 Regular City Council Meeting Minutes
- b. 04-25-2026 Coffee with the Mayor and City Council Minutes
- c. 04-28-2026 Special Joint City Council and Planning & Zoning Workshop Minutes

2. Discussion and Possible Action Accepting of the Following Board/Commission Minutes:

- a. 01-21-2026 Citizens Police Advisory Committee Meeting Minutes
- b. 02-12-2026 Library Advisory Board Meeting Minutes

3. Discussion and Possible Action on a Resolution of the City of Leon Valley, Texas, City Council for the Reappointment of Dr. Chichi Junda Woo as the Local Health Authority (LHA) for the City of Leon Valley - S. Passailaigue, City Secretary

4. Discussion and Possible Action on an Ordinance Authorizing a Budget Adjustment for the Fiscal Year 2025-2026 to the General Fund Budget in the amount of \$49,950 to Provide funding the Safety Camera Program (First Read was Held on 04-21-2026) - D. Gonzalez, Police Chief

5. Discussion and Possible Action on an Ordinance Authorizing a Budget Adjustment from the Enterprise Fund Reserve in the Amount of \$612,334 for the Castle Estates Neighborhood Sewer Main Community Development Block Grant (CDBG) Project, and Awarding the Lowest Qualified Bid in the Amount of \$454,412 with \$68,162 for Contingency (15%), and Authorizing the City Manager to Enter into a Contract with Sovrex, LLC for the Castle Estates Neighborhood Sewer Main CDBG Project (First Read was Held on 04-21-2026) - D. Dimaline, Public Works Director

6. Discussion and Possible Action on a Resolution Appointing Annette Ramirez as 1st Alternate of the Planning & Zoning Commission - S. Passailaigue, City Secretary

7. Regular Agenda

1. Presentation and Discussion on an Ordinance to Amend Ordinance 2025-8 to Change the Zoning from PD Planned Development District, with R-3 Multiple-Family Dwelling Base Zoning District to PD Planned Development District, with R-6 Garden House Base Zoning District on Approximately 6.8 Acre of Land, Located at 6612 and 6618 Sawyer Road; and More Specifically Described as 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) – M. Gallardo, Planning and Zoning Director
2. Presentation, Discussion, and Possible Action on 4th of July Event - C. Miranda, Community Relations 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 this meeting to discuss any matter listed on the posted agenda, as authorized by the Texas Government Code, including but not limited to: **Section 551.071** – Consultation with Attorney, **Section 551.072** – Deliberations about Real Property, **Section 551.073** – Deliberations about Gifts and Donations, **Section 551.074** – Personnel Matters, **Section 551.076** – Deliberations about Security Devices, and **Section 551.087** – Economic Development

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

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

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

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

Regarding item nos. 6.4. and 6.5. above, the City provides the following information in compliance Texas Government Code § 551.043(c): (i) a copy of the City’s proposed budget may be located on the City’s home page of its website and at <https://www.leonvalleytexas.gov/finance/page/truth-taxation-information>; and (ii) Taxpayer Impact Statement – For the median-valued homestead property a

comparison of the current property tax bill in dollars pertaining to the property for the current fiscal year ("FY"), an estimate if the proposed budget is adopted for the upcoming FY, and an estimate of a balanced budget at the no-new-revenue tax rate for the upcoming FY is below:

Median-Valued Homestead Property of \$230,620	Property Tax Bill in Dollars
Current FY 2024/25	\$ 1,087.67
An estimate if the proposed budget is adopted for FY 2025/26	\$ 1,256.97
An estimate if a balanced budget is funded and adopted at the no-new-revenue tax rate for FY 2025/26	\$ 1,164.72

SAUNDRA PASSAILAIGUE, TRMC
City Secretary
APRIL 29, 2026 4:35 PM



MAYOR AND COUNCIL COMMUNICATION

DATE: May 5, 2026

TO: Mayor and City Council

FROM: Michael Gallardo, Planning and Zoning Director

THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: Presentation, Discussion, and Direction to Staff Regarding the Comprehensive Master Plan Process - M. Gallardo, Planning and Zoning Director

PURPOSE & BACKGROUND

The project to update the Leon Valley Comprehensive Master Plan was awarded to Ardurra. As a result, Ardurra is presenting a kickoff session with City Council to discuss details such as themes, goals and planning steps. Additionally, the kickoff session will allow City Council to determine who will serve on the Comprehensive Plan Advisory Committee (CPAC).

The Comprehensive Plan Advisory Committee (CPAC) can be formed by utilizing existing commissions and boards. The Comprehensive Plan Advisory Committee (CPAC) will provide valuable insight by representing the community.

STAFF COMMENTS

The formation of the Comprehensive Plan Advisory Committee (CPAC) is at Council’s discretion.

FISCAL IMPACT

N/A

RECOMMENDATION

The formation of the Comprehensive Plan Advisory Committee (CPAC) is at Council’s discretion.

APPROVED : _____ DISAPPROVED : _____

APPROVED WITH THE FOLLOWING AMENDMENTS :

ATTEST :

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

CITY COUNCIL WORK SESSION 1

May 5, 2026

*Leon Valley Comprehensive Master Plan
2026-2027*

Team Introduction

CONSULTANT TEAM

Byron Sanderfer
Client Services

Lata Krishnarao
Project Manager

Krishna Radhakrishnan
Planning/GIS

Joe Esch (Esch Development Solutions)
Housing/Economic Analysis



Planning History in Leon Valley

1970 - First Comprehensive Plan (created)

1986 - Comprehensive Plan Update

Updates - 1986, 1992, 1995, 1997, 2007, 2009

1972 - Adoption of Zoning and Subdivision Standards

2018 - Current Comprehensive Plan

2019 - Parks Master Plan

2025 - Parks, Trails, Recreation, and Open Space Master Plan

2025 - Strategic Plan Update

Comprehensive Plan

Alignment with 2025 Strategic Plan

Themes :

- Preservation - natural resources, outdoor recreation
- Balance - future growth, existing development, neighborhood communities
- Compatible business environment - healthy economy, pedestrian friendly and efficient traffic patterns
- Collaboration - residents, businesses, civic partners (community of choice)

Goals :

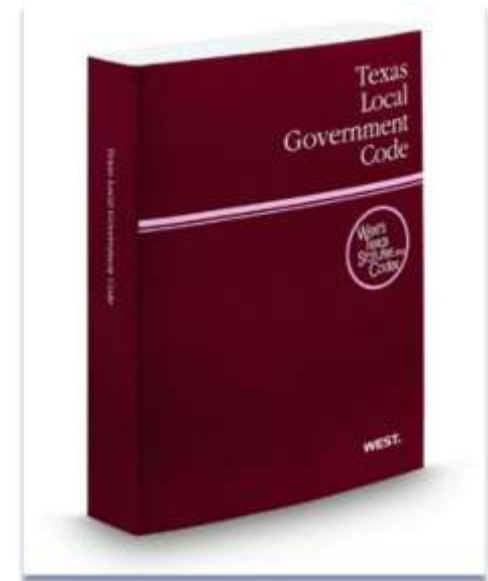
- A. Economic Development: Sustainable economic growth
- B. First Responders: Strong, resilient, and connected community
- C. Infrastructure: Enhanced quality of life, sustainable infrastructure, CIP
- D. Environment: Cleaner, healthier, more sustainable future
- E. Recreational Green Space & Parks – High-quality parks & recreational spaces
- F. Transparency: Open, transparent, and accountable government
- G. Fiscal Responsibility: Responsible stewardship of public funds
- H. Citizen Involvement: Engaged and empowered residents

Comprehensive Plan

Purpose

Goals & Objectives

- Shared vision for Leon Valley
- Resilient, balanced growth and redevelopment
- Guide land use and mobility
- Support financial and policy planning
- Improve services and asset management
- Align with resilience priorities
- Track progress over time
- Implementation-focused strategy
- Strengthen grant competitiveness



Authority:

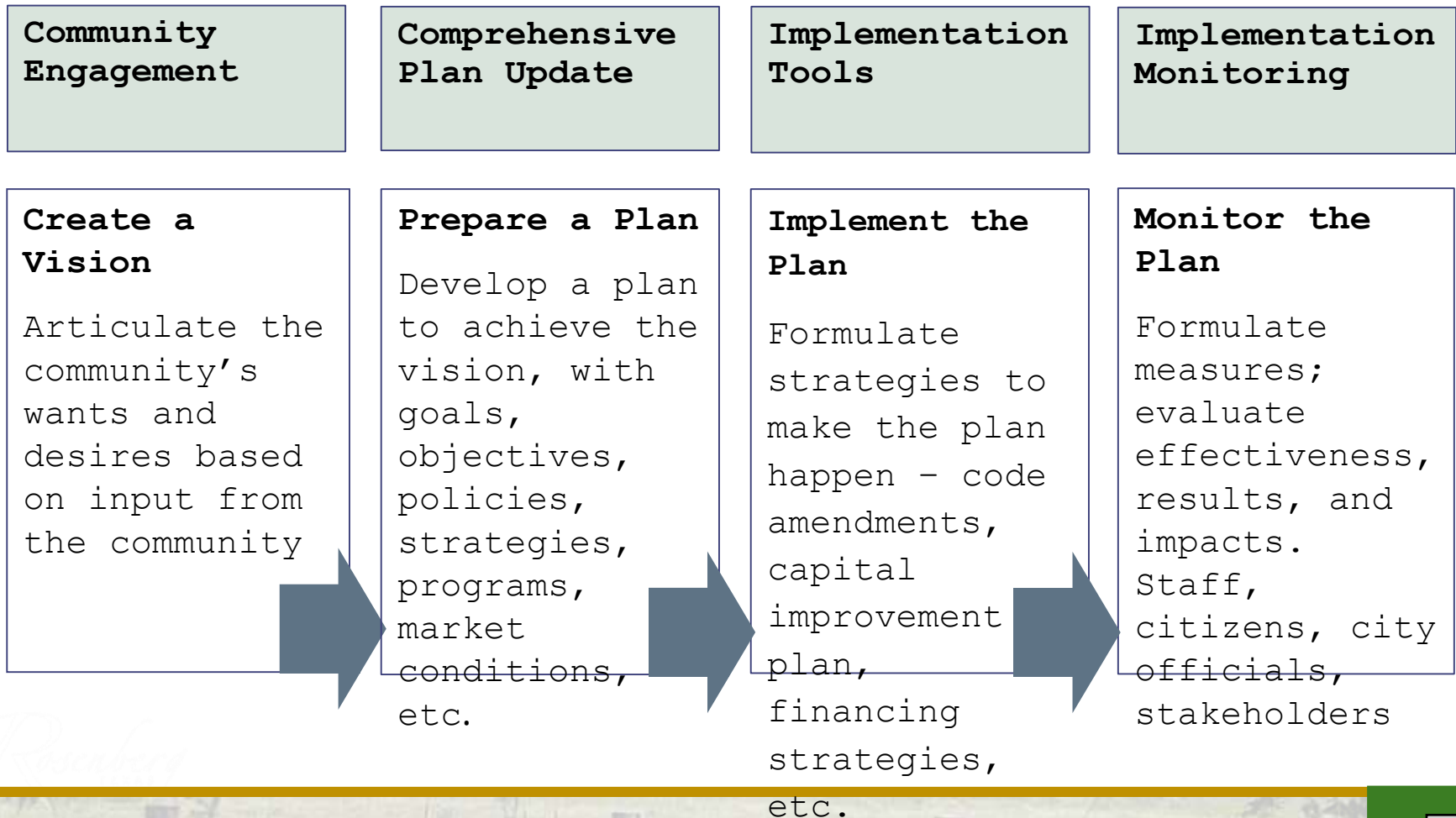
Comprehensive Plan-
Texas Local Government Code
Sec. 211.004

Zoning Regulations -
Texas Local Government Code
Sec. 211.003

Implementation

Implementation Dashboard (Example)	
Recommendation Number	5d.i
Recommendation	Update Subdivision Standards
Action Steps	Adoption by City Council
Responsible Entity	Staff, City Council
Potential Partners	ISD, FBC, TXDOT, Drainage Dist.
Time Frame	12-18 months
Resources/Funding	Grants, Collaborations, Public Private Partnerships (PPP)

Comprehensive Plan Planning Steps



Comprehensive Plan Themes

Multi-modal
Connectivity
& Mobility

Preservation
and New
Housing &
Neighborhoods

Infrastructur
e &
Rehabilitatio

Visual
Quality &
Corridor
Aesthetics



Natural Open
Space/
Recreation

Tourism
Arts &
Culture

Community
Cohesion &
Character

Economic
Strength and
Densification

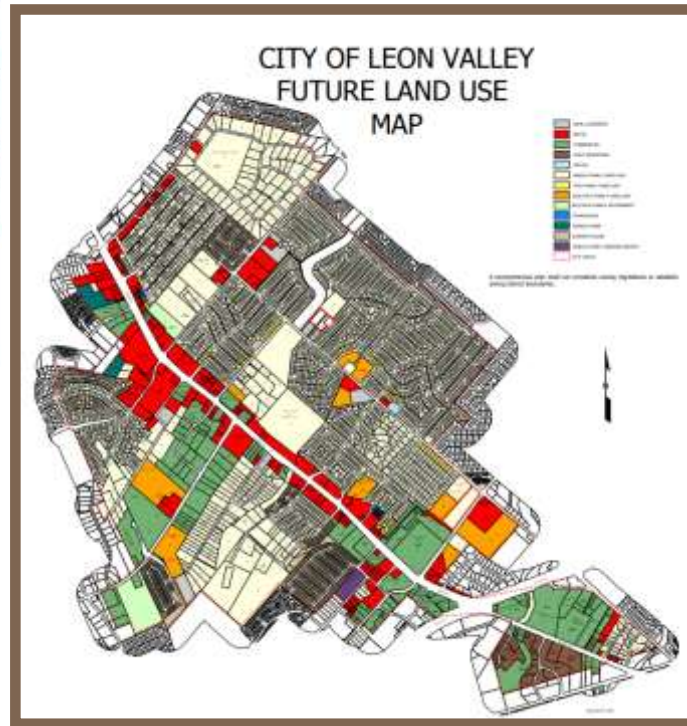
History &
Culture

Comprehensive Plan Report Contents



CHAPTER 6 COMMUNITY CHARACTER & DEVELOPMENT STANDARDS

- 6.1 Existing Conditions
- 6.2 Guiding Principles
- 6.3 Recommendations



Elements

Text
Maps
Graphics
Tables
Illustrations

Comprehensive Plan

Future Roadmap

Why Now

- Attractive location supported by growth, strong governance, and quality services
- Built-out city with limited vacant land, creating a need for redevelopment policies
- Aging infrastructure and limited water resources requiring long-term investment
- Enhanced development standards to support revitalization and redevelopment
- Neighborhood protection to preserve community character and quality of life
- Traffic improvements and expanded transit, bicycle, & pedestrian mobility options
- Resilient and sustainable practices building on the City's recycling leadership
- Vulnerability to natural & human-caused hazards requiring proactive preparedness
- Land use strategies to support economic growth and long-term fiscal sustainability

Comprehensive Plan

Economic Development and Market Forces

Importance of market study

- Understand demographics
- Understand the trends
- Formulate market-based revitalization/reinvestment strategies

Process

- Research & analysis
- On-site observations & interviews
- Recommendations for strategies on:
 - Land Use and growth
 - Neighborhood & commercial revitalization/redevelopment
 - Prioritization of infrastructure improvements
 - Ongoing maintenance and management
 - Economic development tools

“Goals of economic development is improving the economic well being of a community through efforts that **entail job creation, job retention, tax base enhancements and quality of life.**

Communities differ in their demographic, geographic and political strengths and weaknesses. Each community, therefore, will

Comprehensive Plan

Economic Development and Market Forces

Direct Benefits

- Tangible
 - Sales taxes
 - Property taxes
 - Hotel Occupancy tax
 - Fees
 - Jobs
 - Other (venue taxes, rents)
- Intangible
 - Fills identified need in community
 - Community events and activities

Indirect Benefits

- Icon
- Quality of life
- Activity center
- Inducement to surrounding development
- Maintains community's competitive position in marketplace

Basic Questions

- What is economic development?
- Why should a community get involved in economic development?
- What is success?
- Who defines success?
- What are you willing to do to achieve success?
- What is the City's role in economic development?
- What are Incentives and why should we use them?
-?

Comprehensive Plan

Economic Development and Market Forces

Process

- Analysis
- On-site observations and research
- Interviews
- Recommendations for strategies on:
 - Land Use and growth
 - Neighborhood and commercial revitalization and redevelopment
 - Prioritization of infrastructure improvements
 - Ongoing maintenance and management
 - Economic development tools

Process and Schedule

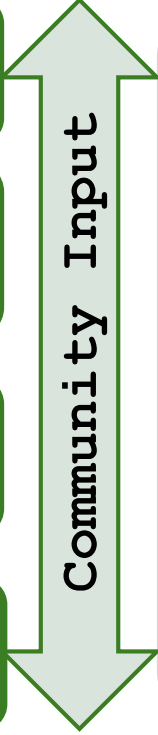
COMPREHENSIVE PLAN UPDATE (1-14 MONTHS)

Mobilization (Months 1-3)
Kick-Off, Work Session with CC

Findings/ Visioning (Months 3-6)
Population, Employment, Housing , Community Vision & Guiding Principles

Recommendations (Months 6-10)
Draft Recommendations

Finalization & Adoption (Months 11-14)
Work Session, Public Hearing, Final Report



- City Council
- Planning & Zoning Commission
- Focus Groups
- Stakeholder
- Questionnaire
- CPAC Meeting
- Townhall Meeting

Public Engagement

Meet people where they are, what they want!

- Focus Groups
- One-on-one - interviews
- CPAC
- City Council
- City events, pop-up meetings
- Printed materials
- Digital methods
- Social media
- Online community engagement platforms



Place a pin on the map to ask a question or provide feedback on a specific part of the proposed changes.

Name (Optional)

What topic are you interested in?

PARKS

TRANSPORTATION

DRAINAGE

ZONING

Online community engagement platforms

(Coming soon)



Role of CPAC

Role

- Temporary advisory committee - new committee/existing commissions/boards)
- Valuable insight, advice, and expertise
- Representation of stakeholders and
- Diverse perspectives and experience
- 4-5 meetings, 18-20 members



4 Meetings

- CPAC 1: Overview, preliminary information
- CPAC 2: Vision, guiding principles, findings
- CPAC 3: Draft recommendations
- CPAC 4: Draft plan & implementation strategy

Next Steps

- Summarize today's guidance and feedback
- Finalize the work plan & schedule with staff
- Formation of **Comprehensive** Plan Advisory Committee (CPAC)
- Community Engagement Plan and Activation
- Website
- Online Questionnaire
- Stakeholder/focus groups
- Data collection, research and findings

City Council Input

Topics

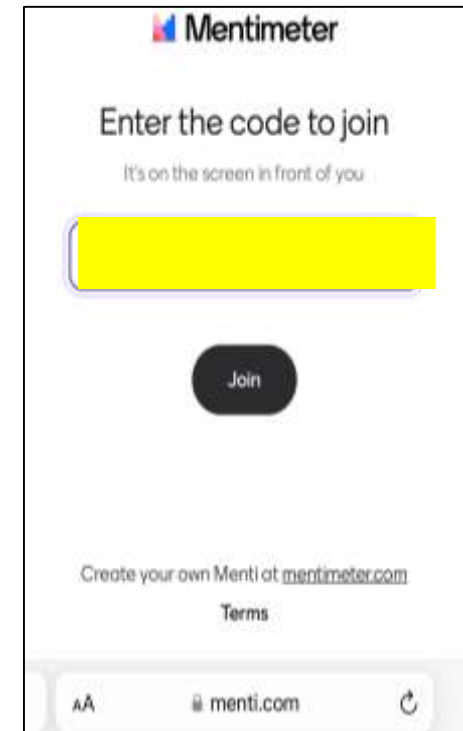
- **Residency** - How long have you called Leon Valley home or owned property here?
- **Strengths** - What do you like most about Leon Valley?
- **Areas of Improvement** - What do you think the city is lacking?
- **Opportunities** - Looking into the future, what opportunities should the City focus on?
- **Threats** - What are your concerns about the future of Leon Valley that need to be addressed?
- **Vision** - If you left Leon Valley today and returned in 10 years, what would you want to see?
- **Others** - Any other thoughts

City Council Input

Poll

How to access this poll?

- Open the internet browser on the laptop (Edge, Google Chrome etc.)
- Type `www.menti.com`
- Enter the code (8 digits)
- Once you gain access:
- All participants should wait for the presenter to change the slide.
- Content slide - First slide is for informational purpose. Participants do not have to do anything when the content slide appears.
- Question slides - Participants' responses will appear on the screen.
- Unless the presenter changes the slide, participants will not be able to access the next question.
- Participants will not be able to go back to the previous question if they hit "Next Question"
- Do not hit "back" button or close the screen.



Discussion/Questions

Presentation and Direction to Staff on the Precinct 2 CDBG Solar Streetlight Grant Project

City Council Meeting

David Dimaline, Public Works Director

May 5, 2026

Background

- The Bexar County Economic and Community Development Department has selected Leon Valley for the Precinct 2 CDBG Solar Streetlight Grant Project
- A total of 22 solar streetlights would be installed in Leon Valley within defined CDBG guidelines
- Streetlights will be solar, standard single arm residential lights

Background

- The solar streetlights are made by Fonroche Lighting headquartered in Fort Worth, Texas

WHY CHOOSE SOLAR LIGHTING?

FOR **365** NIGHTS OF...



