



**CITY OF LEON VALLEY  
CITY COUNCIL REGULAR MEETING**  
Leon Valley City Council Chambers  
6400 El Verde Road, Leon Valley, TX 78238  
Tuesday, May 19, 2026 at 6:30 PM

**AGENDA**

---

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

**Citizens May E-Mail Public Comments To [citizenstobeheard@leonvalleytexas.gov](mailto: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. The Honorable, Judge Peter Sakai will Administer the Oath of Office and There Will Be a Presentation of the Certificate of Election to Council Member-Elect, Chris Riley, Mayor; Council Member-Elect, Betty Heyl, Council Place 2; and Council Member-Elect, Rey Orozco, Council Place 4 - S. Passailaigue, City Secretary
  2. Presentation of a Proclamation Honoring the Honorable Peter Sakai for Years of Distinguished Service - Mayor Chris Riley
- 4. *There will be a short recess for a reception honoring the newly sworn Leon Valley City Council in the City Hall Foyer at this time. Following the reception, the City Council will reconvene in open session.***

***The public is cordially invited to attend.***

## 5. Presentations Continued

1. Presentation, Discussion, and Possible Direction to staff on how to set up the Comprehensive Plan Advisory Committee (CPAC) - M. Gallardo, Planning and Zoning Director
2. Presentation and Direction to Staff to Amend Chapter 15 Zoning, Article 15.02 Zoning Ordinance, Division 7 Permitted Use Table- M. Gallardo, Planning and Zoning Director
3. Presentation, Discussion and Possible Action on Project Costs for SAWS Recycled Water Irrigation System for Huebner Creek Greenway Hike and Bike Trail - Phase I - D. Dimaline, Public Works Director

6. **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.

## 7. City Manager's Report

### 1. Upcoming Important Events:

- **June 02, 2026 – Regular City Council Meeting**  
6:30 PM - City Council Chambers
- **May 25, 2026 – City Hall and Municipal Offices Closed**  
In observance of Memorial Day
- **June 05, 2026 – Library Summer Reading Kickoff Carnival**  
9:00 AM – 12:00 PM - Leon Valley Community Center
- **Miscellaneous other Events and Announcements**

8. **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. 05-05-2026 Regular City Council Meeting Minutes
2. Discussion and Possible Action Accepting of the Following Board/Commission Minutes:
  - a. 12-17-2025 Bandera Road Groundwater Plume Superfund Site Community Advisory Group (CAG) Meeting Minutes
  - b. 01-14-2026 Earthwise Living Committee Meeting Minutes
3. Presentation and Discussion of the Monthly Financial Report Ending April 30, 2026 - C. Goering, Finance Director

4. Discussion and Possible Action of a Resolution Approving the Title VI Program for the City of Leon Valley and Assurance Related to Compliance with the Non-Discrimination Requirements of Title VI and Related Non-Discrimination Authorities - D. Dimaline, Public Works Director
5. Discussion and Possible Action Excusing Councilor Philip Campos from the May 12, 2026, Special City Council Meeting in Accordance with the City of Leon Valley Charter, Article III - The City Council and Mayor

## 9. Regular Agenda

1. Presentation, Discussion and Possible Action 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 Read was Held on 05-05-2026) – M. Gallardo, Planning and Zoning Director
  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 one (1) Heritage Tree, two (2) Medium Trees, and two (2) Large Trees, and Pay No 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
  3. **Public Hearing**, Discussion and Possible Action Reaffirming Ordinance 2026-3, Removing Chapter 15, "Zoning," Section 15.02.327, "PD", Planned Development District from the City's Code of Ordinances (1st Read was Held on 02-17-2026 ) – M. Gallardo, Planning and Zoning Director
  4. Presentation and Discussion on an Ordinance Amending the City of Leon Valley Code of Ordinances, Chapter 4, Article 4.06 Garage Sales, and Appendix A, Article A17.000 Miscellaneous Fees, Section A17.002 Garage Sale Permit (1st Reading as Required by City Charter) - S. Passailaigue, City Secretary
  5. Discussion and Possible Action to Elect a Mayor Pro-Tem - S. Passailaigue, City Secretary
10. **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.**

### 11. 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](http://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.

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  
May 13, 2026 3:04 PM





**PROCLAMATION**  
***Honoring the Honorable Peter Sakai for  
Years of Distinguished Service***

***WHEREAS***, the Honorable Peter Sakai has dedicated over 40 years of his life to public service, the legal profession, and the families of Bexar County, starting his career as an Appellate Assistant District Attorney and moving into private practice before ascending to the bench; and

***WHEREAS***, as the Associate Judge and later State District Judge of the Children’s Court, Judge Sakai transformed the foster care system, leading efforts that increased foster care adoptions in Bexar County by an astounding 1,000 percent; and

***WHEREAS***, he pioneered visionary programs such as the Family Drug Court, Early Childhood Court, and the College Bound Docket, which have become nationally recognized models for improving the lives of vulnerable children and families; and

***WHEREAS***, in 2023, he made history by becoming the first Asian American to serve as Bexar County Judge, providing steady leadership focused on accountability, public safety, and mental health resources; and

***WHEREAS***, throughout his tenure as County Judge, he successfully balanced three consecutive county budgets without increasing taxes, while securing significant investments in affordable housing and mental health infrastructure; and

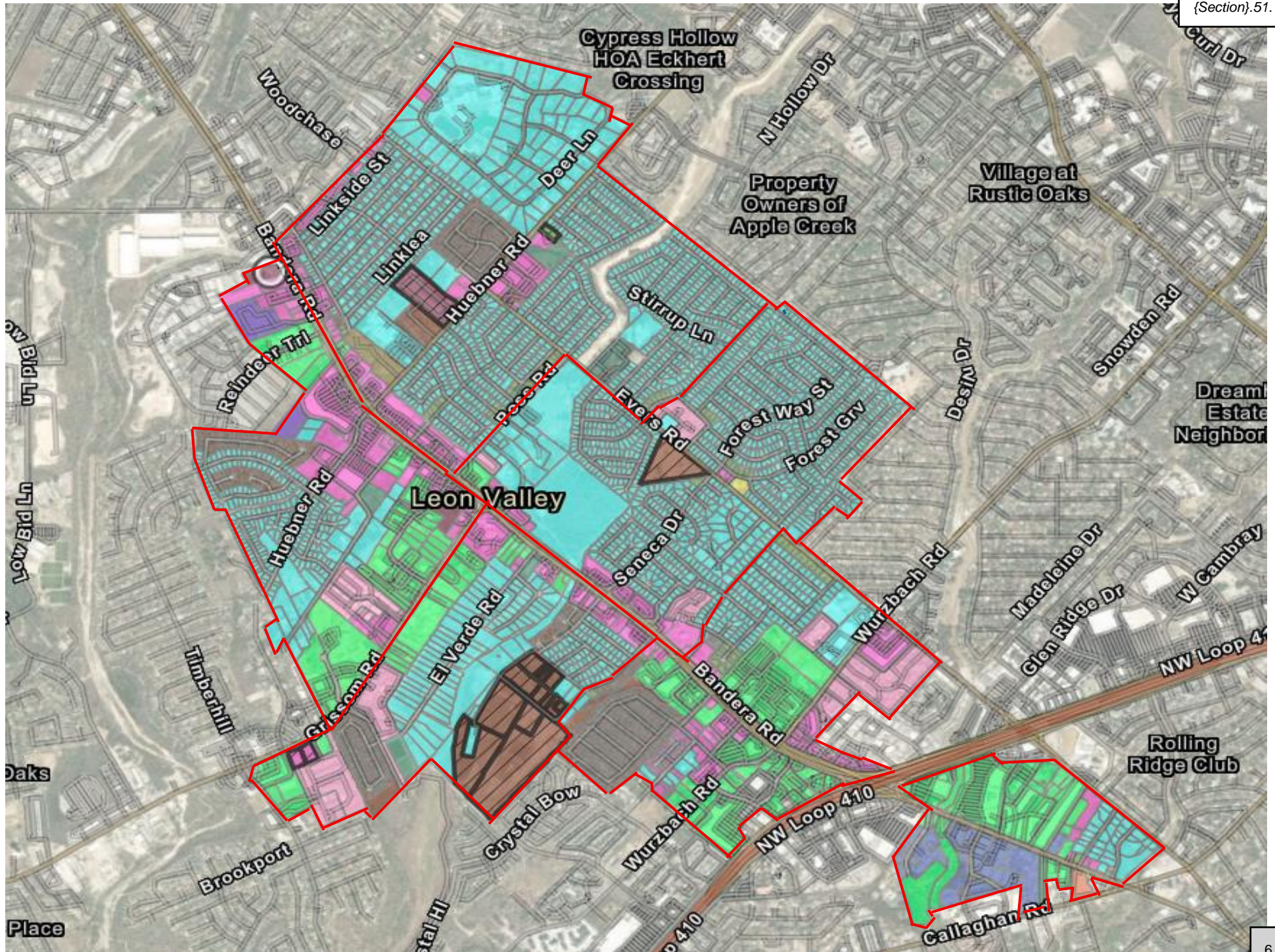
***WHEREAS***, Judge Sakai’s career has been deeply rooted in his family’s history and a profound respect for the U.S. Constitution and the rule of law, ensuring that government remains accessible and transparent for all residents;

***NOW, THEREFORE, BE IT PROCLAIMED***, that we, the City of Leon Valley, do hereby express our deepest appreciation and gratitude to ***The Honorable Peter Sakai*** for his unwavering commitment to justice, his visionary leadership, and his decades of service to the people of Bexar County.

***DATED*** this 19th day of May, 2026.

---

*Mayor Chris Riley*





**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** May 19, 2026  
**TO:** Planning and Zoning Commission  
**FROM:** Michael Gallardo, Planning and Zoning Director  
**THROUGH:** Crystal Caldera, Ph.D., City Manager  
**SUBJECT:** Presentation and Direction to Staff to Amend Chapter 15 Zoning, Article 15.02 Zoning Ordinance, Division 7 Permitted Use Table

**PURPOSE**

To consider the uses named in Chapter 15 Zoning, Article 15.02 Zoning Ordinance, Division 7 Permitted Use Table and make changes, additions, or deletions.

City Council approved an Ordinance amending Chapter 15 Zoning, specifically to delete the Sustainability and Commercial/Industrial Overlay Districts and incorporate sections from these Overlay Districts into the body of the Code and administer necessary revisions to other sections of the code.

In February 2026, the Planning & Zoning Commission conducted (2) workshops to review the Permitted Use Table to determine if the uses allowed in the underlying zoning district but prohibited in the Sustainability and Commercial/Industrial Overlay Districts are still appropriate for their underlying districts. The Commission provided recommendations and requested a joint meeting with City Council to discuss their recommendations.

On April 28, 2026, the Planning & Zoning Commission and City Council held a joint meeting to discuss the Permitted Use Table. The recommendations provided by the Planning & Zoning Commission were summarized and presented to City Council.

As a result, City Council was tasked with reviewing the recommendations provided by the Planning & Zoning Commission and determine if those recommendations align with Council’s changes, additions, or deletions

**RECOMMENDATION**

Staff recommends City Council review the Table of Permitted Uses to ensure that uses and districts are still appropriate.

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

---

---

---

ATTEST:

---

Michael Gallardo  
Planning and Zoning Director

**Sec. 15.02.381 Permitted use table**

P	-	Allowed by right	<del>SO</del>	-	Commercial and industrial overlay
X	-	Not allowed	SO	-	Sustainability overlay
U	-	Per underlying zoning	GO	-	Gateway overlay
SUP	-	Specific use permit			

Use	O-1	B-1	B-2	B-3	I-1	SO	SO	GO	Notes
Adult care facility	SUP	SUP	P	P	P	U	U	U	**See section 15.02.317, "Adult care facilities"
Air conditioning repair	X	X	X	P	P	X	U	X	
Air conditioning sales - repair and/or service incidental	X	X	P	P	P	X	U	X	
Alcoholic beverage sales - no on-premises consumption	X	X	P	P	P	U	U	U	Not within 200 ft of SF zone
Alteration and repair of apparel	X	X	P	P	P	U	U	U	
Ambulance service	X	X	X	P	P	U	U	U	
Animal clinic	X	X	P	P	P	U	U	U	<del>SO or</del> GO: P with no overnight kennel SO: P for clinic and kennel
Animal shelter/pound	X	X	X	P	P	X	U	X	
Antique store	X	P	P	P	P	U	U	U	
Appliance, minor - repair	X	X	P	P	P	U	U	U	
Appliance, major - repair	X	X	X	P	P	X	U	X	

Appliance store repair and/or service incidental	X	X	P	P	P	U	U	U	
Art gallery	X	P	P	P	P	U	U	U	
Assembly/packaging	X	X	X	SUP	P	U	U	U	
Attended donation station/facility	X	X	SUP	SUP	P	U	U	U	
Auditorium, convention center, and other similar meeting facilities	X	X	X	SUP	P	U	U	U	
Automobile accessories - retail sales w/ installation and/or repair incidental	X	X	SUP	P	P	X	U	X	
Automobile accessories, parts and components to include inspection Retail sales only w/o installation and/or repair incidental	X	X	P	P	P	X*	U	X*	*SO or GO: Allowed in B-3 only with SUP
Automobile boat storage	X	X	X	SUP	P	X	U	X	
Automobile auction	X	X	X	X	P	X	U	X	**Vehicles to be in operating condition w/current sticker and license
Automobile lubrication service facility - lubrication only	X	X	P	P	P	SUP	U	X	*SO: limited to an existing building(s) constructed and improved for an automobile lubrication service facility prior to

									December 1, 2009;
Automobile parts and components Retail sales with installation and/or repair incidental	X	X	X	P	P	X	U	X	
Automobile rental with unenclosed on-site storage of not more than 12 private passenger vehicles	X	X	P	P	P	X	U	X	
Automobile rental on-site storage	X	X	X	P	P	X	U	X	
Automobile rental and/or sales	X	X	X	P	P	X	U	X	
Automobile repair and/or service	X	X	X	P	P	X	U	X	
Automobile repair and/or service - brake repair facility	X	X	X	P	P	X	U	X	
Automobile service station - gasoline sales only	X	X	P	P	P	SUP	U	SUP	
Automobile service station - repair incidental	X	X	X	P	P	SUP	U	SUP	
Automobile and truck sales - service incidental	X	X	X	P	P	X	U	X	
Automobile/vehicle inspection station	X	X	P	P	P	SUP	U	SUP	
Use	O-1	B-1	B-2	B-3	I-1	SO	EO	GO	Notes
Automobile/vehicle storage	X	X	X	P	P	X	U	X	**Vehicles to be in operating condition w/current sticker and license

Automobile wrecker service	X	X	X	X	P	⤵	⤵	U	
Bail bond facility	X	X	X	SUP	SUP				
Bait store	X	X	X	P	P	✗	⤵	X	
Bakery	X	X	P	P	P	⤵	⤵	U	
Bank, savings & loan	X	X	P	P	P	⤵	⤵	U	
Bar	X	X	X	SUP	SUP	⤵	⤵	U	
Bar/tavern completely enclosed	X	SUP	P	P	P	⤵	⤵	U	
Bar/tavern with outdoor entertainment area	X	X	SUP	P	P	⤵	⤵	U	
Barber or beauty equipment and supplies	X	X	P	P	P	⤵	⤵	U	
Barber or beauty shop	P	P	P	P	P	⤵	⤵	U	
Bicycle sales and repair	X	X	P	P	P	⤵	⤵	U	
Boat sales and service facility	X	X	X	SUP	SUP	✗	⤵	X	
Bookstore	P	P	P	P	P	⤵	⤵	U	
Building specialty store	X	X	P	P	P	⤵	⤵	U	
Cabinet or carpenter shop	X	X	X	P	P	✗	⤵	X	
Camera/photographic supply	X	X	P	P	P	⤵	⤵	P	
Candy, nut and confectionery store	X	X	P	P	P	⤵	⤵	P	
Carwash (automatic)	X	X	P	P	P	✗	⤵	SUP	Vacuum cleaners must be set back a minimum of 50 feet from residential areas GO: All exterior carwash-related activities such as

									vacuum areas, washing, and drying must be screened from view from any residential districts or uses, streets, rights-of-way, major access drives or public park areas within 150' of the property
Carwash (self-service)	X	X	SUP	P	P	X	U	X	Vacuum cleaners must be set back a minimum of 50 feet from residential areas
Catering facility	X	X	P	P	P	U	U	U	
CBD, hemp, medical marijuana, cannabis, THCa flower and/or vape businesses	X	P	P	P	P				<p>***Shall not be located within a radius of 5,000 feet from the nearest existing CBD, medical marijuana, cannabis, THCa flower, edibles, Delta 8, Delta 9 THC, hemp, and/or vape business.</p> <p>***Shall not be located within 5,000 feet from the following land uses: religious</p>

									<p>institutions, school or day care facility, bar or liquor store, and pawnshops.</p> <p>***Storefronts shall have glass or transparent glazing in the window and doors and as prescribed by article 3.04 shall have no more than ten percent of any window or door area covered by signs, banners, or opaque coverings of any kind. Animated, moving, flashing, blinking, reflecting, revolving or similar type on-premises signs are prohibited.</p>
Cemetery	X	X	X	SUP	SUP	⊥	⊥	U	
Child care facility	SUP	SUP	P	P	X	⊥	⊥	U	**See section 15.02.316, "Child care facilities"
Churches	P	P	P	P	P	<del>P</del>	<del>P</del>	P	
Cleaning products	X	X	P	P	P	<del>X</del>	⊥	X	
Clinic, dental or medical	P	P	P	P	X	⊥	⊥	U	

Clothing and accessory store	X	X	P	P	X	⊕	⊕	U	
Club or lodge (private)	X	X	X	SUP	SUP	⊕	⊕	U	
Cold storage plant	X	X	X	SUP	P	⊗	⊕	X	
Communications distribution hub	X	X	SUP	SUP	P	⊕	⊕	U	
Computer store/similar business machines retail sales with installation and/or repair incidental	X	X	P	P	P	⊕	⊕	P	
Contractor facility	X	X	P	P	P	⊗	⊕	X	
Convenience store	X	X	P	P	P	⊕	⊕	U	**If the use is 24 hours a SUP is required
Cosmetics store	P	P	P	P	X	⊕	⊕	U	
Creamery	X	X	X	X	P	⊕	⊕	U	
Dairy product sales	X	X	P	P	P	⊕	⊕	U	
Dance hall	X	X	X	SUP	SUP	⊕	⊕	U	Also see bar, club or lodge (private)
Department and/or variety store	X	X	P	P	P	⊕	⊕	U	
Drugstore	X	P	P	P	P	⊕	⊕	U	
Dry cleaning - pickup station only	P	P	P	P	P	⊕	⊕	U	
Dry cleaning plant	X	X	X	SUP	SUP	⊗	⊕	X	
Electroplating	X	X	X	X	SUP	⊕	⊕	U	
Entertainment—Indoor	X	SUP	P	P	P	⊕	⊕	U	
Entertainment—Outdoor	X	SUP	SUP	P	P	⊕	⊕	U	
Exterminator	X	X	X	P	P	⊗	⊕	X	
Farm equipment sales and service	X	X	X	P	P	⊗	⊕	X	

Feed, seed, and/or fertilizer retail sales only	X	X	P	P	P	⤵	⤵	U	
Firearms and/or ammunition	X	X	SUP	SUP	SUP	⤵	⤵	U	
Fish market (fully enclosed)	X	X	P	P	P	⤵	⤵	U	
Fish market, wholesale	X	X	X	X	SUP	⤵	⤵	U	
Flea market	X	X	X	P	P	⤵*	⤵	U*	*SO and GO: Where permitted, SUP required **See additional regulations section 15.02.382
Floor cleaning service	X	X	SUP	P	P	⤵	⤵	U	
Floor covering sales	X	X	P	P	P	⤵	⤵	U	
Floral shop	P	P	P	P	P	⤵	⤵	U	
Food processing facility	X	X	X	X	SUP	⤵	⤵	U	
Food product sales	X	X	P	P	P	⤵	⤵	U	
Freight depot (truck)	X	X	X	X	SUP	⤵	⤵	U	
Fruit and produce market	X	X	P	P	P	⤵	⤵	U	
Funeral home/mortuary	X	X	SUP	P	P	⤵	⤵	U	
Furniture repair and/or upholstery shop	X	X	X	P	P	⤵	⤵	U	
Furniture sales	X	X	P	P	P	⤵	⤵	U	
Garden specialty store	X	X	P	P	P	⤵	⤵	U	
Gift shop	P	P	P	P	X	⤵	⤵	U	
Glass, sheet - sales only	X	X	P	P	P	⤵	⤵	U	

Grocery store w/food and produce market incidental	X	P	P	P	P	U	U	U	
Gymnasium/physical fitness facility	X	X	P	P	P	U	U	U	**Limited to 5,000 sf in the B-2 District. **Outside activities not permitted outside except with specific use permit approval.
Hardware store	X	X	P	P	P	U	U	U	
Hobby supply store (crafts)	X	P	P	P	P	U	U	U	
Hospital	X	X	X	P	P	U	U	U	
Intradermal permanent cosmetics	X	SUP	SUP	P	P	U	U	U	
Interior decorating studio	P	P	P	P	P	U	U	U	
Jewelry sales and repair	P	P	P	P	P	U	U	U	
Kennel	X	X	X	SUP	SUP	U	U	U	
Laboratory, dental or medical	X	X	SUP	P	P	U	U	U	
Laboratory, research	X	X	X	P	P	U	U	U	
Laboratory, testing	X	X	X	X	P	U	U	U	
Laundromat	X	X	P	P	P	U	U	U	
Laundry supply - to include uniform/linen/diaper service	X	X	X	SUP	P	U	U	U	
Leather goods or luggage store	X	P	P	P	P	U	U	U	
Library	X	X	X	P	P	U	U	U	
Locksmith	X	P	P	P	P	U	U	U	
Lodging:									

Boarding house	X	SUP	X	X	X	SUP	U	SUP	**Also see section 15.02.314, "Residential use table"
Convalescent ctr.	X	X	SUP	P	P	U	U	U	
Nursing home	X	SUP	SUP	P	P	U	U	U	
Hotel	X	X	X	P	P	U	U	U	
Inn	X	SUP	P	P	X	U	U	U	
Motel	X	X	X	P	P	U	U	U	
Suite hotel	X	X	X	P	P	U	U	U	
Lumberyard	X	X	X	SUP	P	X	U	X	
Machine, tools and construction equipment to include sales, service and repair	X	X	X	P	P	X	U	X	
Manufacturing	X	X	X	SUP	P	U	U	U	
Medical equipment and supplies	X	X	P	P	P	U	U	U	
Mobile food unit						U	U	U	
Motorcycle sales, repair, and service	X	X	X	SUP	P	U*	U	U*	*In <b>SO and GO</b> : Sales only. Where permitted, requires SUP
Moving and transfer company	X	X	X	P	P	X	U	X	
Museum	X	X	X	P	P	U	U	U	
Music store	X	X	P	P	P	U	U	U	
Nightclub/large tavern	X	X	SUP	SUP	SUP	U	U	U	
Non-chartered financial institution	X	X	X	P	P	U	U	U	***Not be located within a radius of 1,000 feet from the nearest existing non-chartered financial institution. ***Not located