Savings

Quick and easy installation, no more electricity bills and no maintenance for ten years



Autonomy

100% powered by solar energy, our solutions do not require connection to the grid



Reliability

Resistant to even the most extreme weather conditions, including high winds and temperatures ranging from -40 °F to +158 °F



Safety

Anti-blackout security system and vandalism protection



Intelligence

Optimized energy storage and remote lighting control



Environmental Responsibility

With a carbon footprint 2 to 6 times lower than grid lighting



Proposed Locations

- Old Mill Neighborhood (7 lights)

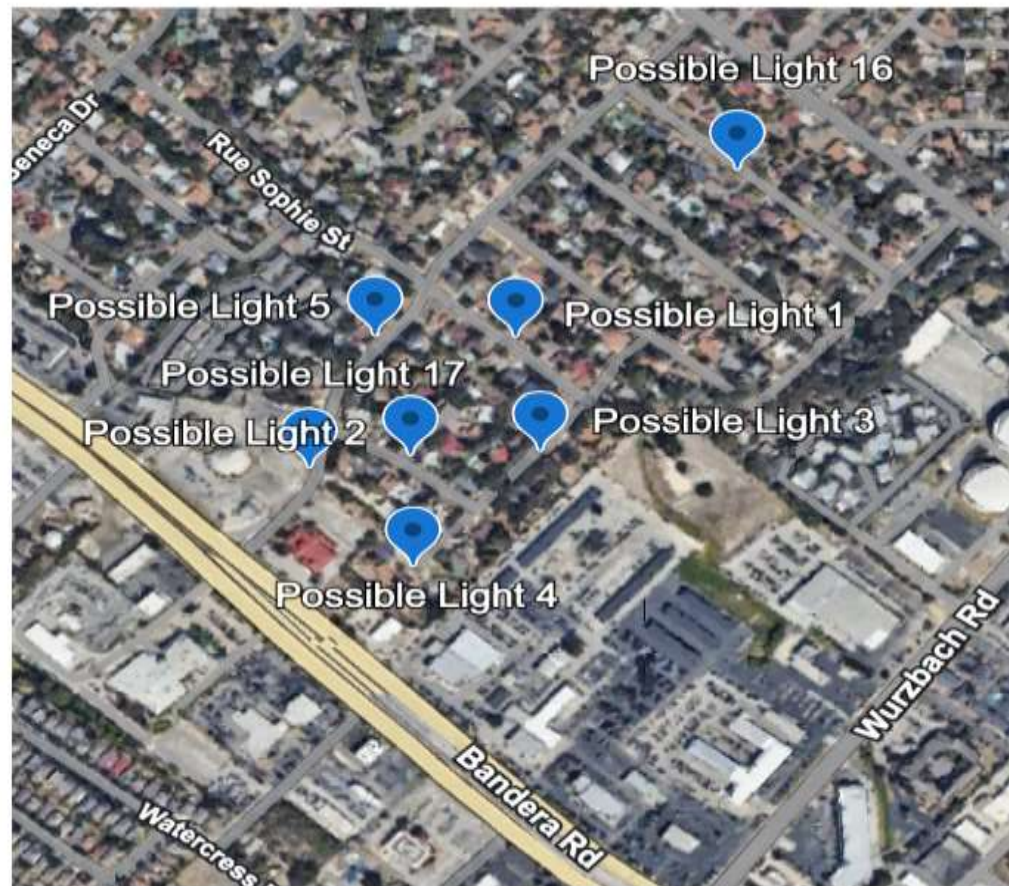
Blacksmith Ln., Settlers Ridge, Conestoga St. Timberhill Dr.



Proposed Locations

- Castle Estates (7 lights)

Rue Francios, Cammie Way, Rue Sophie, Rue Liliane, Rue Marielyne St.



Proposed Locations

- Shadow Mist Rd. (5 lights)



Proposed Locations

- Bandera Pass Rd. (3 lights)



Fiscal Impact

- Costs for the installation of solar lights are covered by the Precinct 2 CDBG Solar Street grant project
- 100% grant funded, however, the city will be responsible for maintenance through an Interlocal Government Agreement
- 10-year warranty
 - Total Replacement: app. \$12,000 - \$15,000 ea.
 - Battery Replacement: app. \$3,000 ea.

Recommendation

- At City Council discretion



The Leon Valley City Council would like to hear your thoughts on what is important to you during the 2026-2027 fiscal year budget process. Please provide your feedback by taking a short budget survey. You must include your address for your survey to be counted.

Name First and Last	
Home Address (Required)	
Email Address (Optional)	

After reviewing the citizens' area of concerns from the town hall meetings, Citizens To Be Heard, Block Walking, and the City Council have identified projects that are important to the community, and would like to hear from you.

1. What are your top **three** priorities we should consider in our upcoming Fiscal Year 2026 – 2027 budget? Please choose in order of importance, with 1 being the most important. (Required)
Please select only one priority in each column.

City Infrastructure/ Operations

Priority			Services
1	2	3	
			In order to remain compliant with regulatory standards, expanding the Police Property Room. Cost \$1.5 - \$2 million
			In order to comply with ADA & improve the functionality of the 1984 building, originally built to house 10-15 people, remodeling the Public Works building to meet today's standards. Cost \$2 - \$2.5 Million
			\$300,000 Library Annex Remodel - used to support the Friends of the Library book sales. All proceeds are used to support the LV Public Library.
			Park Restroom Renovations to comply with ADA requirements - Cost \$300,000
			Street Reconstruction Linkwood Subdivision Cost \$1.8 - \$2 million
			Parking lot at Crystal Hills Park - Cost \$820,000
			Fire/EMS Department increased personnel by 3 last fiscal year, increase Police personnel by 3- Cost \$320,000 plus annually (salary and benefits)
			Fire/EMS Department increased Personnel by 3 last fiscal year. Increase Public Works personnel by 3- Cost \$195,000 plus annually (salary and benefits)
			Continue to support improving water and sewer infrastructure - \$40 million
			Add a Business Enforcement officer to the staff to regulate the homeless, enforce code compliance, like signage - Cost \$100,000 plus annually (salary and benefits)

- Of all the services available, what would you consider the priority of **least** interest? (Required) _____
- What are your top three priorities we should consider in our upcoming Fiscal Year 2026 – 2027 budget? Please choose in order of importance, with 1 being the most important. (Required)

Please select only one priority in each column.

Quality of Life Initiatives

Priority			Services
1	2	3	
			There is major erosion in the Huebner Natural Area Park in order to protect the sanctity of the natural and wildlife area and historical homestead and barn, a water control project must be completed - \$2-\$3.5 Million
			Saving Community Events 4th of July \$150,000 - \$200,000 Earthwise - \$5,000 - \$10,000
			\$1.4 million Forest Oaks Pool remodel, City cost \$ 725,852, grant funded \$725,852
			Community Park on Vacant Land at Strawflower - \$300,000 for a quiet use
			Paying to fund a recycled water line to water Huebner Trail - \$350,000
			Fund Hike Bike Segment 3 from Evers to Bally Rd - \$1 million

4. Of all the initiatives available, what would you consider the priority of **least** interest? (Required)_____

5. What are your top three priorities we should consider in our upcoming Fiscal Year 2026 – 2027 budget? Please choose in order of importance, with 1 being the most important. (Required)
Please select only one priority in each column.

All Services and Initiatives

Priority			Services
1	2	3	
			In order to remain compliant with regulatory standards, expanding the Police Property Room. Cost \$1.5- \$2 million
			In order to comply with ADA & improve the functionality of the 1984 building, originally built to house 10-15 people, remodeling the Public Works building to meet today's standards. Cost \$2 - \$2.5 Million
			\$300,000 Library Annex Remodel - used to support the Friends of the Library book sales. All proceeds are used to support the LV Public Library.
			Park Restroom Renovations to comply with ADA requirements - Cost \$300,000
			Street Reconstruction Linkwood Subdivision Cost \$1.8- \$2 million
			Parking lot at Crystal Hills Park - Cost \$820,000
			Fire/EMS Department increased personnel by 3 last fiscal year, increase Police personnel by 3- Cost \$320,000 plus annually (salary and benefits)
			Fire/EMS Department increased Personnel by 3 last fiscal year. Increase Public Works personnel by 3- Cost \$195,000 plus annually (salary and benefits)
			Continue to support improving water and sewer infrastructure - \$40 million
			Add a Business Enforcement officer to the staff to regulate the homeless, enforce code compliance, like signage - Cost \$100,000 plus annually (salary and benefits)
			There is major erosion in the Huebner Natural Area Park in order to protect the sanctity of the natural and wildlife area and historical homestead and barn, a water control project must be completed -\$2-\$3.5 Million
			Saving Community Events 4th of July \$150,000 - \$200,000 Earthwise - \$5,000 - \$10,000
			\$1.4 million Forest Oaks Pool remodel, City cost \$ 725,852, grant funded \$725,852
			Community Park on Vacant Land at Strawflower - \$300,000 for a quiet use
			Paying to fund a recycled water line to water Huebner Trail - \$350,000
			Fund Hike Bike Segment 3 from Evers to Balky Rd - \$1 million

3. Of all available, what would you consider the priority of least interest? (Required)
- _____
- _____

6. What other questions or comments should we keep in mind as we prepare our budget? (optional)



**CITY OF LEON VALLEY
CITY COUNCIL REGULAR MEETING**
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Tuesday, April 21, 2026 at 6:00 PM

MINUTES

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

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

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

PRESENT

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

EXCUSED

- Council Place 4 Rey Orozco

Mayor Chris Riley called the meeting to order at 6:00 PM and announced that a quorum of the City Council was present in Council Chambers.

Mayor Riley asked Council Place 5, Beth Mursch, 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.

Those who spoke at this time were Brian Cordeau, Evan Bohl, and Tina Chasan.

3. Presentations

1. **Recognition of Jim Wells, LVPD for 40 Years of Service to the City of Leon Valley - Mayor Chris Riley**

Mayor Chris Riley presented Jimmy Wells, LVPD with a Certificate of Appreciation and an award for his 40 years of service to the City of Leon Valley.

2. **Presentation of Newly Hired Leon Valley Police Officers, Guillen, Mendez, Reyna, Nunez, Faulks - B. Sullivan Assistant Police Chief**

Brian Sullivan, LVPD Assistant Police Chief, introduced newly hired Officers Geybro Guillen, Roxanne Mendez (*not present this evening*), Anthony Reyna, Michael Nunez and DeVon Faulks. Each officer received their badge during this pinning ceremony.

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

Carol Goering, Finance Director, presented the Monthly Financial Report ending March 31, 2026. On the General Fund Slide, there was a projected Fund balance. Dr. Caldera asked the council if this complied with the goals set forth. The council agreed that it did at this time.

4. **Presentation, Discussion, and Possible Action on a Multiple-Use Agreement with the Texas Department of Transportation Allowing the Installation and Operation of Automated License Plate Recognition Cameras in Texas Department of Transportation Right-of-Way - D. Gonzalez, Police Chief**

David Gonzalez, LVPD Police Chief, presented this item.

Evan Bohl spoke at this time.

A motion was made by Council Place 1, Bolton, to approve the item as presented. The motion was seconded by Council Place, 2, Heyl.

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

The motion passed unanimously.

5. **Discussion and Possible Direction to Staff Regarding the Frequency of Citywide Garage Sales - S. Passailaigue, City Secretary**

Saundra Passailaigue, City Secretary, presented this item.

There was a consensus among members of the City Council to direct staff to bring back an ordinance amending the Code of Ordinances to allow an additional citywide garage sale.

Council Place 3, Campos asked to have Agenda Item 7.3 moved up to this point on the agenda. Being no objection, the item was moved up.

7. Regular Agenda

3. Discussion and Possible Action of an Application for a BYOB Permit for Staging Post located at 6150 Wurzbach Road – M. Gallardo, Planning and Zoning Director

Mike Gallardo, Planning and Zoning Director, presented this item.

Jessalyn Smith and Rene Smith, Applicants, were present to answer questions.

A motion was made by Council Place 3, Campos, to grant the permit as requested. The motion was seconded by Council Place 5, Mursch.

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

The motion passed unanimously.

4. Announcements by the Mayor and Council Members.

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

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

5. City Manager's Report

1. Upcoming Important Events:

- **May 05, 2026 – Regular City Council Meeting**
6:30 PM - City Council Chambers
- **April 20-28, 2026 - Early Voting by Personal Appearance**
EARLY VOTING HOURS
Tuesday, April 20, 2026, through Thursday, April 23, 2026: 8:00 A.M. to 8:00 P.M.
Friday, April 24, 2026: Closed (Battle of the Flowers Holiday)
Saturday, April 25, 2026: 8:00 A.M. to 6:00 P.M.
Sunday, April 26, 2026: 12:00 P.M. to 6:00 P.M.
Monday, April 27, 2026, through Tuesday, April 28, 2026: 7:00 A.M. to 7:00 P.M.
- **April 24, 2026 – City Hall and Municipal Offices Closed**
In observance of Battle of the Flowers Holiday
- **April 25, 2026 – Coffee with the Mayor & City Council**
9:00 AM – 11:00 AM, at the Leon Valley Conference Center, 6421 Evers Road
- **April 28, 2026 – Special City Council and Planning & Zoning Commission Joint Meeting**
7:00 PM – City Council Chambers

- **May 02, 2026 – Election Day**
Polls Open from 7:00 AM until 7:00 PM
- **Miscellaneous other Events and Announcements**

Dr. Crystal Caldera, City Manager, announced that the City Manager’s Report was available in print in the foyer and posted on the City’s website. She provided the following updates:

- A concern was received regarding the number of officers patrolling while groups of teens were present. Upon review, no calls related to this type of situation were found. Dr. Caldera assured the public that officers are actively patrolling.
- The City of Leon Valley received approximately 4.5 inches of rain over the past few days.

- 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 3, Campos, to approve the Consent Agenda as presented. The motion was seconded by Council Place 1, Bolton.

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

The motion passed unanimously.

1. **Discussion and Possible Action Approving of the Following City Council Minutes:**
 - a. **04-07-2026 Regular City Council Meeting Minutes**
2. **Discussion and Possible Action of the Quarterly Investment Report for the Quarter Ended March 31, 2026 - C. Goering, Finance Director**
3. **Discussion and Possible Action on an Ordinance Approving a Specific Use Permit to Allow a Medical Spa Offering Advanced Aesthetic Treatments in a B-2 Retail District on Approximately 3.38 Acre Tract of Land, Located at 6521 Bandera Road; and More Specifically Described as CB 9925A, Block 7, Lot 9 and 10 (First Read was Held on 04-07-2026) – M. Gallardo, Planning and Zoning Director**
4. **Discussion and Possible Action on an Ordinance for a Specific Use Permit Request to Allow an Auto Accessories Sales and Installation Business in a B-2 Retail District on Approximately .89 Acre Tract of Land, Located at 6505 Grissom Road; and More Specifically Described as CB 5784A, Blk, Lot 60, Leon Valley Addition (First Read was Held on 04-07-2026) – M. Gallardo, Planning and Zoning Director**
5. **Discussion and Possible Action of a Resolution Authorizing the Filing of an Application with the Bexar County Community Development Block Grant Program for Fiscal Year 2026 - D. Dimaline, Public Works Director**

6. **Presentation, Discussion and Possible Action of Council Place 4, Rey Orozco's Excused Absence from the April 21, 2026, City Council Meeting and the April 25, 2026, Coffee with the Mayor and City Council as Provided in the Charter Section 3.08, Subsection B, Part 3**

7. Regular Agenda Continued

1. **Presentation, Discussion, and Direction to Staff on the 4th of July Event - C. Miranda, Community Relations Director**

Crystal Miranda, Community Relations Director, presented this item.

There was consensus to place a 250th Celebration flag on the three monuments and to raffle gift card(s) during the event.

The budgeted amount was increased by \$1,500 to cover the cost of 2,000 flags, promotional items, and gift cards.

Director Miranda will bring this item back with the suggested changes and a revised budget estimate.

2. **Presentation, Discussion, and Possible Action on a Request for a Variance to the Leon Valley Code of Ordinances, Chapter 13, Tree Preservation, Article 13.02 Tree Preservation Ordinance, Division 3. Requirements and Restrictions, Sec. 13.02.074 Preservation Requirements, Sec. 13.02.075 Removal, Replacement or Relocation of Medium and Large Trees, Sec. 13.02.076 Replacement Trees Required; Penalties, (a) and (b), Sec. 13.02.80 Heritage tree removal prohibited; penalties, to Allow the Removal of six (6) Heritage Trees, three (3) Medium Trees, and six (6) Large Trees, and is Seeking to Pay a Reduced Fee-In-Lieu of from \$18,800 to \$3,000.00 in Tree Mitigation Fees, Located at 5307 Wurzbach Road, CB: 4429A Block 4, Lot 30, Rollingwood Ridge Subdivision, on Approximately 2.75 Acres of Land- M. Gallardo, Planning and Zoning Director**

Mike Gallardo, Planning and Zoning Director, presented this item.

Shameem Akhtar, Applicant was present to answer questions and present his request.

Tina Chasan spoke at this time.

A motion was made by Council Place, 3, Campos, to deny the variance request and also to deny the reduced fee-in-lieu of from \$18,800 to \$3,000. The motion was seconded by Council Place 1, Bolton.

Dr. Crystal Caldera, City Manager, suggested that the City Council enter into Executive Session prior to voting on this motion.

The City Council went into Executive Session at 7:59 PM.

The City Council reconvened into Open Session at 8:16 PM.

Council Place 3, Campos withdrew his previous motion. Council Place 1, Bolton withdrew her second as well.

Council Place 3, Campos, motioned to table this item and allow the City Manager to discuss this issue with the applicant and then bring it back at a later date. The motion was seconded by Council Place 5, Mursch.

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

The motion passed unanimously.

4. **Presentation and Discussion on an Ordinance Authorizing a Budget Adjustment for the Fiscal Year 2025-2026 to the General Fund Budget in the amount of \$49,950 to Provide funding the Safety Camera Program (1st Reading as Required by City Charter) - D. Gonzalez, Police Chief**

David Gonzalez, LVPD Police Chief, presented this item for a first reading.

There was a consensus to place this item on the May 05, 2026, Consent Agenda for a second read.

5. **Presentation and Discussion on an Ordinance Authorizing a Budget Adjustment from the Enterprise Fund Reserve in the Amount of \$612,334 for the Castle Estates Neighborhood Sewer Main Community Development Block Grant (CDBG) Project, and Awarding the Lowest Qualified Bid in the Amount of \$454,412 with \$68,162 for Contingency (15%), and Authorizing the City Manager to Enter into a Contract with Sovrex, LLC for the Castle Estates Neighborhood Sewer Main CDBG Project (First Read as Required by City Charter) - D. Dimaline, Public Works Director**

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

There was a consensus to place this item on the May 05, 2026, Consent Agenda for a second read.

6. **Discussion and Possible Action on an Ordinance Authorizing the City Manager to enter into a Development Agreement between the City of Leon Valley and RC Bandaru, Bandaru Realty Group, for the Sale of Real Property .552 acres of land, Lot 7, Dirt V-Murchison Huebner Subdivision, also known as the Silo property (First Read was Held 04-07-2026) - Dr. C. Caldera, City Manager**

The consensus of the City Council was to go into Executive Session before discussing this item.

8. **The City Council Shall Meet in Executive Session to Discuss the Following:**

Mayor Riley read the caption for Agenda Item 9.1 aloud.

1. **Pursuant to Texas Government Code Section 551.072: Deliberations about Real Property to discuss the value of .552 acres of land, Lot 7, Dirt V-Murchison**

Huebner Subdivision, City of Leon Valley, Bexar County, Texas also know at the Silo Property

The City Council went into Executive Session at 8:34 PM.

9. Reconvene into Regular Session

The City Council reconvened into Open Session at 9:09 PM.

10. Possible Action on Issues Discussed in Executive Session If Necessary

A motion was made by Council Place 3, Campos, to table the item and allow the City Manager to discuss with the developer. The motion was seconded by Council Place 1, Bolton.

Changes to be discussed would be: to change the term to a fifty-year, and at the City's cost, to surround the area to keep the silos somewhat pulled back, and to include an easement in case the developer defaults.

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

The motion passed unanimously.

11. 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.

None

12. Adjournment

Mayor Riley announced that the meeting adjourned at 9:10 PM.

These minutes were approved by the Leon Valley City Council on the 5th day of May, 2026.

APPROVED

CHRIS RILEY
MAYOR

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY



**CITY OF LEON VALLEY
COFFEE WITH THE MAYOR AND CITY COUNCIL**

Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas 78240
6400 El Verde Road, Leon Valley, TX 78238
Saturday, April 25, 2026 at 9:00 AM

MINUTES

1. Call to Order; Determine a Quorum is Present

PRESENT

Mayor Chris Riley
Mayor Pro-Tem, Council Place 2 Betty Heyl
Council Place 3 Philip Campos
Council Place 5 Beth Mursch

EXCUSED

Council Place 4 Rey Orozco

ABSENT

Council Place 1, Danielle Bolton

Mayor Chris Riley called the meeting to order at 9:00 AM, welcomed everyone, and introduced the members of City Council who were present.

2. Leon Valley City Council Will Host a Citizens' Communication Meeting to Hear Citizen Issues and Provide General Policy and Factual Information as To Issues Brought Up by Citizens. No Action Will Be Taken Except to Place an Item on A Future Agenda as Appropriate

Mayor Chris Riley read the Coffee Guidelines aloud for everyone to hear.

3. Citizens to be Heard

Ann Sawyer spoke at this time.

4. Presentations

1. Presentation, Discussion, and Possible Action on Proposed Capital Plans FY 2027 - Dr. Caldera, City Manager

Dr. Crystal Caldera, City Manager, presented the proposed Capital Plan for Fiscal Year 2027.

Those who spoke at this time were Olen Yarnell, Darby Riley, Council Place 3 - Philip Campos, Benny Martinez, Tina Chasan, Evan Bohl, and Council Place 2 - Betty Heyl.

2. Presentation on Water Capacity and Conservation: Current Status and Future Outlook – D. Dimaline, Public Works Director

David Dimaline, Public Works Director, presented the current status and future outlook of water capacity and conservation.

Those who spoke at this time were Mari Hoyt, Council Place 2 - Betty Heyl, Ann Sawyer, Council Place 3 - Philip Campos, Evan Bohl, Olen Yarnell, and Darby Riley.

3. Presentation and Possible Direction on the Community Budget Survey - Dr. C. Caldera, City Manager

Dr. Crystal Caldera, City Manager, presented a Community Budget Survey in efforts to get direction.

Those who spoke at this time were Council Place 5 - Beth Mursch, Evan Bohl, Council Place 3 - Philip Campos, Ann Sawyer, Darby Riley, Tina Chasan, Anna Campos, and Mari Hoyt.

5. 11:00 a.m. Adjournment

Mayor Riley announced the meeting adjourned at 10:42 AM.

These minutes were approved by the Leon Valley City Council on the 5th of May, 2026.

APPROVED

CHRIS RILEY
MAYOR

ATTEST: _____
SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY



**CITY OF LEON VALLEY
SPECIAL CITY COUNCIL AND PLANNING & ZONING COMMISSION JOINT MEETING**

Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Tuesday, April 28, 2026 at 7:00 PM

MINUTES

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

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

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

PRESENT

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

Planning & Zoning Commission Members present were: Erick Matta-Chair/Commissioner 7, David Perry-Commissioner 1, Andrea Roofo-2nd Vice Chair/Commissioner 2, Abraham Diaz-Commissioner 3, Donnie Britt-Commissioner 4, Olen Yarnell-Commissioner 5, Russell Hernandez-Commissioner 7, Rey Orozco-Council Liaison, and Michael Gallardo, Planning and Zoning Director, Commission Liaison.

Mayor Chris Riley called the meeting to order at 7:00 PM and announced that a quorum of the City Council was present in Council Chambers.

Mayor Riley led 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. Discussion, Presentation and Direction to Staff on Updating and Amending Chapter 15 Zoning, Article 15.02 Zoning Ordinance, Division 7 Permitted Use Table - M. Gallardo, Planning and Zoning Director

Dr. Crystal Caldera, City Manager, gave a brief recap of the purpose of this workshop and explained how the Planning & Zoning Commission was tasked with the project.

Michael Gallardo, Planning and Zoning Director, presented the proposed amendments to those in attendance, along with the recommendations from the Planning & Zoning Commission.

Olen Yarnell, Commissioner 5, began the discussion with an explanation of the proposed changes.

Erick Matta, Planning & Zoning Commission Chair, and Dr. Crystal Caldera, City Manager, both expressed appreciation to Russell Hernandez, Planning & Zoning Commissioner 7, for taking the lead on this project and for his excellent work.

There was discussion about the proposed amendments; however, no action was taken during this meeting.

This item will be brought back to the City Council for consideration during the May 19, 2026, or June 5, 2026, Regular City Council meeting.

4. Adjournment

Mayor Riley announced that the meeting adjourned at 7:56 PM.

These minutes were approved by the Leon Valley City Council on the 5th day of May, 2026.

APPROVED

CHRIS RILEY
MAYOR

ATTEST: _____
SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY



**CITY OF LEON VALLEY
CITIZEN POLICE ADVISORY COMMITTEE**
Leon Valley City Hall- Large Conference Room
6400 El Verde, Leon Valley, Texas 78238
Wednesday, January 21, 2026, at 6:30 p.m.

MINUTES

The Citizen Police Advisory Committee met on the 21st day of January 2026, at the Leon Valley City Hall-Large Conference Room located at 6400 El Verde Rd, Leon Valley, Texas 78238 for the purpose of the following business:

Agenda Item #1 Call to Order and Announcement of a Quorum

Manuel Rubio called the Police Advisory Committee Meeting to order at 6:30 p.m. Committee Members present included Darby Riley, Olen Yarnell, Andrea Roofe, Ann Sawyer, Kim Crawford, Bill Stannard, Raymond Diaz, Melanie Munoz, Tina Chasan, Donnie Britt, Ronnie Morgan and City Council members Betty Heyl and Philip Campos.

Absent members included Erick Matta and Bill Stannard.

The documented staff present included Police Lieutenant Kasey Tucker and Police Chief David Gonzalez. City Manager Crystal Caldera was present at the end of the meeting.

Agenda Item #2 Discussion and Possible Action on the Approval of the July 16, 2025 Citizens Police Advisory Committee Meeting Minutes

Committee member Tina Chasan made a motion to approve the minutes as presented, which was seconded by Committee Member Kim Crawford. The motions carried unanimously.

Agenda Item #3 Discussion and update on the Safety Camera System and Blue Santa Project

Chief Gonzalez gave an updated status regarding grant funding approval, location selection and that the project is moving forward as contract negotiations are in progress.

He additionally gave an update to the 2025 Blue Santa Project, advising that assistance was given to 39 local families helping 103 children through local donations, toy drives and officer boot drives.

Agenda Item #4 Discussion of City Council presentation of Leon Valley Crime Trends and Community Safety Update Presentation by Police Chief D. Gonzalez

At the request of Committee Liaison and City Council member Rey Orozco, Chief Gonzalez shared the presentation given at City Council regarding crime trends in Index Crimes with updated information to show a comparison between 2024 and 2025 statistics for the whole year. Chief Gonzalez showed that there was a 10% decrease in crime giving specific numbers in both violent crime and property crime numbers. He contrasted these with other local cities and county.

Agenda Item #5 Discussion about information regarding Citizen's Police Academy and interest in attendance

Lt. Tucker provided insight into the 2017 Citizen's Police Academy that had been conducted to include prior topics that the officers had presented. That program was conducted once a week for 2 hours for a six-week period. She discussed the coordination and resource hours needed. She explained that a high percentile of attendees would be needed for viability of the resource expenditure. She explained that it had been discontinued due to lack of attendance. Lt Tucker stated the department was looking for other ways to bring this experience to life for city residents without the substantial resource cost.

Agenda Item #6 Discussion regarding Ride Along Program

Lt. Tucker discussed the departmental Ride Along Program and advised that she would provide meeting attendees with the application at the end of the meeting. City Councilman, Philip Campos, CPAC member Ann Sawyer and CPAC member Kim Crawford discussed their experience while on a ride along and highly suggested it to other members to get a greater perspective of what the officers handle and face daily. CPAC member Andrea Roofe advised that prior to moving to Leon valley, she had participated in a similar program with SAPD and that the experience was eye-opening.

Agenda Item #7 Discussion and Possible Action on Future Agenda Items

Officer Staffing levels, recruitment and application statuses
Property Room expansion needs
Safety Camera Update
Updated Crime Statistics

Agenda Item #8 Citizens to be Heard

Marshall HS traffic and construction issues continue to be a challenge. This led to the discussion of the incident of the construction related gas leak that caused an evacuation and high law enforcement manpower presence.

Member Tina Chasan utilized this time to ask the Chief what the department's stance was regarding Immigration and Customs Enforcement actions. Chief Gonzalez advised

that the department does not have an agreement but will support law enforcement measures within the city to maintain order.

Agenda Item #9 Committee Announcements

Leon Valley Town Hall scheduled for January 24, 2026 was postponed due to severe inclement weather and has been rescheduled for February, 07, 2026 at 08:30 a.m.

Agenda Item #10 Adjournment at 8:07 pm CT on 01/21/2026.

Committee member Olen Yarnell made a motion to end the meeting, which was seconded by Committee Member Andrea Roofe. The motions carried unanimously.

These minutes were approved by the Leon Valley Police Advisory Committee on the 15th of April, 2026.

APPROVED



CHAIR



CITY OF LEON VALLEY
LEON VALLEY PUBLIC LIBRARY ADVISORY BOARD

Leon Valley Public Library
6425 Evers Road, Leon Valley, TX 78238
Thursday, February 12, 2026 at 5:30 PM

MINUTES

1. CALL TO ORDER at 5:32 pm by Maryanna Christensen, Chair.

In Attendance:

Maryanna Christensen, Chair – Present

Clare Brown – Member – Present

Linda Crews, Vice Chair – Present

Margaret Tovar, – Member – Present

Travis Leech – Member – Present

Rachel Buck Dodson – Member – Excused Absence

Hillary Huber, Member – Present

Ashleigh M. Johnson – Member - Present

Regina Reed – Liaison and Secretary – Absent, (On Video)

Cindy T. Alvarez – Liaison – Present

2. CITIZENS TO BE HEARD

No citizens to be heard.

3. DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING MINUTES

1-08-2026 Library Advisory Board Meeting. Motion to accept the minutes by Maryanna Christensen, Seconded by Margaret Tovar. Approved unanimously.

4. PRESENTATION & DISCUSSION ON FUNDRAISING AND FRIENDS MERCHANDISE

led by Maryanna Christensen on options for merchandise and the Friends logo.

5. PRESENTATION & DISCUSSION ON LIBRARY ANNEX led by Maryanna Christensen on

current status and book sales.

- 6. PRESENTATION & DISCUSSION ON SUMMER READING led by Cindy Alvarez on performers and programs.
- 7. PRESENTATION & DISCUSSION ON LIBRARY POLICIES led by Regina Reed on Library Policy Manual updates.
- 8. LIBRARY DIRECTOR'S REPORT led by Cindy Alvarez
 - a. Statistics led by Cindy Alvarez
 - b. Grants led by Cindy Alvarez
 - c. Outreach led by Cindy Alvarez
 - d. Programs led by Cindy Alvarez
- 9. FRIENDS OF THE LIBRARY REPORT presented by Maryanna Christensen on Pop-up Book Sale in March and banner.
- 10. MEMBER ANNOUNCEMENTS
No Member Announcements.
- 11. ADJOURNMENT
Margaret Tovar made a motion to adjourn and a second was made by Ashleigh M. Johnson.

These minutes were approved by the Leon Valley Public Library Advisory Board on The 9th of April, 2026.

APPROVED


MARYANNA CHRISTENSEN, CHAIR

ATTEST


REGINA REED, SECRETARY & STAFF LIAISON

MAYOR AND COUNCIL COMMUNICATION

DATE: May 05, 2026

TO: Mayor and Council

FROM: Sandra Passailaigue, City Secretary

THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: Discussion and Possible Action on a Resolution of the City of Leon Valley, Texas, City Council for the Reappointment of Dr. Chichi Junda Woo as the Health Authority for the City of Leon Valley

SPONSOR(S): (N/A)

PURPOSE & BACKGROUND

The purpose of this item is to present a resolution to the City Council for consideration and reappointment of Dr. Chichi Junda Woo as the Local Health Authority (LHA) for the City of Leon Valley. Dr. Choo’s current appointment is set to end on June 09, 2026. This renewal is a two-year appointment expiring June 09, 2028.

A Local Health Authority (LHA) (as an individual) refers to a physician licensed and residing in Texas who serves a term of two-years for all of Bexar County. Under the Texas Health & Safety Code, it is the role of the Metro Health to maintain records of all reportable disease cases I the area and report this information to the Texas Department of State Health Services. The LHA has the right of inspection to prevent and control communicable diseases.

Designating Dr. Woo as Local Health Authority (LHA) simplifies coordination in the event that an individual with a highly contagious disease travels between San Antonio and Suburban Cities.

FISCAL IMPACT

There is no cost associated with renewing the LHA appointment.

GOALS & OBJECTIVES

N/A

RECOMMENDATION

Staff recommends reappointment.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary



Certificate of Appointment for a Health Authority

The Health Authority has been appointed and approved by the:

(Put an "X" by the appropriate designation below)

- Commissioners Court for _____ County
- Governing Body for the Municipality of Leon Valley
- Director, _____ Health Department
- Director, _____ Public Health District

I, _____, acting in my capacity
as: (Put an "X" by the appropriate designation below)

- County Judge or Designee
- Mayor or Designee
- Non-physician and the Local Health Department Director
- Non-physician and the Public Health District Director

do hereby certify the physician, CHICHI JUNDA WOO, who is licensed
by the Texas Board of Medical Examiners, was duly appointed as the (check as applicable),

- Health Authority
- Health Authority Designee

for the jurisdiction of Leon Valley, Texas.

Date term of office begins June 10, 2026

Date term of office ends June 9, 2028, unless removed by law.

I certify to the above information on this the _____ day of _____, 20__.

Signature of Appointing Official

Texas Notifiable Conditions - 2025

Report all Confirmed and Suspected cases

24/7 Number for Immediately Reportable – 1-800-705-8868

{Section}.63.



Access List Online

Unless noted by*, report to your local or regional health department using number above or find contact information at <http://www.dshs.texas.gov/idcu/investigation/conditions/contacts/>



Contact Information

A – L	When to Report	L – Y	When to Report
*Acquired immune deficiency syndrome (AIDS) ¹	Within 1 week	Legionellosis ²	Within 1 week
Amebic meningitis and encephalitis ²	Within 1 week	Leishmaniasis ²	Within 1 week
Anaplasmosis ²	Within 1 week	Listeriosis ^{2,3}	Within 1 week
Anthrax ^{2,3,4}	Call Immediately	Lyme disease ²	Within 1 week
Arboviral infections ^{2,5,6}	Within 1 week	Malaria ²	Within 1 week
*Asbestosis ⁷	Within 1 week	Measles (rubeola) ²	Call Immediately
Ascariasis ²	Within 1 week	Melioidosis ^{2,4}	Call Immediately
Babesiosis ^{2,6}	Within 1 week	Meningococcal infection, invasive (<i>Neisseria meningitidis</i>) ^{2,3}	Call Immediately
Botulism (adult and infant) ^{2,3,4,8}	Call Immediately ⁸	Mumps ²	Within 1 work day
Brucellosis ^{2,3,4}	Within 1 work day	Paragonimiasis ²	Within 1 week
Campylobacteriosis ²	Within 1 week	Pertussis ²	Within 1 work day
*Cancer ⁹	See rules ⁹	*Pesticide poisoning, acute occupational ¹⁰	Within 1 week
Candida auris ^{2,3}	Within 1 work day	Plague (<i>Yersinia pestis</i>) ^{2,3,4}	Call Immediately
Carbapenem-resistant Enterobacterales (CRE) ^{2,11}	Within 1 work day	Poliomyelitis, acute paralytic ²	Call Immediately
Chagas disease ^{2,6}	Within 1 week	Poliovirus infection, non-paralytic ²	Within 1 work day
*Chancroid ¹	Within 1 week	Prion diseases, such as Creutzfeldt-Jakob disease (CJD) ^{2,12}	Within 1 week
*Chickenpox (varicella) ¹³	Within 1 week	Q fever ²	Within 1 work day
* <i>Chlamydia trachomatis</i> infection ¹	Within 1 week	Rabies, human ²	Call Immediately
*Contaminated sharps injury ¹⁴	Within 1 month	Rubella (including congenital) ²	Within 1 work day
* Controlled substance overdose ¹⁵	Report Immediately	Salmonellosis, including typhoid fever ^{2,3}	Within 1 week
Coronavirus, novel ^{2,16}	Call Immediately	Shiga toxin-producing <i>Escherichia coli</i> ^{2,3}	Within 1 week
<i>Cronobacter spp.</i> in infants, invasive ²	Within 1 week	Shigellosis ²	Within 1 week
Cryptosporidiosis ²	Within 1 week	Smallpox ^{2,4}	Call Immediately
Cyclosporiasis ²	Within 1 week	*Spinal cord injury ¹⁷	Within 10 work days
Cysticercosis ²	Within 1 week	Spotted fever rickettsiosis ²	Within 1 week
Diphtheria ^{2,3}	Call Immediately	Streptococcal disease (<i>S. pneumo</i>), invasive ^{2,3}	Within 1 week
*Drowning/near drowning ¹⁷	Within 10 work days	*Syphilis – primary and secondary stages ^{1,18}	Within 1 work day
Echinococcosis ²	Within 1 week	*Syphilis – all other stages including congenital syphilis ^{1,18}	Within 1 week
Ehrlichiosis ²	Within 1 week	<i>Taenia solium</i> and undifferentiated <i>Taenia</i> infection ²	Within 1 week
Fascioliasis ²	Within 1 week	Tetanus ²	Within 1 week
*Gonorrhea ¹	Within 1 week	Tick-borne relapsing fever (TBRF) ²	Within 1 week
<i>Haemophilus influenzae</i> , invasive ^{2,3}	Within 1 week	*Traumatic brain injury ¹⁷	Within 10 work days
Hansen's disease (leprosy) ¹⁹	Within 1 week	Trichinosis ²	Within 1 week
Hantavirus infection ²	Within 1 week	Trichuriasis ²	Within 1 week
Hemolytic uremic syndrome (HUS) ²	Within 1 week	Tuberculosis (<i>Mycobacterium tuberculosis complex</i>) ^{3,20}	Within 1 work day
Hepatitis A ²	Within 1 work day	Tuberculosis infection ²¹	Within 1 week
Hepatitis B, C, and E (acute) ²	Within 1 week	Tularemia ^{2,3,4}	Call Immediately
Hepatitis B infection identified prenatally or at delivery (mother) ²	Within 1 week	Typhus ²	Within 1 week
Hepatitis B, perinatal (HBsAg+ < 24 months old) (child) ²	Within 1 work day	Vancomycin-intermediate <i>Staph aureus</i> (VISA) ^{2,3}	Call Immediately
Hookworm (ancylostomiasis) ²	Within 1 week	Vancomycin-resistant <i>Staph aureus</i> (VRSA) ^{2,3}	Call Immediately
* Human immunodeficiency virus (HIV), acute infection ^{1,22}	Within 1 work day	<i>Vibrio</i> infection, including cholera ^{2,3}	Within 1 work day
*Human immunodeficiency virus (HIV), non-acute infection ^{1,22}	Within 1 week	Viral hemorrhagic fever (including Ebola) ^{2,4}	Call Immediately
Influenza-associated pediatric mortality ²	Within 1 work day	Yellow fever ²	Call Immediately
Influenza, novel ²	Call Immediately	Yersiniosis ²	Within 1 week
* Lead, child blood, any level & adult blood, any level ²³	Call/Fax Immediately		

In addition to specified reportable conditions, any outbreak, exotic disease, or unusual group expression of disease that may be of public health concern should be reported by the most expeditious means available.²⁴ This includes any case of a select agent.⁴

See select agent list at <https://www.selectagents.gov/selectagentsandtoxinslist.html>

*See condition-specific footnotes for reporting contact information

- ¹ Please refer to specific rules and regulations for HIV/STD reporting and who to report to at: <http://www.dshs.texas.gov/hivstd/healthcare/reporting.shtm>.
- ² Reporting forms are available at <http://www.dshs.texas.gov/idcu/investigation/forms/> and investigation forms at <http://www.dshs.texas.gov/idcu/investigation/>. Call as indicated for immediately reportable conditions.
- ³ Lab samples of the following must be sent to the Department of State Health Services, Laboratory Services Section, 1100 West 49th Street, Austin, Texas 78756-3199 or other public health laboratory as designated by the Department of State Health Services: anthrax (*Bacillus anthracis*; also requested - *Bacillus cereus* isolates that may contain anthrax toxin genes from patients with severe disease or death); botulism, adult and infant (*Clostridium botulinum*); brucellosis (*Brucella* species); *Candida auris*; diphtheria (*Corynebacteria diphtheriae* from any site); all *Haemophilus influenzae*, invasive, in children under five years old (*Haemophilus influenzae* from normally sterile sites); listeriosis (*Listeria monocytogenes*); meningococcal infection, invasive (*Neisseria meningitidis* from normally sterile sites or purpuric lesions); plague (*Yersinia pestis*); salmonellosis, including typhoid fever (*Salmonella* species; also requested - specimens positive for *Salmonella* by culture-independent diagnostic testing (CIDT) methods); Shiga toxin-producing *Escherichia coli* infection (*E. coli* O157:H7, isolates or specimens from cases where Shiga toxin activity is demonstrated); *Staphylococcus aureus* with a vancomycin minimum inhibition concentration (MIC) greater than 2 micrograms per milliliter ($\mu\text{g/mL}$); all *Streptococcus pneumoniae*, invasive, in children under five years old (*Streptococcus pneumoniae* from normally sterile sites); tuberculosis (*Mycobacterium tuberculosis* complex); tularemia (*Francisella tularensis*); vibriosis (*Vibrio* species; also requested - specimens positive for *Vibrio* by culture-independent diagnostic testing (CIDT) methods); and any outbreak, exotic disease, or unusual group expression of disease that may be of public health concern may require submission of cultures or specimens. Pure cultures (or specimens) should be submitted as they become available accompanied by a current department Specimen Submission Form. See the [Texas Administrative Code \(TAC\) Chapter 97](#): §97.3(a)(4), §97.4(a)(6), and §97.5(a)(2)(C). Call 512-776-7598 for specimen submission information.
- ⁴ Please secure *Select Agent isolates* and specimens in accordance with the guidance in the [Select Agent Regulation](#), and immediately initiate a consultation with public health regarding need for further testing or sequencing. Notify any transfer facilities of any test results of high consequence/interest.
- ⁵ Arboviral infections including, but not limited to, those caused by California serogroup viruses, chikungunya virus, dengue virus, Eastern equine encephalitis (EEE) virus, St. Louis encephalitis (SLE) virus, Western equine encephalitis (WEE) virus, West Nile (WN) virus, and Zika virus.
- ⁶ All blood collection centers should report all donors with reactive tests for West Nile virus, Zika virus, *Babesia* species, and *Trypanosoma cruzi* (Chagas disease) to the DSHS Zoonosis Control Branch. If your center uses a screening assay under an IND protocol, please include results of follow-up testing as well. To report, send a secure email to WNV@dshs.texas.gov or fax the report to 512-776-7454. Providing the following: Collection Agency; Unique BUI #; Test Name, Collection Date; Last Name, First Name, Donor Phone Number, Donor Address, Date of Birth, Age, Sex, Race, and Hispanic Ethnicity (Y/N). If your location has a city or county health department, DSHS recommends that you also share this same information with them.
- ⁷ For asbestos reporting information see <http://www.dshs.texas.gov/epitox/Asbestosis-and-Silicosis-Surveillance/>.
- ⁸ Report suspected botulism immediately by phone to 888-963-7111.
- ⁹ For more information on cancer reporting rules and requirements go to <http://www.dshs.texas.gov/tcr/reporting.shtm>.
- ¹⁰ For pesticide reporting information see <https://www.dshs.texas.gov/sites/default/files/epitox/pestrptfrm.pdf>
- ¹¹ *Escherichia coli* or *Klebsiella* species that are resistant to at least one carbapenem antibiotic or produce a carbapenemase.
- ¹² For purposes of surveillance and notification, Prion diseases, such as Creutzfeldt-Jakob disease (CJD) includes sporadic CJD (sCJD), and also includes sporadic fatal insomnia (sFI), Variably Protease-Sensitive Prionopathy (VPSPr), any genetic CJD (gCJD) or familial CJD (fCJD), fatal familial insomnia (FFI), Gerstmann-Sträussler-Scheinker syndrome (GSS), iatrogenic CJD (iCJD), Kuru, variant CJD (vCJD), and any novel prion disease affecting humans.
- ¹³ Call your [local health department](#) for a copy of the Varicella Reporting Form with their fax number. The [Varicella \(Chickenpox\) Reporting Form](#) should be used instead of an Epi-1 or Epi-2 morbidity report.
- ¹⁴ Applicable for governmental entities. Not applicable to private facilities. ([TAC §96.201](#)) Initial reporting forms for Contaminated Sharps at http://www.dshs.texas.gov/idcu/health/infection_control/bloodborne_pathogens/reporting/.
- ¹⁵ To report a Controlled Substance Overdose, go to <https://odreport.dshs.texas.gov/>.
- ¹⁶ Novel coronavirus causing severe acute respiratory disease includes Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). Call immediately for SARS, MERS, or any other novel coronavirus cases. Coronavirus Disease 2019 (COVID-19) is no longer considered a novel coronavirus and as of March 1, 2024 is no longer a notifiable disease condition in Texas.
- ¹⁷ Please refer to specific rules and regulations for injury reporting and who to report to at <http://www.dshs.texas.gov/injury/rules.shtm>.
- ¹⁸ Laboratories should report syphilis test results within 3 work days of the testing outcome.
- ¹⁹ Reporting forms are available at <https://www.dshs.texas.gov/idcu/disease/hansens/forms.shtm>.
- ²⁰ Reportable tuberculosis disease includes the following: suspected tuberculosis disease pending final laboratory results; positive nucleic acid amplification tests; clinically or laboratory-confirmed tuberculosis disease; and all *Mycobacterium tuberculosis* (*M. tb*) complex including *M. tuberculosis*, *M. bovis*, *M. africanum*, *M. canettii*, *M. microti*, *M. caprae*, and *M. pinnipedii*. See rules and reporting information at <http://www.dshs.texas.gov/idcu/disease/tb/reporting/>.
- ²¹ TB infection is determined by a positive result from an FDA-approved Interferon-Gamma Release Assay (IGRA) test such as T-Spot® TB or QuantiFERON® - TB GOLD In-Tube Test or a tuberculin skin test, and a normal chest radiograph with no presenting symptoms of TB disease. See rules and reporting information at <http://www.dshs.texas.gov/idcu/disease/tb/reporting/>. Please report skin test results in millimeters.
- ²² Any person suspected of having HIV should be reported, including HIV exposed infants.
- ²³ For lead reporting information see <http://www.dshs.texas.gov/lead/Reporting-Laws-Administrative-Code.aspx>.
- ²⁴ For more information on Mpox reporting requirements go to <https://www.dshs.texas.gov/monkeypox/monkeypox-information-public-health>.