									<p>within 500 feet from the following land uses: residentially zoned parcels, any state or federally chartered bank, savings association, credit union, or industrial loan company, religious institutions, school or day care facility, bar or liquor store, and pawnshops. ***Storefronts shall have glass or transparent glazing in the window and doors and as prescribed by article 3.04 shall have no more than ten percent of any window or door area covered by signs, banners or opaque coverings of any kind. Animated, moving, flashing, blinking, reflecting, revolving or similar type on-premises signs are</p>
--	--	--	--	--	--	--	--	--	---

									prohibited. ***May only operate within a freestanding building and may not operate in the same structure as any other use of the same type.
Non-chartered financial institution	X	X	X	P	P	U	U	U	***Not be located within a radius of 1,000 feet from the nearest existing non-chartered financial institution. ***Not located within 500 feet from the following land uses: residentially zoned parcels, any state or federally chartered bank, savings association, credit union, or industrial loan company, religious institutions, school or day care facility, bar or liquor store, and pawnshops. ***Storefronts shall have glass or transparent glazing in the window and doors

									and as prescribed by article 3.04 shall have no more than ten percent of any window or door area covered by signs, banners or opaque coverings of any kind. Animated, moving, flashing, blinking, reflecting, revolving or similar type on-premises signs are prohibited.
Non-chartered financial institution - Cont'd.									***May only operate within a freestanding building and may not operate in the same structure as any other use of the same type.
Nonemergency medical transport service	X	X	P	P	P	SUP	U	SUP	
Office equipment and supply	X	X	P	P	P	P	U	P	
Office, professional Also see Clinic, dental or medical	P	P	P	P	P	U	U	U	
Optical store	X	P	P	P	P	U	U	U	
Paint and wallpaper	X	X	P	P	P	U	U	U	
Park and ride	X	X	X	SUP	SUP	U	U	U	

Parking lot or parking garage	X	X	P	P	P	U	U	U	
Pawnshop	X	X	X	X	P	U	U	U	
Permanent makeup	P	P	P	P	P	U	U	U	
Pet grooming	X	X	P	P	P	U	U	U	
Pet store	X	X	P	P	P	U	U	U	
Photographic equipment and supplies	X	X	P	P	P	P	U	P	
Picture framing shop	X	X	P	P	P	P	U	P	
Plant nursery I	SUP	SUP	P	P	P	SUP	U	SUP	There shall be no sales or advertising signs and accessory buildings shall not exceed 600 square feet, nor be closer than 50 feet to any property line. Subject to screening requirements as stated in article 3.05
Plant nursery II	X	X	SUP	SUP	SUP	U	U	U	In a B-2 zone, there shall be no outside storage except live plant material. Subject to screening requirements as stated in article 3.05
Plant nursery III	X	X	SUP	P	P	U*	U	U*	*Where permitted, an SUP is required. In a B-2 zone, there shall be no outside

									storage except live plant material. Subject to screening requirements as stated in article 3.05
Plant nursery IV	X	X	X	P	P	U*	U	U*	Where permitted, an SUP is required. In a B-2 zone, there shall be no outside storage except live plant material. Subject to screening requirements as stated in article 3.05.
Plant nursery sales, greenhouse	X	X	P	P	P	U*	U	U*	Where permitted, an SUP is required.
Playground equipment sales	X	X	X	P	P	U	U	U	<del>SO</del> or GO: Indoor only, no outdoor display or storage
Plumbing fixture store	X	X	P	P	P	U	U	U	
Pool and spa sales	X	X	P	P	P	U*	U	U*	<del>SO</del> or GO: Indoor only, no outdoor display or storage. *SUP required
Portable building sales - manufactured, modular, mobile, prefabricated	X	X	X	P	P	X	U	X	
Post office	X	X	X	P	P	U	U	U	

Printing and reproduction services	X	X	SUP	P	P	P	U	P	Does not include major offset printing services
Propane facility	X	X	X	SUP	SUP	X	U	X	
Radio or television station - without transmitter tower or disc	X	X	P	P	P	U	U	U	A station with a transmitter requires an SUP in all the allowed districts
Recreational facility, neighborhood	X	X	X	P	P	U	U	U	
Restaurant and/or food establishment - Cafeteria, cafe, delicatessen, frozen dessert shop and other similar uses (completely enclosed)	X	P	P	P	P	U	U	U	Drive-thru see section 15.02.441(c)(8)(D), "Off-street stacking requirements" Drive-thru not permitted in B-1 District. Total floor area limited to 2,500 sf in B-1 District SUP required for on-premises consumption of alcohol in B-1 District
Residential: Townhouse, loft, live-work						P	X	P	Allowed only per standards in the <del>SO</del> or GO district
Restaurant and/or food establishment (not completely enclosed)	X	X	SUP	P	P	U	U	U	Drive-thru see section 15.02.441(c)(8)(D), "Off-street stacking requirements"
Repair shop	X	X	X	P	P				

Retail outlet store	X	X	P	P	P	U	U	U	
Salon specialty - tanning, reducing, nail, massage	X	P	P	P	P	U	U	U	
School	X	X	X	P	P	U	U	U	
School, vocational	X	X	X	P	P	U	U	U	
Self-storage facility	X	X	P	P	P	X	U	X	SO or GO: Not allowed
Shoe sales and/or repair	X	X	P	P	P	U	U	U	
Sign shop	X	X	SUP	P	P	X	U	X	SO: Allowed as ancillary to small scale retail copy/print service
Small arms firing range - indoor	X	X	X	SUP	SUP	SUP	U	X	*SO: limited to an existing building(s) constructed and improved for a small arms firing range prior to December 1, 2009;
Sporting goods store	X	X	P	P	P	U	U	U	
Stamp and/or coin store	P	P	P	P	P	U	U	U	
Stationery sales	X	P	P	P	P	U	U	U	
Studio for fine arts	SUP	SUP	P	P	P	U	U	U	
Tailor shop	X	P	P	P	P	U	U	U	
Taxidermist	X	X	X	SUP	SUP	X	U	X	
Telecommunication antennae/towers	X	X	X	SUP	SUP	U	U	U	**See "additional regulation," section 15.02.382
Telephone sales - to include mobile	X	X	P	P	P	P	U	P	
Temporary use	X	X	X	SUP	SUP	U	U	U	**See "additional regulation," section 15.02.382
Theater, indoor	X	X	X	P	P	U	U	U	

Theater, outdoor	X	X	X	SUP	SUP	✗	⤵	X	
Tobacco store	X	X	P	P	P	⤵	⤵	U	
Tool and equipment rental	X	X	P	P	P	⤵	⤵	U	<del>SO</del> or GO: No outside storage, small tools and equipment only
Toy store	X	X	P	P	P	⤵	⤵	U	
Trophy sales	X	P	P	P	P	⤵	⤵	U	
Truck (heavy) repair/maintenance	X	X	X	X	P	⤵	⤵	U	
University	X	X	X	P	X	⤵	⤵	U	
Videotape sales and rental	X	X	P	P	P	⤵	⤵	U	
Warehouse storage facility	P	X	X	P	P	✗	⤵	X	
Watch and clock repair	X	P	P	P	P	⤵	⤵	U	
Welding shop	X	X	X	X	P	⤵	⤵	U	
Wholesale facility	X	X	X	P	P	✗	⤵	X	

(Ordinance 11-024 adopted 9-20-11; 2008 Code, sec. 14.02.381; Ordinance 14-02, sec. II(C), adopted 4-14-14; Ordinance 2019-9, ex. A, adopted 2-19-19; Ordinance 2020-35 adopted 7-21-20; Ord. No. 2021-20, § 1, 4-20-2021; Ord. No. 2021-30, § 1, 7-20 -2021; Ord. No. 2022-49, § 1, 10-18-2022; Ord. No. 2023-16, § 2, 5-16-2023; Ord. No. 2024-39, § 1, 9-17-2024; Ord. No. 2025-12, § 2, 5-20-2025)

Sec. 15.02.381 Permitted use table

P	-	Allowed by right	CI	-	Commercial and industrial overlay
X	-	Not allowed	SO	-	Sustainability overlay
U	-	Per underlying zoning	GO	-	Gateway overlay
SUP	-	Specific use permit			

Use	O-1	B- 1	B-2	B-3	I-1	S	CI	GO	Notes
Antique store	P X	P	P	P	P	U	U	U	
Art gallery	P X	P	P	P	P	U	U	U	
Automobile auction	X	X	X	SUP X	P	X	U	X	**Vehicles to be in operating condition w/current sticker and license
Automobile wrecker service	X	X	X	SUP X	P	U	U	U	
Use	O-1	B- 1	B-2	B-3	I-1	S	CI	GO	Notes
<del>Bar</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>SUP</del>	<del>SUP</del>	<del>U</del>	<del>U</del>	<del>U</del>	
Bar/tavern completely enclosed	SUP P X	SUP	P	P	P	U	U	U	15.02.052
Bar/tavern with outdoor entertainment area	X	X	SUP P	P	P	U	U	U	15.02.052
Use	O-1	B- 1	B-2	B-3	I-1	S	CI	GO	Notes
CBD, hemp, medical marijuana, cannabis, THCa flower and/or vape businesses	SUP P X	P	P	P	P				***Shall not be located within a radius of 5,000 feet from the nearest existing CBD, medical marijuana, cannabis, THCa flower, edibles, Delta 8, Delta 9 THC, hemp, and/or vape

									business.  ***Shall not be located within 5,000 feet from the following land uses: religious institutions, school or day care facility, bar or liquor store, and pawnshops.  ***Storefronts shall have glass or transparent glazing in the window and doors and as prescribed by article 3.04 shall have no more than ten percent of any window or door area covered by signs, banners, or opaque coverings of any kind. Animated, moving, flashing, blinking, reflecting, revolving or similar type on-premises signs are prohibited.
Child care facility	SU P	SUP	P	P	SU P X	U	U	U	**See section 15.02.316, "Child care facilities"
Clinic, dental or medical	P	P	P	P	P X	U	U	U	
Clothing and accessory store	X	X	P	P	SU P X	U	U	U	
Cosmetics store	P	P	P	P	SU P	U	U	U	
Creamery	X	X	X	SUP X	P	U	U	U	
Use	O-1	B- 1	B-2	B-3	I-1	S O	G O	GO	Notes
Drugstore	SU P X	P	P	P	P	U	U	U	

Use	O-1	B- 1	B-2	B-3	I-1	<del>SO</del>	<del>GO</del>	GO	Notes
Electroplating	X	X	X	<del>SUP</del> X	SUP	U	U	U	
Entertainment— Indoor	<del>SUP</del> X	SU P	P	P	P	U	U	U	
Entertainment— Outdoor	<del>SUP</del> X	SU P	SU P	P	P	U	<del>P</del>	U	
Fish market, wholesale	X	X	X	<del>SUP</del> X	SUP	U	U	U	
Food processing facility	X	X	X	<del>SUP</del> X	SUP	U	U	U	
Freight depot (truck)	X	X	X	<del>SUP</del> X	SUP	U	U	U	
Gift shop	P	P	P	P	<del>SUP</del> X	U	U	U	
Grocery store w/food and produce market incidental	<del>SUP</del> X	P	P	P	P	U	U	U	
Hobby supply store (crafts)	<del>SUP</del> X	P	P	P	P	U	U	U	
Intradermal permanent cosmetics	<del>SUP</del> X	SU P	SU P	P	P	U	U	U	
Laboratory, testing	X	X	X	<del>SUP</del> X	P	U	U	U	
Leather goods or luggage store	<del>SUP</del> X	P	P	P	P	U	U	U	
Locksmith	<del>SUP</del> X	P	P	P	P	U	U	U	
Lodging:									
Boarding house	<del>SUP</del> X	SU P	X	X	X	<del>SU</del> P	U	SU P	**Also see section 15.02.314, "Residential use table"
Nursing home	<del>SUP</del> X	SU P	SU P	P	P	U	U	U	
Inn	<del>SUP</del> X	SU P	P	P	<del>SUP</del> X	U	U	U	

Use	O-1	B- 1	B-2	B-3	I-1	SO	GO	GO	Notes
Motorcycle sales, repair, and service, <b>Electric Bikes and Motorized Bikes</b>	P X	P X	P X	P SU P	P	U*	U	U*	*In <b>SO</b> and GO: Sales only. Where permitted, requires SUP
Pawnshop	X	X	X	SU P X	P	U	U	U	
Restaurant and/or food establishment - Cafeteria, cafe, delicatessen, frozen dessert shop and other similar uses (completely enclosed)	SUP X	P	P	P	P	U	U	U	Drive-thru see section 15.02.441(c)(8)(D), "Off-street stacking requirements" Drive-thru not permitted in B-1 District. Total floor area limited to 2,500 sf in B-1 District SUP required for on-premises consumption of alcohol in B-1 District
Residential: Townhouse, loft, live-work ( <b>Mixed Use</b> )	SUP	SU P	P	P	P	P	X	P	Allowed only per standards in the <b>SO</b> or GO district
Salon specialty - tanning, reducing, nail, massage	SUP X	P	P	P	P	U	U	U	
Stationery sales	SUP X	P	P	P	P	U	U	U	
Tailor shop	SUP X	P	P	P	P	U	U	U	

Use	O-1	B- 1	B-2	B-3	I-1	SO	GO	GO	Notes
Trophy sales	SUP X	P	P	P	P	U	U	U	
Truck (heavy) repair/maintenance	X	X	X	SU P X	P	U	U	U	
University, College, Higher Education	X	X	P X	P	P X	U	U	U	
Warehouse storage facility	X P	X	SU P X	P	P	X	U	X	
Watch and clock repair	P X	P	P	P	P	U	U	U	
Welding shop	X	X	X	SU P X	P	U	U	U	

P&Z Recommendation	Category	Specific Item
Delete Duplicate	Non-chartered financial institution	Non-chartered financial institution
Allow outside display and storage	District Regulations	B-1
Delete Bar	Delete Bar on Table	Delete Bar on Table

**Sec. 15.02.319 "O-1" office district**

- (a) *Purpose and description.* The O-1 district is composed mainly of land and structures occupied by, or suitable for, office uses, while excluding offices which are incidental to a primary use. The district regulations are designed to protect the character of the residential areas by regulating unenclosed activities or uses, which could intrude upon the lifestyle of the community through inappropriate lighting, noise, vibration, smoke, dust, or pollutants. The district regulations implement the policies of the master plan by the following:
- (1) Protecting residential areas; and
  - (2) Encouraging the transitional character of certain land parcels by permitting a limited group of office uses that are compatible with adjoining residential properties.
- (b) *Height, area and lot regulations.*
- (1) *Lot area.* Except as hereinafter provided, all structures hereafter erected, enlarged, relocated, reconstructed, or converted, shall be located upon lots containing the following areas: A lot on which there is erected or converted an office shall contain an area of not less than 8,400 square feet for one unit, 10,000 square feet for the first two units and 1,200 square feet for each additional unit.
  - (2) *Lot frontage.* There shall be a minimum frontage of 70 feet along a public right-of-way.
  - (3) *Minimum depth.* Minimum of 120 feet.
  - (4) *Floor space.* None.
  - (5) *Masonry required.* Office buildings shall be constructed of masonry or similar noncombustible materials to the extent of not less than 75 percent of overall exterior walls.
  - (6) *Height.* There shall be a maximum of 2-1/2 stories allowed in the O-1 district.
- (c) *Setback requirements.*
- (1) *Front yard.* There shall be a front yard having a minimum of 20 feet from the property line to the building structure.
  - (2) *Rear yard.* There shall be a rear yard having a minimum of 25 feet from the structure to the rear property line.
  - (3) *Side yard.* There shall be a side yard having a minimum of ten feet from the structure to the side property line.
  - (4) *Corner lot.* On any corner lot on which a front yard is required by this article, no wall, fence or other structure shall be erected and no hedge, shrub, tree or other growth shall be maintained within the triangular area formed by the intersecting street lines and a straight line connecting such street lines at points 25 feet from the point of intersection, measured along such street lines.
  - (5) *Landscaping.* The use of drought tolerant turf grasses, such as zoysia or buffalo tif or combination, or other drought tolerant plantings and hardscape is strongly recommended. Building(s) for which 60 percent or more of the available interior space is used or proposed to be used for office shall provide 20 percent.
  - (6) *Lighting.* All outdoor lighting shall be hooded and all light emissions shielded, and shall be oriented such that light is directed towards the property and does not trespass onto surrounding properties. Lighting facilities shall be arranged so as to reflect the illumination away from any residentially zoned property. All lighting facilities shall be placed, masked or otherwise arranged such that illumination or glare shall not create a hazard to motorists on any street, alley or other public way. Lights affixed to the buildings shall be mounted no higher than the eaves of said building. Lights affixed to a pole shall be mounted no higher than 40 percent of the distance from the front property line to the main structure.
  - (7) *Nonconforming structures.* The provisions above shall not be applicable to nonconforming dwellings in existence on the date of the adoption thereof or to structures built hereafter on the same lot to

replace such nonconforming structures as may be destroyed by fire, windstorm or other involuntary cause.

- (8) *Public facilities.* Each lot shall be connected to the city's public water and sewer system and shall have appropriate sidewalks and fire protection. See article 10.02 (subdivision ordinance).
- (9) *Outside storage.* There shall be no outside display or storage of any retail merchandise, equipment, or other business related items, all business activities must be conducted within an enclosed structure, there shall be no outside service or repair of any kind or nature, and there shall be no outside entertainment.

Figure 9 (O-1 Office)



(1972 Code, sec. 30.618; 2008 Code, sec. 14.02.319)

### Sec. 15.02.320 "B-1" small business district

(a) *Purpose.*

- (1) The B-1 district is composed of land and structures occupied or suitable for such uses as offices, light service, and light retail. B-1 uses are usually located between residential areas and business areas, and there is no outside storage allowed. The district regulations implement the policies of the master plan by 1) protecting and encouraging the transitional character of certain areas by permitting a limited group of uses of an office, service or retail nature to provide goods and services to surrounding residential districts; and 2) protecting surrounding districts by requiring certain minimum yard and area standard requirements that are compatible with those essential in residential districts.
- (2) A B-1 small business is a completely enclosed business not exceeding 3,000 square feet of gross floor area (GFA), where the primary use specifically meets one or more of the following, and no ancillary use conflicts herewith:
  - (A) A retail facility for the purpose of the sale or lease of personal, novelty, or household items, not including the sale of, appliances, firearms, vehicles, vehicle parts, or wholesale items;
  - (B) A repair facility for the purpose of repair or maintenance of personal, novelty, or household items, not including vehicles, machinery, or appliances;
  - (C) A service facility for the purpose of providing a service to surrounding districts, but not including vehicle, cremation, embalming, or any service in which there may be disposal, storage, or use of any federally or state regulated chemical, even if incidental to the primary use.
  - (D) Professional offices.
  - (E) Low density residential uses are allowed in B-1 (small business) districts.

(b) *Height, area and lot regulations.*

- (1) *Structures.* Every building hereafter erected shall be located on a lot as herein defined and in no case shall there be more than one building on one lot in the "R-1", "R-2" or "B-1" districts, or as otherwise provided herein, and in no case shall any building be hereafter erected on more than one lot.
  - (2) *Lot area.* There shall be a minimum area of 8400 square feet.
  - (3) *Lot frontage.* There shall be a minimum frontage of 70 feet along a public right-of-way.
  - (4) *Minimum depth.* There shall be a minimum of 120 feet.
  - (5) *Floor space.* A minimum floor space of 1,200 square feet of heated living space shall be provided in each one-story structure and 1,400 square feet for each two-story structure. In no case shall there be any structure with over 3,000 square feet in the B-1 district.
  - (6) *Masonry required.* A minimum of 75 percent of total overall exterior walls shall be constructed of masonry, or other similar noncombustible materials.
  - (7) *Height.* There shall be a maximum of 2-1/2 stories allowed.
- (c) *Setback requirements.*
- (1) *Front yard.* There shall be a front yard having a minimum of 25 feet from the front property line to the structure.
  - (2) *Rear yard.* There shall be a rear yard of not less than 30 feet from rear property line to rear of main structure.
  - (3) *Side yard.* There shall be a side yard of not less than ten feet from side property line to structure.
  - (4) *Corner lot.* Where lots abut on two intersecting or intercepting streets, where the interior angle of intersection or interception does not exceed 135 degrees, a side yard shall be provided on the street side equal to the front yard.
  - (5) *Reverse frontage.* On corner lots, where interior lots have been platted or sold, fronting on the side street, a side yard shall be provided on the street side equal to the front yard on the lots in the rear. No accessory building on said corner lot shall project beyond the front line of the lots in the rear.
  - (6) *Accessory buildings.* Shall be allowed, but shall be located no closer than five feet from any property line, and must be located in the rear yard. In no case shall an accessory building occupy more than 25 percent of the total open space in the rear yard.
  - (7) *Landscaping.* The use of drought tolerant turf grasses, such as zoysia or buffalo tif or combination, or other drought tolerant plantings and hardscape is strongly recommended. Landscaping shall consist of 20 percent of the street yard. Refer to division 9 of this article, "Landscaping," for other regulations regarding site landscaping requirements.
  - (8) *Lighting.* All outdoor lighting shall be hooded and all light emissions shielded, and shall be oriented such that light is directed towards the property and does not trespass onto surrounding properties. Lighting facilities shall be arranged so as to reflect the illumination away from any residentially zoned property. All lighting facilities shall be placed, masked or otherwise arranged such that illumination or glare shall not create a hazard to motorists on any street, alley or other public way. Lights affixed to the buildings shall be mounted no higher than the eaves of said building. Lights affixed to a pole shall be mounted no higher than 40 percent of the distance from the front property line to the main structure.
  - (9) *Nonconforming structures.* The provisions of floor space and masonry above shall not be applicable to nonconforming structures in existence on the date of the adoption thereof or to structures built hereafter on the same lot to replace such nonconforming structures as may be destroyed by fire, windstorm or other involuntary cause.
  - (10) *Parking.* Refer to parking table and site requirements.
  - (11) *Public facilities.* Each lot shall be connected to the city's public water and sewer system, and shall have appropriate sidewalks and fire protection. See article 10.02 (subdivision ordinance).

- (12) *Outside storage.* There shall be no outside display or storage of any retail merchandise, equipment, or other business related items, all business activities must be conducted within an enclosed structure, there shall be no outside service or repair of any kind or nature, and there shall be no outside entertainment.

Figure 10 (B-1 Small Business)



(1972 Code, sec. 30.619; 2008 Code, sec. 14.02.320)

### Sec. 15.02.321 "B-2" retail district

(a) *Purpose and description.*

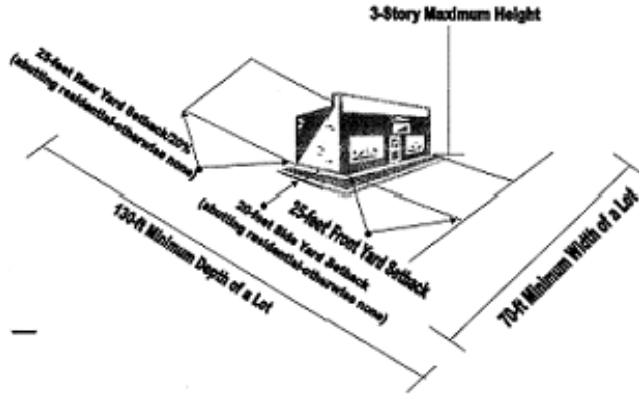
- (1) The B-2 district is composed of land and structures occupied by or suitable for the furnishing of retail goods and services to surrounding residential areas. The B-2 district is intended to allow a limited amount of outside storage of retail merchandise. The district regulations implement the policies of the master plan by 1) promoting the offering of goods and services which are appropriate for surrounding business districts; 2) protecting surrounding residential districts by requiring certain minimum yard and area standards are met; 3) encouraging economic viability and stability within the city.
- (2) A general description of a "B-2" retail use is a business where the primary use specifically meets one or more of the following, and no ancillary use conflicts herewith:
- (A) A retail facility the purpose of which is the sale or lease of personal, novelty, food, alcohol or household items, not including the sale or lease of vehicles, firearms, or wholesale items, with incidental alcohol consumption allowed on-site;
  - (B) A repair facility the purpose of which is the repair or maintenance of personal, novelty, or household items, including minor appliances, but not including vehicles, machinery or major appliances; and/or
  - (C) A service facility the purpose of which is providing a service to surrounding districts, including food services if incidental to the primary use, but not including vehicle, cremation, embalming, or any service in which there may be disposal, storage, or use of any federally or state regulated chemical, even if incidental to the primary use.