RESOLUTION NO. 26-0__R

A RESOLUTION OF THE CITY OF LEON VALLEY, TX., CITY COUNCIL REAPPOINTING DR. CHICHI JUNDA WOO AS THE HEALTH AUTHORITY FOR THE CITY OF LEON VALLEY.

WHEREAS, during the 68th Legislature, Governor Mark White signed the “Local Public Health Reorganization Act” into law; and

WHEREAS, During the 71st Legislature, the legislature recodified the Act as Chapter 121 of the Texas Health and Safety Code. Which, among other things, defines the powers of the counties and municipalities as it relates to the local regulation of public health, including the establishment of a public health district; and,

WHEREAS, Bexar County and the City of Leon Valley are members of the Bexar County Metropolitan Health District, a public health district under Texas Health and Safety Code Chapter 121, Subchapter E; and,

WHEREAS, the members of the public health district shall approve the reappointment of a physician as the health authority for the district; and,

WHEREAS, the Health and Safety Code defines a health authority as an individual who acts as a state officer when performing their duties, which include; aiding the state with quarantine, sanitation enforcement, public health law enforcement, reportable diseases, and vital statistics collections; and,

WHEREAS, a health authority must be a competent physician with a reputable professional standing who is a resident of Texas, is legally qualified to practice medicine, shall serve for two years, and may be appointed to successive terms.

WHEREAS, Leon Valley seeks a health authority that strives to do what is in the best interest of all Leon Valley residents, one who encourages preparedness, prevention, planning, response, and recovery activities; and,

WHEREAS, Leon Valley requires the reappointment of a health authority who will work collaboratively with the county’s chief elected official, the Office of Emergency Management, county staff, and the Bexar County Hospital District; and,

WHEREAS, Dr. Woo is a licensed physician who meets all the Health and Safety Code requirements. She has held a Texas Medical License since June 2004, she currently serves in the adjunct clinical faculty at the UT School of Public Health, and the University of the Incarnate Word School of Osteopathic Medicine.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY OF LEON VALLEY:
APPROVES THE REAPPOINTMENT OF DR. CHICHI JUNDA WOO AS THE HEALTH
AUTHORITY FOR THE CITY OF LEON VALLEY.**

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley
this the 5th day of May, 2026.

APPROVED

CHRIS RILEY
MAYOR

Attest :

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form: City Attorney

ART RODRIGUEZ
City Attorney

MAYOR AND COUNCIL COMMUNICATION

DATE: May 5, 2026

TO: Mayor and Council

FROM: David Gonzalez, Police Chief

THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: Discussion and Possible Action on an Ordinance Authorizing a Budget Adjustment for the Fiscal Year 2025-2026, to the General Fund Budget in the amount of \$49,950, for the purpose of funding the FLOCK ALPR Safety Camera Program as described in OAG grant application.

SPONSOR(S): N/A

PURPOSE & BACKGROUND

The purpose of this ordinance authorizes a budget adjustment for the Fiscal Year 2025-2026, to the General Fund Budget in the amount of \$49,950, for the purpose of funding the FLOCK ALPR Safety Camera Program as described in the OAG grant application.

FISCAL IMPACT

Addition of \$49,950, to the 2025-2026 General Fund Budget to fund the FLOCK ALPR Safety Camera Program as described in the OAG grant application.

RECOMMENDATION

Approval

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL AUTHORIZING A FISCAL YEAR 2025-26 GENERAL FUND BUDGET ADJUSTMENT IN THE AMOUNT OF \$49,950 FOR THE PURPOSE OF FUNDING THE FLOCK ALPR SAFETY CAMERA PROGRAM AS DESCRIBED IN THE OAG GRANT APPLICATION; PROVIDING FOR REPEALER, SEVERABILITY AND SAVING CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Leon Valley has already approved their FY 2025-2026 Budget on September 16th, 2025; and

WHEREAS, it has been determined that funding should be added to the FY 2025-2026 Budget; and

WHEREAS, it is necessary to adjust the General Fund Budget by a total amount of \$49,950

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

SECTION 1. The City's General Fund budget is hereby adjusted to the amount of \$49,950 to increase the General Fund Budget to fund the FLOCK ALPR Safety Camera Program.

SECTION 2. The financial allocations in this Ordinance are subject to approval by the Director of Finance. The Director of Finance, may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific accounts 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 5th day of May, 2026.

APPROVED

CHRIS RILEY
MAYOR

Attest:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

ARTURO D. 'ART' RODRIGUEZ
City Attorney

Ordinance Authorizing a Budget Adjustment for FY 2025-2026 in the Amount of \$49,950 for the purpose of funding the FLOCK ALPR Safety Camera Program

David Gonzalez
Police Chief
City Council Meeting
May 5, 2026

Summary

- Question
 - **City Council is being asked to consider approval of an ordinance authorizing a budget adjustment for FY 2025-2026 in the amount of \$49,950 for the purpose of funding the FLOCK ALPR Safety Camera Program.**
- Options
 - Recommendation:
 - Approve the budget adjustment
 - Denial
 - Other

Purpose

- Approval of this Ordinance authorizes a budget adjustment for the Fiscal Year 2025-2026, to the General Fund Budget in the amount of \$49,950, for the purpose of funding the FLOCK ALPR Safety Camera Program as described in the OAG grant application.

Goals and Objectives

- Approval of this Ordinance aligns with the City's goals and objectives of enhancing public safety resources and collaborative safety initiatives for First Responders

Fiscal Impact

State OAG Grant Funded in the amount of \$49,950

MAYOR AND COUNCIL COMMUNICATION

DATE: May 5, 2026

TO: Mayor and Council

FROM: David Dimaline, Public Works Director

THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: Discussion and Possible Action on an Ordinance Authorizing a Budget Adjustment from the Enterprise Fund Reserve, in the Amount of \$612,334 for the Castle Estates Neighborhood Sewer Main Community Development Block Grant (CDBG) Project, and Awarding the Lowest Qualified Bid in the Amount of \$454,412 with \$68,162 for Contingency (15%), and Authorizing the City Manager to Enter into a Contract with Sovrex, LLC for the Castle Estates Neighborhood Sewer Main CDBG Project

SPONSOR(S): None

PURPOSE & BACKGROUND

The purpose of this item is to consider approval of an Ordinance authorizing a budget adjustment in the amount of \$612,334 from the Enterprise Reserve Fund, awarding a bid in the amount of \$454,412 with 15% for contingency and authorizing the City Manager to enter into a contract with Sovrex, LLC for the Castle Estates Neighborhood Sewer Main Project.

The homes on Locker Lane are currently on septic systems, and several residents have expressed an interest in connecting to the City's sanitary sewer system. Many of the homes were built in the 1970's and have aging septic systems. The scope of work will include the construction of approximately 1,500 feet of 8" sanitary sewer pipe, new manholes, new sewer lateral connections, two-way cleanouts, and provide for asphalt repairs.

The lowest qualified bid for the project was submitted by Sovrex, LLC in the amount of \$454,412. A bid package was developed and advertised for 21 days. The bid advertisement was placed in the Express News for two consecutive weeks, and the bid documents and construction plans were placed on the City's web site, CivCast, and Public Purchase.

The bid opening was held on March 24, 2026, and the following bids were received:

Company	Bid Amount
Sovrex, LLC	\$454,412.00
D. Plata Construction, LLC	\$494,632.23
R.L. Jones LP	\$589,335.00
EZ-Bel Construction	\$636,704.20

The City Engineer reviewed each of the bid submittals, documents, and completed reference checks. They recommend awarding the construction contract to the lowest and best qualified bid to Sovrex, LLC.

FISCAL IMPACT

Construction	\$454,412
Contingency (15%)	\$ 68,162
<u>Engineering</u>	<u>\$ 89,760</u>
Project Total	\$612,334
Budget Adjustment Needed	\$612,334
Less: CDBG Grant	<\$590,423>
City Portion	\$ 21,911

The requested budget adjustment is \$612,334. The Enterprise Fund balance is \$3,558,153 (As of 9/30/25).

RECOMMENDATION

Staff recommends approval.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

ORDINANCE No. 2026 -

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS AMENDING THE ENTERPRISE FUND BUDGET OF THE CITY OF LEON VALLEY, TEXAS MUNICIPAL BUDGET FOR THE FISCAL YEAR 2025-26 IN A TOTAL AMOUNT OF \$612,334 TO PROVIDE FUNDING FOR THE LEON VALLEY ENTERPRISE FUND FOR THE CASTLE ESTATES NEIGHBORHOOD SEWER MAIN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECT, AND AWARDING THE LOWEST QUALIFIED BID IN THE AMOUNT OF \$454,412 WITH \$68,162 FOR CONTINGENCY (15%), AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH SOVREX, LLC FOR THE CASTLE ESTATES NEIGHBORHOOD SEWER MAIN CDBG PROJECT

WHEREAS, constructing meaningful capital improvement projects improves everyone's quality of life and protects taxpayer funded valuable assets; and

WHEREAS, Capital improvement projects such as constructing new sewer mains improve our environment; and will enhance the City's sanitary sewer utility system; and

WHEREAS, the City was awarded Community Development Block Grant (CDBG) funds through Bexar County in the amount of \$590,423 to construct the Castle Estates Neighborhood Sewer Main Project; and

WHEREAS, the City of Leon Valley has already passed their FY 2025-26 Budget on September 2, 2025; and

WHEREAS, City Council approved the budget for the Enterprise Fund for FY 2025-26; and

WHEREAS, it is necessary to adjust the Enterprise Fund Budget by a total amount of \$612,334 for FY 2025-26 in order to construct the Castle Estates Neighborhood Sewer Main CDBG Project and receive reimbursement by Bexar County; and

WHEREAS, the Leon Valley City Council desires to authorize the acceptance of the lowest responsive bid from Sovrex, LLC in the amount of \$454,412 with \$68,162 (15%) for contingency to construct the Castle Estates Neighborhood Sewer Main CDBG Project, and authorize a FY 2025-26 Enterprise Fund Budget adjustment in the amount of \$612,334;

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

SECTION 1. The lowest responsive bid of \$454,412 from Sovrex, LLC for the Castle Estates Neighborhood Sewer Main CDBG Project is hereby accepted. All other bids will be considered rejected upon the execution of a contract by the successful bidder

and the deposit of all required bonds and insurance certificates or the expiration of ninety (90) days from the effective date hereof, whichever occurs first.

SECTION 2. The City Manager is hereby authorized to enter into a contract with Sovrex, LLC for the construction of the Castle Estates Neighborhood Sewer Main CDBG Project.

SECTION 3. The Enterprise Fund budget for FY 2025-26 is hereby adjusted in the amount of \$612,334 for the construction of the Castle Estates Neighborhood Sewer Main CDBG Project.

SECTION 4. The financial allocations in the Ordinance are subject to approval by the Director of Finance. The Director of Finance may, subject to concurrence by the City Manager or the City Manager’s designee, correct allocations to specific accounts as necessary to carry out the purpose of this Ordinance.

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

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

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

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this 5th day of May 2026.

APPROVED

CHRIS RILEY
MAYOR

Attest:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

ARTURO D. 'ART' RODRIGUEZ
City Attorney

Discussion and Possible Action of an Ordinance Authorizing Budget Adjustment & Bid Award Castle Estates Neighborhood Sewer Main CDBG Project

David Dimaline
Public Works Director
City Council Meeting
May 5, 2026

Summary

- Question – Should City Council approve an Ordinance authorizing a budget adjustment, awarding a bid, and authorizing the City Manager to Enter into a contract for the Castle Estates Sewer Main CDBG Project?
- Options
 - Approve - recommended
 - Deny
 - Other
- Declaration
 - The project will include construction of a new sewer main and greatly improve sewer service for customers along Locker Ln.

Purpose

- To consider approving an Ordinance authorizing a budget adjustment in the amount of \$612,334
- Award a bid in the amount of \$454,412 with 15% for contingency
- Authorizing the City Manager to enter into a contract with Sovrex, LLC
- Castle Estates Neighborhood Sewer Main CDBG Project

Background

- The project scope of work includes:
 - Constructing approximately 1,500 feet of 8” sewer main
 - New Manholes
 - New 6” sanitary sewer laterals
 - Two-way cleanouts
 - Bypass pumping
 - Asphalt repairs

Background

- The homes on Locker Lane are currently on septic systems
- Many of the homes were built in the 1970's and have aging septic systems
- Residents have expressed an interest in connecting to the City's sanitary sewer system
- The project will greatly improve the sanitary sewer infrastructure in this neighborhood
- The City was awarded a CDBG grant in the amount of \$590,423 from Bexar County

Background

- A bid package was developed and advertised for over 21 days
- The bid advertisement was placed in the Express News for two consecutive weeks, and the bid document and plans were placed on the City's web site, as well as public plan rooms
- The bid opening was March 24, 2026 and four companies submitted bids

Background

- The following bids were received:

Company	Bid Amount
Sovrex, LLC	\$454,412.00
D. Plata Construction, LLC	\$494,632.23
R.L. Jones LP	\$589,335.00
EZ-Bel Construction	\$636,704.20

Background

- City Engineer reviewed each of the bid submittal & documents, & completed reference checks
- Recommend awarding the construction contract for the project to Sovrex, LLC

Fiscal Impact

Project Costs

Construction	\$454,412
Contingency (25%)	\$ 68,162
<u>Engineering</u>	<u>\$ 89,760</u>
Project Total	\$612,334

Budget Adjustment Needed	\$612,334
Less: CDBG Grant	<\$590,423>
City Portion	\$ 21,911

- The requested budget adjustment is \$612,334
- The Enterprise Fund balance is \$3,558,153 (As of 9/30/25)

Recommendation

- Recommended City Council approve an Ordinance:
 - Authorizing a budget adjustment in the amount of \$612,334
 - Awarding a bid in the amount of \$454,412 with 15% for contingency
 - Authorizing the City Manager to enter into a contract with Sovrex, LLC
 - For the Castle Estates Neighborhood Sewer Main CDBG Project

Goals & Objectives

- Infrastructure: To enhance the quality of life in Leon Valley by investing in sustainable infrastructure and a strategic capital improvement that supports growth, safety, and economic vitality.
 - 2. Upgrade Utilities & Public Services – Agree to budget for initiatives that invest in water, sewer, and drainage infrastructure to ensure reliability, sustainability, and capacity for future growth.

MAYOR AND COUNCIL COMMUNICATION

DATE: May 05, 2026

TO: Mayor and Council

FROM: Sandra Passailaigue, City Secretary

THROUGH: Dr. Crystal Caldera, City Manager

SUBJECT: Discussion and Possible Action on a Resolution Appointing Annette Ramirez as 1st Alternate of the Planning & Zoning Commission

SPONSOR(S): (N/A)

PURPOSE

The purpose of this item is to present to City Council all City of Leon Valley an application to serve on the Planning & Zoning Commission.

FISCAL IMPACT

None

RECOMMENDATION

City Council Discretion

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
 City Secretary

RESOLUTION NO. 26-0__R

A RESOLUTION OF THE CITY OF LEON VALLEY, TX., CITY COUNCIL APPOINTING AN ALTERNATE MEMBER TO THE LEON VALLEY 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 to the **Planning & Zoning Commission as 1st Alternate** with a term expiring June 30, 2027:

Annette Ramirez – 1st Alternate

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 term become effective immediately.

PASSED, ADOPTED, AND APPROVED by the City Council of the City of Leon Valley on this the 5th day of May, 2026.

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: May 5, 2026
TO: Mayor and Council
FROM: Michael Gallardo, Planning and Zoning Director
THROUGH: Crystal Caldera, Ph.D., City Manager

SUBJECT: Presentation and Discussion on an Ordinance to Amend Ordinance 2025-8 to Change the Zoning from PD Planned Development District, with R-3 Multiple-Family Dwelling Base Zoning District to PD Planned Development District, with R-6 Garden House Base Zoning District on Approximately 6.8 Acre of Land, Located at 6612 and 6618 Sawyer Road; and More Specifically Described as 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) – M. Gallardo, Planning and Zoning Director

PURPOSE

The purpose of this item is to consider a request to amend Ordinance 2025-8 to change the zoning from PD Planned Development District, with R-3 Multiple-Family Dwelling District to a PD Planned Development District, with R-6 Garden House District for 6612 and 6618 Sawyer Road.

This PDD is proposing to allow for flexible planning to:

1. Develop a single-family dwelling to meet the current 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 15.02.312 R-6 Garden House District:

1. Lot regulation - minimum area of lot size decreased from 4,500 to 2,380 square feet
2. Minimum Lot Depth reduced from 100 feet to 85 feet
3. Minimum Floor Space reduced from 1,800 to 1,350 square feet
4. Minimum Frontage reduced from 45 feet to 28 feet
5. Minimum Height increased from 2½ stories to 3½ stories.
6. Reduce Minimum Setbacks from 15 feet to 10 feet Rear, from 5 feet to 2.5 feet or 0 feet Side, and 10 feet to 5 feet Between Buildings

The applicant is asking for three variances to Section 10.02.251 Applicable Standards and Specifications:

1. Minor or Private Street Minimum Right of Way reduced from 50 feet to 32 feet
2. Minor or Private Street Pavement Width reduced from 30 feet to 26 feet
3. Sidewalk width reduced from 4 feet to 3 feet

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 is estimated to be approximately 76 lots. It will be designed as single family housing which is suited for an R-6 Garden House District.

1. The property will need to be replatted prior to any development or construction.
2. Staff suggests the Commission require legal documentation for the garden house project during the platting process.
3. Staff recommends that the applicant follow the Code's Tree Preservation and Mitigation Plan process and request a variance if required.
4. Staff suggest that no Residential R-6 lots have driveway access to a collector street.
5. Staff recommends adding the condition that the site plan cannot increase more than 10% without Council approval.
6. Internal roadways must meet all requirements of the Fire Code.

The City Engineer has submitted a review with several comments that include concerns with variances to lot size, setbacks, fire lanes, sidewalk widths and driveways on a collector street. Staff recommends the site plan be revised to demonstrate that the City's concerns for the review have been addressed.

Staff recommends approval of the amended PDD as a garden house district which is 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. The site plan should be revised to provide exact number of proposed lots, percentage of open space, updated fire plan and show the removal of driveways along Sawyer Rd that backs up into public right-of-way.

Traffic Impact

An updated TIA has been submitted; currently the project does not require a require a TIA study.

Surrounding Zoning

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

Master Plan

The Master Plan suggests that properties along Sawyer Road be zoned for various residential uses which is proposed by the PDD.

Notification

- | | |
|---|----|
| • Letters mailed to property owners within 200' | 16 |
| • 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 single-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. Driveways cannot have access to a collector street.
2. The Code's Tree Preservation and Mitigation Process be followed and a variance requested if applicable.

3. The Site Plan cannot increase more than 10% without City Council approval.

PLANNING AND ZONING COMMISSISON RECOMMENDATION

The Planning and Zoning Commission made a recommendation to approve the amendment request with a vote of 5-2.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

ORDINANCE No. 2026-

AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL AMENDING ORDINANCE 2025-8 TO CHANGE THE ZONING FROM PD PLANNED DEVELOPMENT DISTRICT, WITH R-3 MULTIPLE-FAMILY DWELLING DISTRICT TO PD PLANNED DEVELOPMENT DISTRICT WITH R-6 GARDEN HOUSE BASE ZONING DISTRICT ON APPROXIMATELY 6.8 ACRES AT 6612 AND 6618 SAWYER ROAD; AND MORE SPECIFICALLY DESCRIBED AS 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 PD Planned Development District, with R-3 Multiple-Family Dwelling District to PD Planned Development District with R-6 Garden House 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:

Section 15.02.312 R-6 Garden House District:

Lot regulation - minimum area of lot size decreased from 4,500 to 2,380 square feet

1. Minimum Lot Depth reduced from 100 feet to 85 feet
2. Minimum Floor Space reduced from 1,800 to 1,350 square feet
3. Minimum Frontage reduced from 45 feet to 28 feet
4. Minimum Height increased from 2½ stories to 3½ stories.
5. Reduce Minimum Setbacks from 15 feet to 10 feet Rear, from 5 feet to 2.5 feet or 0 feet Side, and 10 feet to 5 feet Between Buildings

Section 10.02.251 Applicable Standards and Specifications:

1. Minor or Private Street Minimum Right of Way reduced from 50 feet to 32 feet
2. Minor or Private Street Pavement Width reduced from 30 feet to 26 feet
3. Sidewalk width reduced from 4 feet to 3 feet

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 19th day of May 2026.

APPROVED

CHRIS RILEY
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form: _____
ART RODRIGUEZ
City Attorney



April 2026

Mr. Michael Gallardo, Planning and Zoning Director

Dr. Crystal Caldera, City Manager

Mayor Chris Riley and Members of City Council,

City of Leon Valley
6400 El Verde Road
Leon Valley, Texas 78238

Re: Request to Amend Ordinance No. 2025-8 - Approved Planned Development District for 6612 and 6618 Sawyer Rd.

Dear Mr. Gallardo, Dr. Caldera, Mayor Riley, and Members of City Council,

In April 2025, the City approved our Planned Development District (“PDD”) zoning for a property that we own under our subsidiary One Stop Group, LP, and located at 6612 and 6618 Sawyer Rd, authorizing the development of up to 165 townhouse units.

We recently launched our planning process for the development of this property and decided to briefly pause this effort. We have new market indicators support the addition of a second land-use option for us to consider and evaluate. So far, we made a significant investment in the design of a conceptual Site Plan and Fire Plan, and other important studies. However, we had to pause any further investment in this evaluation until we ensure this option is realistic and available to us from a regulatory perspective as an add on to our current development rights and entitlements.

This second option contemplates:

1. A Single-Family Site Plan. Which materially resembles the current townhouse Site Plan.
 2. Lower density. Reduces the number of residential units from 165 townhouses to approximately 76 single-family homes, over 50% reduction in density
 3. Lower Traffic Impact. Cuts the project’s traffic generation roughly in half. Fewer vehicles, fewer peak-hour trips, and less strain on the surrounding street network.
-



Samir Chehad
403-561-2425

{Section}.71.

samir@trimark-group.com

-
4. Offering the Community and the City a preferred product-type.
 5. Better neighborhood compatibility. Single-family homes are more compatible with the surrounding residential character of the area than a higher-density townhouse complex would have been. This is a development that neighbors are more likely to welcome.

We are respectfully seeking your consideration to allow us to proceed with this evaluation by approving our request to amend the current zoning Ordinance, adding this Site Plan as a second option available to us under Article 2. (B), "Supplemental Use Regulations – Additional Allowed Use". If this added option is approved by Council, and our continued evaluation is successful, this project could offer a thoughtful refinement that we believe the City and the surrounding community will welcome.

We present to you that this request does not pause any risk to the City, only an upside if adopted. Thank you sincerely for your time, your consideration, and the leadership you bring to this community. We look forward to the conversation.

With respect and appreciation,

A handwritten signature in blue ink, appearing to be "SC", written over a light blue horizontal line.

BY: _____

Samir Chehade
Managing Director
One Stop Group, LP
(A Trimark Group Company)

AMENDMENT

EXHIBIT __

To Ordinance _____

Of The City of Leon Valley

6612 and 6618 SAWYER RD.

Submitted by: ONE STOP GROUP, LP
(Trimark Developments, LP)

PLANNED DEVELOPMENT DISTRICT

PROJECT PLAN (Rev.3)

PROPOSED AMENDMENT LANGUAGE HIGHLIGHTED IN LIGHT GREY



Approved _____, 2026

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: ONE STOP GROUP, LP

Current Zoning: PDD with R3 Base Zoning (ORD. 2025-08)

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 modifications required to build it shall be allowed by-right

- ii. The development of a single-family project with a Site Plan substantially similar to the illustration attached in **EXHIBIT “K”** (the “Site-Plan-SF”), consistent with the zoning requirements of the City Code of Ordinances (the “Code”) Sec. 15.02.312 "R-6" Garden House District as revised in attached **Exhibit “L”**, and with Sec. 15.02.251 –Applicable Standards and Specification as revised in attached Exhibit “M”. The proposed revisions to these two sections are also summarized in Article 3.1 of this document. The layout of the Site-Plan-SF and all modifications required to build it, as requested herein, shall be allowed by-right. Section 2.A (Base Zoning) remains unchanged.

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	One per Bedroom	2
	Illustration diagram at end of document		DELETE

Article 3.1. REVISIONS TO THE CODE OF ORDINANCES FOR SITE-PLAN-SF (AMENDMENT)

The requested revisions to Sec. 15.02.312 – R6 Garden House District are included in Exhibit L, and are summarized as follows:

Paragraph	Section 15.02.312 - R-6 Single Family Dwelling – Zoning Ordinances	Current R-6 Standard	Requested Revisions
b.2	Minimum Area of Each lot	4,500 SQFT	2,380
b.3	Minimum Depth	100 ft	85 ft
b.4	Minimum Floor Space	1,800 SQFT	1,350 SQFT
b.5	Minimum Frontage	45 ft	28 ft
b.6	Maximum Height	2-1/2 stories	3-1/2 stories
c.1	Minimum Front yard setback	20 ft	20 ft
c.2	Minimum Rear yard setback	15 ft	10 ft
c.3	Minimum Distance between outside walls of adjacent structures	10 ft	5ft
c.3 & c.5	Minimum Side yard setback	5 ft	2.5ft or 0ft

The requested revisions to Sec. 15.02.251 – Applicable Standards and Specification are included in Exhibit M, and are summarized as follows:

Paragraph	Section 15.02.251 Applicable Standards	Current Standard	Requested Revisions
1.D	Driveway access to Collector Street	Not allowed	Remove paragraph
2.L.iv	Minor or Private Street Minimum Right Of Way	50 ft	32 ft
2.L.iv	Minor or Private Street Minimum Pavement Width	30 ft	20ft
13.A	Corner Lots – min width	70ft	29ft

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 attached hereto as 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.
- E. The Applicant may not, without Council Approval, increase the number of units more than 10% of the maximum number units provided in paragraph C of this article.

Article 4.1. SPECIAL PROVISIONS FOR SITE-PLAN-SF (AMENDMENT)

- A. The Applicant shall be granted the right to modify Site Plan so long as the corresponding required modifications to the Code, if any, are fully consistent with those required for the Site Plan attached hereto as Exhibit K.
- B. The total number of lots is currently estimated to be approximately 76, it may be reduced by a maximum of 15% upon platting based on construction planning constraints and upon request from the City Engineer. However, it may not exceed 80 lots.
- C. The Tree Preservation and Mitigation Plan is attached herein as **EXHIBIT "S"** and shall supersede EXHIBIT J. It shall be allowed by-right to enable the construction of the Site Plan.
- D. The Applicant may not, without Council Approval, increase the number of units more than 80 units.
- E. Each unit shall include a double garage and a 20' driveway.

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

Article 6. ESTIMATED DEVELOPMENT SCHEDULE AND COMPLETION TIMETABLE

- December 2026: Complete Platting
- August 2027: Complete Infrastructure Construction
- December 2030: 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
One Stop Group, LP (Trimark Developments, LP)

See next Page for list of Exhibits

LIST OF EXHIBITS

- Exhibit A (Rev.3): Site Survey
- Exhibit B (Rev.4): Site Plan
- Exhibit C (Rev.4): 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: Tree Inventory and Tree Preservation And Mitigation Plan

ADDED EXHIBITS (AMENDMENT):

- EXHIBIT K(Sawyer-SF) – SITE- PLAN-SF
- EXHIBIT L(Sawyer-SF) - Sec 15.02.312 - R-6 Mods
- EXHIBIT M (Sawyer-SF) - Sec.10.02.251 – Applicable Standards Mods
- EXHIBIT N (Sawyer-SF) - FIRE PLAN-SF
- EXHIBIT O (Sawyer-SF) - Flood Plain Map
- EXHIBIT P (Sawyer-SF) - Building Elevation – Illustration
- EXHIBIT Q (Sawyer-SF) - Large Tree Groupings
- EXHIBIT R (Sawyer-SF) - TIA Worksheet
- EXHIBIT S (Sawyer-SF) - Tree Preservation Plan
- EXHIBIT T (Sawyer-SF) - 3D Site-Plan-F - illustrating TOPO

Summary of Requested Revisions to Sec. 15.02.312 – R6 Garden House District:

Paragraph	Section 15.02.312 - R-6 Single Family Dwelling – Zoning Ordinances	Current R-6 Standard	Requested Revisions
b.2	Minimum Area of Each lot	4,500 SQFT	2,380
b.3	Minimum Depth	100 ft	85 ft
b.4	Minimum Floor Space	1,800 SQFT	1,350 SQFT
b.5	Minimum Frontage	45 ft	28 ft
b.6	Maximum Height	2-1/2 stories	3-1/2 stories
c.1	Minimum Front yard setback	20 ft	20 ft
c.2	Minimum Rear yard setback	15 ft	10 ft
c.3	Minimum Distance between outside walls of adjacent structures	10 ft	5ft
c.3 & c.5	Minimum Side yard setback	5 ft	2.5ft or 0ft

Sec. 15.02.312 "R-6" garden house district - REVISED AND APPROVED FOR THIS PDD

(a) Purpose and description.

The R-6 district is composed mainly of areas containing single-family dwellings. The R-6 district regulations implement the policies of the master plan by 1) protecting the residential character of the areas by prohibiting commercial and industrial activities, apartments, two-family dwellings and manufactured homes; 2) encouraging a suitable neighborhood environment; 3) preserving the openness of the area by requiring that certain minimum yard and area standard requirements be met, however, with greater density being permitted than in the R-1 district.

(b) Lot regulations.

- (1) Area of total development. Not less than three (3) lots with common side lot lines will be zoned for "R-6" garden house. When facing on the same street within the same block, "R-1" single-family dwellings and "R-6" garden houses will not be mixed. However, this does not preclude "R-1" on one side of a street with an "R-6" on the opposite side of the street within the same block or different blocks.
- (2) Area of each lot. ~~4500~~ A minimum of 2,380 square feet.
- (3) Depth. A minimum of ~~100~~ 85 feet.
- (4) Floor space. There shall be a heated living area in each garden house of not less than 1,350 square feet. ~~the following: one story – 1000 square feet; two story – 1400 square feet; two and one-half story – 1800 square feet. When "R-6" is mixed with "R-1" in the same subdivision, the average heated living area of "R-6" housing shall be at least seventy-five (75) percent of the average size of the "R-1" structures, but in no event shall the minimum square footage be less than as described above.~~
- (5) Frontage. A minimum of ~~45~~ 28 feet on a public right-of-way is required.
- (6) Height. A maximum of ~~two~~ three and one-half (2-1/2) stories is allowed.

(c) Setback requirements.

- (1) Front yard. There shall be a front yard having a minimum depth of twenty (20) feet, except as hereinafter provided.
- (2) Rear yard. There shall be a rear yard having a minimum depth of ~~fifteen (15) feet~~ ten (10) ~~except where the garage is entered from the rear in which case the minimum rear yard shall be twenty-five (25) feet exclusive of the area used as a garage. Total square footage of accessory buildings exclusive of a detached garage shall not exceed 150 square feet.~~
- (3) Side yard. There shall be a side yard on each side of all lots of not less than ~~five (5)~~ two and a half (2.5) feet, except on corner lots on which external side yard shall not be less than ten (10) feet. Alternatively, one side yard may be reduced to zero (0) feet provided the other side yard is increased to ~~ten (10)~~ five (5) feet. However, in no event shall the outside walls of a structure be closer than ~~ten (10)~~ five (5) feet to the outside walls of a structure built on an adjacent lot.

- (4) Zero lot line exterior wall. When a structure is built with a side yard of zero (0) feet, no windows or doors will be built into an exterior side wall so situated. In addition, a six-foot privacy fence will be constructed and maintained by the owner from the rear-most point of such an exterior wall to the rear lot line of the property.
 - (5) Corner lot. Where lots abut on two (2) intersecting or intercepting streets, where the interior angle of intersection or interception does not exceed 135 degrees, a side yard shall be provided on the street side equal to ~~the front yard two and half~~ (2.5) feet or greater.
 - (6) Double frontage. Where lots front upon two (2) parallel streets or front upon two (2) streets that do not intersect at the boundaries of the lot, a rear yard shall be provided on the street side equal to the front yard.
 - (7) Reverse frontage. On corner lots, where interior lots have been platted or sold, fronting on the side street, a side yard shall be provided on the street side equal to the front yard on the lots in the rear. No accessory building on said corner lot shall project beyond the front line of the lots in the rear.
- (d) Other.
- (1) Accessory building. Shall be allowed, but shall be located no closer than 5 feet from any property line, and must be located in the rear yard. In no case shall an accessory building occupy more than 20% of the total open space in the rear yard.
 - (2) Landscaping. A total of 35% of street yard area must be landscaped. The use of drought tolerant turf grasses, such as zoysia or buffalo tif or combination, or other drought tolerant plantings and hardscape is strongly recommended.
 - (3) Lighting. All outdoor lighting shall be hooded and all light emissions shielded, and shall be oriented such that light is directed towards the property and does not trespass onto surrounding properties. Lights affixed to the buildings shall be mounted no higher than the eaves of said building. Lights affixed to a pole shall be mounted no higher than 40% of the distance from the front property line to the main structure.
 - (4) Masonry required. Garden houses shall be constructed of masonry or other similar non-combustible materials to the extent of not less than seventy-five (75) percent of overall exterior walls.
 - (5) Nonconforming dwellings. The provisions above shall not be applicable to nonconforming dwellings in existence on the date of the adoption thereof or to dwellings built hereafter on the same lot to replace such nonconforming dwellings as may be destroyed by fire, windstorm or other involuntary cause.
 - (6) Parking. A minimum number of two (2) off-street parking spaces shall be provided.
 - (7) Public facilities. "R-6" garden houses are permitted only on lots that are connected to the city's water and public sewage disposal system and must conform to the regulations in [article 10.02](#) (subdivision ordinance).

- (8) Storage. Outside storage is not allowed in the R-6 district, with the exception of vehicles, trailers, recreational vehicles and boats in accordance with [article 3.05](#) and [article 12.03](#) of the Leon Valley City Code. Items to be stored shall be completely contained in either the main structure, garage or an accessory building.

(1972 Code, sec. 30.612; 2008 Code, sec. 14.02.312)

PDD Request – SAWYER PropertySummary of Requested Revisions to Sec. 10.02.251 – Applicable Standards and Specifications

Paragraph	Section 15.02.251 Applicable Standards	Current Standard	Requested Revisions
1.D	Driveway access to Collector Street	Not allowed	Remove paragraph
2.L.iv	Minor or Private Street Minimum Right Of Way	50 ft	32 ft
2.L.iv	Minor or Private Street Minimum Pavement Width	30 ft	20ft
13.A	Corner Lots – min width	70ft	29ft

Sec. 10.02.251 Applicable standards and specifications – REVISED FOR THIS PDD

No preliminary or final subdivision plat shall be approved by the commission and no completed improvements shall be accepted by the city unless and until the following standards and specifications have been met:

(1) General.

(A) The master plan shall be considered by the subdivider and commission for subdivision conformity.

(B) Provision for future subdivisions. If a tract is subdivided into parcels larger than ordinary building lots, such parcels shall be arranged to allow the opening of future streets.

(C) Reserve strips are prohibited and will not be used for controlling access to land dedicated or intended to be dedicated to public use.

~~(D) Residential R-1, R-2 and R-6 lots shall not have driveway access to collector or larger streets.~~

(E) Buildings shall not be constructed across lot lines.

(F) As applicable, the subdivider shall be fully responsible for compliance with all city, state and federal regulations and shall bear all costs thereof expended toward the development, including the cost of any city professional staff efforts and approvals as needed from all other regulatory agencies.

(2) Streets.

(A) Street layout (also see exhibits “s” and “dd”).

(i) Adequate streets shall be provided by the subdivider, and the arrangement, character, extent, width, grade and location of each shall be considered in their relation

to existing and planned streets, topographical conditions, public safety and convenience, and in their appropriate relationship to the proposed uses of land to be served by such streets and to the city master plan.

(ii) The street layout shall be devised for the most advantageous development of the entire neighborhood.

(B) Relation to adjoining street system. Where necessary to the neighborhood pattern, existing streets in adjoining areas shall be continued and shall be at least as wide as such existing streets and in alignment therewith.

(C) Projection of streets. Where adjoining areas are not subdivided, the arrangement of streets in the subdivision shall make provision for the proper projection of streets into such unsubdivided areas.

(D) Street jogs. Whenever possible, streets with centerline offsets of less than 150 feet will be avoided.

(E) Half or adjacent streets. In the case of collector, minor, or marginal access streets, no new half-streets shall be platted unless approved by the city.

(F) Street intersections. Intersections shall be as nearly at right angles as practicable, giving due regard to terrain and topography.

(G) Dead-end streets. Dead-end streets shall be prohibited except as short stubs to permit future expansion.

(H) Cul-de-sacs.

(i) Except with the prior written approval of the city engineer, cul-de-sacs shall not exceed 500 feet in length, and shall have a turnaround of not less than 100 feet in diameter in residential areas, and not less than 200 feet in diameter in commercial and industrial areas.

(ii) Where cul-de-sac ended streets are proposed which are longer than 500 feet in length in residential areas, the cul-de-sac shall have a property line diameter of at least 140 feet and a pavement diameter of 120 feet.

(I) Marginal access streets.

(i) The creation of marginal access streets is prohibited except where allowed by the city engineer after review of the access and intersection control measures being proposed and of the general traffic safety and circulation plan for the area.

(ii) The commission may determine that such marginal access streets are not desirable under the facts of a particular case for adequate protection of the lots and separation of through and local traffic.

(J) Streets on master plan. Where a subdivision embraces a street as shown on the master plan of the city, the location and width as indicated by the master plan, shall be considered in the planning of such subdivision.

(K) Minor streets. Minor streets shall be laid out so as to discourage their use by through traffic.

(L) Pavement widths and rights-of-way. Pavement widths and rights-of-way shall be as

follows:

- (i) Primary streets shall have a right-of-way of at least 110 feet, pavement width of at least seventy-two (72) feet, and a fourteen-foot curbed divider in the center.
- (ii) Secondary streets shall have a right-of-way of at least eighty-six (86) feet and a pavement width of at least sixty (60) feet.
- (iii) Collector streets shall have a right-of-way of at least sixty (60) feet and a pavement width of at least forty-four (44) feet.
- (iv) Minor or Private streets shall have a right-of-way of at least ~~fifty (50)~~ thirty two (32) feet and a pavement width of at least ~~thirty (30)~~ twenty (20) feet.

(M) Pavement width and rights-of-way of streets forming part of the boundary of the subdivision (adjacent) shall be as follows:

- (i) The subdivider shall dedicate a right-of-way of forty-three (43) feet in width for new adjacent secondary streets, and twenty-two (22) feet of such right-of-way shall be paved and curbed.
- (ii) New adjacent collector, minor or marginal access streets shall conform to paragraph (2)(L) of this section.
- (iii) Where the proposed subdivision abuts upon an existing street or half-street that does not conform to paragraph (2)(L) of this section, the subdivider shall dedicate right-of-way sufficient to make the full right-of-way width conform to such paragraph, and there shall be paved and curbed so much of such right-of-way as to make the full pavement width comply with such paragraph. Before any pavement is laid to widen existing pavement, the existing pavement shall be cut back two (2) feet to assure an adequate subbase and pavement joint.

(N) Medians.

- (i) Center island median. Streets which have center island medians shall be curbed and provide for a minimum lane width adjacent to the median of twenty (20) feet on each side.
- (ii) Openings. Medians shall be continuous. Openings in the median may be provided at all public streets if the centerline spacing of said public street is at least 400 feet. If said spacing is less than 400 feet, the median shall be open for the street with the higher functional classification. All other openings shall be made in accordance with current standards set by the city engineer. When medians are open, safety bays and median radii shall be provided and curbed unless approved otherwise by the city engineer.
- (iii) Special purpose medians. Dividers constructed for aesthetic purposes (i.e. entrances for subdivisions) shall be permitted and such dividers shall normally be fourteen (14) feet in width. The divider shall maintain the full width for a minimum of twenty-five (25) feet after which an appropriate transition shall be provided. The nose or rounded portion of the divider shall be placed at least fifteen (15) feet off the edge of the traveled roadway of the intersecting street and the turning radius of vehicular traffic shall be at least thirty-five (35) feet.
- (iv) Landscaping and signing. No signs, walls, or fences shall be placed in the median area other than approved traffic-control devices unless approved by city staff. No trees, shrubs or other ground cover shall be placed in the median which will obstruct the driver's sight distance. With the approval of the city, trees, shrubs, and ground cover may be planted in the median and divider area provided the full-grown tree or shrub trunk diameter does not exceed four (4)

inches in diameter. In addition, appropriate maintenance agreements shall be made with the city.

(v) Crosswalk area. Where a median or traffic divider projects across a crosswalk, the median shall be opened for six (6) feet at the projection of the crosswalk. This six-foot opening shall be paved to the grade of the existing surface to permit wheelchair and mobility impaired persons utilization of the crosswalk.

(O) Curbs and sidewalks (see exhibits “t” and “u”). Curbs and sidewalks shall be installed by the subdivider on both sides of all interior streets, and on the subdivision side of all streets forming part of the boundary of the subdivision. The street frontage on all sides of all lots must be provided with concrete sidewalks of at least four (4) feet in width and four (4) inches in thickness. All sidewalks and driveways shall be designed and constructed in accordance with the requirements of the city and the Americans with Disabilities Act. Utility meter boxes or fire hydrants shall not be incorporated into the sidewalk area.

(i) Sidewalk deferred construction. A developer may petition the city to defer construction of sidewalk along the frontage of lots in residential developments and if approved, sidewalks would be constructed as a building permit requirement (developer remains responsible for construction of the rear sidewalks on lots having double street frontage and over drainageways).

(ii) Sidewalks shall, in general, be placed near the property line. Where the city permits the sidewalk to abut the curb on collector streets, the sidewalk width will be six (6) feet.

(P) Fire lanes. Fire lanes shall be installed where required by city and shall thereafter be maintained by the property owner.

(Q) Ramps. Where the development abuts existing curbed streets, with or without sidewalks, the developer shall install ramps as required to conform with the Americans with Disabilities Act and/or as directed by the city.

(R) Street names. Names of new streets shall not duplicate or cause confusion with the names of existing streets, unless the new streets are continuation of or in alignment with existing streets; in which case names of existing streets shall be used.

(S) Street signs. Reflective street name signs shall be installed by the subdivider in a uniform manner throughout the subdivision at all intersections within or abutting the subdivision and will be of the size and type specified by the city. (Subdivider shall consult with a designated city official as to the plan of placement thereof prior to the installation of such street signs and all street signage will conform to the size and type specified by the city.) Stop signs and other traffic-control signs will be furnished and installed by the city.

(T) Electronic signalization. If the city determines the traffic volume generated by the proposed subdivision will create safety problems or hazardous driving conditions, the developer may be required to install or modify existing appropriate electronic signalization devices in the locations specified.

(U) Traffic impact analysis. As the city determines appropriate, developer shall provide a traffic study prepared by a qualified traffic engineer which addresses specific traffic impacts caused by the development.

(V) Specifications. The City of San Antonio Standard Specifications for Public Works Construction are adopted for reference, except as modified by the city engineer.

(3) **Alleys.** Alleys will not be allowed in the city except under special circumstances. When permitted, alleys shall be permitted and shall have a minimum right-of-way width of sixteen (16) feet with ten (10) feet of concrete pavement in residential areas and eighteen (18) feet of right-of-way and pavement in commercial areas, as shown in exhibit “C” [exhibit (s)], attached hereto.

(A) **Intersecting alleys.** Where two (2) alleys intersect or turn at right angles, a cutoff of not less than fifteen (15) feet from the normal intersection of the property or easement line shall be provided along each property or easement line.

(B) **Dead-end alleys.** Dead-end alleys shall not be permitted as long as an open non-paved access to a minor street is made available.

(C) **Overhang easements along alleys.** Along all alleys and where otherwise requested by the city, overhang easements allowing for aerial encroachments, as required by any public or private utility, shall be provided.

(D) **Alleys which do not connect on a straight course.** An easement shall be provided for alleys which do not connect on a straight course for the placing of guy wires on lot division lines in order to support poles set on curving or deviating rights-of-way or alleys (i.e. alleys are not straight within each block or the same do not connect a straight course with the alleys of adjoining blocks).

(E) **Cutbacks.** Where alleys intersect a street right-of-way, a fifteen-foot right-of-way cutoff shall be provided.

(4) **Easements.** When required, drainage easements will be allowed for proper drainage or topographic requirements. Gas, electric and telephone easements may be provided within each lot with no increase in the standard lot size unless deemed necessary by the city. Water and sanitary sewer easements will not be located at the rear of lots except with prior city approval. All easements for city use will have a minimum width of ten (10) feet, except sanitary sewer easements which shall be a minimum of sixteen (16) feet in width.

(5) **Water installation.**

(A) **Water supply and distribution** (see exhibit “bb”).

(i) All subdivisions shall be provided with water supply, water distribution, and fire protection systems as approved by the city engineer and in compliance with other parts of this code and the building code (see [article 3.02, division 2](#) of this code).

(ii) Minimum construction and design standards of the San Antonio Water System shall be used except as modified by the city, to include:

a. Valves shall open left;

b. C-900 class 150/200 PVC pipe may be used in lieu of ductile iron;

c. Use of asbestos cement pipe is prohibited; and

d. In all construction plans, the developer will incorporate city provided special conditions in the form of general notes set out in exhibits attached hereto.