(b) *Outside storage regulations.*

- (1) There shall be no outside storage of any retail or nonretail merchandise, equipment, or other business related items, specifically including six or more business related vehicles and/or any customer vehicles which remain on the property beyond the normal business hours of operation.

- (2) A limited amount of outside display is allowed in the B-2 district, including display of plants for sale, display of lawn furnishings for sale, and occasional display of new goods for sale. These items are to be on display for retail purposes only, and shall only be displayed at such times as the store is actually open for business;
  - (3) There shall be no outside service or repair allowed in the B-2 district, except for food services, and alcohol services if ancillary to food services, but these must meet the requirements of article 3.05 of the Leon Valley City Code regarding screening requirements.
- (c) *Height, area and lot requirements.*
- (1) *Lot area.* There shall be a minimum area of 9,000 square feet.
  - (2) *Lot frontage.* There shall be a minimum frontage of 70 feet along a public right-of-way.
  - (3) *Minimum depth.* There shall be a minimum of 130 feet.
  - (4) *Masonry required.* None.
  - (5) *Height.* There shall be a maximum of three stories allowed.
- (d) *Setback requirements.*
- (1) *Front yard.* There shall be a front yard having a minimum of 25 feet from the front property line to the structure.
  - (2) *Rear yard.* None, except in those instances where the retail lot adjoins residential zoning to the rear, a rear yard of 25 feet or 20 percent of the average depth of the lot (whichever is less) shall be provided. In both cases, if the two districts are separated by an alley, said alley is not to be used for purposes of calculating the required setback and the building setbacks are required as if the lots adjoined the residential zoning district.
  - (3) *Side yard.* None, except in those instances where the property adjoins a residential property to the side, then a side yard of 20 feet shall be provided.
  - (4) *Corner lot.* Where lots abut on two intersecting or intercepting streets, where the interior angle of intersection or interception does not exceed 135 degrees, a side yard shall be provided on the street side of 20 feet.
  - (5) *Landscaping.* The use of drought tolerant turf grasses, such as zoysia or buffalo tif or combination, or other drought tolerant plantings and hardscape is strongly recommended. Landscaping shall consist of 20 percent of the street yard. Refer to landscaping section (section 15.02.501) for other regulations regarding site landscaping requirements.
  - (6) *Lighting.* All outdoor lighting shall be hooded and all light emissions shielded, and shall be oriented such that light is directed towards the property and does not trespass onto surrounding properties. Lighting facilities shall be arranged so as to reflect the illumination away from any residentially zoned property. All lighting facilities shall be placed, masked or otherwise arranged such that illumination or glare shall not create a hazard to motorists on any street, alley or other public way.
  - (7) *Parking.* Refer to parking table for site parking requirements.
  - (8) *Public facilities.* Each lot shall be connected to the city's public water and sewer system, and shall have appropriate sidewalks and fire protection. See article 10.02 (subdivision ordinance).
  - (9) *Nonconforming structures.* The provisions of floor space and masonry above shall not be applicable to nonconforming structures in existence on the date of the adoption thereof or to structures built hereafter on the same lot to replace such nonconforming structures as may be destroyed by fire, windstorm or other involuntary cause.

Figure 11 (B-2 Retail)



(1972 Code, sec. 30.620; 2008 Code, sec. 14.02.321)

### Sec. 15.02.322 "B-3" commercial district

(a) *Purpose and description.*

- (1) The B-3 district is composed of land and structures used to furnish commercial needs, wholesale services, and some light assembling of goods, in addition to most of the uses found in the B-2 district. The B-3 district regulations are designed to protect the character of the residential areas by regulating unenclosed activities or uses, which could intrude upon the lifestyle of the community through inappropriate lighting, noise, vibration, smoke, dust, or pollutants. The district regulations implement the policies of the master plan by 1) permitting the development of districts for the purpose of providing commercial and wholesale uses; 2) protecting surrounding and abutting areas by requiring certain minimum yard and area standards are met; and 3) encouraging economic viability and stability in the city.
- (2) A B-3 use is a business where the primary use specifically meets one or more of the following, and no ancillary use conflicts herewith:
  - (A) A retail facility the purpose of which is the sale or lease of personal, novelty, food, household, or business items, including wholesale;
  - (B) A repair facility the purpose of which is the repair or maintenance of personal, novelty, or household items, including appliances and vehicles; and/or
  - (C) A service facility the purpose of which is providing a service to surrounding districts.
  - (D) Although it may occur in certain instances, it is not intended that the B-3 district abut R-1, R-2, R-4 or R-6 districts.

(b) *Outside storage regulations.*

- (1) Outside display of retail merchandise is allowed in a B-3 district.
- (2) Outside storage of retail merchandise is allowed in a B-3 district only if such merchandise is screened in accordance with article 3.05 of the Leon Valley City Code.
- (3) Outside storage of nonretail equipment, vehicles, including the vehicles of any customers which remain on the property beyond the normal hours of operation, or other business related items, or any hazardous or toxic chemicals or substances shall be allowed in the B-3 district, only with a specific use permit.

- (4) A limited amount of outside repair or service is allowed in the B-3 district, but only with a specific use permit, except that food services shall not require a specific use permit, however, they must meet the requirements of article 3.05 of the Leon Valley City Code regarding screening requirements.
- (c) *Lot requirements.*
- (1) *Lot area.* There shall be a minimum lot area of 9,100 square feet.
  - (2) *Lot frontage.* There shall be a minimum frontage of 70 feet along a public right-of-way.
  - (3) *Minimum depth.* There shall be a minimum of 130 feet.
  - (4) *Masonry required.* None.
  - (5) *Height.* None.
- (d) *Setback requirements.*
- (1) *Front yard.* There shall be a front yard having a minimum of 25 feet from the front property line to the structure.
  - (2) *Rear yard.* None, except in those instances where the retail lot adjoins residential zoning to the rear, a rear yard of 25 feet or 20 percent of the average depth of the lot (whichever is less) shall be provided. In both cases, if the two districts are separated by an alley, said alley is not to be used for purposes of calculating the required setback and the building setbacks are required as if the lots adjoined the residential zoning district.
  - (3) *Side yard.* None, except in those instances where the property adjoins a residential property to the side, then a side yard of 20 feet shall be provided.
  - (4) *Corner lot.* Where lots abut on two intersecting or intercepting streets, where the interior angle of intersection or interception does not exceed 135 degrees, a side yard shall be provided on the street side of 20 feet.
  - (5) *Landscaping.* The use of drought tolerant turf grasses, such as zoysia or buffalo tif or combination, or other drought tolerant plantings and hardscape is strongly recommended. Landscaping shall consist of 20 percent of the street yard. Refer to landscaping section (section 15.02.501) for other regulations regarding site landscaping requirements.
  - (6) *Lighting.* All outdoor lighting shall be hooded and all light emissions shielded, and shall be oriented such that light is directed towards the property and does not trespass onto surrounding properties. Lighting facilities shall be arranged so as to reflect the illumination away from any residentially zoned property. All lighting facilities shall be placed, masked or otherwise arranged such that illumination or glare shall not create a hazard to motorists on any street, alley or other public way.
  - (7) *Parking.* Refer to parking table for site parking requirements.
  - (8) *Public facilities.* Each lot shall be connected to the city's public water and sewer system, and shall have appropriate sidewalks and fire protection. See article 10.02 (subdivision ordinance).
  - (9) *Nonconforming structures.* The provisions of floor space and masonry above shall not be applicable to nonconforming structures in existence on the date of the adoption thereof or to structures built hereafter on the same lot to replace such nonconforming structures as may be destroyed by fire, windstorm or other involuntary cause.

Figure 12 (B-3 Commercial)



(1972 Code, sec. 30.621; 2008 Code, sec. 14.02.322)

### Sec. 15.02.323 "I-1" industrial district

(a) *Purpose and description.*

- (1) The I-1 district is composed of land and structures used for assembling, manufacturing or wholesaling where the use and its operation do not affect abutting and/or surrounding uses. The district regulations are designed to allow a wide range of industrial activities subject to limitations designed for mutual protection of land use. The I-1 district includes retail and commercial uses; however, I-1 districts are to be separated from residential areas by business areas or natural and/or man-made barriers. The district regulations implement the policies of the master plan by 1) protecting the character of the business and residential areas by regulating unenclosed activities or uses, which could intrude upon the lifestyle of the community through inappropriate lighting, noise, vibration, smoke, dust, or pollutants; 2) encouraging economic viability and stability in the city.
- (2) An I-1 business is a business where the primary use specifically meets one or more of the following, and no ancillary use conflicts herewith:
  - (A) A repair facility the purpose of which is the repair and maintenance of goods, including vehicles;
  - (B) A service facility the purpose of which is providing a service to surrounding districts including vehicle and alcohol services; and/or
  - (C) A facility the purpose of which is the assembling, manufacturing, compounding, processing, packaging or testing of goods or equipment within an enclosed area, serviced by trucks or vans and imposing a negligible impact on the surrounding environment by noise, vibration, smoke, dust or pollutants.

(b) *Outside display and storage regulations.*

- (1) Outside display of retail merchandise is allowed in an I-1 district.
- (2) Outside storage of retail merchandise is allowed in an I-1 district only if such merchandise is screened in accordance with article 3.05 of the Leon Valley City Code.
- (3) Outside storage of nonretail equipment, vehicles, or other business related items, shall be allowed as long as the requirements of article 3.05 of this Code are met.
- (4) Any business activity not conducted in an enclosed structure must have appropriate screening, as required by article 3.05 of the Leon Valley City Code.

(c) *Lot requirements.*

- (1) *Lot area.* There shall be a minimum area of 10,500 square feet.
- (2) *Lot frontage.* There shall be a minimum frontage of 70 feet along a public right-of-way.
- (3) *Minimum depth.* There shall be a minimum of 150 feet in depth of the lot.

- (4) *Masonry required.* None.
- (5) *Height.* No limit to height in this district.
- (d) *Setback requirements.*
  - (1) *Front yard.* There shall be a front yard having a minimum of 25 feet from the front property line to the structure.
  - (2) *Rear yard.* None, except in those instances where the retail lot adjoins residential zoning to the rear, a rear yard of 25 feet or 20 percent of the average depth of the lot (whichever is less) shall be provided. In both cases, if the two districts are separated by an alley, said alley is not to be used for purposes of calculating the required setback and the building setbacks are required as if the lots adjoined the residential zoning district.
  - (3) *Side yard.* None, except in those instances where the property adjoins a residential property to the side, then a side yard of 20 feet shall be provided.
  - (4) *Corner lot.* Where lots abut on two intersecting or intercepting streets, where the interior angle of intersection or interception does not exceed 135 degrees, a side yard shall be provided on the street side of 20 feet.
  - (5) *Landscaping.* The use of drought tolerant turf grasses, such as zoysia or buffalo tif or combination, or other drought tolerant plantings and hardscape is strongly recommended. Landscaping shall consist of 12 percent of the street yard. Refer to landscaping section (section 15.02.501) for other regulations regarding site landscaping requirements.
  - (6) *Lighting.* All outdoor lighting shall be hooded and all light emissions shielded, and shall be oriented such that light is directed towards the property and does not trespass onto surrounding properties. Lighting facilities shall be arranged so as to reflect the illumination away from any residentially zoned property. All lighting facilities shall be placed, masked or otherwise arranged such that illumination or glare shall not create a hazard to motorists on any street, alley or other public way.
  - (7) *Parking.* Refer to parking table and regulations for site parking requirements.
  - (8) *Public facilities.* Each lot shall be connected to the city's public water and sewer system, and shall have appropriate sidewalks and fire protection. See article 10.02 (subdivision ordinance).
  - (9) *Nonconforming structures.* The provisions of floor space and masonry above shall not be applicable to nonconforming structures in existence on the date of the adoption thereof or to structures built hereafter on the same lot to replace such nonconforming structures as may be destroyed by fire, windstorm or other involuntary cause.

Figure 13 (I-1 Industrial)



(1972 Code, sec. 30.622; 2008 Code, sec. 14.02.323)

## Sec. 15.02.052 Definitions

*Accessory.* An object or device not essential in itself, but adding to the beauty, convenience or effectiveness of another item.

*Accessory building.* A subordinate structure attached to or detached from the main building.

*Accessory dwelling unit (ADU).* A residential dwelling unit (but not a manufactured home, located on the same lot as a primary single-family dwelling unit - either within the same building as the single-family dwelling unit or in a detached building - complete with living facilities and designed in a manner in which it is capable of functioning without the use of the primary dwelling unit.

*Accessory use.* A use conducted on the same lot as the primary use of the structure to which it is related; a use which is clearly incidental to, and found in connection with, such primary use. See also, "incidental use."

*Adult entertainment establishment.* An establishment consisting of, including, or having the characteristics listed in article 4.08 of the Leon Valley Code.

*Agriculture.* The production, storage, keeping, harvesting, grading, packaging, processing, boarding, or maintenance, for sale, lease, or personal use, of plants and animals useful to humans, including but not limited to: the tilling of the soil, raising of crops, animals, fowl, horticulture, gardening, beekeeping and aquaculture.

*Agronomy.* The science and management of field crop production and soil management and soil conservation.

*Alley.* Minor public right-of-way, not intended to provide the primary means of access to abutting lots, which is used primarily for vehicular service access to the back of properties otherwise abutting on a street. An alley affords only a secondary means of access to property abutting thereon.

*Alteration.* Any change, addition or modification in construction, occupancy or use.

*Alteration, apparel* Any change, addition or modification to material, fabric, or style used for clothing, garments, attire, or accessories.

*Alternative tower structure.* Either a primary or an accessory use on any developed parcel including clock towers, bell steeples, light poles, and similar alternative antenna mounting structures, except for residential structures.

*Amusement center.* A facility used by the general public containing four or more games or game devices used for indoor and/or outdoor entertainment but not to include gambling or gambling devices prohibited by law. Also see "Entertainment - indoor/outdoor" [sic].

*Animal clinic.* A place where animals are given medical care, and the boarding of the animals is limited to short-term care incidental to the hospital use.

*Animal shelter.* Any profit or nonprofit business, the primary use of which is the provision of lodging or shelter to animals. Also see "Veterinary clinic."

*Antenna.* Any exterior apparatus designed for wireless radio, television, microwave or telephone communication through the sending and/or receiving of electromagnetic waves.

*Antenna height.* The distance measured from ground level to the highest point on the structure, even if the highest point is an antenna.

*Antenna, receive-only antenna/amateur radio.* Any tower or antenna that is under 70 feet in height and is owned or operated by a federally licensed amateur radio station operator or is used exclusively for reception only, including local television broadcast reception antennas, direct broadcast satellite antennas or multichannel multipoint distribution services. Receive-only/amateur antennas are not subject to regulation under this article.

*Antenna, telecommunications.* An antenna used to provide a telecommunications service. This excludes lightning rods, private mobile radio systems, amateur radio antennae less than 50 feet (150 meters) in height and whip antennae less than four inches (ten cm) in diameter and less than ten feet (three meters) in height.

*Apartment.* A single unit within an apartment house designed for independent housekeeping.

*Apartment complex.* Any structure, or portion thereof, which is designed, built, rented, leased, let or hired out to be occupied as three or more apartments or which is occupied as the home or residence of three or more families living independently of each other and maintaining separate kitchen facilities.

*Appeal.* A procedure whereby a decision is questioned to a higher authority than the administrator or body which made the original decision. For example, a decision of a zoning administrator to the board of adjustment or a decision of the board of adjustment to a court of law.

*Appliance, major.* A large device which is designed for household or office purposes, such as a refrigerator or air conditioner, the repair or maintenance of which involves the disposal, storage or use of a federally or state regulated chemical such as freon or large quantities of oil.

*Appliance, minor.* A device which is designed for household or office purposes, the repair or maintenance of which does not involve the disposal, storage, or use of any federally or state regulated chemical such as freon or large quantities of oil.

*Arborist, certified.* An individual who has a current and valid designation of "ISA Certified Arborist" by the International Society of Arboriculture.

*Assembly/packaging.* The fitting together and/or uniform wrapping or sealing of component parts to make a whole. This is commonly an intermediary step in the process to make a finished product and the products from which it is put together are generally not raw materials.

*Assisted living facility.* A licensed establishment that furnishes food and shelter and provides personal care services which consist of assistance with one or more of the following: meals, dressing, movement, bathing, or other personal needs or maintenance. This may also include assistance, supervision, or administration of medication by a licensed individual.

*Attended donation station.* A manufactured building operated by an organization with nonprofit status, for the purpose of collecting goods, with an attendant present on-site during collection hours.

*Automobile.* A self-propelled free-moving vehicle licensed by the appropriate state agency as a passenger vehicle, not to include commercial vehicles.

*Automobile and boat storage.* Any location or structure used for long-term storage of automobiles, trucks, boats and/or recreational vehicles. Long-term shall mean for duration of one week or more.

*Automobile sales.* The use of any building, land area, or other premise for the display and sale of new or used automobiles generally but may include light trucks or vans, trailers, motorcycles or recreation vehicles and including any vehicle preparation or repair work conducted as an accessory use.

*Automotive repair or heavy installation.* The repair of motor vehicles, trailers and similar large mechanical equipment, including paint, body and fender, and major engine and engine part overhaul.

*Awning.* A roof-like cover extending over or before a place (as before a window) as a shelter, normally supported entirely from the exterior wall of a building.

*Bail bond facility.* A business that provides bail services, essentially acting as a surety. Bail bonds businesses post bonds with courts, guaranteeing that a defendant will appear for all scheduled court dates. In exchange for the guarantee, the company charges a fee. Bail bonding companies are required to provide proof of current licensing with the state of Texas.

*Bar.* Premises used primarily for the sale and/or dispensing of liquor by the drink for on-site consumption as regulated by the state and where food may be available for consumption on the premises as accessory to the principal use.

*Bar/tavern completely enclosed.* An establishment with less than 5,000 square feet and under license from the Texas Alcohol and Beverage commission (TABC), which is principally engaged in the retail sale of alcoholic beverages, with food only incidental to the sale of alcohol. A bar/tavern use may include live entertainment for indoor use only.

*Bar/tavern with outdoor entertainment area.* An establishment with less than 5,000 square feet and under license from the Texas Alcohol and Beverage commission (TABC), which is principally engaged in the retail sale of alcoholic beverages, with food only incidental to the sale of alcohol. This use may include live entertainment both indoor and outdoor in designated areas.

*Basement.* That part of a building that is wholly or partly below ground level.

*Bed and breakfast facility.* A limited commercial activity, conducted within a structure, which may include dining and bathroom facilities with sleeping rooms for guest lodging for a short-term period of less than 30 consecutive days. A bed and breakfast must be a secondary use to a single-family residence. Also see "lodging" in the permitted use table.

*Block.* Land or a group of lots, whether developed or undeveloped, surrounded by streets or other rights-of-way, other than an alley; or land which is designated as a block on any recorded subdivision tract.

*Boarding home for sheltered care.* A group home for the sheltered care of persons with special needs, which in addition to providing food and shelter, may also provide some combination of personal care, social or counseling services, and transportation.

*Boarding house.* A dwelling containing a single dwelling unit and not more than ten guest rooms or suites of rooms, where lodging is provided with or without meals, for compensation for more than one week.

*Board of adjustment.* The Leon Valley board of adjustment. A public and quasi-judicial agency charged with the duty to hear and determine zoning appeals and other specific duties as laid out in this article and state law.

*Boundary street.* A public street which is adjacent to and abutting one or more sides of the proposed site.

*Buffer zone.* An area zoned so as to separate conflicting uses by zoning such property with a use which is compatible with both. For example, an office district might reasonably separate a single-family residential district from a commercial district. Dedicated park lands may shield a planned office development from nearby residential areas.

*Buildable area.* The area of a lot remaining after the minimum yard and open space requirements of this Code and article 10.02 (subdivision ordinance) have been met. For recreational property or uses such as golf courses and baseball, soccer, football or similar athletic facilities, and public works projects such as water or wastewater treatment plants, pump stations, storage tanks, and public streets and drainage improvements, the buildable area of the property shall include that portion of the property necessary for the construction of such recreational and public works improvements, including sufficient adjacent area to allow the normal operation of construction equipment.

*Building.* Any structure used or intended for supporting or sheltering any use or occupancy. The word "building" includes the word "structure."

*Building code.*

- (1) Article 3.02, division 2 of the Leon Valley City Code, which incorporates the International Building Code.
- (2) The International Building Code, promulgated by the International Code Council and adopted by the city.

**Building, construction.** A building used temporarily for the storage of construction materials and equipment incidental and necessary to on-site permitted construction of utilities, or other community facilities, or used temporarily in conjunction with the sale of property within a subdivision under construction.

**Building, front of.** That part of a building nearest the front property line.

**Building height.** The vertical distance above the average existing grade measured to the highest point of the building. The height of a stepped or terraced building is the maximum height of any segment of the building.

**Building line, front.** A line established under this article or article 3.02, division 2 of the Leon Valley City Code measured from the perimeter of that portion of a building nearest the front property line to the curbline or edge of the sidewalk and parallel thereto, or in the case of a corner lot, the side of such building if also parallel to a curbline or edge of a sidewalk, but in any case such measurement shall exclude open steps, terraces, cornices and other ornamental features projecting from the wall of the building.

**Building line, rear.** A line established under this article or article 3.02, division 2 of the Leon Valley City Code measured from the perimeter of that portion of a building nearest the rear property line of such property. Such measurement shall exclude open steps, terraces, cornices and other ornamental features projecting from the wall of the building.

**Building line, side.** A line established under this article or article 3.02, division 2 of the Leon Valley City Code measured from the perimeter of that portion of a building nearest the side property line of such property. Such measurement shall exclude open steps, terraces, cornices and other ornamental features projecting from the wall of the building.

**Building, main.** A building in which the principal use of the site is conducted.

**Building permit.** Authorization required for erection, construction, enlargement, alteration, repair, movement, improvement, removal, conversion, or demolition of any building.

**Building restrictions.** Regulations or restrictions under this article or article 3.02, division 2 of the Leon Valley City Code upon the materials allowed in the construction of buildings and any provisions of federal or state law, or other city ordinances implanting [implementing] the federal emergency management act or the duties of the city for floodplain regulation, applicable to the property.

**Building specialty store.** Any retail facility, the primary use of which is the sale or lease of specialized building materials; such as roofing, tile, or doors.

**Building, temporary.** A structure which is designed or intended to be used on a nonpermanent basis, authorized for a specific period of time through a specific use permit. Includes prefabricated structures and manufactured/mobile housing which are not used for living space.

**Caliper.** The diameter of a tree four feet above the natural grade measured with a tree caliper instrument or a flexible tape. If a tape is used, the circumference of the tree is measured and the result divided by 3.14 to determine diameter.

**Caliper of multi-trunk trees.** The caliper of the largest trunk at a point four feet above the natural grade added to half of the sum of the calipers of the remaining trunks measured at the same height. If branching occurs less than four feet above the natural grade, the diameter of the trunk may be measured below the branching for a single measurement.

**Canopy.** A roofed structure constructed of fabric or other material supported by the building or by support extending to the ground directly under the canopy placed so as to extend outward from the building providing a protective shield for doors, windows and other openings.

**Canopy tree.** A self-supporting woody plant with one well-defined trunk and a distinct and definite formed crown, which attains a height of at least 25 feet.

*Car title loan business.* An establishment that makes small short-term consumer loans secured by a title to a motor vehicle.