(iii) All subdivisions containing more than sixteen (16) lots or housing units and as

otherwise required by the city shall be provided with looped water mains. The loop shall be sufficient to create fire flows required by the fire marshal.

(iv) Apartment (multiple-family) or commercial areas will be metered in accordance with city requirements and dual or sub-metering (internal city meters beyond the city's master meter) will not be allowed.

(B) Backflow protection. Metering will include backflow prevention devices in accordance with city code requirements.

(C) Fire hydrants.

(i) Fire hydrants shall be of the Mueller Improved type or approved equal compatible with the city's firefighting equipment and installed with a separate gate valve as follows:

a. Single-family, two-family, and townhouse dwelling areas.

1. Fire hydrants in a single- or two-family dwelling area shall be located throughout the distribution system so that every building site is within 500 feet of a fire hydrant; except in the townhouse areas, which shall be within 400 feet.

2. Sufficient fire hydrants shall be provided so that not more than 550 feet of hose laid along public rights-of-way will be required to reach from a fire hydrant to any building site within the area served.

b. All other land use areas.

1. Fire hydrants in all areas other than single-family, two-family or townhouse dwelling areas shall have a maximum spacing of 300 feet.

2. Sufficient fire hydrants shall be provided so that not more than 500 feet of hose will be required to reach from a fire hydrant to cover all portions of the first floor of all structures.

3. Hose lay is measured along public streets, fire lanes, and access roadways for fire department vehicles; plus, not over 150 feet of pulling hose by hand shall be required.

(ii) No fire flow credit is allowed for hydrants which are obstructed as to make their use impractical (i.e., including but not limited to hydrants across limited access highway, expressways, primary thoroughfares, or hydrants blocked by walls/buildings).

(iii) Fire hydrants shall be located along the public right-of-way or along fire access roadways; preferably at intersections or on islands separating parking areas which cannot be obstructed by parked vehicles.

(iv) Fire hydrants shall be located as directed by the city engineer and the city fire marshal. In general, hydrants shall be located a minimum of eight (8) inches and a maximum of seven (7) feet from the back of the curb. The steamer connection shall be a minimum of 1-1/2 feet and a maximum of two (2) feet above grade.

(v) The area around fire hydrants shall be kept unobstructed for a distance of two (2) feet and six-inch steel guard posts shall be provided around the hydrant where curbs are not provided and where otherwise required by the city engineer.

(vi) Fire hydrants shall face the curb except as otherwise directed by the city.

(6) Sewers (see exhibit “cc”).

(A) All subdivision lots will be provided with connections to the city’s organized sanitary sewage disposal system. Where necessary, the developer will extend the city’s collection system mains to the subdivision at his cost. Where existing on-site sewage disposal systems are in place, these will be closed down in accordance with procedures prescribed by regulatory authorities. New on-site sewage disposal facilities will not be permitted (see [article 14.05](#) (sewers) of this code). Where the sewer main will serve other properties beyond the proposed plat, the sewer will be extended across the developer’s property at his cost.

(B) The design and construction of sewage collection systems will be in accordance with the city’s regulations. The San Antonio Water System standards for design and construction are adopted for reference except as modified by the city engineer. The subdivider will incorporate the city’s special conditions in the design in the form of general notes set out in exhibits attached hereto and the requirements of the state’s regulatory agencies will also be adhered to.

(C) Television videotape. In addition to other prescribed tests, the subdivider will videotape sewage collection mains after the facilities have been installed for thirty (30) days and before preliminary acceptance by the city.

(D) Sewage lift station. Lift stations are prohibited. All developments will provide gravity service sewage systems.

(7) Utility lines.

(A) All utility lines that pass under a street or alley shall be installed before the street or alley is paved. When it is necessary that utility lines pass under the street or alley pavement, they shall be installed to a point of at least four (4) feet beyond the edge of the pavement and all telephone, cable, or underground electric lines under paved streets or alleys shall be installed in conduit. Sanitary sewer services shall extend to the property line.

(B) All utilities installed within the street right-of-way shall be properly backfilled with trench compaction approved by the city. Utility construction permits must be obtained for this work.

(C) Where new subdivisions are being created, all new utility services including telecommunications, cable service and electrical services shall be installed underground. Additionally, where replats of existing lots occur, underground utility service shall be provided if feasible as determined by the city engineer.

(8) Drainage.

(A) Drainage easement/right-of-way. Where a subdivision is traversed by a watercourse, drainageway, natural channel or stream, there shall be provided an easement or drainage right-of-way conforming substantially to the limit of such watercourse, plus additional width to accommodate future needs and maintenance.

(B) Drainage facilities. Drainage facilities shall be provided and constructed by the developer in accordance with approved plans as submitted under [section 10.02.203](#). The subdivider will design and construct improvements in these drainageways which facilitate maintenance, prevent flooding and eliminate nuisance. All such designs and improvements will conform to the city’s regulations and federal and state requirements. The City of San Antonio regulations regarding design and construction are adopted for reference, except as

modified by the city engineer, depending upon particular circumstances regarding the proposed development.

(C) Detention facilities. Water detention facilities shall be provided where, in the opinion of the city engineer, the subdivision stormwater runoff will adversely affect sensitive downstream properties. Detention facilities shall be designed so as to allow stormwater runoff at a rate equal to pre-construction conditions of the land. The design of such detention ponds or other detention facilities shall meet with city engineer approval and shall be constructed along with all other required drainage facilities prior to issuance of any building permits for the project.

(9) Requirements for park land dedication or payment of fees in lieu thereof.

(A) Purpose.

(i) The council has determined that recreational areas in the form of neighborhood parks are necessary and in the public's welfare, and that the only adequate procedure to provide for the same is by integrating such a requirement into the procedure for planning and developing properties and subdivisions in the city when such development consists of unplatted residential property.

(ii) It is also declared that [section 10.02.201](#) of this article be administered in conjunction with the Leon Valley parks and recreation plan. The park zones established by the Leon Valley parks and recreation plan shall be prima facie proof that any park located therein is within a convenient distance from any residence located therein and the following subsection, "general requirements," are adopted to affect the purposes stated.

(B) General requirements.

(i) Where a final subdivision plat is submitted for approval of any residential subdivision, such subdivision plat shall contain a clear, fee simple dedication of an area to the city for park purposes.

a. The area to be dedicated shall be one (1) acre of park land for each 133 allowed dwelling units. The number of allowed dwelling units shall be determined according to minimum lot size and maximum density standards set forth in [article 15.02](#) (zoning ordinance) of this code, except that, in those cases where the zoning code restricts the number of dwelling units allowed per lot, the actual number of lots can be used to determine the number of allowed dwelling units. Where phased development occurs; the first unit shall include the full park dedication required of the entire development and/or all of the developer's land.

1. At the discretion of the commission, after receiving recommendations from the city manager, the required park land dedication can be reduced when the subdivider demonstrates that the actual density of the proposed subdivision will be significantly less than the allowed density in the respective zoning district.

2. In cases where a subdivision plat contains land in more than one (1) zoning district, park land dedication shall be determined according to the acreage in each zoning district wholly or partially contained within the subdivision.

b. The required dedication of this subsection may be satisfied by a payment

of money in lieu of land, when permitted or required by other provisions of this section.

(ii) All subdivisions of land which create dwelling units shall provide for park land improvements. Where existing subdivisions are being replatted or vacated and are recreated as residential units which increase the potential number of dwelling units, then the provisions of this section shall apply. Where land is being developed in the R-5 (manufactured homes) and R-3A (multiple-family retirement community) areas, the ratio of one acre for each 133 allowed dwelling units shall be applied to the cottage or manufactured homes anticipated.

(iii) Where the completed development or subdivision has less than 133 allowed dwelling units the developer will at the discretion of the city, either:

a. Dedicate not less than one-half acre of park land (with the smallest dimension being 140 feet); or

b. Pay the city the amount required as per ordinance, as amended, for each dwelling unit being created.

(iv) Where the dwelling units being created are R-3 (multiple-family dwelling), R-5 (manufactured home) and R-3A (multiple-family retirement community) development areas, the developer may elect to satisfy the park land dedication by providing a one-acre reserved area within his development at a location approved by the city. otherwise provided. [sic] Such areas shall be owned and maintained by the owner of the development. Developers not making this election must otherwise satisfy the parkland dedication requirements. Such reserve area will be annotated on the subdivision plat "Area reserved for park purposes." These areas will be in addition to the required landscaping, green spaces, pool and recreation building area otherwise provided. Such areas shall be owned and maintained by the owner of the development. Developers not making this election must otherwise satisfy the parkland dedication requirements.

(v) Park land dedication requirements shall be based on the contiguous acreage of land owned by the developer. All park area dedications shall be completed in conjunction with or prior to final subdivision plat approval of the first unit of development. Parkland dedications shall [be] at distance and location specified and approved by the city engineer.

(vi) In instances where an area of less than five (5) acres is required to be dedicated, the city shall have the right to accept the dedication for approval on the final subdivision plat, or to refuse the same, and to require payment of cash in lieu of land in the amount provided by section 10.02.251(9)(B).

a. The refusal by the city of a dedication of one (1) acre or more, but less than five (5) acres, shall be based on one (1) or more of the following factors:

1. City determines that sufficient park area is already in the public domain in the area of the proposed subdivision;

2. City determines the recreational potential for a particular park zone would be better served by expanding or improving existing parks;

3. City determines that a combination of factors, related to the status and condition of the overall city park system, make a payment in lieu of

park land dedication more desirable for the overall park needs of the citizens of the city;

4. The land proposed for dedication is undesirable for use as a public park; and/or

5. The proposed dedication is not in conformance with the city parks and recreation plan.

(vii) The dedication required by this section shall be made by submitting a final subdivision plat for commission approval, and subsequent recordation with the Bexar County clerk, unless additional dedication is required subsequent to the filing of the final subdivision plat.

(viii) If the actual number of completed dwelling units exceeds the figure upon which the original dedication was based, additional dedication shall be made by payment of the cash in lieu of land amount provided in section 10.02.251(9)(B), or by the conveyance of an entire numbered lot to the city in conformance with the standards set forth herein.

(C) Money in lieu of land.

(i) Subject to veto of the commission, a land owner responsible for dedication under this section may elect to meet the requirements of section 10.02.251(2) [10.02.251(9)(B)] in whole or in part by a cash payment in lieu of land, in the amount set forth herein. An applicant may appeal the commission's veto to council. A written application for appeal shall be placed on the first available council agenda for final determination. Such payment in lieu of land shall be made at or prior to the time of final subdivision plat approval of the first unit of development.

(ii) The city may, from time to time, decide to purchase land for parks in or near the area of actual or potential development. If the city does purchase park land in a particular park zone, subsequent park land dedications for that zone could be required in cash only.

(iii) The amount of money accepted in lieu of land shall be determined by obtaining a fair market appraised value of lands in the immediate area of the development. The real estate appraisal shall be initiated by an appointee, acceptable to the city.

(D) Dedicated funds; transfer of funds; right of refund. residential fences [sic]

(i) There are four (4) neighborhood park zones and one (1) community park zone established in the parks and recreation plan for the city.

(ii) When a fee in lieu of park land dedication is collected by the city, relative to the filing of a subdivision plat, said monies shall be placed in a dedicated fund to be used to serve the park zone(s) in which the subdivision is located.

(iii) If the city is not able to purchase suitable land or otherwise spend the collected monies in a manner it deems appropriate to provide park services for the respective park zone(s), then the monies may be used for any park within the city.

(iv) The city shall account for all sums paid in lieu of park land dedication under this section with reference to the individual subdivision plats involved. Such funds shall be considered to be spent on a first in, first out accounting basis.

(v) If the funds are not spent within three (3) years detailed above, the owners of the property on the last day of such period may be entitled to a prorated refund of such sum, computed on a square foot basis. The owners of such property must request such a refund within one (1) year of entitlement, in writing, or such right shall be barred.

(vi) The funds may be used for improvements to the city's community parks; acquisition of park; or to improve access to the community park by construction of pedestrian access improvements such as sidewalks, pedestrian bridges, crosswalk ways and crosswalk traffic control or other such park improvements.

(E) Additional requirements.

(i) Any land dedicated to the city under this section must be suitable for park and recreational uses. The city alone shall make this determination of suitability using the following and other guides as may be needed:

a. Any area primarily located in the 100-year floodplain, as shown on FEMA maps or other generally accepted flood area maps will generally not be suitable. In some cases, the city may accept an area located in the 100-year floodplain for park land dedication if said land was dedicated at a ratio of two (2) acres of flood prone park land dedication to each one (1) acre of park land dedication as required by this section; or

b. Any areas of unusual topography or slope which renders land unusable for organized recreational activities may be excluded from consideration.

(ii) Drainage areas may be accepted as part of a park if the channel is constructed in accordance with city engineering standards, and if a significant area (ten percent or more of the park) is not cut off from access by such channel and if the park user is not thereby exposed to dangerous conditions.

(iii) Each park must have frontage on a public street and be properly shown as a lot on a subdivision plat with the appropriate plat certificate designating the dedication. All such property shall conform to the city subdivision regulations.

(10) Blocks. Block lengths shall not exceed 1,800 feet, nor be less than 220 feet.

(11) Crosswalk ways. Crosswalk ways six (6) to ten (10) feet in width, as determined by the city, shall be dedicated where deemed necessary by the city to provide circulation or access to schools, playgrounds, shopping centers, transportation and other community facilities, or to provide pedestrian circulation.

(12) Fire lanes. Fire lanes shall be required as deemed necessary by the city and shall be at least twenty (20) feet in width with the road edge closest to the structure at least ten (10) feet from the structure, being designed and constructed to accommodate the city's firefighting equipment. Fire lanes connecting to public streets, roadways, or private streets shall be provided with curb cuts extending at least two (2) feet beyond each edge of the fire lane and fire lane area is to remain free and unobstructed of parked vehicles or other obstacles at all times.

(13) Lots.

(A) Corner lots. Corner lots shall be at least ~~seventy (70)~~ twenty-nine (29) feet wide and when said lot(s) abut on crosswalk ways, shall be treated as corner lots.

(B) Frontage. Each lot shall front upon a public street. Lots of irregular shape shall not be allowed

unless a street curb frontage of at least forty (40) feet is provided.

(C) Front and side setbacks. The front and side setbacks required by [article 15.02](#) (zoning ordinance) of this code, shall be shown on the subdivision plat. Where garages are installed on the side or rear of lots, the garage shall be set back a minimum of twenty (20) feet (but not less than the required setback) from the access street property line.

(D) Side lot lines. Side lot lines shall be substantially at right angles to straight street lines and radial to curved street lines.

(E) Extra depth and width in certain cases. Where a lot in a residential area backs up to a railroad right-of-way, high-pressure gasoline, oil or gas line, arterial street, industrial area, or other land use which has a depreciating effect on the residential use of property, and where no marginal access street or other street is provided at the rear of such lot, additional depth shall be required by the city. In no case shall a depth in excess of 150 feet be required. Where a lot sides to any of the above, additional width shall be required, but in no event shall a width in excess of 100 feet be required.

(F) Flag lots. Flag lots will not be allowed, except where in the opinion of the city, this is the only possible layout. Normal city services, including fire and police protection and garbage collection, must be facilitated. Flag lots must have a minimum street frontage of forty (40) feet.

(1972 Code, sec. 24.601; Ordinance 06-046, secs. 2, 3, adopted 10/3/06; Ordinance 08-001, sec. 1, adopted 1/15/08; Ordinance 09-020 adopted 4/21/09; 2008 Code, sec. 10.02.251; Ordinance 2020-11, sec. 7, adopted 3/3/20)

FLOOD PLAIN MAP



BUILDING ELEVATION EXAMPLE / FOR ILLUSTRATION ONLY





FOR ILLUSTRATION PURPOSES ONLY – MAY VARY DURING CONSTRUCTION PLANNING



LARGE TREE GROUPINGS

EXHIBIT Q



<p>LARGE TREE GROUPINGS</p> <p>GOOGLE EARTH AERIAL DATED: 2026-03-28</p>	<p>LEGEND</p> <p> - LARGE TREE GROUPING</p>	<p>PROPERTY</p> <ul style="list-style-type: none">❖ 6612 & 6618 SAWYER RD❖ +/- 6.85 AC <p>2026-04-03</p>	<p>PREPARED FOR:</p> 
---	---	--	--

{Section}.71.

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 - PDD Single-Family - 2026-04

Location: 6612 and 6618 Sawyer Rd

Applicant: ONE STOP GROUP, LP **Owner:** ONE STOP GROUP, LP

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 - SINGLE FAMILY - R6			76	
PEAK HOUR?? (i.e, 5-6 p.m. Weekday)		PEAK HOUR TRIPS		TRIP RATE SOURCE *ITE CODE:
PM		0.94 / UNIT = 72		210

****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

*ITE=Institute of transportation Engineers, Trip Generation, 6th edition. 525 School Street, S.W., Suite 410, Washington DC 20024-2729; (202) 554-8050

Signature of Applicant:  Date of Submittal: 2026-04-03

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 DEVELOPMENT PROJECT	INCREASE IN PEAK HOUR TRIPS
--	--	-----------------------------

****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@trimark-group.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):

*ITE=Institute of transportation Engineers, Trip Generation, 6th edition. 525 School Street, S.W., Suite 410, Washington DC 20024-2729; (202) 554-8050

TREE PRESERVATION PLAN

PDD ZONING APPLICATION

6612 and 6618 SAWYER RD.

Prepared by: TRIMARK DEVELOPMENTS / ONE STOP GROUP

Date: 2026-04-03

Page 1



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

Common Name	Scientific Name	Foliage	Mature Height*	Mature Spread	Setback	Comments
Anaqua	<i>Erirelia anacua</i>	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 known as Sandpaper Tree.
Ebony, Texas	<i>Pithecellobium flexicaule</i>	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	<i>Cupressus arizonica</i>	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	<i>Taxodium mucronatum</i>	Semi-evergreen	Large	40 feet +	25 feet	Fast growing; conical form as young; feathery foliage.
Elm, Cedar	<i>Ulmus crassifolia</i>	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	<i>Acer grandidentatum</i>	Deciduous	Medium	30 feet +	20 feet	Moderate growing; fall color; requires well drained soils; protect from afternoon sun to reduce leaf scorch.
Oak, Bur	<i>Quercus macrocarpa</i>	Deciduous	Large	45 feet +	25 feet	Prefers deep and well-drained soil; golf ball sized acorns may be of concern.
Oak, Chinkapin	<i>Quercus muhlenbergi</i>	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	<i>Quercus laevis</i>	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	<i>Quercus virginiana</i> var. <i>fusiformis</i>	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	<i>Quercus polymorpha</i>	Semi-evergreen	Large	35 feet +	25 feet	Fast growing with appropriate care, moderate acorn producer. Few, if any, pest problems.
Oak, Texas Red	<i>Quercus buckleyi</i>	Deciduous	Large	35 feet +	25 feet	Fast growing, "oak leaf" characteristic; fall color; good shade tree; requires minimal pruning.
Palm, Texas Sabal	<i>Sabal texana</i>	Evergreen	Medium	15 feet	15 feet	Only palm tree native to Texas; cold-tolerant; large blue-green, fan-shaped leaves.
Pecan	<i>Carya illinoensis</i>	Deciduous	Large	45 feet +	25 feet	State Tree; requires plenty of room and deep soil; prone to limb breakage and pest infestations.
Sycamore, Mexican	<i>Platanus mexicana</i>	Deciduous	Large	45 feet +	25 feet	Fast growing, resistant to insects; attractive foliage and minimal pruning.
Walnut, Texas	<i>Juglans microcarpa</i>	Deciduous	Medium	30 feet	15 feet	Moderate growing, small version of Black Walnut.
Anacacho Orchid Tree	<i>Bauhinia congesta</i>	Deciduous	Small	10 feet	5 feet	Does best in full sun; fragrant white flower clusters in spring.
Anacahuala/Wild Olive	<i>Cordia boissieri</i>	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	<i>Ungnadia speciosa</i>	Deciduous	Small	10 feet	5 feet	Understory or full sun; pink spring flowers; yellow fall foliage.
Condalia, Bluewood	<i>Condalia hookeri</i>	Evergreen	Small	10 feet	5 feet	Very drought tolerant; sun-shade; fruit well-liked by wildlife.
Crape/Crepe Myrtle	<i>Lagerstroemia indica</i>	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	<i>Chilopsis linearis</i>	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	<i>Sophora affinis</i>	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	<i>Ilex decidua</i>	Deciduous	Small	10 feet	5 feet	Sun or shade; loses foliage in winter to expose red berries (females only).
Holly, Yaupon	<i>Ilex vomitoria</i>	Evergreen	Small	10 feet	5 feet	Sun or shade; red berries (females only); evergreen foliage; provides food & shelter for birds.
Jerusalem Thorn/Retama	<i>Parkinsonia aculeata</i>	Deciduous	Small	15 feet	10 feet	Fast growing; drought tolerant; drooping panicles of yellow flowers through summer; green twigs and branches.
Persimmon, Texas	<i>Diospyros mexicana</i>	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	<i>Prunus mexicana</i>	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	<i>Cercis canadensis</i> var. <i>mexicana</i> or <i>texensis</i>	Deciduous	Small	12 feet	5 feet	Pink-red blossoms in early spring; yellow fall foliage; glossy and waxy leaves; more drought tolerant than Eastern species. Note: Do not select Eastern species.
Texas Mountain Laurel	<i>Sophora secundiflora</i>	Evergreen	Small	18 feet	5 feet	Fragrant, purple clusters in early spring. Very drought tolerant. Caution: Fruit is poisonous when chewed.
Viburnum, Rusty Blackhaw	<i>Viburnum rufidulum</i>	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	TOTAL / SPECIE	OVERALL		HERITAGE (>24")		LARGE (17" -23")		MEDIUM (8"-16")	
		HEALTHY	EXEMPT	HEALTHY	EXEMPT	HEALTHY	EXEMPT	HEALTHY	EXEMPT
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

# NATIVE TREES	25	20%
# INVASIVE TREES	102	80%

* EXEMPT = Diseased, Dead, or Hazardous

KEY STATISTICS

TREE INVENTORY BY DBH – inches (87% OF TREES 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			
Pecan	0.00	16.00	0.00	16.00			
Anacua	24.00			24.00			
TOTAL	669.00	1375.00	1013.00	407.00	2650.00	313.00	315.00
				13%	87%	10%	11%

KEY STATISTICS

1. Preserve at least 3 oak trees, One is a heritage tree:
 - ✓ 1 x 32" Oak Tree (the largest)
 - ✓ 1 x 20" Oak Tree
 - ✓ 1 x 12" Oak Tree
2. Remove all invasive trees
3. Remove a maximum of 22 native/non-invasive trees (approx. 371")
4. Replant 150 x 3" native/non-invasive trees = 450".
5. We respectfully request capping at \$25,000 any additional in-lieu Tree Preservation fees related to the removal of the invasive trees on this property.



PRESERVED OAK TREES

THIS DEPICTION OF PRESERVED TREES IS CONCEPTUAL AND MAY VARY UPON PLATTING – MORE OR LESS TREES MAY BE PRESERVED BASED ON FINAL PLATTING AND CONSTRUCTION PLANS.

LEGEND

- ① - OAK TREE (32")
- ② - OAK TREE (20")
- ③ - OAK TREE (12")

PROPERTY

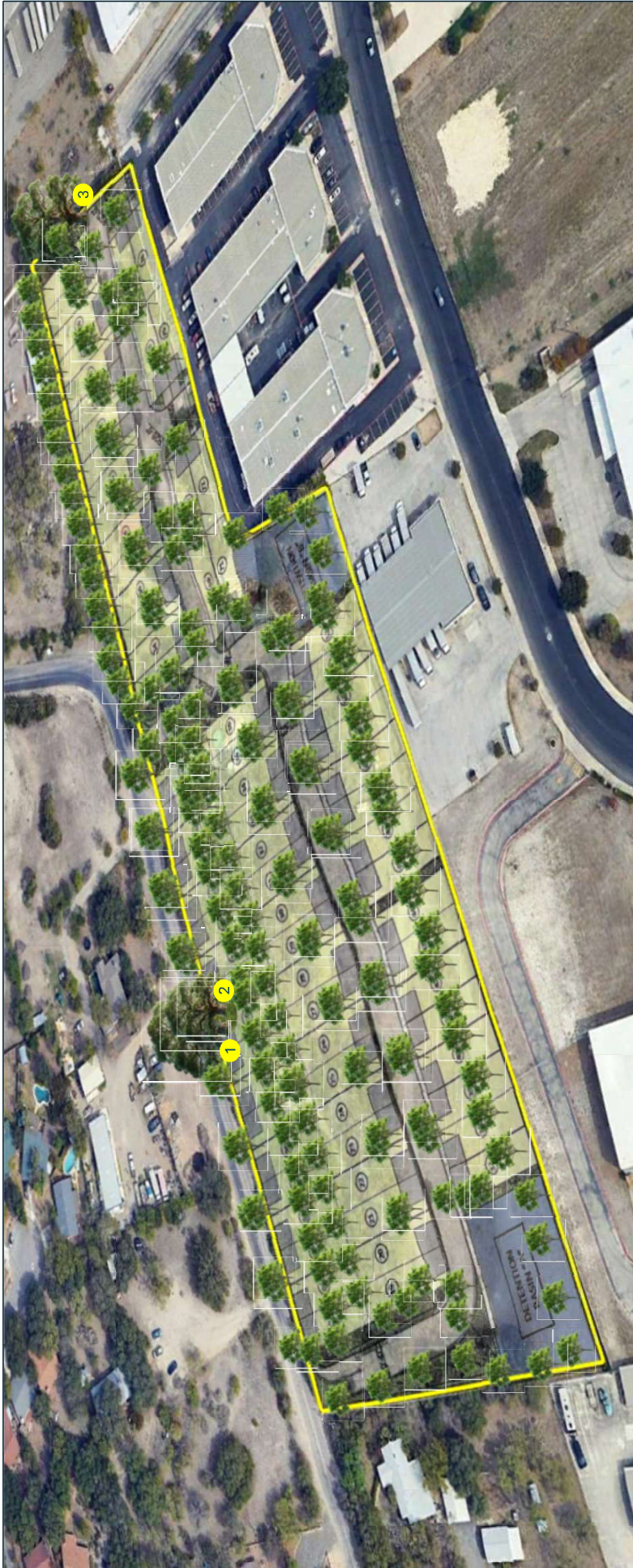
- ❖ 6612 & 6618 SAWYER RD
- ❖ +/- 6.85 AC

PREPARED FOR:



2026-04-03

{Section}.71.



PRESERVED AND 150 NEWLY PLANTED TREES

- #1 - OAK TREE (32")
- #2 - OAK TREE (20")
- #3 - OAK TREE (12")
- Replace with 150 x 3" trees

THIS SITE PLAN IS A CONCEPTUAL ILLUSTRATION AND MAY VARY UPON PLATTING. +/- 10% OF TREES MAY BE PRESERVED OR PLANTED BASED ON FINAL PLATTING AND CONSTRUCTION PLANS.

LEGEND



- ① - OAK TREE (32")
- ② - OAK TREE (20")
- ③ - OAK TREE (12")

PROPERTY

- ❖ 6612 & 6618 SAWYER RD
- ❖ +/- 6.85 AC

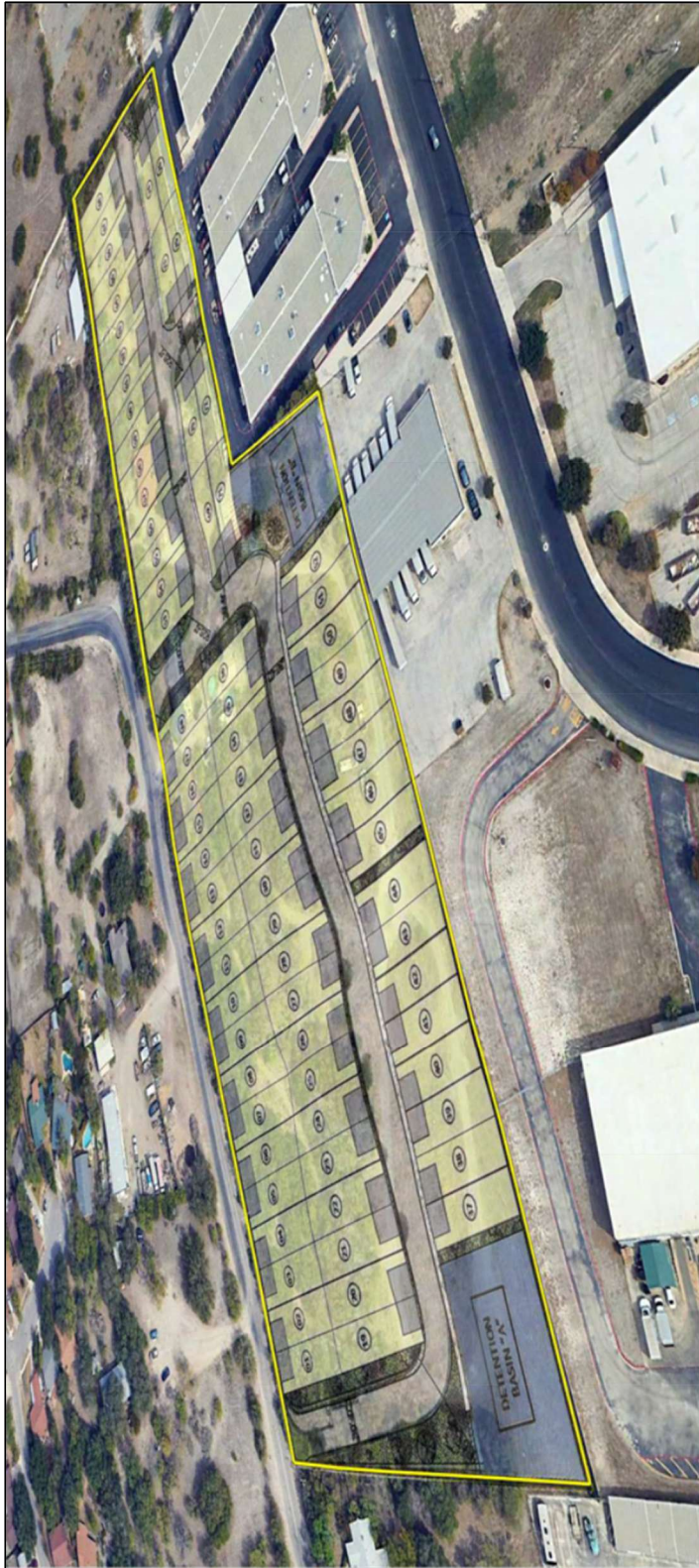
2026-04-03


PREPARED FOR:



{Section}.71.

EXHIBIT T

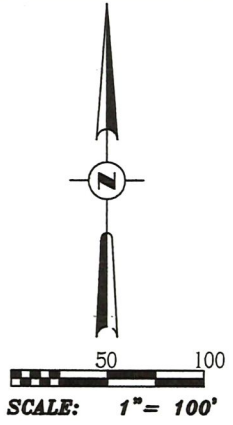


<p>CONCEPTUAL 3D SITE PLAN ILLUSTRATING TOPO LOT COUNT: 76 NOT TO SCALE</p> <p>THIS SITE PLAN IS CONCEPTUAL AND MAY VARY UPON PLATTING BY +/- 10% OF THE NUMBER OF LOTS, WHICH SHALL NOT EXCEED NOT EXCEEDING 78 LOTS, SO LONG AS THE MODIFIED PLAN COMPLIES WITH CITY CODE AND APPROVED MODIFICATIONS</p>	<p>LEGEND</p> <ul style="list-style-type: none"> LOT (TYPICAL 29' X 90') ROW (33') DETENTION LANDSCAPING 	<p>PROPERTY</p> <p>6612 & 6618 SAWYER RD +/- 6.85 AC</p> <p>2026-04-03</p>	<p>PREPARED FOR:</p> 
---	---	--	--

LEON VALLEY ADDITION

PLAT LEGEND

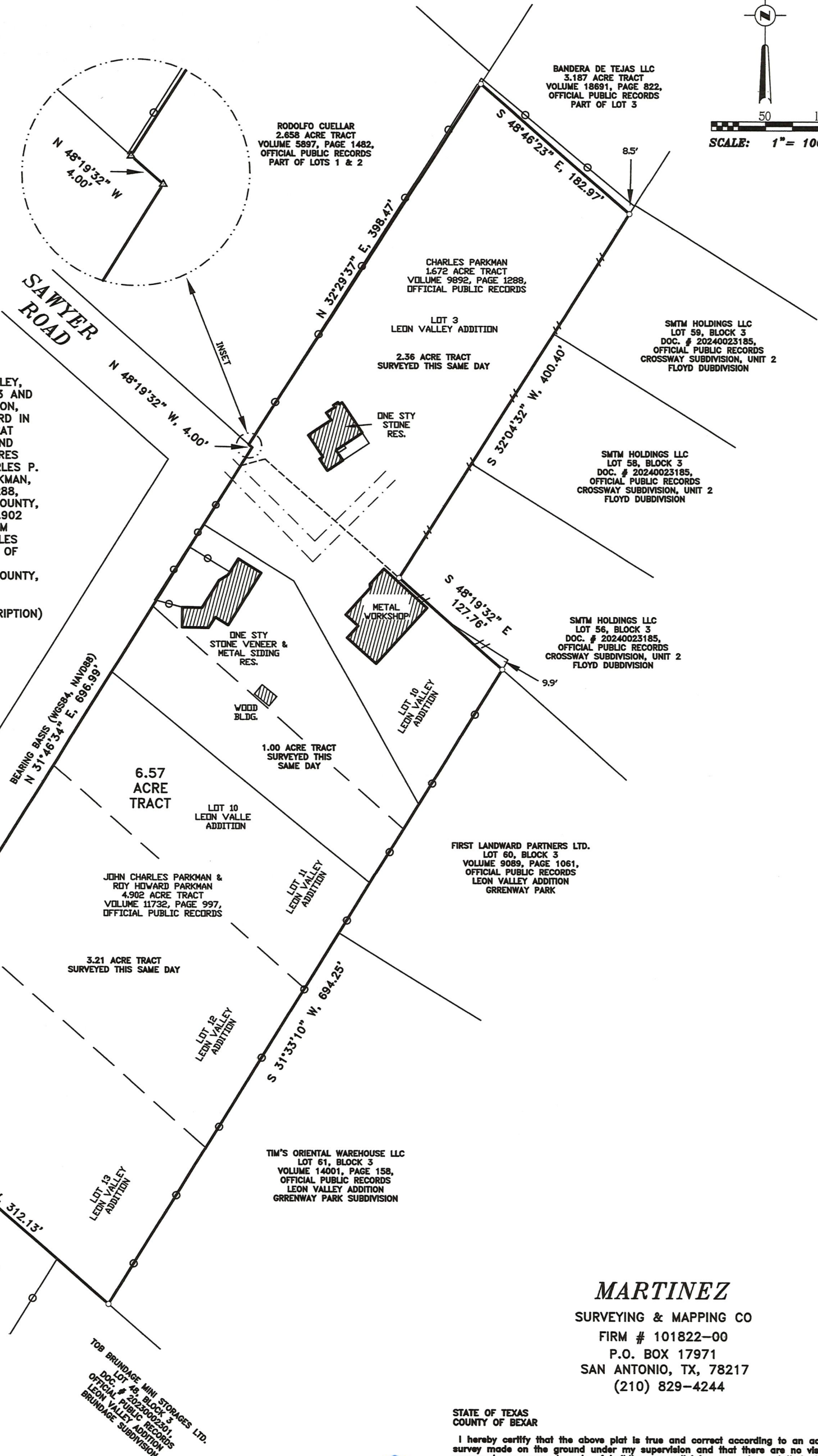
- 1/2" IRON PIN FOUND
- 1/2" IRON PIN SET WITH CAP STAMPED (RPLS 5482)
- ⊗ IRON PIPE FOUND
- DENOTES FENCE POST
- △ DENOTES NAIL SET
- ⊖ DENOTES CHAIN-LINK FENCE LINE
- ✕ DENOTES BARB WIRE FENCE LINE
- ⚡ DENOTES WOOD FENCE LINE
- ◇ DENOTES STEEL FENCE LINE
- DENOTES OVER HEAD ELECTRIC LINE
- P.P. DENOTES 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

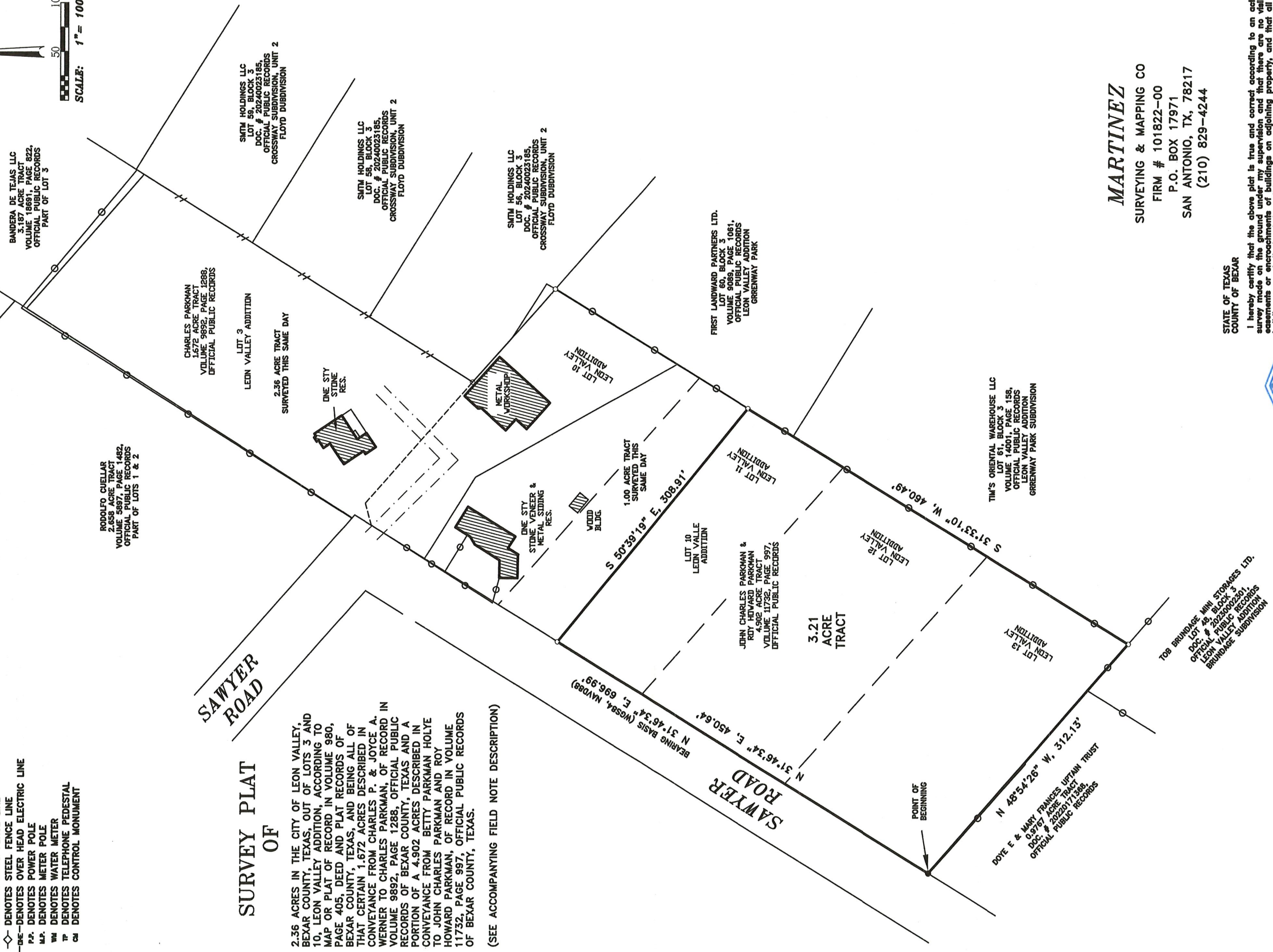
- 1/2" IRON PIN FOUND
- 1/2" IRON PIN SET WITH CAP
- STAMPED (RPLS 5482)
- ⊗ IRON PIPE FOUND
- ⊠ DENOTES FENCE POST
- △ DENOTES NAIL SET
- DENOTES CHAIN-LINK FENCE LINE
- X— DENOTES BARB WIRE FENCE LINE
- //— DENOTES WOOD FENCE LINE
- ◇— DENOTES STEEL FENCE LINE
- DE— DENOTES OVER HEAD ELECTRIC LINE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

SCALE: 1" = 100'

SURVEY PLAT OF

2.36 ACRES IN THE CITY OF LEON VALLEY, BEXAR COUNTY, TEXAS, OUT OF LOTS 3 AND 10, 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 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 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.
 Reynaldo Martinez Jr.
 REGISTERED PROFESSIONAL
 LAND SURVEYOR No. 5482

JOB No. 24-2-9B

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 BE SUBJECT TO SUBDIVISION RULES AND REGULATIONS OF THE CITY AND/OR COUNTY.

LEON VALLEY ADDITION

PLAT LEGEND

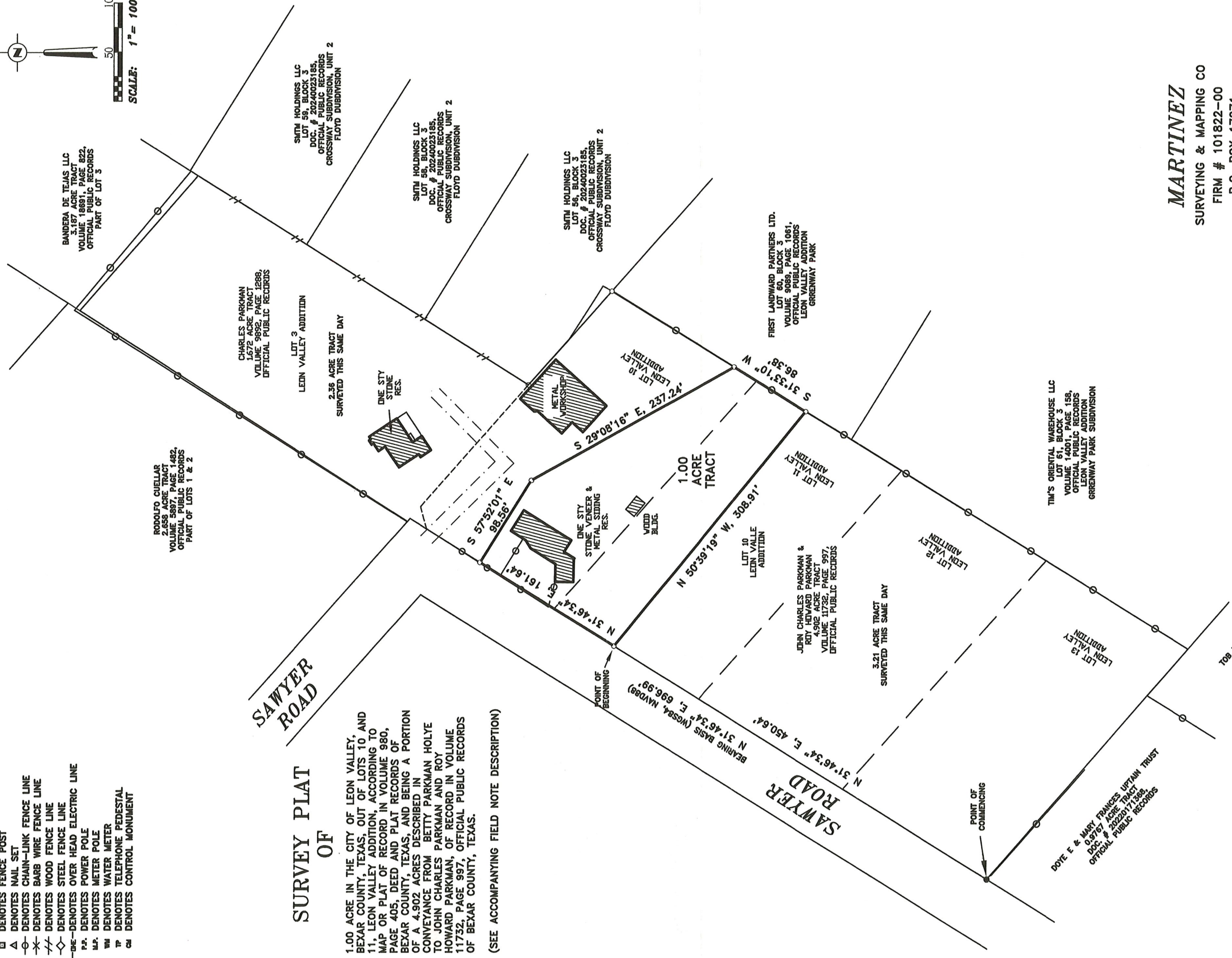
- 1/2" IRON PIN FOUND
- 1/2" IRON PIN SET WITH CAP
- STAMPED (RPLS 5482)
- ⊗ IRON PIPE FOUND
- DENOTES FENCE POST
- △ DENOTES NAIL SET
- DENOTES CHAIN-LINK FENCE LINE
- x— DENOTES BARR WIRE FENCE LINE
- ◇— DENOTES WOOD FENCE LINE
- ◇— DENOTES STEEL FENCE LINE
- DENOTES OVER HEAD ELECTRIC LINE
- P.P.—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

SCALE: 1" = 100'

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 BEAR

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 encumbrances 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

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 BE SUBJECT TO SUBDIVISION RULES AND REGULATIONS OF THE CITY AND/OR COUNTY.