*Carport.* An open-sided automobile shelter sometimes formed by extension of a roof from the side of a building.

*Carwash, automatic.* A facility which utilizes automatic and semiautomatic machinery to wash, clean, and dry automobiles.

*Carwash, self-service.* A facility for self-service washing, cleaning, and drying of automobiles that does not include automatic application of cleaner, brushes, rinse water, and heat or air for drying.

*Check cashing business.* A business that provides check cashing, payday cash advance, payroll advance, short-term cash loan, short term cash advance, instant payday cash advance, short-term money loan services, or similar services to individuals for a specified fee.

*Child care facility.* An establishment for the care and/or instruction, whether or not for compensation, of six or more children at any one time. Child nurseries and preschool facilities are included in this definition.

*Church.* A facility for religious worship and related activities.

*City.* The City of Leon Valley, Bexar County, Texas.

*Clinic.* A facility for the examination, assessment, or treatment of outpatients including any location where more than one doctor shares a facility, regardless of whether there are laboratory facilities on-site.

*Commercial* relates to or is connected with trade and traffic or commerce in general; occupied with business and commerce.

*Commercial, vehicle.* Any motor vehicle including but not limited to delivery vans or trucks, trailers, or semitrailers designed to carry freight, passengers for compensation, or merchandise for retail or commercial purposes and is appropriately licensed by a state agency.

*Commission* means "planning and zoning commission."

*Communications distribution hub.* An unmanned facility, without transmitter or dish, or antenna, containing optical and electronic signal processing equipment for delivery, switching, and storage of video, audio, and data to homes served by the utility company.

*Comprehensive (zoning) plan.* The adopted official statement of a legislative body of local government that sets forth in words, maps, illustrations, and/or tables the goals, policies, and guidelines intended to direct the present and future physical, social, and economic development that occurs within its planning jurisdiction. Also see "Master plan."

*Condominium.* A single dwelling unit in a multi-unit dwelling or structure, which is separately owned and which may be combined with an undivided interest in the common areas and facilities of the property.

*Congregate residence.* Any building or portion thereof which contains facilities for living, sleeping and sanitation as required by this Code, and may include facilities for eating and cooking, for occupancy by other than a family. A congregate residence may be a shelter, convent, monastery, dormitory, fraternity or sorority house but does not include jails, hospitals, convalescent homes, assisted living, special care, nursing homes, or hotels.

*Contractor.* A builder, plumber, electrician, air conditioning/heating installer, concrete installer, or tradesman or one who contracts to supply materials or do work.

*Contractor facility.* A facility which is used primarily for the office and/or vehicles, equipment and/or supplies of a contractor.

*Convalescent home.* A licensed facility which is intended for long-term patient care due to human illness, infirmity, or disability and employing the services of skilled and licensed practitioners under the direction of a physician, licensed by the Texas Medical Board.

*Convenience store.* Any retail establishment which offers the sale of a limited line of convenience goods, to include groceries, packaged and/or processed food and drink, tobacco, limited beer and wine, medicines and cosmetics, and may also sell gasoline, intended for the convenience of the neighborhood.

*Cottage.* An individual single-family dwelling unit, being less than 1,500 heated square feet, situated with other similar dwelling units on one platted lot, for the purpose of rental or leasing, as part of a multiple-family retirement community.

*Curb.* A stone or concrete or alternative edge asphalt boundary usually marking the edge of a roadway or paved area. Refer to article 10.02 (subdivision ordinance) for further details.

*Curbline.* A line differentiating between the street and the edge of real property, marking the edge of the roadway, and contiguous to the roadway, not intended for normal vehicular traffic. Such property may include a berm, but may or may not be built up or raised.

*Dance hall.* An establishment intended primarily for dancing and entertainment within an enclosed building, using either live or electronically produced music, either open to the public or operated as a private club open to members only.

*Density.* The number of dwelling units which are allowed on an area of land or the number of persons allowed in a specific unit.

*Depth of the lot.* The linear measurement from the front property line to the rear property line of a lot.

*Doctor.* Any person under currently licensed [sic] by the state to practice any form of medicine or dentistry, including but not limited to, medical, dental science, dental surgery, osteopathy, chiropractics, public health and veterinary medicine.

*Dripline.* The area of ground surrounding the trunk of the tree considered essential to protecting the root structure of a tree. For the purposes of this article, the dripline shall be calculated at one foot for every one inch of caliper width measured at four feet above natural grade level, i.e., a 12-inch tree would require a dripline with a 12-foot radius (producing an area 24 feet in diameter).

*Driveway.* A private road giving access from a public way to a building on abutting grounds.

*Dwelling.* A house or other structure in which a person or persons live; a residence; abode; habitation; an apartment or building, or group of buildings, occupied as a place of residence.

*Dwelling, garden house.* A detached dwelling unit with kitchen and sleeping facilities, designed for occupancy as a residence.

*Dwelling, manufactured home.* A vehicle, other than a motor vehicle, greater than 320 square feet in gross floor area designed with attached axles and wheels, which may be used for permanent or semipermanent living space for humans, and which is designed to be drawn by a motor vehicle. The term shall not include any vehicle meeting the above description which is used for an office, a classroom, a laboratory, processing, manufacturing, retail sales or other use; see "Building, temporary" for these definitions. Also see "Manufactured housing."

*Dwelling, multiple-family.* A building or portion thereof designed for occupancy by three or more families living independently, in structures containing three or more single-dwelling units in which they may or may not share common entrances and/or other spaces. Individual dwelling units may be owned as condominiums, or offered for rent.

*Dwelling, single-family.* A detached dwelling unit with kitchen and sleeping facilities, designed for occupancy as a residence.

*Dwelling, single-family medium density.* A detached dwelling unit with kitchen and sleeping facilities, designed for occupancy as a residence, with a minimum lot area of 6,000 square feet.

*Dwelling, townhouse.* A building that has single-family dwelling units erected in a row as a single building, on adjoining lots, each being separated from the adjoining unit or units by a firewall, along the dividing lot line and each such building being separated from any other building by space on all sides.

*Dwelling, two-family or duplex.* A building designed or arranged to be occupied as two separate residences, the structure having only two dwelling units.

*Dwelling unit.* Any building or portion thereof which contains living facilities, including provisions for sleeping, eating, cooking and sanitation, as required by this article, for not more than one family, or a congregate residence for six or less persons.

*Easement.* That portion of a lot or lots reserved for present or future use by a person or agency other than the legal fee owner(s) of the property. The easement may be for use under, on, or above said lot or lots.

*EIA-222.* Electronics Industries Association Standard 222, "Structural Standards for Steel Antenna Towers and Antennae Support Structures."

*Encroachment, landscape.* Any protrusion of a vehicle into a landscaped area from a parking space, display area or accessway.

*Entertainment.* To provide for diversion, engagement, or sporting activities, specifically excluding music which is not live, and is provided for the purpose of background and not for diversion from the primary purpose of the establishment.

*Entertainment—Indoor.* A use which includes, billiard parlor, bowling center, playground, skating center, video/game room, playroom/birthday party room, aquarium, museum, and other similar entertainment. On-premises sale and consumption of alcoholic beverages is allowed so long as it does not make up 51 percent or more of gross revenue.

*Entertainment—Outdoor.* A use which includes Baseball/softball/volleyball park, equestrian center, fairground, football field, go-karts, golf - miniature or other, sports complex, live entertainment, and other similar entertainment. On-premises sale and consumption of alcoholic beverages is allowed so long as it does not make up 51 percent or more of gross revenue.

*Extended dripline.* An imaginary line on the ground equal to 1.3 times the distance from the tree trunk to the dripline. In no case shall the dripline be less than 15 feet from the trunk of the tree.

*Family.* An individual or two or more persons related by blood, marriage or adoption, or a group not to exceed six unrelated persons living together as a single housekeeping unit.

*Farm.* A tract of land, not less than five acres, devoted to agriculture, pasturage, stock raising, or some allied industry. Includes dairy, stock, and poultry farms.

*Federal Aviation Administration.* Also known as FAA.

*Federal Communications Commission.* Also known as FCC.

*Fence.* A hedge, structure, or partition, erected for the purpose of enclosing a piece of land, or to divide a piece of land into distinct portions, or to separate two contiguous properties. An enclosure around a field or other space, or around any object; especially an enclosing structure of wood, iron or other materials, intended to prevent intrusion from without or straying from within. See article 3.05 of the Leon Valley City Code for other specific regulations.

*Flea market.* An occasional or periodic market held in an open area or structure where groups of individual sellers offer goods for sale to the public.

*Floor area, net.* The gross floor area exclusive of vents, shafts, courts, elevators, stairways, exterior walls and similar facilities.

*Food processing facility.* An establishment in which food is processed or otherwise prepared for eventual human consumption but not consumed on the premises.

*Frontage.* The width of a lot or parcel abutting a public right-of-way measured at the front property line.

*Garage.* A shelter for automotive vehicles.

*Grade.* The average elevation of the land around a building, or the percent rise or descent of a sloping surface.

*Grade, finished.* The final elevation of the average ground level adjoining a building at all exterior walls after development.

*Grade, level.* Roads, buildings, or structures built on the ground.

*Grade, natural.* The elevation of the ground level in its natural state, before construction, filling or excavation.

*Gross floor area (GFA).* The gross floor area of a building or lease space. The sum of the horizontal areas of floors of a building measured from the exterior face of exterior walls or, if appropriate, from the centerline of dividing walls; this includes courts and decks or porches when covered by a roof.

*Gross leasable area (GLA).* The gross leasable area is the total floor area designed for both tenant occupancy and exclusive use, including both owned and leased areas.

*Ground cover.* Plants, other than turf grass, normally reaching an average maximum height of not more than 24 inches at maturity.

*Group home.* A dwelling for no more than six legally unrelated, developmentally disabled persons and no more than two supervisory personnel. Said persons and personnel must live as a single housekeeping unit, for the primary purpose of providing shelter in a family-like atmosphere as part of the residential community, with on-site medical treatment or therapy a secondary purpose. A group home must qualify as a family home under chapter 123 of the Texas Human Resources Code, Community Homes for Disabled Persons Locations Act.

*Guest room.* Any room or rooms used or intended to be used by a guest for sleeping purposes. Every 100 square feet of superficial floor area in a dormitory shall be considered to be a guest room.

*Home occupation.* The partial use of a dwelling unit for commercial or nonresidential uses by a resident thereof which is clearly and obviously subordinate and incidental to the main use of the dwelling for residential purposes. Home occupations shall be conducted wholly within the primary structure or existing accessory building on the premises.

*Horticulture.* The science of growing fruits, vegetables, flowers or ornamental plants.

*Hospital.* An institution designed for the diagnosis, treatment and care of human illness or infirmity and providing health services, primarily for inpatients, and including as related facilities, laboratories, outpatient departments, training facilities and staff offices. May be either public or private and may be limited in their functions or services.

*Hotel.* Any building containing six or more guest rooms offering transient lodging accommodations to the general public and providing additional services, such as restaurants, meeting rooms, entertainment, and recreational facilities rented or leased on a daily, weekly, or semipermanent basis.

*Incidental use.* A use conducted on the same lot as the primary use of the structure to which it is related; a use which is clearly incidental to, and found in connection with, such primary use. Also referred to as "accessory use."

*Inn.* Any building containing five or less guest rooms, the primary use of which is a commercial activity which is intended or designed to be used, or which are used, rented or hired out to be occupied, or which are occupied for sleeping purposes by guests.

*Kennel.* Any lot or premises, other than a veterinary clinic, on which a combined total of three or more unneutered adult dogs or cats, or a combined total of five or more neutered adult dogs or cats are housed, groomed, bred, boarded, trained or sold; either for compensation boarded on a daily or weekly basis [sic].

*Laboratory, dental or medical.* Any facility for the biological, microbiological, serological, chemical, immuno-hematological, hematological, biophysical, cytological, pathological, or other examination of materials derived from the human body for the purpose of providing information for the diagnosis, assessment, prevention, or treatment of any disease, condition or impairment of human beings.

*Laboratory, research.* An establishment or other facility for carrying on investigation in the natural, physical, or social sciences, which may include engineering and product development.

*Laboratory, testing.* An establishment or other facility whose primary purpose is to examine, observe or evaluate items, samples and/or substances which may include engineering and product evaluation(s).

*Landscaped area.* Areas of a lot, land parcel or building site devoted to and consisting of plant material, including but not limited to turf grasses, grasses-bunch, trees, shrub forms, flowers, vines and other ground cover, native plant materials, planters, brick pavers, stone, natural forms, water forms, public art forms, stone aggregate and other landscape features, but excluding smooth concrete, asphalt or paving for vehicular traffic; provided that the use of brick, stone aggregate or other inorganic materials shall not be greater in total area than that of organic plant material.

*Landscaping.* The modification or ornamentation of a natural landscape by altering the plant cover. Landscaping shall consist of any of the following, or combination thereof: material such as, but not limited to, grass, ground covers, shrubs, vines, hedges, trees, or palms; and nonliving durable material commonly used in landscaping, such as, but not limited to, rocks, pebbles, sand, walls or fences - but excluding paving.

*Lot.* Any portion, piece, division or parcel of land, fractional part or subdivision of block, according to plat or survey. A single parcel of land. A measured parcel of land having fixed boundaries. The word "lot" includes the word "plot."

*Lot, corner.* A lot abutting on two intersecting or intercepting streets, where the interior angle of intersection or interception does not exceed 135 degrees.

*Lot frontage.* The length of the front lot line, measured at the street right-of-way line, from one corner of the property to the other.

*Lot, interior.* A lot other than a corner lot.

*Lot, irregular.* A lot whose opposing property lines are generally not parallel, such as a pie-shaped lot on a cul-de-sac, or where the side property lines are not parallel to each other.

*Lot of record.* A lot which is part of a subdivision, the plat of which has been recorded in the office of the county clerk of Bexar County, or a parcel of land, the deed for which was recorded in the office of the county clerk of Bexar County prior to the original adoption of this article on September 21, 1965.

*Lot width.* The distance between the side lot lines, measured at right angles to the lot depth at the minimum front building (setback) line.

*Maintenance.* To preserve from failure or decline.

*Manufactured building.* A transportable structure in one or more sections, which is built on a permanent frame or base and is designed for use with or without a permanent foundation when connected to the required utilities.

*Manufactured home.* See "Manufactured housing."

*Manufactured home park.* A tract of land developed and operated as a unit with individual sites and facilities to accommodate two or more manufactured homes.

*Manufactured housing.* Factory-built, single-family structures that meet the National Manufactured Home Construction and Safety Standards Act (42 U.S.C. section 5401), commonly known as the HUD (U.S. Department of Housing and Urban Development) code.

*Manufacturing.* Establishments engaged in the mechanical or chemical transformation of materials or substances into new products, including the assembling of component parts, the creation of products, and the blending of materials, such as lubricating oils, plastics, resins, or liquors.

*Masonry.* See "Building Code, Uniform" [sic].

*Master plan.* The city's overall guide for a rationally derived, future oriented, land use plan that divides the city into districts, imposes appropriate zoning regulations, and takes into account the public interest in growth and preservation of essential community values. The plan includes land use, capital improvements, traffic, parks and recreation, and transportation.

*Mobile food unit.* A temporary food service establishment operated out of a motor vehicle that is designed to be readily movable.

*Money transfer business.* An establishment that transmits funds for a fee.

*Motel.* Any building containing six or more guest rooms providing sleeping accommodations with a majority of all rooms having direct access to the outside without the necessity of passing through the main lobby of the building.

*Motorcycle.* Every motor vehicle excluding a tractor having a saddle for the use of a rider and designed to travel on not more than three wheels in contact with the ground.

*Multiple-family retirement community.* A planned development consisting of a single platted lot, of at least five acres, completely screened from other development, containing one or more residential clusters of cottages or apartment houses or a combination thereof, and appurtenant common areas, intended for rental or leasing to seniors and including other features which are designed to increase safety and amenities to the elderly and/or disabled, such as increased security, on-site management, food services, health services, handicapped accessible units, recreation facilities, or transportation services.

*Multiple-family retirement community residential cluster.* More than one cottage or apartment located within reasonably close proximity to another and designed for residency by seniors.

*Native plant.* A plant species with a geographic distribution indigenous to the Bexar County region which is capable of sustaining growth and reproduction under local climatic conditions.

*Naturalized plant.* A plant species introduced to the region which is capable of sustaining growth and reproduction under local climatic conditions.

*Nightclub/Large tavern.* A bar/tavern with more than 5,001 square feet of floor area excluding kitchens, restrooms, and storage areas. This use may include a live entertainment, performance by musicians, dancers, stand-up comedians, other performance artists, live bands, musical actions; or the amplification of recorded music/entertainment by live disk jockeys for use both indoors and outdoors, in designated areas.

*Non-chartered financial institution.* A non-chartered financial institution is defined as a use, other than a state or federally chartered bank, credit union, mortgage lender, savings and loan association or industrial loan company, that offers deferred deposit transaction services or check cashing services and loans for payment of a percentage fee or an establishment that provides financial services that are accessory to another main use. The term "non-chartered financial institution" shall include, but is not limited to deferred deposit transaction (payday

loan) businesses that make loans upon assignment of wages received, check cashing businesses that charge a percentage fee for cashing a check or negotiable instrument, motor vehicle title lenders who offer a short-term loan secured by the title to a motor vehicle, and sub-prime or nonprime home-equity lenders. Nonprofit financial institutions are not encompassed by the term non-chartered financial institution.

*Nonconforming building.* A building the area, dimension or location of which was lawful prior to the adoption, revision or amendment of a zoning ordinance, but now fails to conform to the requirements of the zoning district in which it is located by reason of such adoption, revision or amendment.

*Nonconforming lot.* A lot the area, dimension or location of which was lawful prior to the adoption, revision or amendment of a zoning ordinance, but now fails to conform to the requirements of the zoning district in which it is located by reason of such adoption, revision or amendment.

*Nonconforming use.* A use which lawfully occupied a building or land at the time this article became effective, which has been lawfully continued and which does not now conform to the use regulations.

*Nonemergency medical transport service.* Transportation service that provides transport of medical patients on a nonemergency basis.

*Nursing home.* A licensed facility which provides nursing care and related medical services on a 24-hour-per-day basis to individuals due to illness, disease, or physical or mental infirmity but not for persons in need of hospital care.

*Occupancy, certificate of.* A document issued by the city allowing the occupancy or use of a building and certifying that the structure or use has been constructed or will be used in compliance with all applicable codes and ordinances of the city.

*Office, professional.* A location used primarily for conducting the affairs of a commonly recognized business, profession, service, industry, government, or like activity.

*Open space.* A land area that is not occupied by a building, structure, parking area, street, alley or required yard.

*Park.* A public or private area of land, with or without buildings, intended for outdoor active or passive recreational uses.

*Park and ride facilities.* Parking lots or structures located along public transit routes designed to encourage transfer from private automobile to mass transit or to encourage carpooling for purposes of commuting, or for access to recreation areas.

*Parking lot.* An open area, other than a street, used for the parking of automobiles.

*Parking space.* A space within a building or private or public parking lot, exclusive of driveways, ramps, columns, office and work areas, for the parking of a vehicle or motorcycle.

*Parking, stacked.* On-site space designed to provide vehicle queuing.

*Peak hour trips (PHT).* Average number of trips generated by a development at its most intense hours of operation.

*Permanent makeup salon.* An establishment that provides tattooing, micropigmentation, microblading, nano-needle technology, or similar permanent cosmetic techniques with the purpose of mimicking temporary makeup such as eyeliner, lipstick, or to give the appearance of darker or thicker eyebrows; but not including the tattooing of designs, letters, figures, or symbols.

*Person.* A natural person, heirs, executors, administrators or assigns, and also includes a firm, partnership or corporation, its or their successors or assigns, or the agent of any of the aforesaid.

*Pet store.* A retail sales establishment primarily involved in the sale of domestic animals, such as dogs, cats, fish, birds, reptiles, excluding exotic animals and farm animals such as horses, goats, sheep, pigs and poultry.

*Planning and zoning commission.* An appointed group of citizens with delegated authority to recommend boundaries of original zoning districts and appropriate regulations to be enforced therein; to hold public hearings and prepare a final report for the city council on recommendations for changes in zoning district boundaries or regulations in zoning districts; to hold public hearings and prepare a final report for the city council on recommendations for the enforcement of regulations in zoning districts including specific use permits and nonspecified uses; and to prepare and maintain a city's master plan, zoning code, master sign plan, and other tasks as outlined/requested by the city council. Members of the planning and zoning commission serve in a dual capacity per §§ 211.007 and 212.006 of the Texas Local Government Code.

*Planter.* A raised area containing plant material defined by a hard edge such as walls, large pots and other similar physical containment design.

*Plant nursery I.* Any business, the primary use of which is the cultivation of plant material for transplanting, for use as stocks, for budding and grafting or for sale, consisting of one acre minimum, with no outside storage of equipment or supplies other than live plant material, subject to screening requirements as stated in article 3.05

*Plant nursery II.* Any business, the primary use of which is the cultivation of plant material for transplanting, for use as stocks, for budding and grafting or for sale, consisting of one acre minimum, for temporary sales, subject to screening requirements as stated in article 3.05

*Plant nursery III.* Any business, the primary use of which is the cultivation of plant material for transplanting, for use as stocks, for budding and grafting or for sale, consisting of one acre minimum, to include greenhouse, with outside storage subject to screening requirements as stated in article 3.05

*Plant nursery IV.* Any business, the primary use of which is the cultivation of plant material for transplanting, for use as stocks, for budding and grafting or for sale, consisting of one acre minimum, to include nursery sales, greenhouse, and wholesale, subject to screening requirements as stated in article 3.05

*Plat/plot.* A plat of a lot, drawn to scale, showing the actual measurements, the size and location of any existing buildings or buildings to be erected, the location of the lot in relation to abutting streets, and other such information.

*Primary use.* The primary or predominant use of any lot or parcel.

*Projected traffic.* The traffic which is projected to be at an existing or proposed street during the proposed development's peak hour of use. Also refer to "Peak hour trips."

*Public improvement.* Work within dedicated rights-of-way or easements.

*Public trees.* Any trees, shrubs, bushes and all woody vegetation on city-owned property and rights-of-way, city parks, and in all areas owned by the city to which the public has access.

*Public way.* Any street, alley or similar parcel of land essentially unobstructed from the ground to the sky, which is deeded, dedicated or otherwise permanently appropriated to the public for public use.

*Quorum.* The number of member(s) or alternate(s) of a body that when duly assembled, is legally competent to transact business.

*Recreation.* See "Entertainment."

*Recreational vehicle.* A vehicular unit, other than a manufactured home, whose gross floor area is less than 320 square feet, which is designed as a temporary dwelling for travel, recreational and vacation use, and which is either self-propelled, mounted on or pulled by another vehicle. Examples include, but are not limited to, a travel trailer, camping trailer, truck camper, motor home, fifth-wheel trailer or van.

*Renovation.* To restore to a former or better state through interior and/or exterior remodeling of a structure, other than ordinary repair.

*Repair shop.* An establishment which restores by replacing or putting together that which is broken.

*Restaurant.* An establishment, the primary use of which is the provision of food and beverages for on-premise consumption, and where any sale of alcohol is accessory to the primary use.

*Restaurant, drive-in/take-out.* An establishment where food and/or beverages are sold in a form ready for consumption, where all or a significant portion of the consumption takes place or is designed to take place outside the confines of the restaurant, and where ordering and pickup of food may take place from a vehicle.

*Retail sales.* Establishments engaged in selling goods or merchandise to the general public of personal or household consumption and rendering services incidental to the sale of such goods.

*School, public.* Any institution, the primary function of which is to provide primary or secondary education or a scholastic institution accredited by the State of Texas.