PZ-2026-9
PDD Amendment
6612 and 6618 Sawyer Road

Michael Gallardo
Planning and Zoning Director
City Council Meeting
May 5, 2026

Request

- Amend Ordinance 2025-8 PD Planned Development District with R-3 Multiple Family Dwelling District to PD Planned Development District with R-6 Garden House District
- Proposed Garden Homes development
- Requesting variances from Section 15.02.312 R-6 Garden House District
- Requesting variances from Section 10.02.251 Applicable Standards and Specifications

Section 15.02.327 – “PD” Planned Development District

{Section}.71.

(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 area of lot size decreased from 4,500 to 2,350 square feet
- Minimum lot depth reduced from 100 to 85 feet
- Minimum floor space reduced from 1,800 to 1,350 square feet
- Minimum frontage reduced from 45 to 28
- Minimum height increased from 2 ½ to 3 ½ stories

Variations (Cont'd)

- Reduced minimum setbacks:
 - Rear: from 15 to 10 feet
 - Side: from 5 to 2.5 or 0 feet
 - Between Buildings: from 10 to 5 feet
- Minor or private street minimum right of way reduced from 50 to 32 feet
- Minor or private street pavement width reduced from 30 to 26 feet
- Sidewalk width reduced from 4 to 3 feet

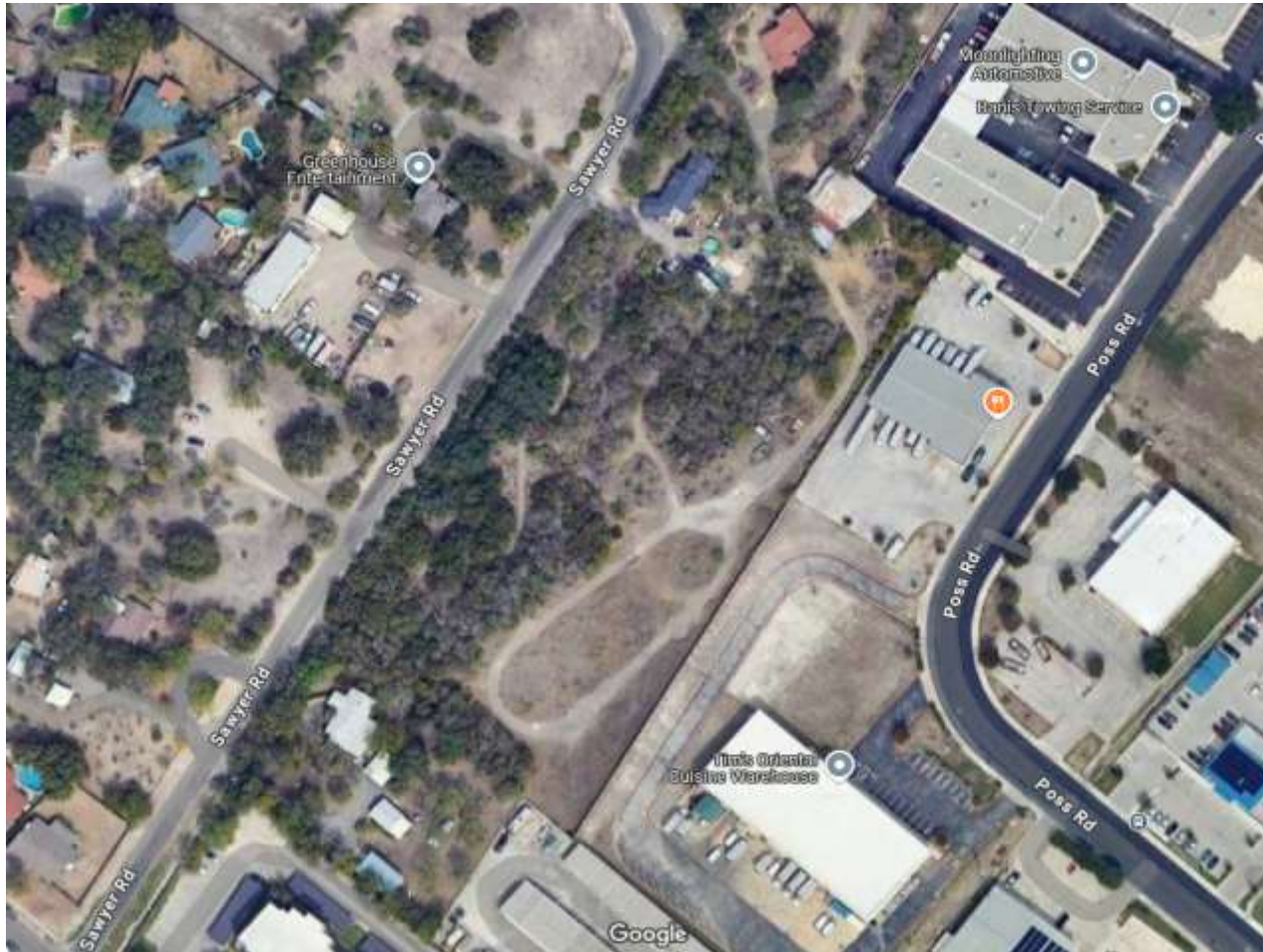
Location Map

{Section}.71.



Aerial View

{Section}.71.



Surrounding Zoning

{Section}.71.

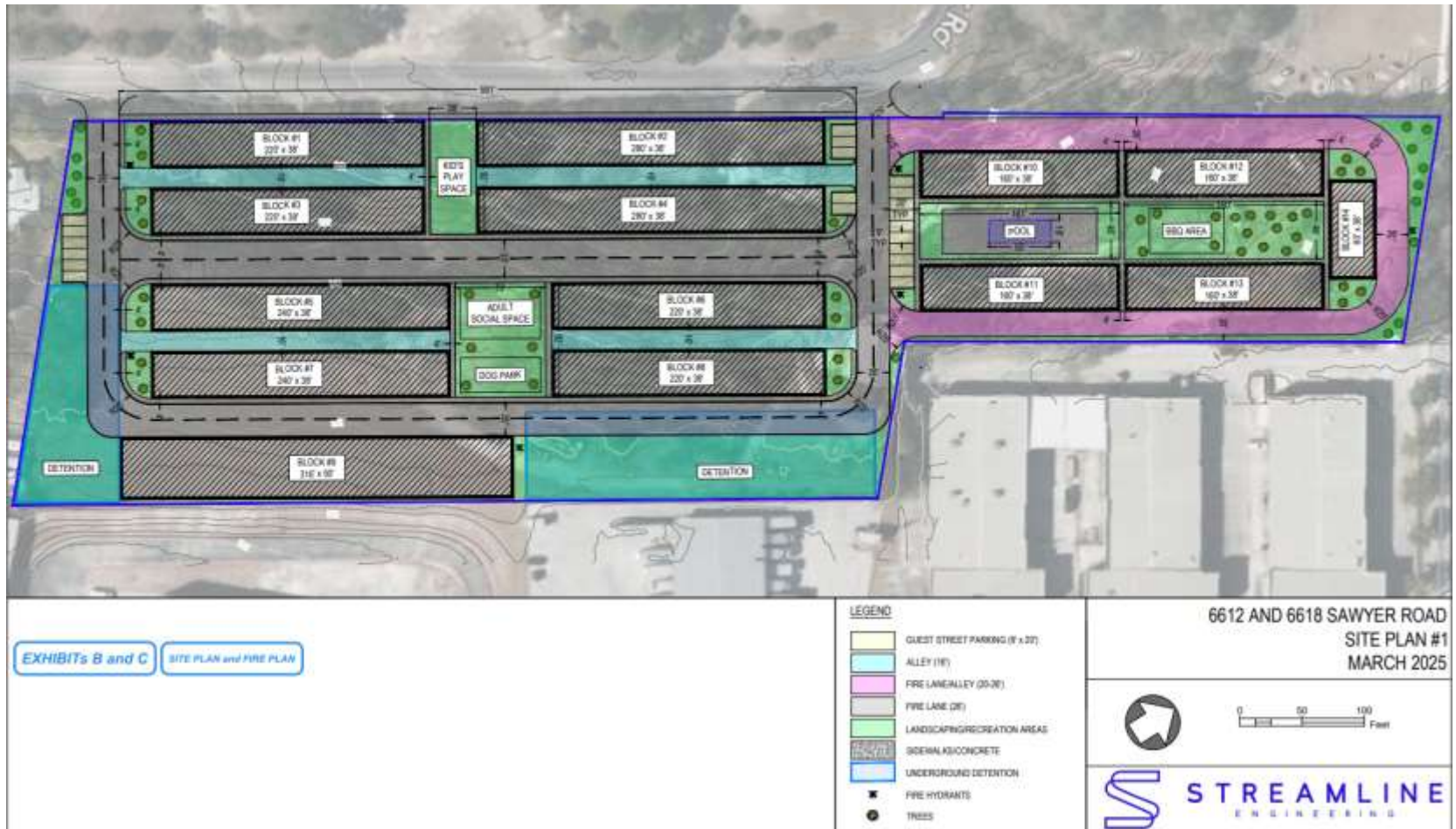
- North: B-1 Small Business, B-2 Retail, R-1 Single Family Dwelling
- West: R-1 and R-3 Multiple Family Dwelling
- East: B-1, B-2, B-3 Commercial, and R-1
- South: R-1, R-3, B-2, and B-3

Site and Zoning

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



Original Site Plan



Proposed Site Plan

{Section}.71.



Proposed Structure

BUILDING ELEVATION EXAMPLE / FOR ILLUSTRATION ONLY



FOR ILLUSTRATION PURPOSES ONLY – MAY VARY DURING CONSTRUCTION PLANNING

Staff Comments

- Proposed development will consist of approximately 76 lots for garden house development
- Property will need to be replatted prior to any development or construction
- Staff recommends the applicant follow the Code's Tree Preservation and Mitigation Plan process and request a variance if applicable. Approved mitigation plan will be verified
- Staff recommends that no Residential R-6 lots have driveway access to a collector street
- Staff recommends to place a condition on the site plan that they can't increase units more than 10% without Council approval

City Engineer Comments

- Unsafe direct ingress/egress onto Sawyer Road for (18) houses



City Engineer Comments

- Do not remove the paragraph in Exhibit M

Sec. 10.02.251

The requested revisions to ~~Sec. 15.02.251~~ – Applicable Standards and Specification are included in Exhibit M, and are summarized as follows:

do not remove

Paragraph	Section 15.02.251 Applicable Standards	Current Standard	Requested Revisions
I.D	Driveway access to Collector Street	Not allowed	Remove paragraph

Sec. 10.02.251 Applicable standards and specifications – REVISED FOR THIS PDD

No preliminary or final subdivision plat shall be approved by the commission and no completed improvements shall be accepted by the city unless and until the following standards and specifications have been met:

(1) General.

(A) The master plan shall be considered by the subdivider and commission for subdivision conformity.

(B) Provision for future subdivisions. If a tract is subdivided into parcels larger than ordinary building lots, such parcels shall be arranged to allow the opening of future streets.

(C) Reserve strips are prohibited and will not be used for controlling access to land dedicated or intended to be dedicated to public use.

~~(D) Residential R-1, R-2 and R-6 lots shall not have driveway access to collector or larger streets.~~

Master Plan

- Properties along Sawyer Road may be zoned for residential uses which is consistent with the proposed use of the PDD request as a garden house development
- Request is consistent and compatible with the City's Master Plan

Notification

- Letters mailed to property owner within 200' 16
- Letters received in favor 0
- Letters received in opposition 0
- Letters returned undeliverable 0

Recommendation

- Staff recommends applicant revise site plan so that driveways cannot access a collector street
- Staff recommends project be held to submitted site plan & that an increase in more than 10% of proposed units will require Council approval
- Staff recommends that the Code's Tree Preservation and Mitigation Process be followed and a variance requested if applicable; previous approval to be verified

Fiscal Impact

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

Planning and Zoning Commission Recommendation

{Section}.71.

- The Planning and Zoning Commission recommended approval in a vote of 5-2

Goals

- *Environment*

To promote a cleaner, healthier, and more sustainable future for Leon Valley by implementing eco-friendly initiatives, conserving natural resources, and reducing the city's environmental footprint.

4th of July Presentation

Crystal Miranda
Community Relations Director
City Council Meeting
May 5, 2026

Summary

- Question
 - **City Council is being asked to provide direction for the City of Leon Valley 4th of July Event.**

Purpose

- **To present, discuss and take action on options and budget for 4th of July Event**

Saturday, July 4, 2026

- ★ Leon Valley Historical Society Pioneer Run at 7:30 a.m.
 - ★ Huebner Creek Greenway Trail
- ★ Flag Raising Ceremony
 - ★ Veterans Park

Flag Raising Ceremony

- Itinerary - 9:30 a.m. – 12:30 p.m.
 - Welcome: Mayor & City Council
 - Presentation of Nation's Colors and Service Flags: American Legion Audie Murphy
 - Pledge of Allegiance: Miss United States 2025
 - Reading of Declaration of Independence: Tom Jackson
 - Flag Raising: National Anthem
 - Moment of Reflection: 250 Years of Freedom
 - Leon Valley Ballet Folklorico Dance Group – 11 AM

Flag Raising Ceremony

- Continued
 - John Jay Rockn' Stringz: 11:45 AM
 - DJ: 9:30 AM – 12:30 PM
 - Two quotes:
 - Marcos Villarreal
 - Stevie Mac

Flag Raising Ceremony

- 9:30 a.m. – 12:30 p.m.



- Guest Speaker Tom Jackson
 - Two hours of services that will include some meet & greet, photo ops, reading the Declaration of Independence, and a summary of the war and the peace treaty
- Face Painting & Balloon Artists (1 of each)
 - Three hours of services
- Booths
 - Similar to Holiday Tree Lighting Event (while supplies last)
- Inflatable Interactive Games
- DJ – Two options
- Vendors - Limit



Fiscal Impact

Type	Cost	Total
Tom Jackson	\$250	\$250
Ballon Artist	\$85 per hour	\$255
Face Painter	\$100 per hour	\$300
America 250 Hand Flags	\$9.49 for 250 (small 4x6)	\$9.49
Inflatable Interactive Games	\$3,274.20 (all units) \$1,953.00	\$1,953
Original Ice Factory	\$600 (200 @ \$3 each)	\$600
DJ	\$400	\$400
Ballet Folklorico	\$150	\$150
John Jay Rockin' Stringz	\$350-\$500	\$500
COLV (PD, Fire, PW)	\$5,200*	\$5,200*



*estimate cost

Fiscal Impact

Type	Cost	Total
Monument Banners	\$400 per monument	\$800
Community Flags	300 pieces @ \$138.99	\$972.93
Bomb Pops**	\$3.52* (box of 12)	\$88**
Prizes	Gift Cards	\$500
Decorations		\$300
Barricades		\$1,500
All		\$13,778.42

**Option for consideration instead of Ice Factory snow cones

Fiscal Impact

- Monument Banners
 - 3' customized with brackets
 - \$200 each/\$400 per monument
- Flags
 - 300 pcs \$138.99
 - Larger size for outdoor display



Concerns

- Security
- Fire/EMS
- Parking

Recommendation

Council Consideration

Questions

OUTSTANDING CITY COUNCIL ITEMS

- **Four-way stop at Forest Meadow and Evers.**
 - To be evaluated upon the development of the Evers property.
 - Will be discussed on 7/13/2024 council retreat
 - Waiting until after the development or until it is added by the city council.
- **Discussion on large capital projects – Possible Bond**
 - Public Works Building
 - ADA requirements
 - Crystal Hills Park
 - Pool
 - Dog Park
 - Library Annex
 - Will be discussed at the council retreat on 7/13/2024
 - This item was briefly discussed and will be brought back to the city council. September 17, 2024, council meeting.
 - Add to the town hall meeting for 2024 discussion
 - It was discussed, but did not go anywhere
 - Will be bringing this back for the 2025 for discussion
 - Added to the 2026 THM
 - Recap to City council 3/17/2026
 - Reviewed CIP on 4/5/2026
 - Council will review the Budget Survey on 4/21/2026
 - CIP is also scheduled for the Coffee Agenda on 4/25/2026
 - Will Discuss Budget Survey 5-5-26
- **Recycled Waterline to the LC 17 Section of H & B – March 17, 2026**
 - **City council wants more information**
 - **Dimaline will bring back in May**
- **Updating the City Manager Evaluation Form, March 17, 2026 – Mayor moved to Retreat**
- **Update on ED incentives – Moved from April to May- New ED Director starts on April 20, 2026**
- **Joint Mtg with P & Z on Permitted Use table – April 28, 2026 at 7p.m.**
- **Silo design per request of the adjacent property owner**
 - 5/2/2023 – Moved by CM due to the number of items on the agenda.
 - 5/16/2023 – Scheduled
 - Council requested outreach to local universities.
 - Melinda is working on quotes.
 - Council removed from FY 26 budget.
 - February 17, 2026, Silo request to Purchase
 - Discuss development Agreement – April 7, 2026
 - Continue Discussion on -April 21, 2026
 - Will bring back once we have a survey of the Silo area

- **City Council Timeline on Short-Term Rentals**
 - Short-term rentals have appeared on City Council agendas multiple times:
- January 12, 2021 – Tabled
- January 19, 2021 – Discussed
- April 6, 2021 – Discussed
- April 20, 2021 – Discussed
- August 3, 2021 – Tabled
- August 17, 2021 – Discussed
- August 16, 2022 – Tabled
- September 6, 2022 – Discussed
- January 17, 2023 – Discussed
- March 7, 2023 – Item added by Councilmembers Stevens and Orozco
 - Council directed the City Attorney to draft an ordinance based on the information provided.

Additional actions:

- July 22, 2023 – Draft ordinance discussed at Council retreat
- September 5, 2023 – First reading of ordinance amending regulations
- September 29, 2023 – Council feedback provided to the City Manager
- October 17, 2023 – City Manager presented Council feedback
 - Council directed staff to simplify the ordinance and bring it back for consideration
- November 7, 2023 – Second reading; ordinance passed unanimously establishing a registration process
- November 21, 2023 – Council adopted the Short-Term Rental Occupancy Tax remittance requirement
- July 15, 2025- Discussion and Possible Action on Revisions to the Short Term Rentals
- August 5, 2025 -Council Executive session to discuss STR regulations
- August 19, 2025 – Council clarified the definition of “block face” and increased the registration fee
- February 17, 2026 – Discussion on the Occupancy Tax regulations
- March 3, 2026 -Discussion on the Occupancy Tax regulations -Tabled
- March 17, 2026 - Discussion on the Occupancy Tax regulations
- April 7, 2026 – council will discuss regulations. City Council wants to discuss changes to the trash ordinance and increasing the regulations for STRs. Will be discussed at the Retreat on June 6, 2026

ITEMS ARE STILL IN THE PIPELINE BUT HAVE BEEN ADDRESSED

- **Flooding**
 - Was addressed at the following Council Meetings.
 - 08/03/2021 – Flood damage prevention Ord. # 21-034.
 - 11/2/2021 – To discuss flood mitigation strategies.
 - 12/07/2021 – Short-Term options to address flooding.
 - Budget Adjustment – For funding floodway monitoring and software upgrades.

- Upcoming Council presentation 1/18/2022.
- Budget Adjustment – for creek cleanup.
 - Staff is proposing \$150,000 in ARP funds. Upcoming Council meeting TBD.
- Segment one of Huebner Creek will be presented to the Council on 4/19/2022.
 - Council decided to look at the 50' wide, protected little league, the study will be brought back to the Council before we agree to do it.
- Budget adjustment for creek cleanup.
 - 6/7/2022
- Budget adjustment for flood gates and notification system.
 - 6/7/2022 postponed
- Huebner Creek Channel Improvement presentation 9/20/2022.
 - Council direction to bring back budget adjustment on \$633,000.
 - First Read 10/3/2022.
 - Second Read 10/18/2022.
 - 11/21/2023 – PW Director will provide an update and receive direction – Council decided to have a field trip to look at the creek layout TBD.
 - The Council decided to conduct a field trip in the Natural Area
 - 12/6/2023, the Council walked the 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.
 - Joint meeting with LVHS on 10/18/25
 - A workshop will be given in November by the engineer
 - 11/18 council will discuss changing the date.
 - Council decided to have engineer evaluate the drop wall and the purchase of property.

Completed

- **Update on LV development – February**
- **Planning and Zoning General Rules 11/18**
 - The council decided to add an Ord. on the 12/16 meeting to have the excuse or unexcused be approved by the body.
 - Second read is 1/20/25 for approval final approval 2/3/26
- **Extending El Verde by 2025 to a 2030 – February 17, 2026 – Completed**
- **Park Veteran Monument- February 17, 2026 -Completed**
- **Ordinance on Amending the PDD**
 - Scheduled to go to the zoning commission meeting on 4/23/2024
 - The zoning commission tabled the item. Will revisit 5/28/2024
 - Zoning commission revisited on 6/5/2024
 - The Zoning Commission will revisit in September
 - New Planning Zoning Director is working with the City Attorney.
 - Will bring back for discussion on 8/19/25- moved by Mayor
 - Scheduled Discussion 9/2/2025
 - City Manager's draft presented on 10/21/25
 - City Council will provide recommendations and give to the City Manager. Expected to come back on 11/18/25, the item was moved to the 12/2/25 meeting by the Mayor
 - 12/2/2025 City Council decided on the criteria
 - 12/16/2025 more discussion on the ord.
 - Delete this section 2/3/2026 – First read
 - Delete this section 2/17/2026-Second read
- **STR Tax Ord. Amendment**
 - February 17, 2026, First read
 - March 3, 2026, Second Read

- Postponed due to language change, March 17, 2026 – this was done and passed unanimously
- **Crime Stats for calendar year – March 17, 2026 - Done**
- **Police staffing Executive Session – March 17, 2026 – Done**
- **THM Meeting Update March 17, 2026- Done**
- **Comprehensive Master Plan**
 - Was addressed at the following Council meetings:
 - 2/2/2021
 - 3/23/2021
 - 06/1/2021
 - This item was discussed during the budget process, and ultimately, the Council has decided not to spend the funds on this project at this time.
 - This will be discussed during the town hall meeting update with the council on 4/19/2022.
 - The council would like us to use our future land use map.
 - Establish neighborhood boundaries
 - The council has opted not to update the Master Plan.
 - P & Z Director investigating a university conducting the plan.
 - Boundaries of the neighborhood
 - This has been placed in the FY 2025 budget.
 - The Council has decided to move the \$250,000 to the city's emergency fund.
 - Item was moved back in after there were savings in other areas.
 - Rollover to FY 2026
 - Reviewing RFPs
 - March 17, 2026 – Council Selected Ardurra
 - Kickoff Meeting on May 5th at 5:30 with the council
- **Water item added to Coffee Agenda to Discuss Water Capacity and Conservation: Current Status and Future Outlook**
Scheduled for the Coffee Agenda 4/25/26