*School, vocational and/or technical.* A school establishment to provide for the teaching of industrial, clerical, managerial or artistic skills. This definition applies to schools that are owned and operated privately for profit and that do not offer a complete educational curriculum.

*Screening.* A method of visually shielding or obscuring one abutting or nearby structure or use from another by a barrier or device constructed of metal, wood, brick, stone, block, or other suitable materials, singly or in combination. See also article 3.05 of the Leon Valley City Code.

*Self-service storage facility.* A facility or area with limited access, which is divided into separate compartments no larger than 500 square feet in size and is accessible from an interior or exterior door for use by individuals or businesses for the storage of property.

*Service.* Provision of something which is helpful to others whether for profit or nonprofit, not including repair or maintenance of goods, but specifically including establishments where the primary use is the provision of food or alcohol.

*Setback.* See "Building line."

*Short-term rental (STR).* A residential dwelling unit, apartment, condominium or accessory dwelling, that may or may not be owner or lessee occupied; where sleeping areas are rented to overnight guests for a period less than 30 consecutive days (but not less than 12 hours).

*Site plan.* A plan which outlines the use and development of any tract of land.

*Special exception.* A procedure for approving the specific location of designated uses that are allowed in certain districts, but that require specific screening and supervision to minimize adverse neighborhood impacts. The enabling act anticipates that the board of adjustment will decide special exceptions, with authority to approve, deny or condition permits for such use(s).

*Specific use permit (SUP).* A permit required through public hearing determining whether or not the use will adversely affect the character and appropriate use of the area or neighborhood in which the use is proposed to be located; that it will not substantially depreciate the value of adjacent and nearby properties for the use in accordance with the regulations of the zoning district in which the use will be located; that it will be in keeping with the spirit and intent of this Code; that it will not adversely affect the implementation of the approved master plan; that it will comply with applicable standards of the district in which it is proposed to be located; and that it will not adversely affect traffic, public health, public utilities, public safety and the general welfare of the city.

*Specific use permit, continuous.* A specific use permit, which is continuous in nature, and runs with the property as opposed to being occupant specific.

*Storage.* Safekeeping of goods and/or materials in a warehouse or other depository; where the safekeeping is the principal object of deposit, and not for consumption or sale.

*Story.* That portion of a building included between the upper surface of any floor and the upper surface of the floor next above, except that the topmost story shall be that portion of a building included between the upper surface of the topmost floor and the ceiling or roof above. If the finished floor level directly above a usable or unused under-floor space is more than six feet above grade as defined herein for more than 50 percent of the total perimeter or is more than 12 feet above grade as defined herein at any point, such usable or unused under-floor space shall be considered as a story.

*Street.* Any street, avenue, boulevard, road, parkway, viaduct, drive, or other roadway in a city, town, or village, generally paved, and lined or intended to be lined by structures on each side. It includes all urban ways which can be and are generally used for travel, but does not normally include service entrances or driveways leading off from the street onto adjoining premises.

*Street presumption.* The condition of a street (classification and carrying capacity) as it will exist after final improvement as proposed by the city's major thoroughfare plan or the capacity indicated by the right-of-way acquired by city on any boundary street.

*Street, private.* A right-of-way or easement in private ownership not dedicated or maintained as a public street, which affords the principal means of access to two or more sites.

*Street yard area.* The area of a lot which lies between the property line at a dedicated street right-of-way and the actual front wall line of the building, or, if no building, to the rear property line. Such building wall lines extend from the outward corners of the buildings as illustrated in appendix B of this article.

*Structure.* Any construction, or any production or piece of work artificially built up or composed of parts joined together in some definite manner. That which is built or constructed; an edifice or building of any kind.

*Study area boundary.* The limits of the area in which analysis is conducted or for which information is provided. This area is determined by the property owner or its representative based on the size of the development and the peak hour trips projected to be generated by the proposed development. In the case of a level 1 or 2 traffic impact analysis, this area may include the site, and the area within a distance no greater than 1/4 mile along the boundary streets from the boundary of the site. In the case of a level three traffic impact analysis, this area will be determined by the property owner based on sound engineering judgment and agreed to by the city, but in all cases shall be less than the area contained in a one-mile radius from the site. In those instances where the property owner has neither submitted preliminary plans nor applied for an initial development permit prior to the effective date of this article; the determination of the area to be studied by the property owner must be approved by the city engineer for all levels of traffic impact analyses; and before granting approval of a level 2 traffic impact analysis, the city engineer may require the area of the study to exceed the maximum area prescribed above by 1/4 mile.

*Subdivision.* The division of a tract, lot or parcel of land into two or more lots, plats, sites or other divisions of land.

*Sub-prime or nonprime loans.* A type of loan that is offered at a rate above prime to individuals who do not qualify for prime rate loans.

*Suite hotel.* A suite of rooms in a structure arranged, designed, or occupied for temporary housing and rented or leased on a daily, weekly, or semipermanent basis, and which includes kitchen facilities for cooking and complete housekeeping.

*Tattooing.* Any method of placing permanent designs, letters, scrolls, figures, symbols, permanent makeup, or any other marks upon or under the skin with ink or another substance, by the aid of needles or any other instruments designed to touch or puncture the skin, resulting in either the coloration of the skin, or the production of scarring.

*Telecommunication.* The transmission, between or among points specified by the user, of audio and/or visual information of the user's choosing, without change in the form or content of the information as sent and received.

*Telecommunications service.* The offering of telecommunications for a fee directly to the public, or to such classes of users as to be effectively available directly to the public, regardless of the facilities used.

*Temporary use.* A use that is authorized by this article to be conducted for a fixed period of time. Temporary uses are characterized by but not limited to such activities as the sale of agricultural products, clothing and/or accessories, construction buildings and equipment sheds, fireworks, carnivals, flea markets, seasonal and/or holiday products and garage sales.

*Tower.* Any structure that is designed and constructed primarily for the purpose of supporting one or more antennas, including self-supporting lattice towers, guy towers, or monopole towers.

*Tower, electric transmissions.* A self-supporting structure in excess of 50 feet (15 meters) in height designed to support high voltage electric lines. This does not include local utility or distribution poles (with or without transformers) designed to provide electric service to individual customers.

*Tower, guyed.* Any telecommunications tower supported in whole or in part by cables anchored to the ground.

*Tower, ham radio.* An accessory use of property involving a self-supporting or guyed tower, less than 50 feet (15 meters) in height, used for private, noncommercial radio communications.

*Tower, monopole.* A self-supporting telecommunications tower which consists of a single vertical pole fixed into the ground and/or attached to a foundation.

*Tower, self-supporting lattice.* A telecommunications tower which consists of an open network of metal braces forming a tower which is usually triangular or square in cross-section.

*Tower, telecommunications.* A self-supporting or guyed structure more than 20 feet (six meters) in height, built primarily to support one or more telecommunications antennae.

*Tractor.* A farm device used for drawing, towing, pulling or powering other farm machinery which cannot propel itself.

*Traffic impact analysis (TIA).* A report analyzing anticipated roadway conditions with and without an applicant's development.

*Tree, heritage* Any tree that has been designated by the city council, after public hearing and due notice to the owner of the tree, as a tree of notable interest and value to the city because of its location, size, age, or historical association with the community or having a diameter of 24 inches or greater.

*Tree, large.* Trees of any species that are 12 inches or larger in diameter.

*Tree, living.* Trees having at least 50 percent of the total normal canopy intact and in a healthy condition.

*Tree, medium.* Trees that are eight inches in diameter or larger, up to 12 inches.

*Tree, multi-trunk.* A tree having two or more trunks arising from the root collar or main trunk.

*Tree, small.* Trees that are four to seven inches in diameter, sometimes providing an underlying layer of tree canopy for medium to large and heritage trees.

*Trees, shrub forms, vines, ground covers, turf grasses and grasses-bunch* shall be defined as any of the above, such as those listed within this article. Tree is additionally defined. In order to qualify under the provisions of this Code as a tree, said tree, when planted, must be at least two inches in diameter at a height no less than 12 inches above the ground. The tree diameter must be determined from a single trunk.

*Trip distribution.* The measure of the number of vehicles or passenger movements that are or will be made between geographic areas.

*Trip generation.* The total number of vehicle trip ends produced by a specific land use or activity.

*Trip generation summary.* A table summarizing the trip generation characteristics of the development (on site only) for the entire day and the a.m. and p.m. peak periods including the rates and units used to calculate the number of trips. Information on appropriate trip generation rates and procedures may be obtained by contacting the development department. Institute of Transportation Engineers trip rates will be used whenever possible.

*Truck.* A vehicle designed primarily for hauling cargo and material.

*Truck, heavy.* Trucks with a weight over 33,000 pounds which are primarily used to pull heavy trailers. Such trucks are referred to as semi-trucks/trailers, or tractor-trailer trucks.

*Truck, light.* Trucks with a weight of up to 14,000 pounds used for light hauling or towing, as well as everyday transportation. Light trucks include but are not limited to pickups, minivans, full-sized vans, and sport utility vehicles.

*Truck, medium.* Trucks with a weight of up to 33,000 pounds which are typically used as dump trucks, garbage trucks, local freight delivery trucks, and utility vehicles.

*Turf.* Continuous plant coverage consisting of grass species such as bermuda, buffalo, zoysia or any other native species of grass, designed to be drought tolerant to the South Texas area.

*Understory tree.* A self-supporting wood plant with one or more trunks which attains a height of no taller than 15 feet.

*Unnecessary hardship.* Special circumstances applicable to a piece of property, whereby a property owner may be deprived of privileges commonly enjoyed by other properties in the same vicinity and zone, and which may result in a disparity of privileges. Also known as "undue hardship."

*Use.* The activity occurring on a lot or parcel for which land or a building is arranged, designed or intended, or for which land or a building is or may be occupied, including all accessory uses.

*Use, change of.* The change within the classified use of a structure or premise.

*Variance.* An authorization to a property owner to depart from literal requirements of zoning regulations in utilization of his property in cases in which strict enforcement of the zoning regulations would cause undue hardship because of special circumstances applicable to it, where the property owner is deprived of privileges commonly enjoyed by other properties in the same vicinity and zone, and which adjustment remedies disparity in privileges.

*Vehicle, motor.* A self-propelled device licensed by the state as a motor vehicle and used for the transportation of people or goods over roads.

*Veterinary clinic or hospital.* A facility for the medical and clinical treatment of animals by an individual licensed to practice veterinary medicine in the State of Texas, including short-term boarding of animals.

*Warehouse.* Structure used for the reception and storage of goods and merchandise. The term may include any structure used to hold goods, stores or wares for long- or short-term storage.

*Wholesale.* Establishments or places of business primarily engaged in selling merchandise to retailers; to industrial, commercial, institutional, or professional business users; to other wholesalers; or acting as agents or brokers and buying merchandise for, or selling merchandise to, such individuals or companies.

*Xeriscape.* A landscaping method that employs drought-resistant plants and landscaping arrangements in an effort to conserve resources, especially water.

*Yard.* An open, unoccupied space on a lot, other than a court, which is unobstructed from the ground upward by buildings or structures except as otherwise provided in this article.

*Yard, front.* A yard extending across the full width of the lot, the depth of which is the minimum horizontal distance between the front lot line and a line parallel thereto.

*Yard, rear.* A yard extending across the full width of the lot, the depth of which is the minimum horizontal distance between the rear lot line and a line parallel thereto.

*Yard, side.* An open, unoccupied space on the same lot with the building and between the building line and the side lot line.

*Zoning.* The division of a city by legislative regulation into districts and the prescription and application in each district of regulations having to do with structural and architectural designs of buildings and of regulations prescribing use to which buildings within designated districts may be put.

*Zoning amendment.* A legislative change of an existing comprehensive zoning ordinance. Amendments must be adopted with all formalities required by the enabling act, including planning and zoning commission recommendations, notice to landowners in a designated area, when required, published notice of legislative consideration, public hearings, and final passage of an amending ordinance.

*Zoning map.* The official map as approved by the city council, as amended from time to time, which displays the various zoning districts.

(1972 Code, sec. 30.202; Ordinance 07-034, sec. 1, adopted 8-8-07; Ordinance 07-054, sec. 1, adopted 11-5-07; Ordinance 10-048, sec. 1, adopted 11-16-10; 2008 Code, sec. 14.02.052; Ordinance 14-02, sec. II(A), adopted 4-14-14; Ordinance 2020-10, sec. 1, adopted 3-3-20; Ord. No. 2021-20, § 1, 4-20-2021; Ord. No. 2021-61, § 1, 12-7-2021; Ord. No. 2023-16, § 1, 5-16-2023; Ord. No. 2025-12, § 1, 5-20-2025)

# Presentation, Discussion and Possible Action on Project Costs for SAWS Recycled Water Irrigation System for Hike and Bike Trail

City Council Meeting

David Dimaline, Public Works Director

May 19, 2026

# Summary

- City Council directed staff to develop costs for engineering, design and construction for recycled water irrigation along Phase I of the Hike and Bike Trail
- Options
  - Approve
  - Deny
- Declaration
  - At the Discretion of City Council

# Background

- Investigated the feasibility to utilize SAWS recycled water for the Huebner Creek Greenway Hike and Bike Trail along El Verde
- Phase I of the Hike and Bike Trail is .9 mile in length (Shadow Mist entrance to Bandera Rd.)
- Currently there is drip irrigation provided for 250 trees using LV potable water

# Background

- Met with SAWS staff and confirmed multiple locations to connect with their recycled water main to provide irrigation for the Hike and Bike Trail

# Background

- Irrigation system will cover both sides of the 3,432 LF trail
- Converts existing drip irrigation (potable) to recycled water use
- Includes 2 connections at the SAWS recycled water main, 17' spray radius each side of trail, filtration to remove any debris from water, and booster pump

# Background

- Cost Estimate for Irrigation System

Engineering and Design:	\$24,750
Construction:	<u>\$341,941</u>
TOTAL:	\$366,691

# Fiscal Impact

OPTION A	
Available FY26 trail irrigation budget \$107,000	
Cover costs in FY26 for Engineering plans only	\$ 24,750
Carryover remaining budget balance to FY27 to cover construction costs	82,250
Budget in FY27 the remainder	259,691
Total Option A Cost Estimate	\$ 366,691

OPTION B	
No changes - Keep existing drip irrigation system currently installed in 250 trees along the trail	\$ -
Total Option B Cost Estimate	\$ -

# Next Steps

## OPTION "A" PROJECT SCHEDULE

Phase	Timeline
Design & Bid Package	5-6 months
SAWS Review/ Approval	1 month
Advertise for Bids	December 2026
Bid Award	January 2027
Construction	Jan - March 2027

# Recommendation

- At City Council discretion

# Presentation, Discussion and Possible Action on Project Costs for SAWS Recycled Water Irrigation System for Hike and Bike Trail

City Council Meeting

David Dimaline, Public Works Director

May 19, 2026



**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

**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](mailto: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

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

Mayor Riley asked Council Place 4, Rey Orozco, 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.

Marci Daugherty spoke at this time.

### 3. Presentations

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

Michael Gallardo, Planning and Zoning Director, introduced this item, which was presented by the Consultant Team from Ardurra. Speakers were Lata Krishnarao, Project Manager; Krishna Radhakrishnan, Planning/GIS; and Joe Esch (Esch Development Solutions), Housing and Economic Analysis. Also present from Ardurra was Byron Sanderfer, Client Services.

Dr. Crystal Caldera, City Manager, will send out information to aid the City Council in making committee member selections; then the City Council will appoint the members to an advisory committee at the June 02, 2026, Regular City Council Meeting.

#### 2. **Presentation and Direction to Staff on the Precinct 2 CDBG Solar Streetlight Grant Project - D. Dimaline, Public Works Director**

David Dimaline, Public Works Director, presented the item.

There was consensus that the City Council will move forward with the grant and look into each proposed light location.

#### 3. **Presentation, Discussion and Direction to Staff on the Community Budget Survey - Dr. C. Caldera, City Manager**

Dr. Crystal Caldera, City Manager, presented this item for a preliminary review.

Members of the City Council provided suggested changes that Dr. Caldera, City Manager, will include in the final survey.

#### 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 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**

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

She provided the following updates:

- Reminded City Council members to contact her to reserve their spot in the dispatch tour.
- Asked City Council members to submit their retreat topic items as soon as possible.
- City of San Antonio has received 9.4 inches of rain over the last four (4) months.

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 4 Orozco, Council Place 5 Mursch

The motion passed unanimously.

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**

Mayor Chris Riley read the caption and suggested going into Executive Session to consult with the attorney before the discussion on this item began.

The City Council went into Executive Session at 7:48 PM.

The City Council reconvened into Open Session at 8:37 PM.

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

Samir Chehade, Developer, also gave a presentation.

Ricardo Zamora, City Engineer-Ardurra explained the difference between a commercial and a residential collector street, as defined in the City of Leon Valley Code of Ordinances.

Mayor Riley opened the Public Hearing at 9:11 PM.

Those who spoke at this time were Evan Bohl and Marci Daughtery.

There being no further public comment, Mayor Riley closed the Public Hearing at 9:15 PM.

Mr. Chehade will make some revisions to his plan based on comments from this discussion.

The item will be brought back at the May 19, 2026, Regular City Council Meeting for further discussion and second read of the ordinance.

**2. Presentation, Discussion, and Possible Action on 4th of July Event - C. Miranda, Community Relations Director**

Crystal Miranda, Community Relations Director, presented the item.

There was a consensus to do the monument banners; the bomb pops instead of the Ice Factory; give-a-ways to include pool passes.

A motion was made by Council Place 3, Campos to approve as presented with a budget not to exceed \$13,800.

Council Place 3, Campos withdrew his motion.

A motion was made by Council Place 3, Campos to approve with the changes as discussed. 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 4 Orozco, Council Place 5 Mursch

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

Council Place 3, Philip Campos, informed everyone that he is unable to attend the Canvass on May 12, 2026, and requested to be excused. Council Place 1, Danielle Bolton, stated that she would also be unable to attend.

**9. Adjournment**

Mayor Riley announced that the meeting adjourned at 10:01 PM.

**These minutes were approved by the Leon Valley City Council on the 19th day of May, 2026.**

**APPROVED**

\_\_\_\_\_  
**CHRIS RILEY**  
MAYOR

**ATTEST:**

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
CITY SECRETARY

Approved as written.  
Apr 30, 2026  
[Signature]

{Section}.82.

MEETING MINUTES  
For  
BANDERA ROAD GROUNDWATER PLUME SUPERFUND SITE  
COMMUNITY ADVISORY GROUP (CAG)  
Meeting of: December 17, 2025

The CAG met on Wednesday, December 17, 2025 at 2:00 p.m. in the City of Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas. The CAG met for the purpose of the following business:

**1. Call to Order and Roll Call**

Chairman John Hoyt called the meeting to order at 2:15 p.m. and welcomed all in attendance.

CAG members in attendance:

<u>NAME:</u>	<u>REPRESENTING:</u>
Roger Andrade	Edwards Aquifer Authority (EAA)
Simon Payne	Texas Commission on Environmental Quality (TCEQ)
John Hoyt	Leon Valley resident
Mayor Chris Riley (for Darby Riley)	Leon Valley resident
Terry Casey	Area Citizen

Five CAG members (or their alternate) were present; a quorum of the CAG was present.

CAG Resource/Support members in attendance:

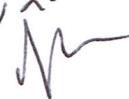
<u>NAME:</u>	<u>REPRESENTING:</u>
Stephen Tzhone	Environmental Protection Agency (EPA) - Project Manager
Daniel Agudelo	EPA - Community Involvement Coordinator
Greg Thome	EPA Remedial Action Contractor (HydroGeoLogic)
Taylor Diehl	EPA Remedial Action Contractor (HydroGeoLogic)
Alex Spiller	EPA Remedial Action Contractor (EA Engineering)

Guests in attendance:

<u>NAME:</u>	<u>REPRESENTING:</u>
Juan Martinez	TCEQ
Crystal Caldera	City Manager – City of Leon Valley
Edmund Meir	Owner of Leon Valley Veterinary Clinic

**2. Public Comment**

Doctor Meir spoke about the need to receive an environmental clearance document from EPA that can be given to his lender. The document is needed so he can proceed with the expansion of his veterinary clinic located next to Savings Square Shopping Center. Stephen Tzhone indicated he would work with Doctor Meir to obtain the necessary documents for his lender.

Approved as  
written  
Apr 30, 2026  


CAG MEETING MINUTES (contd.)  
Meeting of: December 17, 2025

**3. Approval of Minutes for the April 30, 2025 CAG Meeting**

Chairman Hoyt asked members if they had any corrections or additions to the draft minutes. No corrections were recommended and the minutes were approved as written.

**4. EPA Update on Ongoing Remedial Action**

Mr. Stephen Tzhone (EPA) and Mr. Greg Thome (HydroGeoLogic) presented the updates and answered related questions. The presenters provided the following general information:

- A review of the Superfund process, site background information, the Record of Decision (ROD), and the Remedial Design.
- A review of Remedial Action activities performed in 2024 and 2025 including:
  - Soil Vapor Extraction (SVE) system installations were completed in January 2024. Diagrams of SVE system layouts and photos of the SVE system equipment compounds were provided.
  - SVE systems began full time operation on January 31, 2024, operation and maintenance (O&M) of the SVE systems is ongoing. SVE influent monitoring results indicate the method is effectively removing organic compound vapors from the two project areas and media of concern. Pulsed operation of the Area of Investigation 1 (AOI-1) SVE system began in October 2025. Influent and effluent samples are analyzed monthly.
  - The initial in situ bioremediation (ISB) injection was performed at AOI-1, the Savings Square site, in February 2024. AOI-1 ISB performance monitoring events were conducted in September 2024 and April 2025. The initial ISB injection was performed at AOI-2, the Pilgrim Cleaners site, in February 2025. ISB performance monitoring for AOI-2 will be conducted at down gradient Austin Chalk monitoring well DW-407. ISB performance monitoring conducted to date indicates the method is effectively reducing organic compound concentrations in Austin Chalk groundwater. The next ISB performance monitoring event for AOI-1 and AOI-2 is planned for January 2026.
- A review of groundwater monitoring results from 2016, 2019, 2022, 2023 and 2024. December 2024 was the most recent groundwater monitoring event. Of the wells sampled in December 2024, water samples from five monitoring wells contained tetrachloroethene (PCE) above EPA's Maximum Contamination Level (MCL) of 5 µg/L. The December 2024 groundwater monitoring results indicate generally decreasing PCE concentrations with a dramatic decrease in well USGS-42. The next groundwater monitoring event is planned for January 2026.
- A review of air monitoring results from 2017, 2019, 2022, 2023, 2024 and 2025. Of the air samples collected in September 2025, none of the samples contained PCE concentrations above EPA's Industrial Air Risk Screening Level of 47µg/m<sup>3</sup> and thus the ROD Indoor Air Cleanup Goal of 175 µg/m<sup>3</sup>. Trichloroethene (TCE) concentrations in AOI-1 Building 3 (Veterinary Clinic) were slightly above the ROD Indoor Air Cleanup Goal for TCE of 8.8µg/m<sup>3</sup> at one location. EPA contractors will continue to attempt to repair and return to service an existing sub-slab vapor intrusion mitigation system for Building 3. The next vapor/indoor air monitoring event is planned for February 2026.

Approved as written.  
Apr 30 2026  
M

CAG MEETING MINUTES (contd.)  
Meeting of: December 17, 2025

**5. EPA Report on Recent Soil Gas Sampling**

Mr. Stephen Tzhone (EPA) and Mr. Greg Thome (HydroGeoLogic) provided the following general information on passive soil gas surveys conducted in the vicinity of AOI-1 and AOI-2.

- The survey for AOI-1 was conducted in November 2025. Samples were analyzed for Tetrachloroethene (PCE) and Trichloroethene (TCE).
  - The November 2025 passive soil gas samples were compared to results from a similar passive soil gas sampling event conducted in December 2008,
  - PCE and TCE soil gas concentrations detected in November 2025 were significantly decreased relative to those detected in December 2008.
- The survey for AOI-2 was conducted in July 2025. Samples were analyzed for PCE, Benzene and Toluene.

**6. EPA Report on Institutional Control Concepts for the Bandera Road Groundwater Plume Superfund Site Area**

Mr. Stephen Tzhone (EPA) provided background information on Institutional Controls (ICs) and how they that may be considered for the site area. A summary of the information provided includes:

- ICs are a component of the site remedy as discussed in the Record of Decision.
- ICs are administrative and/or legal covenants regarding the use of impacted or potentially impacted resources and are designed to protect human health and safety.
- A technical document is being developed to support the rationale for ICs for the site area.
- Specific ICs have not yet been developed but IC options will be discussed a future CAG meeting.

EPA’s PowerPoint style presentation regarding these topics can be viewed on EPA’s website at [www.epa.gov/superfund/bandera-road](http://www.epa.gov/superfund/bandera-road). The presentation can also be viewed on the City of Leon Valley’s website at [www.leonvalleytexas.gov/bc-cag](http://www.leonvalleytexas.gov/bc-cag).

**6. Discuss Items for Future CAG Meetings**

An April or May 2026 CAG meeting was recommended, a date of April 3, 2026 was selected.

**7. Adjournment.**

Chairman Hoyt adjourned the meeting at 4:26 p.m.

Minutes Prepared by:

John Hoyt  
CAG Chair



**EARTHWISE LIVING COMMITTEE MEETING MINUTES  
CITY OF LEON VALLEY, TEXAS  
January 14, 2026**

The Earthwise Living Committee of the City of Leon Valley, Texas met on the 14th day of January at 6:01 pm in the Large Conference Room at City Hall, located at 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business, to-wit:

**REGULAR MEETING OF THE CITY OF LEON VALLEY EARTHWISE LIVING COMMITTEE,  
6:01 PM**

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

The meeting was called to order and a quorum was established at 5:55 pm. Members present were Chair Campos, Secretary Meffert, Burnside, Zannaras, Castillo, Marcotte, Key, and Perez attended. Also present were Council Liaison Mayor Riley, and Staff Liaison Miranda. Absent were members Vice Chair Carreon, Cobos, Key, and Vazquez. City Council person Place 5 Mursch was not present.

**2. Review and Consider Approval:  
December 2025 Earthwise Living Committee Meetings minutes**

The meeting minutes from December 10, 2025 were reviewed. A motion to approve was made by Burnside and second by Marcotte.

**3. Earthwise Living Day 2026**

General discussions were facilitated regarding Earthwise Living Day 2026. Approval to purchase Spurs tickets (up to \$350) for the Grand Prize and the promotional give-away (bag/cup/etc) as award for completing the Vendor Booth visiting card (up to \$2,000), and for entertainment (up to \$800). Motion to approve made by Perez and a second by Castillo. All in agreement.

**5. Adjournment**

The meeting was adjourned without objection at 7:14 pm. The Committee will reconvene on Wednesday, January 28, 2026 at 5:45 pm at City Hall.

Anna Campos  
Chair

1-14-2026  
Date

# City of Leon Valley April 2026 Financial Report

Carol Goering

Finance Director

City Council Meeting

May 19, 2026

**City of Leon Valley  
Monthly Financial  
April 2026**

{Section}.83.

General Fund

Target Percentage 58.33%

REVENUE	FY 2026 BUDGET	FY 2026 Y-T-D ACTUAL		FY 2025 Y-T-D ACTUAL	
Ad Valorem	\$ 6,181,698	\$ 5,745,080	92.9%	\$ 5,379,103	93.36%
Sales Taxes	3,827,643	1,525,735	39.9%	1,523,636	40.60%
Franchise Taxes	940,450	323,839	34.4%	290,021	29.03%
Licenses, Permits, Fees & Fines	1,599,340	1,077,877	67.4%	1,165,983	73.30%
Interest Income	430,313	242,548	56.4%	238,878	55.51%
Miscellaneous Revenue	1,802,272	164,371	9.1%	1,809,516	101.12%
Transfers In	1,956,942	1,687,817	86.2%	1,729,644	74.59%
<b>Total Revenue</b>	<b>\$ 16,738,658</b>	<b>\$ 10,767,267</b>	<b>64.3%</b>	<b>\$ 12,136,780</b>	<b>72.9%</b>

**EXPENDITURES**

Municipal Court	\$ 498,548	\$ 277,670	55.7%	\$ 263,915	61.7%
Finance	469,456	261,093	55.6%	254,079	51.0%
Council & Manager	916,377	484,282	52.8%	557,855	53.1%
Information Technology	332,038	208,582	62.8%	343,684	76.6%
Police	3,714,526	2,011,720	54.2%	1,937,484	50.5%
Impound Lot	156,480	94,795	60.6%	103,038	64.9%
Fire	4,799,485	2,485,770	51.8%	2,191,351	51.0%
Public Works	2,466,884	1,409,224	57.1%	1,482,710	55.0%
Planning and Zoning	1,017,179	318,038	31.3%	295,820	27.9%
Economic Development	685,116	208,325	30.4%	190,474	28.3%
Code & Animal Control	194,373	91,943	47.3%	-	0.0%
Special Events	25,540	12,558	49.2%	41,794	23.9%
Parks & Recreation	2,672,666	188,198	7.0%	239,834	8.92%
Library	563,605	312,803	55.5%	287,215	51.7%
Transfers Out	-	-	0.0%	-	0.0%
<b>Total Expenditures</b>	<b>\$ 18,512,273</b>	<b>\$ 8,365,003</b>	<b>45.2%</b>	<b>\$ 8,189,253</b>	<b>44.1%</b>

Projected FY27 Ending Fund Balance \$ 6,551,594



# City of Leon Valley Monthly Financial April 2026

General Fund

<b>MISC REVENUE BREAKDOWN:</b>	<b>2026 BUDGET</b>	<b>2026 YTD ACTUALS</b>		<b>2025 YTD ACTUALS</b>	
Miscellaneous	\$ 349,960	\$ 101,914	29.1%	\$ 91,175	1.3%
Sales of Surplus Property	10,000	28,542	285.4%	1,696,403	964.0%
ASPP Grant	20,000	-	0.0%	-	0.0%
Hike and Bike Grant	1,260,312	-	0.0%	-	0.0%
DEA Reimbursement	35,000	4,662	13.3%	-	0.0%
Insurance Proceeds	50,000	24,076	48.2%	16,108	32.2%
Library Grant	2,000	32	1.6%	668	9.9%
Fire Grant	50,000	5,146	10.3%	5,161	10.3%
PD Grants	25,000	-	0.0%	-	0.0%
<b>Total Miscellaneous</b>	<b>\$ 1,802,272</b>	<b>\$ 164,371</b>	<b>9.1%</b>	<b>\$ 1,809,516</b>	<b>101.1%</b>

## City of Leon Valley Monthly Financial April 2026

### Water/Sewer/Storm Water Fund

Target Percentage 58.33%

REVENUE	FY 2026 BUDGET	FY 2026 Y-T-D ACTUAL		FY 2025 Y-T-D ACTUAL	
Water Sales	\$ 2,063,850	\$ 1,102,435	53.4%	\$ 1,107,878	52.4%
Sewer Sales	2,649,085	1,255,845	47.4%	1,441,148	57.5%
Storm Water	565,000	285,887	50.6%	286,230	51.1%
Connection & Platting	-	3,600	0.0%	1,800	80.0%
Customer Fees	73,350	46,038	62.8%	44,065	63.3%
Tapping Fees	20,000	3,300	16.5%	8,343	83.4%
Interest Income	175,099	85,970	49.1%	118,317	68.9%
Miscellaneous Revenue	9,500	473,968	4989.1%	-	0.0%
<b>Total Revenue</b>	<b>\$ 5,555,884</b>	<b>\$ 3,257,043</b>	<b>58.6%</b>	<b>\$ 3,007,781</b>	<b>44.7%</b>

### EXPENDITURES

Water System *	3,561,962	1,718,257	48.2%	2,017,229	59.9%
Sewer System	3,069,886	1,135,578	37.0%	933,352	29.1%
Storm Water	621,765	360,203	57.9%	75,404	8.9%
Other Sources/Uses	1,407,430	1,301,355	92.5%	1,253,538	92.1%
<b>Total Expenditures</b>	<b>\$ 8,661,043</b>	<b>\$ 4,515,392</b>	<b>52.1%</b>	<b>\$ 4,279,523</b>	<b>48.7%</b>

\* Water rights are being paid a portion from revenue and the reserves for water supply and water supply impact

# City of Leon Valley Monthly Financial April 2026

Water/Sewer/Storm Water Fund

MISC REVENUE BREAKDOWN:	2026 BUDGET	YTD ACTUALS	
Miscellaneous	\$ 9,500	\$ 31,241	328.9%
Grant - Bexar County	-	442,727	0.0%
<b>Total Miscellaneous</b>	<b>\$ 9,500</b>	<b>\$ 473,968</b>	<b>4989.1%</b>

## City of Leon Valley Monthly Financial April 2026

### Community Center Fund

Target Percentage 58.33%

REVENUE	FY 2026 BUDGET	FY 2026 Y-T-D ACTUAL		FY 2025 Y-T-D ACTUAL	
Hotel/Motel Taxes	\$ 85,000	24,351	54.0%	19,510	51.1%
Short Term - Rentals	-	21,545		21,334	
<b>RENTAL FEES</b>					
Community Center	50,000	27,365	54.7%	35,465	72.9%
Conference Center	18,000	15,915	88.4%	13,952	78.5%
Interest Income	15,242	5,704	37.4%	6,490	43.4%
Transfers in	-	-	0.0%	-	0.0%
<b>Total Revenue</b>	<b>\$ 168,242</b>	<b>\$ 94,881</b>	<b>56.4%</b>	<b>\$ 96,750</b>	<b>60.0%</b>

EXPENDITURES					
Personnel	\$ 100,500	\$ 57,831	57.5%	\$ 54,600	58.5%
Supplies	13,650	551	4.0%	339	2.9%
Contractual	51,538	22,540	43.7%	17,728	35.4%
Capital Outlay	-	-	0.0%	10,116	84.3%
Transfers Out	22,131	22,131	100.0%	21,777	100.0%
<b>Total Expenditures</b>	<b>\$ 187,819</b>	<b>\$ 103,053</b>	<b>54.9%</b>	<b>\$ 104,561</b>	<b>55.4%</b>

# City of Leon Valley Monthly Financial April 2026

## Economic/Community Development

Target Percentage 58.33%

REVENUE	FY 2026	FY 2026		FY 2025	
	Budget	Y-T-D ACTUAL		Y-T-D Actual	
Sales Tax Revenues	\$ 419,307	\$ 167,565	40.0%	\$ 167,580	40.8%
Interest Income	20,313	10,887	53.6%	12,368	60.9%
<b>Total Revenues</b>	<b>\$ 439,620</b>	<b>\$ 178,451</b>	<b>40.6%</b>	<b>\$ 179,948</b>	<b>41.7%</b>

### EXPENDITURES

Personnel	\$ 170,168	\$ 62,185	36.5%	\$ 94,275	51.6%
Supplies	4,475	1,623	36.3%	7,097	52.7%
Contractual	386,627	93,428	24.2%	47,633	20.1%
Capital Outlay	123,846	51,089	41.3%	41,469	17.3%
<b>Total Expenditures</b>	<b>\$ 685,116</b>	<b>\$ 208,325</b>	<b>30.4%</b>	<b>\$ 190,474</b>	<b>28.3%</b>

# City of Leon Valley Monthly Financial April 2026

## Impound Lot

Target Percentage 58.33%

REVENUE	FY 2026	FY 2026		FY 2025	
	Budget	Y-T-D ACTUAL		Y-T-D Actual	
Impound Lot Fees	\$ 101,000	\$ 90,958	90.1%	\$ 68,450	57.7%
Auctions	102,000	49,431	48.5%	37,441	35.3%
<b>Total Revenues</b>	<b>\$ 203,000</b>	<b>\$ 140,389</b>	<b>69.2%</b>	<b>\$ 105,891</b>	<b>47.1%</b>

## EXPENDITURES

Personnel	\$ 136,901	\$ 81,969	59.9%	\$ 78,078	61.2%
Supplies	3,300	1,672	50.7%	753	22.8%
Contractual	16,279	11,154	68.5%	6,537	64.9%
Capital	-	-	0.0%	17,669	98.7%
<b>Total Expenditures</b>	<b>\$ 156,480</b>	<b>\$ 94,795</b>	<b>60.6%</b>	<b>\$ 103,038</b>	<b>64.9%</b>

**City of Leon Valley  
Monthly Financial  
April 2026**

{Section}.83.

Red Light Cameras (RLC)

Target Percentage 58.33%

REVENUE	FY 2026 Budget	FY 2026 Y-T-D ACTUAL		FY 2025 Y-T-D Actual	
Red Light Camera Fines	\$ 1,884,258	\$ 1,276,803	67.8%	\$ 1,017,353	48.9%
Late Fees/Court Costs	200,000	101,667	50.8%	82,677	41.3%
Interest Income	45,000	9,767	21.7%	22,291	59.1%
Miscellaneous Revenue	-	52,867	0.0%	-	0.0%
Transfers in	-	-	0.0%	-	0.0%
<b>Total Revenues</b>	<b>\$ 2,129,258</b>	<b>\$ 1,441,104</b>	<b>67.7%</b>	<b>\$ 1,122,321</b>	<b>48.4%</b>

**EXPENDITURES**

*Red Light Cameras (Tier 1)*

Personnel (6 employees)	\$ 705,561	\$ 409,585	58.1%	\$ 380,034	57.2%
Supplies	18,650	6,795	36.4%	-	0.0%
Contractual	911,318	524,586	57.6%	429,359	47.3%
Transfers	286,838	286,838	100.0%	370,264	100%
<b>Total Tier One</b>	<b>\$ 1,922,367</b>	<b>\$ 1,227,804</b>	<b>63.9%</b>	<b>\$ 1,179,656</b>	<b>60.5%</b>

*Traffic Safety (Tier 2)*

Personnel (2 employees)	\$ 213,902	\$ 111,300	52.0%	\$ 85,435	39.2%
Supplies	63,750	14,486	22.7%	3,176	8.4%
Contractual	137,568	77,525	56.4%	32,782	41.5%
Capital Outlay	10,423	9,797	94.0%	139,441	57.0%
<b>Total Tier Two</b>	<b>\$ 425,643</b>	<b>\$ 213,107</b>	<b>50.1%</b>	<b>\$ 260,834</b>	<b>45.1%</b>

UNAUDITED

RLC Fines Revenue	1,276,803	
RLC Expenditures (Personnel, Supplies, Contractual)	(940,966)	
RLC Share Personnel YTD	(167,322)	
	<u>168,515</u>	Of this 50% goes to the city the other 50% goes to the state
City 50% Revenue (Loss)	84,257	
Late Fees Revenue (City keeps 100%)	101,667	
Interest Income Revenue (City keeps 100%)	<u>62,634</u>	
	248,559	City Revenue Portion
Traffic Safety Expenditures	<u>(213,107)</u>	
	35,452	Total Net Fund Revenue (Loss)

# City of Leon Valley Monthly Financial April 2026

## RED LIGHT TICKETS ISSUED VS PAID

<b>FY 26</b>	<b>ISSUED</b>	<b>PAID</b>
10/01 - 10/31	7,314	2,779
11/01 - 11/30	5,095	1,964
12/01 - 12/31	5,768	2,168
01/01 - 01/31	6,747	2,514
02/01 - 02/28	5,560	1,816
03/01 - 03/31	6,645	1,293
04/01 - 04/30	5,294	800
	<u>42,423</u>	<u>13,334</u>

<b>FY 25</b>	<b>ISSUED</b>	<b>PAID</b>
Q4 10/01 - 12/31	10,480	4,310
Q1 01/01 - 03/31	14,747	6,090
	<u>25,227</u>	<u>10,400</u>

Variance	<u>17,196</u>	<u>2,934</u>
----------	---------------	--------------

## City of Leon Valley Fund Balances

Fund Balances as of 09/30/2025:

	General Fund	Red Light Camera	Debt Service Fund	Street Maintenance Tax Fund	Other Nonmajor Governmental Funds
Unassigned	8,325,209	-	-	-	-
Committed for Disaster Emergencies	1,250,000	-	-	-	-
<b>Assigned:</b>					
Economic Development	1,085,925	-	-	-	-
Tree Mitigation	668,975	-	-	-	-
<b>Restricted:</b>					
Public, Educational and Governmental	254,318	-	-	-	-
Other	7,918	-	-	-	-
Red Light Camera Traffic Safety	-	648,607	-	-	-
Debt Service	-	-	581,247	-	-
Street Maintenance	-	-	-	1,524,563	-
Crime Control and Prevention District	-	-	-	-	886,123
Federal Police Forfeitures	-	-	-	-	996,031
Community Center	-	-	-	-	362,544
Grants	-	-	-	-	9,887
Child Safety	-	-	-	-	93,167
State Police Forfeiture	-	-	-	-	12,288
Building Security	-	-	-	-	102,007
Court Technology	-	-	-	-	83,424

# GOALS

- **Transparency:**  
To foster a government that is open, transparent, and accountable by ensuring clear communication, ethical decision-making, and active public engagement.
- **Fiscal Responsibility:**  
To ensure responsible stewardship of public funds by maintaining a balanced budget, optimizing resources, and making strategic financial decisions that promote long-term sustainability.

# City of Leon Valley April 2026 Financial Report

Carol Goering

Finance Director  
City Council Meeting

May 19, 2026

COMPANY: 999 - Pooled Cash  
 ACCOUNT: 112010 Pooled Cash  
 TYPE: Check  
 STATUS: All  
 FOLIO: All

CHECK DATE: 4/01/2026 THRU 4/30/2026  
 CLEAR DATE: 0/00/0000 THRU 0/00/0000  
 STATEMENT: 0/00/0000 THRU 0/00/0000  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 000000 THRU 999999

{Section}.83.

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
CHECK:	-----							
112010	4/03/2026	CHECK	108984	FAULKS, DEVON J	1,684.31CR	POSTED	P	4/30/2026
112010	4/03/2026	CHECK	108985	LEON VALLEY FD HOUSE FUND	220.00CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	108986	6ETTERS ACE KEY SERVICE INC	47.50CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	108987	ANDRE FOR SHIPPING SERVICES	125.00CR	OUTSTND	A	0/00/0000
112010	4/07/2026	CHECK	108988	AUTOZONE STORES LLC	31.37CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	108989	STEPHEN J BARSCIEWSKI	1,255.00CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	108990	BATTERIES PLUS	27.90CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	108991	BB INSPECTION SERVICES, LLC	20,120.00CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	108992	BOUND TREE MEDICAL, LLC	2,252.93CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	108993	CHARTER COMMUNICATIONS	120.62CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	108994	CINDY ALVAREZ	158.95CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	108995	COMET CLEANERS	29.18CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	108996	DILLON CANTILLO	75.00CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	108997	DONATUS BERINYUY	70.00CR	OUTSTND	A	0/00/0000
112010	4/07/2026	CHECK	108998	DONATUS BERINYUY	175.00CR	OUTSTND	A	0/00/0000
112010	4/07/2026	CHECK	108999	FRAZER, LTD	51.50CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	109000	HANJAK INDUSTRIES, LLC	5,102.40CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	109001	HEAT SAFETY EQUIPMENT, LLC.	386.00CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	109002	HYDRAULIC SPECIALISTS INC	425.00CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	109003	ILLEANA TIEMANN	75.00CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	109004	IMPERIAL BAG & PAPER CO. LLC	795.48CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	109005	JANIE CASTILLO	25.00CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	109006	LANGUAGEUSA, INC	55.00CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	109007	LEON VALLEY WATER SYSTEM	59.45CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	109008	LEON VALLEY WATER SYSTEM	32.39CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	109009	LESLIE ANN KASSAHN	1,600.00CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	109010	LONESTAR PROTECTIVE SECURITY A	753.75CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	109011	MANSFIELD OIL COMPANY	2,898.42CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	109012	MARIA ELIZONDO	25.00CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	109013	MATTRESS AND MORE	125.00CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	109014	MEDINA VALLEY SECURITY, INC.	169.85CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	109015	MEDPRO WASTE DISPOSAL, LLC.	838.08CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	109016	NAPA SAN ANTONIO AUTO & TRUCK	373.98CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	109017	NEW HORIZON PRINTING	158.00CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	109018	ON DUTY HEALTH, PLLC	19,170.00CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	109019	SAFESITE, INC	223.80CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	109020	SAN ANTONIO POOL MANAGEMENT, I	16,409.40CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	109021	SOUTH TEXAS FIRE TRAINING, LLC	300.00CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	109022	TECHLEAD PROFESSIONAL SERVICES	8,240.00CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	109023	TINA HINOJOZA	75.00CR	OUTSTND	A	0/00/0000
112010	4/07/2026	CHECK	109024	TML INTERGOVERNMENTAL RISK POO	1,921.78CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	109025	TYLER TECHNOLOGIES, INC	1,291.25CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	109026	UNIVERSITY OF TEXAS HEALTH SCI	4,431.50CR	POSTED	A	4/30/2026
112010	4/07/2026	CHECK	109027	VULCAN CONSTUCTION MATERIALS,	1,251.70CR	POSTED	A	4/30/2026

COMPANY: 999 - Pooled Cash  
 ACCOUNT: 112010 Pooled Cash  
 TYPE: Check  
 STATUS: All  
 FOLIO: All

CHECK DATE: 4/01/2026 THRU 4/30/2026  
 CLEAR DATE: 0/00/0000 THRU  
 STATEMENT: 0/00/0000 THRU  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 000000 THRU 999999

{Section}.83.

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
112010	4/07/2026	CHECK	109028	WELDERS SUPPLY CO INC	78.00CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109029	ADIOS PEST CONTROL, LLC	149.00CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109030	ADVANCE AUTO PARTS INC	228.92CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109031	ALTAWORX, LLC	2,165.64CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109032	AMANDA ANGELES	25.00CR	OUTSTND	A	0/00/0000
112010	4/14/2026	CHECK	109033	AMAZON.COM LLC	5,258.99CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109034	VOID CHECK	0.00	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109035	VOID CHECK	0.00	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109036	AMERICAN TRAFFIC SOLUTIONS, IN	66,500.00CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109037	ANDREA ZELENAK	400.00CR	OUTSTND	A	0/00/0000
112010	4/14/2026	CHECK	109038	ARDURRA GROUP, INC	5,330.00CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109039	AT&T	656.94CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109040	BANIS TOWING SERVICE	5,605.00CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109041	BATTERIES PLUS	130.95CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109042	BB INSPECTION SERVICES, LLC	95.00CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109043	MARTHA VON NIMITZ	2,032.02CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109044	BOUND TREE MEDICAL, LLC	2,379.41CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109045	CHARTER COMMUNICATIONS	774.07CR	OUTSTND	A	0/00/0000
112010	4/14/2026	CHECK	109046	CIVIC PLUS, LLC	12,000.00CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109047	CORE & MAIN LP	337.89CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109048	CRYSTAL MANN	75.00CR	OUTSTND	A	0/00/0000
112010	4/14/2026	CHECK	109049	D&D CONTRACTORS INC	61,184.56CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109050	DAILEY AND WELLS COMMUNICATION	600.00CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109051	DAVID K YOUNG CONSULTING, LLC	159.50CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109052	VOID CHECK	0.00	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109053	ELIZABETH CARDENAS	75.00CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109054	GALLS, LLC	348.00CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109055	HEARST MEDIA-SAN ANTONIO	161.00CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109056	INEZ LOPEZ	25.00CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109057	INGRAM LIBRARY SERVICES LLC	9.53CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109058	JAMES C. SPARKS	525.44CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109059	LISA LUNA	25.00CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109060	LONESTAR PROTECTIVE SECURITY A	925.00CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109061	MESSER FORT MCDONALD	6,306.50CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109062	VOID CHECK	0.00	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109063	MONTE RAMIREZ	250.00CR	OUTSTND	A	0/00/0000
112010	4/14/2026	CHECK	109064	NADINE GONZALEZ	400.00CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109065	OMNIBASE SERVICES OF TEXAS	2,256.00CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109066	POLLUTION CONTROL SERVICES	360.00CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109067	PVS DX INC.	1,626.70CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109068	SAM'S CLUB/SYNCHRONY BANK	335.00CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109069	SAWS	926.44CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109070	SIDDONS MARTIN EMERGENCY GROUP	23,890.30CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109071	SITEONE LANDSCAPE SUPPLY, LLC	1,330.25CR	POSTED	A	4/30/2026

COMPANY: 999 - Pooled Cash  
 ACCOUNT: 112010 Pooled Cash  
 TYPE: Check  
 STATUS: All  
 FOLIO: All

CHECK DATE: 4/01/2026 THRU 4/30/2026  
 CLEAR DATE: 0/00/0000 THRU  
 STATEMENT: 0/00/0000 THRU  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 000000 THRU 999999

{Section}.83.

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
CHECK:								
112010	4/14/2026	CHECK	109072	SOUTHWEST PUBLIC SAFETY	75.00CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109073	STEVEN DUROCHER	400.00CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109074	WASHED AND SHINE, LLC	185.00CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109075	TEXAS COMPTROLLER OF PUBLIC AC	100.00CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109076	TMC PROVIDER GROUP, PLLC	1,139.00CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109077	TRANSUNION RISK & ALTERNATIVE	140.00CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109078	U.S. BANK NATIONAL ASSOCIATION	23,582.20CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109079	VOID CHECK	0.00	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109080	VOID CHECK	0.00	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109081	VOID CHECK	0.00	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109082	UNITEDHEALTHCARE INSURANCE COM	109,739.86CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109083	VOID CHECK	0.00	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109084	VOID CHECK	0.00	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109085	VIOLET REYES	425.00CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109086	WRIGHT EXPRESS FSC	8,650.02CR	POSTED	A	4/30/2026
112010	4/14/2026	CHECK	109087	WEX HEALTH	75.00CR	OUTSTND	A	0/00/0000
112010	4/17/2026	CHECK	109088	LEON VALLEY FD HOUSE FUND	240.00CR	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109089	AGENCY 405	5.00CR	OUTSTND	A	0/00/0000
112010	4/21/2026	CHECK	109090	ALTA LANGUAGE SERVICES, INC.	63.68CR	OUTSTND	A	0/00/0000
112010	4/21/2026	CHECK	109091	AMELIA GARCIA	400.00CR	OUTSTND	A	0/00/0000
112010	4/21/2026	CHECK	109092	AQUA-METRIC	1,173.64CR	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109093	ARDURRA GROUP, INC	452.50CR	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109094	ARDURRA GROUP, INC	21,881.00CR	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109095	ARDURRA GROUP, INC	2,942.50CR	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109096	ARDURRA GROUP, INC	4,488.00CR	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109097	ARDURRA GROUP, INC	6,770.00CR	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109098	ARMSTRONG, VAUGHAN ASSOC P	32,915.00CR	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109099	ASPHALT PATCH ENT INC	1,208.48CR	OUTSTND	A	0/00/0000
112010	4/21/2026	CHECK	109100	BOUND TREE MEDICAL, LLC	2,065.16CR	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109101	CALLAGHAN ROAD ANIMAL HOSPITAL	201.75CR	OUTSTND	A	0/00/0000
112010	4/21/2026	CHECK	109102	CAMILLE GARCIA	400.00CR	OUTSTND	A	0/00/0000
112010	4/21/2026	CHECK	109103	CANON FINANCIAL SERVICES	381.13CR	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109104	CHARTER COMMUNICATIONS	774.07CR	OUTSTND	A	0/00/0000
112010	4/21/2026	CHECK	109105	CHARTER COMMUNICATIONS	329.70CR	OUTSTND	A	0/00/0000
112010	4/21/2026	CHECK	109106	CITY OF SAN ANTONIO	2,354.00CR	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109107	CORNERSTONE MEMORIALS INC	5,360.00CR	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109108	CITY PUBLIC SERVICE BOARD	24,209.48CR	OUTSTND	A	0/00/0000
112010	4/21/2026	CHECK	109109	VOID CHECK	0.00	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109110	CRAIG L. TAYLOR	2.54CR	OUTSTND	A	0/00/0000
112010	4/21/2026	CHECK	109111	CREDIT SYSTEMS INTERNATIONAL I	103.60CR	OUTSTND	A	0/00/0000
112010	4/21/2026	CHECK	109112	DAVID DIMALINE	6.08CR	OUTSTND	A	0/00/0000
112010	4/21/2026	CHECK	109113	DEARBORN NATIONAL LIFE INSURAN	3,844.59CR	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109114	VOID CHECK	0.00	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109115	VOID CHECK	0.00	POSTED	A	4/30/2026

COMPANY: 999 - Pooled Cash  
 ACCOUNT: 112010 Pooled Cash  
 TYPE: Check  
 STATUS: All  
 FOLIO: All

CHECK DATE: 4/01/2026 THRU 4/30/2026  
 CLEAR DATE: 0/00/0000 THRU  
 STATEMENT: 0/00/0000 THRU  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 000000 THRU 999999

{Section}.83.

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:	-----							
112010	4/21/2026	CHECK	109116	DEMCO, INC	1,840.38CR	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109117	DEPARTMENT OF HEALTH AND HUMAN	248.00CR	OUTSTND	A	0/00/0000
112010	4/21/2026	CHECK	109118	DEWINNE EQUIPMENT CO, INC	239.13CR	OUTSTND	A	0/00/0000
112010	4/21/2026	CHECK	109119	ELOISA REYES	400.00CR	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109120	GALLS, LLC	403.24CR	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109121	GREATAMERICA FINANCIAL SERVICE	382.97CR	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109122	HEAT SAFETY EQUIPMENT, LLC.	275.53CR	OUTSTND	A	0/00/0000
112010	4/21/2026	CHECK	109123	HELOTES ECHO	351.00CR	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109124	IMPERIAL BAG & PAPER CO. LLC	744.22CR	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109125	JAMES C. SPARKS	758.06CR	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109126	LAURA LEBLANC	400.00CR	OUTSTND	A	0/00/0000
112010	4/21/2026	CHECK	109127	LISA HERNANDEZ	119.00CR	OUTSTND	A	0/00/0000
112010	4/21/2026	CHECK	109128	LONESTAR PROTECTIVE SECURITY A	960.00CR	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109129	MARIA ELENA ELIZONDO	1,600.00CR	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109130	METHODIST CARENOW URGENT CARE,	125.00CR	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109131	NAPA SAN ANTONIO AUTO & TRUCK	67.95CR	OUTSTND	A	0/00/0000
112010	4/21/2026	CHECK	109132	ODP BUSINESS SOLUTIONS, LLC	139.85CR	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109133	QUADIENET INC	2,822.71CR	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109134	SAN ANTONIO WATER SYSTEM	164.52CR	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109135	SAN ANTONIO WATER SYSTEM	837.82CR	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109136	SITEONE LANDSCAPE SUPPLY, LLC	361.10CR	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109137	SOUTHWEST PUBLIC SAFETY	3,061.80CR	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109138	SOVREX, LLC	24,964.70CR	OUTSTND	A	0/00/0000
112010	4/21/2026	CHECK	109139	T-MOBILE USA	641.17CR	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109140	TELLUS EQUIPMENT SOLUTIONS, LL	321.90CR	OUTSTND	A	0/00/0000
112010	4/21/2026	CHECK	109141	TMC PROVIDER GROUP, PLLC	336.00CR	OUTSTND	A	0/00/0000
112010	4/21/2026	CHECK	109142	WELDERS SUPPLY CO INC	26.00CR	POSTED	A	4/30/2026
112010	4/21/2026	CHECK	109143	ZACH SCHILLING	96.00CR	OUTSTND	A	0/00/0000
112010	4/21/2026	CHECK	109144	REFUND: JACK BIEGGER REALTORS	15.92CR	POSTED	U	4/30/2026
112010	4/21/2026	CHECK	109145	REFUND: JOSE LUIS GARZA PADILL	41.03CR	OUTSTND	U	0/00/0000
112010	4/21/2026	CHECK	109146	REFUND: CHAVARRIA, DEBORAH	21.95CR	OUTSTND	U	0/00/0000
112010	4/21/2026	CHECK	109147	REFUND: MAREDONIO, VIRIDIANA	25.17CR	OUTSTND	U	0/00/0000
112010	4/21/2026	CHECK	109148	REFUND: KELLER, REBECCA S.	40.65CR	OUTSTND	U	0/00/0000
112010	4/21/2026	CHECK	109149	REFUND: BAKER, ALAN	39.90CR	POSTED	U	4/30/2026
112010	4/21/2026	CHECK	109150	REFUND: CARLOS, MISTY	64.73CR	OUTSTND	U	0/00/0000
112010	4/21/2026	CHECK	109151	REFUND: TWO BIRDS IN A TREE, I	41.94CR	POSTED	U	4/30/2026
112010	4/21/2026	CHECK	109152	REFUND: TXH TRILOGY LLC	16.48CR	POSTED	U	4/30/2026
112010	4/21/2026	CHECK	109153	REFUND: CIG PROPERTIES	0.55CR	OUTSTND	U	0/00/0000
112010	4/21/2026	CHECK	109154	REFUND: MHN PROPERTY MGMT	38.80CR	OUTSTND	U	0/00/0000
112010	4/21/2026	CHECK	109155	REFUND: CENTURY COMMUNITIES	40.02CR	OUTSTND	U	0/00/0000
*** 112010	4/30/2026	CHECK	109157	ADVANCE AUTO PARTS INC	44.21CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109158	ANGEL FIRE & SAFETY, LLC	1,656.00CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109159	VOID CHECK	0.00	POSTED	A	4/30/2026
112010	4/30/2026	CHECK	109160	APRIL MCKNIGHT	60.00CR	OUTSTND	A	0/00/0000

COMPANY: 999 - Pooled Cash  
ACCOUNT: 112010 Pooled Cash  
TYPE: Check  
STATUS: All  
FOLIO: All

CHECK DATE: 4/01/2026 THRU 4/30/2026  
CLEAR DATE: 0/00/0000 THRU  
STATEMENT: 0/00/0000 THRU  
VOIDED DATE: 0/00/0000 THRU 99/99/9999  
AMOUNT: 0.00 THRU 999,999,999.99  
CHECK NUMBER: 000000 THRU 999999

{Section}.83.

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
CHECK:								
112010	4/30/2026	CHECK	109161	APRIL MCKNIGHT	75.00CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109162	ARDURRA GROUP, INC	3,531.00CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109163	ARDURRA GROUP, INC	6,468.00CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109164	ARDURRA GROUP, INC	6,468.00CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109165	AT&T	587.91CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109166	AT&T UVERSE	150.45CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109167	AT&T UVERSE	342.98CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109168	AUTOZONE STORES LLC	88.89CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109169	AXXON SERVICES, INC.	1,190.31CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109170	B&E MEDICAL SUPPLY AND EQUIPME	291.48CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109171	BOSSTX, INC.	459.54CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109172	CHARTER COMMUNICATIONS	1,356.12CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109173	CHARTER COMMUNICATIONS	120.97CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109174	CHRISTINA DE ANDA	60.00CR	VOIDED	A	4/30/2026
112010	4/30/2026	CHECK	109175	CLAUDIA PEREZ	25.00CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109176	CORE & MAIN LP	325.46CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109177	DAILEY AND WELLS COMMUNICATION	293.87CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109178	DEWINNE EQUIPMENT CO, INC	128.39CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109179	EMSAR	1,602.12CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109180	ENTERPRISE RENT A CAR	75.00CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109181	FERGUSON US HOLDINGS, INC	3,616.89CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109182	GALLS, LLC	20.48CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109183	HERTZ VEHICLES LLC	75.00CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109184	HOME DEPOT CREDIT SERVICES	3,271.66CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109185	VOID CHECK	0.00	POSTED	A	4/30/2026
112010	4/30/2026	CHECK	109186	VOID CHECK	0.00	POSTED	A	4/30/2026
112010	4/30/2026	CHECK	109187	VOID CHECK	0.00	POSTED	A	4/30/2026
112010	4/30/2026	CHECK	109188	VOID CHECK	0.00	POSTED	A	4/30/2026
112010	4/30/2026	CHECK	109189	HRS PRO ENTERPRISE	499.00CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109190	IMPERIAL BAG & PAPER CO. LLC	805.86CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109191	JEANETTE JIMENEZ	75.00CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109192	LA PRENSA TEXAS INC.	1,200.00CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109193	LAURA MOLANO	25.00CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109194	LEON VALLEY WATER SYSTEM	136.87CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109195	LEON VALLEY WATER SYSTEM	1,806.93CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109196	LEON VALLEY WATER SYSTEM	120.58CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109197	LEON VALLEY WATER SYSTEM	277.51CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109198	LINEBARGER GOGGAN BLAIR & SAMP	21,358.02CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109199	LITHO PRESS, INC	5,527.10CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109200	LONESTAR PROTECTIVE SECURITY A	472.50CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109201	MARTIN MARIETTA MATERIALS	185.22CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109202	MESSER FORT MCDONALD	6,988.80CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109203	METRO FIRE	316.96CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109204	MONICA NIETO	25.00CR	OUTSTND	A	0/00/0000

COMPANY: 999 - Pooled Cash  
 ACCOUNT: 112010 Pooled Cash  
 TYPE: Check  
 STATUS: All  
 FOLIO: All

CHECK DATE: 4/01/2026 THRU 4/30/2026  
 CLEAR DATE: 0/00/0000 THRU  
 STATEMENT: 0/00/0000 THRU  
 VOIDED DATE: 0/00/0000 THRU 99/99/9999  
 AMOUNT: 0.00 THRU 999,999,999.99  
 CHECK NUMBER: 000000 THRU 999999

{Section}.83.

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
CHECK:								
112010	4/30/2026	CHECK	109205	LAWRENCE G MORALES	1,400.00CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109206	NAPA SAN ANTONIO AUTO & TRUCK	32.94CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109207	NARDIS PUBLIC SAFETY	950.00CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109208	O'REILLY AUTO ENTERPRISES	309.61CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109209	OLIVIA SANCHEZ	50.00CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109210	PAMELA VILLALOBOS	75.00CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109211	PROPANE DEPOT, LLC	31.50CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109212	RENE RIVAS	5.00CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109213	SAMUEL SAUCEDO	100.00CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109214	SAUNDRA PASSAILAIGUE	64.49CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109215	TIGER SANITATION	2,280.25CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109216	TIREHUB LLC	521.76CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109217	TOP BRASS	199.98CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109218	TREVIPAY	153.99CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109219	UNITEDHEALTHCARE INSURANCE COM	112,682.66CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109220	VOID CHECK	0.00	POSTED	A	4/30/2026
112010	4/30/2026	CHECK	109221	VOID CHECK	0.00	POSTED	A	4/30/2026
112010	4/30/2026	CHECK	109222	VALLANCE SECURITY SYSTEMS, INC	95.00CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109223	VICTOR INSURANCE MANAGERS INC.	620.00CR	OUTSTND	A	0/00/0000
112010	4/30/2026	CHECK	109224	YAHARA VAZQUEZ	25.00CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 112010				CHECK	TOTAL:	791,557.97CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR Pooled Cash				CHECK	TOTAL:	791,557.97CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

## MAYOR AND COUNCIL COMMUNICATION

**DATE:** May 19, 2026

**TO:** Mayor and Council

**FROM:** David Dimaline, Public Works Director

**THROUGH:** Crystal Caldera, Ph.D., City Manager

**SUBJECT:** Discussion and Possible Action to Consider Approval of a Resolution Approving the City of Leon Valley’s Title VI Program and Assurance Related to Compliance with the Non-Discrimination Requirements of Title VI and Related Non-Discrimination Authorities.

**SPONSOR(S):** None

### **PURPOSE & BACKGROUND**

The purpose of this item is to consider approval of a Resolution approving the Title VI Program and assurance related to compliance with the non-discrimination requirements of Title VI and related non-discrimination authorities.

Title VI of the Civil Rights Act of 1964 is a federal law that prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance. As a recipient of federal funds, TXDOT is required to ensure that all programs, services, and activities comply with Title VI and related nondiscrimination statutes.

The Title VI Program is designed to ensure equitable access to transportation services and benefits. It applies to all operations, including planning, project development, construction, maintenance, and public involvement. Key components of the program include:

Nondiscrimination Assurance: must operate all programs with out discrimination based on race, color, national origin, sex, age, or disability.

Public Participation: ensure meaningful access to information and decision-making processes, especially for minority and limited English proficiency populations.

Data Collection and Analysis: monitoring program impacts to identify and address any disparities.

Complaint Procedures: Providing a clear process for individuals to file discrimination complaints and ensure timely investigation and resolution.

Training and Education: staff and contractors must receive training on Title VI requirements and responsibilities.

All TxDOT subrecipients must incorporate Title VI considerations into planning and decision-making processes, ensure contractors and subrecipients comply with nondiscrimination requirements, maintain documentation demonstrating compliance, and promptly address and report any Title VI complaints or concerns.

Compliance with Title VI ensures fairness, equity, and inclusivity in transportation systems, benefiting all communities.

**FISCAL IMPACT**

None with the adoption of this Resolution, however, failure to comply with Title VI requirements can result in the loss of federal funding.

**RECOMMENDATION**

Staff recommends approval of the Resolution.

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_

SAUNDRA PASSAILAIGUE, TRMC  
City Secretary

Attachment A

# City of Leon Valley

## Title VI Plan

### Contents

**Introduction ..... 2**

**Discrimination under Title VI ..... 3**

**Authorities..... 4**

**Title VI Policy Statement..... 5**

**Standard DOT Assurances ..... 5**

**Organization and Staffing ..... 5**

**Primary Program Area Descriptions & Review Procedures..... 6**

**Data Collection and Analysis..... 7**

**Title VI Complaint Procedures ..... 8**

    Scope of Title VI Complaints ..... 8

    How to File a Formal Title VI Complaint ..... 9

    Complaint Log ..... 11-12

**Notice of Rights ..... 12**

    Notification to Beneficiaries ..... 12

**Public Involvement ..... 13**

**Language Assistance and Limited English Proficiency ..... 14**

**Training ..... 15**



*President Lyndon B Johnson signing the Civil Rights Act of 1964*

### **Introduction**

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving federal financial assistance. Several other federal legal authorities supplement Title VI by extending protections based on age, sex, and disability. In addition, the Civil Rights Restoration Act of 1987 clarified Title VI enforcement by mandating that Title VI requirements apply to *all* programs and activities of federal-aid recipients regardless of whether any particular program or activity involves federal funds. Taken together, these laws require recipients and subrecipients of federal funds to ensure all programs and services are delivered to the public without discrimination.

The City of Leon Valley, as a recipient of federal financial assistance, will ensure full compliance with Title VI of the Civil Rights Act of 1964; 49 C.F.R. Part 21 (Department of Transportation Regulations for the Implementation of Title VI of the Civil Rights Act of 1964); 49 C.F.R. Part 21; and related statutes and regulations. The City of Leon Valley acknowledges it is subject to and will comply with Federal Highway Administration Title VI Assurances.

This plan explains how the City of Leon Valley incorporates the requirements of Title VI and related legal authorities into its operations. The plan will be used as a reference for the City and an informational resource for the public. The plan will be reviewed and updated every three years to reflect any changes in Title VI compliance operations.

## Discrimination under Title VI

It is the responsibility of every employee to prevent, minimize, and eradicate any form of discrimination. There are two types of discrimination prohibited under Title VI and its related statutes: (1) disparate treatment that alleges similarly situated persons are treated differently because of their race, color, or national origin (*i.e.*, intentional discrimination); and (2) disparate impact/effects when a facially neutral policy, procedure, or practice results in different or inferior services or benefits to members of a protected group. The focus of disparate impact is on the consequences of a decision, policy, or practice rather than the intent.

Prohibited forms of discrimination may include, but not be limited to, the following:

- The denial of services, financial aid, or other benefits provided under a program;
- Distinctions in the quality, quantity, or manner in which a benefit is provided;
- Segregation or separation of persons in any part of the program;
- Restriction in the enjoyment of any advantages, privileges, or other benefits provided to others;
- Differing standards or requirements for participation;
- Methods of administration that directly or indirectly, or through contractual relationships would defeat or impair the accomplishment of effective nondiscrimination; or
- Discrimination in any activities or services related to a highway, infrastructure or facility built or repaired in whole or in part with federal funds.

The City's efforts to prevent such discrimination must address, but not be limited to, how a program or activity:

- Impacts the public;
- Provides accessibility;
- Provides equal access to benefits;
- Encourages participation;
- Provides services equitably;

- Initiates contracting and training opportunities;
- Investigates complaints;
- Allocates funding; and
- Prioritizes projects.

## Authorities

The authorities applicable to the City of Leon Valley’s Title VI/Nondiscrimination Program include:

- **Title VI of the Civil Rights Act of 1964** (42 U.S.C. §2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- **49 CFR Part 21** (entitled *Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of The Civil Rights Act of 1964*);
- **23 CFR Part 200** (FHWA’s Title VI/Nondiscrimination Regulation);
- **28 CFR Part 50.3** (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964); and,
- **Texas Administrative Code §9.4**, Civil Rights – Title VI Compliance

## Title VI Policy Statement

It is the policy of the City of Leon Valley that no person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any operation of the City of Leon Valley as provided by Title VI of the Civil Rights Act of 1964 and related statutes.

This policy applies to all operations of the City of Leon Valley including its contractors and anyone who acts on behalf of the City. This policy also applies to the operations of any department or agency to which the City of Leon Valley extends federal financial assistance. Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance.

The nondiscrimination statement signed by the City Manager is included as **Attachment 1**.

## Standard DOT Assurances

The U.S. DOT requires that federal financial assistance be provided on the condition that the recipient provides an assurance that its programs and activities will be conducted in compliance with Title VI of the Civil Rights Act of 1964. The requirement is located at 49 CFR 21.7(a). To support the implementation of this requirement, the U.S. DOT provided an assurances agreement in U.S. DOT Order 1050.2A that federal fund recipients and subrecipients must sign as a condition of receiving federal financial assistance.

The assurances agreement provides specific non-discrimination language, the City of Leon Valley is required to include in bid solicitations or requests for proposal, contracts, and real estate agreements. The City of Leon Valley is committed to ensuring the necessary language is used as prescribed in the assurances agreement.

In accordance with this requirement, the City of Leon Valley has signed the U.S. DOT Standard Title VI/NonDiscrimination Assurances and Appendices. The documents are attached as **Attachment 2 and Attachment 3**.

## Organization and Staffing

The City Manager is ultimately responsible for assuring full compliance with the provisions of Title VI of the Civil Rights Act of 1964 and related statutes and has directed that non-discrimination is required of all agency employees, contractors, and agents pursuant to 23 C.F.R. Part 200 and 49 C.F.R. Part 21.

The City of Leon Valley has assigned David Dimaline, Public Works Director, to perform the duties of the Title VI Coordinator and ensure implementation of the agency's Title VI program. The position is located within the Public Works Department.

The Title VI Coordinator is responsible for:

- Maintaining and updating the Title VI plan on the agency's behalf;

- Ensuring relevant agency staff receive necessary Title VI training;
- Ensuring prompt processing of Title VI complaints and referral to Texas Department of Transportation;
- Developing procedures for the collection and analysis of statistical data;
- Developing a program to conduct Title VI reviews of program areas; and
- Developing Title VI information for dissemination internally and externally;

## Primary Program Area Descriptions & Review Procedures

The City of Leon Valley engages in the following program areas:

Program Area	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
<p>Right of Way: Issues public right of way permits for construction.</p>	<p>Public right of way permits should not create unfair burdens.</p> <p>Collect demographic data from property owners who may be subject to right of way activities.</p>	<p>Review permits to ensure nondiscrimination.</p> <p>Ensure demographic data is part of necessary ROW forms.</p>
<p>Contracting: Develops and manages contracts and contracting opportunities, including specs, bid process, and contract execution.</p>	<p>Ensure Title VI Assurances appendices are included in contracts as specified within the assurances document.</p>	<p>Review any available data on contract recipients to ensure nondiscrimination in contracting.</p> <p>Review bid procedures to ensure nondiscrimination and equal opportunity.</p>
<p>Public Engagement: Coordinate public engagement activities for planning and project development.</p>	<p>Comprehensive public participation to ensure all stakeholders have an opportunity to voice their opinions.</p> <p>Collect demographic data from activities.</p> <p>Provide language access as needed.</p> <p>Disseminate Title VI information to the public to ensure they are aware of their rights to be free from discrimination.</p>	<p>Review public engagement activities to determine whether engagement opportunities were offered to all communities.</p> <p>Document language access requests.</p>

Maintenance: Services roadways and right of ways, including, but not limited to, providing: Repair, Signage, Drainage, snow and ice removal	Ensuring no communities are subject to a disparate lack of maintenance services.	Reviewing resources provided to the community and determining whether any protected class communities have disproportionately benefited or been harmed by the delivery of maintenance services.
---	--	---

## Data Collection and Analysis

Program Area	Type of Data Collected & Process for Collecting	Purpose for Collecting the Data
Right of Way	Collecting demographic data from property owners who may be subject to right of way activities.	Ensuring right of way activities do not disproportionately affect individual or groups based on a protected class status.
Contracting	Identifying contractors who are a Disadvantaged Business Enterprise (DBE) Historically Underutilized Business (HUB) Small Business Enterprise (SBE)	Ensuring equal opportunity in contracting to all individuals and groups.
Planning	Reviewing data from the U.S. Census Bureau and other credible sources to determine demographic make-up of the local community.	Ensuring project impacts do not disproportionately impact any individuals or groups based on a protected class status.
Public Engagement	<p>Reviewing data from the U.S. Census Bureau and other credible sources to determine demographic makeup of the local community.</p> <p>Providing demographic questionnaires to public engagement participants and including demographic questions in any public surveys.</p>	Ensuring communications and interactions with the public sufficiently reach all local demographics.
Maintenance	Reviewing maintenance activities by geography and demographic makeup of communities receiving the maintenance services.	Ensuring no communities are subject to a disparate lack of maintenance services based on a protected class.

Potential sources of data and analysis tools include:

- Census Data
- American Community Survey
- School Districts
- Forms or Surveys from the public
- MPO Committees (e.g., Citizen Advisory Committees)
- Field Observations

## **Title VI Complaint Procedures**

### **Scope of Title VI Complaints**

No person or groups of persons shall, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the City of Leon Valley, and its contractors on the grounds of race, color, or national origin.

The scope of Title VI covers all internal and external activities of the City of Leon Valley.

The following types of actions are prohibited under Title VI protections (See [49 C.F.R. 21.5](#)):

- Excluding individuals or groups from participation in programs or activities
- Denying program services or benefits to individuals or groups
- Providing a different service or benefit or providing them in a manner different from what is provided to others
- Denying an opportunity to participate as a member of a planning, advisory or similar body that is an integral part of the program
- Retaliation for making a complaint or otherwise participating in any manner in an investigation or proceeding related to Title VI of the Civil Rights Act of 1964

## How to File a Formal Title VI Complaint

Any person(s) or organization(s) believing they have been discriminated against on the basis of the protected classes stated above by the City of Leon Valley or its contractors may file a Title VI complaint.

Discrimination complaints **must be received no more than 180 days after the alleged incident** unless the time for filing is extended by the processing agency.

Complaints should be in writing and signed and may be filed by mail, fax, in person, or e-mail. A complaint should contain the following information:

- A written explanation of the alleged discriminatory actions;
- The complainant's contact information, including, if available: full name, postal address, phone number, and email address;
- The basis of the complaint (e.g., race, color, national origin, etc.);
- The names of specific persons and respondents (e.g., agencies/organizations) alleged to have discriminated;
- Sufficient information to understand the facts that led the complainant to believe that discrimination occurred in a program or activity that receives Federal financial assistance; and
- The date(s) of the alleged discriminatory act(s) and whether the alleged discrimination is ongoing.

Complainants are encouraged to submit complaints directly to the Texas Department of Transportation (TxDOT).

Complaints can also be filed by completing and submitting the City of Leon Valley's Title VI Complaint Form available at [www.leonvalleytexas.gov](http://www.leonvalleytexas.gov) or by sending an email or letter with the necessary information to:

City of Leon Valley

**Mailing Address:** 6400 El Verde, Leon Valley, Texas 78238

**Email:** [d.dimaline@leonvalleytexas.gov](mailto:d.dimaline@leonvalleytexas.gov)

**Phone:** 210-681-1232

If necessary, the complainant may call the phone number above and provide the allegations by telephone. The Title VI Coordinator will transcribe the allegations of the complaint as provided over the telephone and send a written complaint to the complainant for correction and signature.

Complaints can also be filed directly with the following agencies:

Federal Highway Administration  
U.S. Department of Transportation Office of Civil Rights  
HCR-20, Room E81-320  
1200 New Jersey Avenue, SE  
Washington, DC 20590  
**Email:** [CivilRights.FHWA@dot.gov](mailto:CivilRights.FHWA@dot.gov)

Texas Department of Transportation  
Civil Rights Division  
Attn: Title VI Program Manager  
125 E. 11<sup>th</sup> Street Austin, Texas 78701

ONLINE: [www.leonvalleytexas.gov](http://www.leonvalleytexas.gov)

After submitting a complaint, the complainant will receive correspondence informing them of the status of the complaint within ten (10) business days from the City of Leon Valley or other agency receiving the complaint.

Complaints received by the City of Leon Valley's Title VI Coordinator are forwarded to the TxDOT Office of Civil Rights (OCR). TxDOT OCR will forward the complaint to the FHWA Texas Division Office, along with a preliminary processing recommendation. The FHWA Texas Division Office will forward the complaint to FHWA Headquarters Office of Civil Rights (HCR).

FHWA HCR is responsible for all determinations regarding whether to accept, dismiss, or transfer Title VI complaints. There are four potential outcomes for processing complaints:

- **Accept:** if a complaint is timely filed, contains sufficient information to support a claim under Title VI, and concerns matters under the FHWA’s jurisdiction, then HCR will send to the complainant, the respondent agency, and the FHWA Texas Division Office a written notice that it has accepted the complaint for investigation.
- **Preliminary review:** if it is unclear whether the complaint allegations are sufficient to support a claim under Title VI, then HCR may (1) dismiss it or (2) engage in a preliminary review to acquire additional information from the complainant and/or respondent before deciding whether to accept, dismiss, or refer the complaint.
- **Procedural Dismissal:** if a complaint is not timely filed, is not in writing and signed, or features other procedural/practical defects, then HCR will send the complainant, respondent, and FHWA Texas Division Office a written notice that it is dismissing the complaint.
- **Referral\Dismissal:** if the complaint is procedurally sufficient but FHWA (1) lacks jurisdiction over the subject matter or (2) lacks jurisdiction over the respondent entity, then HCR will either dismiss the complaint or refer it to another agency that does have jurisdiction. If HCR dismisses the complaint, it will send the complainant, respondent, and FHWA Division Office a copy of the written dismissal notice. For referrals, FHWA will send a written referral notice with a copy of the complaint to the proper Federal agency and a copy to the USDOT Departmental Office of Civil Rights.

Complaints are not investigated by the City of Leon Valley. FHWA HCR is responsible for investigating all complaints. FHWA HCR may also delegate the investigation to TxDOT OCR, who would then conduct all data requests, interviews, and analysis and create a Report of Investigation (ROI). TxDOT OCR will have sixty (60) business days from the date the investigation is delegated to prepare the ROI and send it to HCR. HCR will review the ROI and compose a Letter of Finding based on the ROI.

For further information about the FHWA investigation process and potential complaint outcomes, please visit the [Questions and Answers for Complaints Alleging Violations of Title VI of the Civil Rights Act of 1964](#).

## Complaint Log

The City of Leon Valley maintains a complaint log to document all activity related to the complaint. Information captured includes:

- Complainant's name, and if provided, race, color, and national origin;
- Respondent's name;
- Basis(es) of the discrimination complaint;
- Allegation(s)/Issue(s) surrounding the discrimination complaint;
- Date the discrimination complaint was filed;
- Date the investigation was complete;
- Disposition;
- Disposition date; and
- Other pertinent information.

## Notice of Rights

In accordance with 23 CFR 200.9(a)(12), the City of Leon Valley is required to develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English. Notice of City of Leon Valley Title VI policies and procedures are listed in many places such as *City Hall, Public Works Department and the City's website: [www.leonvalleytexas.gov](http://www.leonvalleytexas.gov)*

## Notification to Beneficiaries

The City of Leon Valley website is continuously updated to ensure Title VI information is readily accessible to the public. The website informs the public of their rights under Title VI and provides information on how to file a complaint. Title VI information available on the City of Leon Valley *Web site* includes:

- City of Leon Valley Title VI/Nondiscrimination Plan
- Title VI and Related Statutes Nondiscrimination Statement (English and Spanish)
- Title VI Nondiscrimination Assurances
- TxDOT's External Discrimination Complaint Form (English and Spanish)
- Title VI Poster
- City of Leon Valley Language Assistance Plan

## Public Involvement

It is the goal of the City of Leon Valley to provide continuous, effective and transparent access to all stakeholders. The City of Leon Valley strives to inform all stakeholders about proposed plans and projects and seeks input when appropriate. The City of Leon Valley utilizes the following methods to communicate information regarding upcoming activities and opportunities for public and stakeholder participation in the planning process:

*NEWSLETTER/MAILINGS*

*EMAIL BLASTS*

*ONLINE ENGAGEMENT PLATFORMS*

*MEDIA RELEASES*

*NOTICES PUBLISHED IN THE TEXAS REGISTER*

*VISUALIZATION PRESENTATIONS/TECHNIQUES*

*LOCAL COMMUNITY PUBLIC MEETINGS*

*STATEWIDE PUBLIC HEARINGS*

*AGENCY NAME WEB SITE*

*MPO WEB SITES*

*FACEBOOK, TWITTER, AND NEXTDOOR*

Traditionally underserved communities can find it more difficult to engage with decision making entities due to scheduling conflicts, lack of transportation to public involvement events, language barriers, lack of childcare, etc. Genuine public involvement takes place at all levels and so the City of Leon Valley aims to identify communities that may be affected by a project in order to plan appropriately and effectively for the potentially impacted groups. Sources of data used were listed above in the Data Gathering section. The City of Leon Valley specifically uses the following sources to identify minority and populations with limited English proficiency.

*US CENSUS TABLE P9 – HISPANIC OR LATINO AND NOT HISPANIC OR LATINO BY RACE*

*ACS TABLE B16001 – LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER*

The City of Leon Valley will use the following techniques to ensure that all members of the community have the opportunity to participate in the decision-making process:

*HOLDING MEETINGS AT DIFFERENT TIMES OR ON THE WEEKEND*

*HOLDING MEETINGS AT LOCATIONS IN NEIGHBORHOOD LIKE SCHOOLS OR PARKS*

*PROVIDING VIRTUAL OPTIONS*

*TRANSLATING DOCUMENTS INTO LANGUAGES OTHER THAN ENGLISH*

*PROVIDING CHILD CARE AT MEETINGS*

*HOLDING EVENTS ACCESSIBLE BY PUBLIC TRANSPORTATION*

## Language Assistance and Limited English Proficiency

Individuals with Limited English Proficiency (LEP) are those who do not speak English as their primary language and have a limited ability to read, write, speak, or understand English as a result of their national origin. Under Title VI, these individuals may be entitled to language assistance with respect to a particular type of service, benefit, or encounter.

Per USDOT LEP guidance, as outlined on FHWA's Civil Rights website, recipients of federal funds are required to take reasonable steps to ensure meaningful access to their programs and activities by LEP persons. While designed to be a flexible and fact-dependent standard, the starting point is an individualized assessment that balances the following four factors.

- 1. Number or proportion of LEP persons eligible to be served or likely to be encountered by the program:** The greater the number or proportion of LEP persons served or encountered, the more likely language services are needed. For the assessment to be accurate it must also include all communities that are eligible for services or are likely directly affected by the district's programs or activities, not only those that live next to a project.
- 2. Frequency with which LEP individuals come in contact with the program:** Consider how frequently encounters with LEP individuals may occur. Encounters with LEP individuals are documented by the district Title VI liaison in quarterly reports to the Civil Rights Division. Additionally, consider events or work projects in the next year, which may increase the frequency with which LEP encounters may occur.
- 3. Nature and importance of the program, activity, or service provided by the program to people's lives:** Some consideration should be given to TxDOT policies, programs, events and projects planned for the next year but generally the nature and importance of LEP encounters should be considered on a project-by-project basis.

4. **Resources available to the grantee/recipient or agency, and costs:** TxDOT has both internal and external resources available to assist with translation and interpretation services.

A general four-factor analysis will help anticipate and prepare for what may be needed; however meaningful four-factor analysis can only occur on a project-by-project basis. When preparing to publish a document, launch a campaign, hold a public meeting, etc., a focused four-factor analysis should be conducted to determine what type of language assistance is needed.

## Training

The City of Leon Valley will ensure that its staff understand Title VI of the Civil Rights Act of 1964 and how it may apply to their work. The following options are available for providing training:

Review of the City of Leon Valley Title VI Plan

- Attendance at any available Title VI trainings provided by the Texas Department of Transportation, U.S. Department of Transportation or its applicable operating administrations, or the U.S. Department of Justice.
- Viewing the video [Title VI at TxDOT](#) produced by TxDOT. This training provides a general Title VI overview as well as TxDOT specific information.
- Viewing the video [Understanding and Abiding by Title VI of the Civil Rights Act of 1964](#) produced by the U.S. Department of Justice

The City of Leon Valley will maintain records indicating that staff have received sufficient training on a periodic basis.

**RESOLUTION NO. 26- \_\_\_R**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS APPROVING THE TITLE VI PROGRAM AND ASSURANCE RELATED TO COMPLIANCE WITH THE NON-DISCRIMINATION REQUIREMENTS OF TITLE VI AND RELATED NONDISCRIMINATION AUTHORITIES.**

---

**WHEREAS**, pursuant to Title VI of the Civil Rights Act of 1964, and in accordance with 49 CFR Part 21, the U.S. Department of Transportation and the Federal Transit Administration (FTA) prohibit discrimination on the basis of race, color or national origin; and

**WHEREAS**, as a recipient of federal funds, the City of Leon Valley is required to comply with the requirements of the Act and applicable implementing regulations; and

**WHEREAS**, pursuant to FTA Circular 4702.1B and Title VI Requirements the City of Leon Valley is required to submit its Title VI program to its governing entity for approval; and

**WHEREAS**, the City of Leon Valley has developed the necessary procedures and processes to be in compliance with the Title VI regulation, including a complaint process and Title VI notice to the public; and

**WHEREAS**, the City of Leon Valley has considered and determined to approve the City’s Title VI Program and Assurance Policy as set forth in the attached Exhibit A

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

1. The Mayor and City Council, with the adoption of this Resolution, hereby approves the Title VI Program and Assurance Policy as set forth in the attached Exhibit A.
2. The City of Leon Valley will continue its commitment toward strategic community development for the citizens of Leon Valley and the region and will comply with the requirements of the Act.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 19<sup>th</sup> day of May, 2026.

**APPROVED**

---

**CHRIS RILEY**  
MAYOR

ATTEST:

**SAUNDRA PASSAILAIGUE**  
City Secretary, TRMC

Approved as to Form:

**ARTURO D. 'ART' RODRIGUEZ**  
City Attorney

# Resolution Approving the Title VI Program and Assurance Related to Compliance with the Non-Discrimination Requirements of Title VI

David Dimaline  
Public Works Director  
City Council Meeting  
May 19, 2026

# Summary

- Question
  - City Council is asked to consider approval of a Resolution approving the Title VI Program
- Options
  - Approve
  - Deny
- Declaration
  - Failure to comply with Title VI requirements can result in the loss of federal funding

# Purpose

- This Resolution will approve the Title VI Program for the City of Leon Valley and Assurance related to the compliance with non-discrimination requirements of Title VI
- Title VI of the Civil Rights Act of 1964 is a federal law that prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance

# Background

- TXDOT is required to ensure all programs comply with Title VI and related nondiscrimination statutes
- Designed to ensure equitable access to transportation services and benefits
- Applies to all operations: planning, project development, construction, maintenance, and public involvement

# Background

## Key Components of Title VI:

- Nondiscrimination Assurance: must operate all programs without discrimination based on race, color, national origin, sex, age, or disability
- Public Participation: ensure access to information especially for minority and limited English proficiency populations
- Data Collection & Analysis: monitor program to identify and address any disparities.
- Complaint Procedures: Provide a clear process for individuals to file complaints and ensure timely investigation and resolution
- Training and Education: staff and contractors must receive training on Title VI requirements and responsibilities

# Fiscal Impact

- None with the Adoption of this Resolution
- Failure to comply with Title VI requirements can result in the loss of federal funding

# Recommendation

- Staff recommends approval and passage of the Resolution

# Goals & Objectives

- The Title VI Resolution aligns with the City's Strategic Goals and Objectives F & H
- **F. Transparency:** To foster a government that is open, transparent, and accountable by ensuring clear communication, ethical decision-making, and active public engagement.
  - Enhance Public Communication
  - Encourage Community Participation
  - Strengthen Ethical Governance
  - Increase Access to Public Records and Decisions
  - Implement Performance and Accountability Measures

# Goals & Objectives

- **H. Citizen Involvement:** To actively engage and empower residents by fostering a culture of civic participation, open dialogue, and collaborative decision-making.
  - Expand Public Engagement Opportunities
  - Increase Accessibility to Government Processes
  - Encourage Participation in Boards & Committees
  - Improve Communication & Outreach
  - Recognize & Support Community Initiatives

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** May 19, 2026  
**TO:** Mayor and Council  
**FROM:** Michael Gallardo, Planning and Zoning Director  
**THROUGH:** Crystal Caldera, Ph.D., City Manager  
**SUBJECT:**

Discussion and Possible Action 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 Read was Held on 05-05-2026) – 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 five 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 1,100 square feet
4. Minimum Frontage reduced from 45 feet to 28 feet
5. Reduce Minimum Setbacks from 20 feet to 18 feet Front, 15 feet to 8 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 five 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 22 feet
3. Corner Lots- Minimum width from 70 feet to 29 feet
4. The applicant is asking the city to dedicate 5 feet of right-of-way towards a 10-foot easement for a buffer lane for safer driveway access for homes with driveways fronting Sawyer Road.
5. The applicant is requesting that the City acquire the Criss Cross easement for the development.

### **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 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 for the following:

- Driveways on a collector street
- If the City dedicates the requested 5-foot buffer space easement along Sawyer Road; who will own and maintain the easement?
- The PDD is committing the City to acquire the Criss Cross easement for the development.

Staff recommends the site plan be revised to demonstrate that the City’s concerns for the review have been addressed before approval.

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 driveways along Sawyer Rd that back up into public right-of-way have been remedied.

*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 and proposed buffer space easement must be remedied.
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.
4. The City should not commit to acquiring the Criss Cross easement; developer should dedicate the ROW for the future corridor to build a proper intersection.
5. Exhibits should be revised and consistent with the PDD application.

**PLANNING AND ZONING COMMISISON 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:

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 1,100 square feet
4. Minimum Frontage reduced from 45 feet to 28 feet
5. Reduce Minimum Setbacks from 20 feet to 18 feet Front, 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 22 feet
3. Corner Lots- Minimum width from 70 feet to 29 feet
4. City to dedicate 5 feet of right-of-way towards a 10-foot easement for a buffer lane for homes with driveways fronting Sawyer Road
5. City will acquire the Criss Cross easement for the development

**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

# 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.4)**

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. 10.02.251 – 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**

<b>Paragraph</b>	<b>Section 15.02.208 - R-3 – Multiple-Family Dwelling District – Zoning Ordinances</b>	<b>Current R-3 Standards</b>	<b>Revisions</b>
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	18 ft
c.2	Minimum Rear yard setback	15 ft	8 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 10.02.251 - Applicable Standards and Specification are included in Exhibit M, and are summarized as follows:

Paragraph	Section 10.02.251 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	22ft
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)**

Shall this Site-Plan-F be chosen for development, the following special provisions apply:

- A. The Applicant shall be granted the right to modify Site-Plan-SF upon platting, to accommodate engineering and construction constraints. The modifications shall be consistent with the provisions of Section 15.02.312 – R6 Garden House District and Section 10.02.251 - Applicable Standards and Specification as hereby revised in Exhibits L and M respectively.
- B. The total number of lots is currently estimated at 74. It may be varied by +/- 10% without the requirement of Council approval.
- 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. Each unit shall include a double garage and a minimum 18’ driveway.

#### **BUFFER LANE FRONTING SAWYER RD.**

E. The developer shall dedicate the first five feet (5') of the front of property abutting Sawyer Rd. to contribute towards a ten-foot (10') easement that shall be used as a buffer lane for safer driveway access for homes with driveways fronting Sawyer Rd. The City shall dedicate the remaining 5' from the Sawyer Rd. Right-Of-Way as its contribution to same. **EXHIBIT "U"** illustrates this Easement.

**WHY ACCESS TO AND CRISS CROSS DR. IS A MUST**

F. At present, Sawyer's access to and from Northbound Bandera is difficult and can be unsafe during busy traffic. With the added density of this development and the extra generated traffic from and to Sawyer, the challenge becomes even greater. Page no. 1 of **EXHIBIT "V"** illustrates this challenge and the suboptimal alternative routes that current and future residents are likely to adopt.

G. Page no. 2 of EXHIBIT V illustrates how this challenge is resolved by a short connection from this project to Criss Cross Dr., which opens controlled safe and fast access to and from Northbound Bandera Rd through the Poss/Bandera intersection with a stop light, and fast access to and from Grissom Rd.

H. The City had certainly and wisely anticipated this challenge. It invested in the acquisition and construction of Criss Cross Dr for this very purpose of linking Sawyer Rd. to Poss Rd. Page no. 1 of **EXHIBIT "W.1"** illustrates the City's initial full vision to link Sawyer Rd. to Poss Rd. This solution capitalizes on this investment and its intent.

I. Page No.2 of EXHIBIT W.1 illustrates the boundaries and size of the required easement (the "Easement") for the short distance that is required to connect the development to Criss Cross (0.13 acre). We request that the City and the Developer agree to provide this access.

J. The City may secure the short easement required to connect the project to Criss Cross Dr., exercising Eminent Domain is necessary, and the developer shall bear all related acquisition and construction costs specific from the Property line to the edge of Criss Cross Dr closest to the property, and as illustrated and defined on page no. 2 of **EXHIBIT "W.1"**.

K. The Easement acquisition cost shall not exceed 2026 Bexar County appraised value of approximately \$16,000, as demonstrated in **EXHIBIT "W.2"**

## **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)

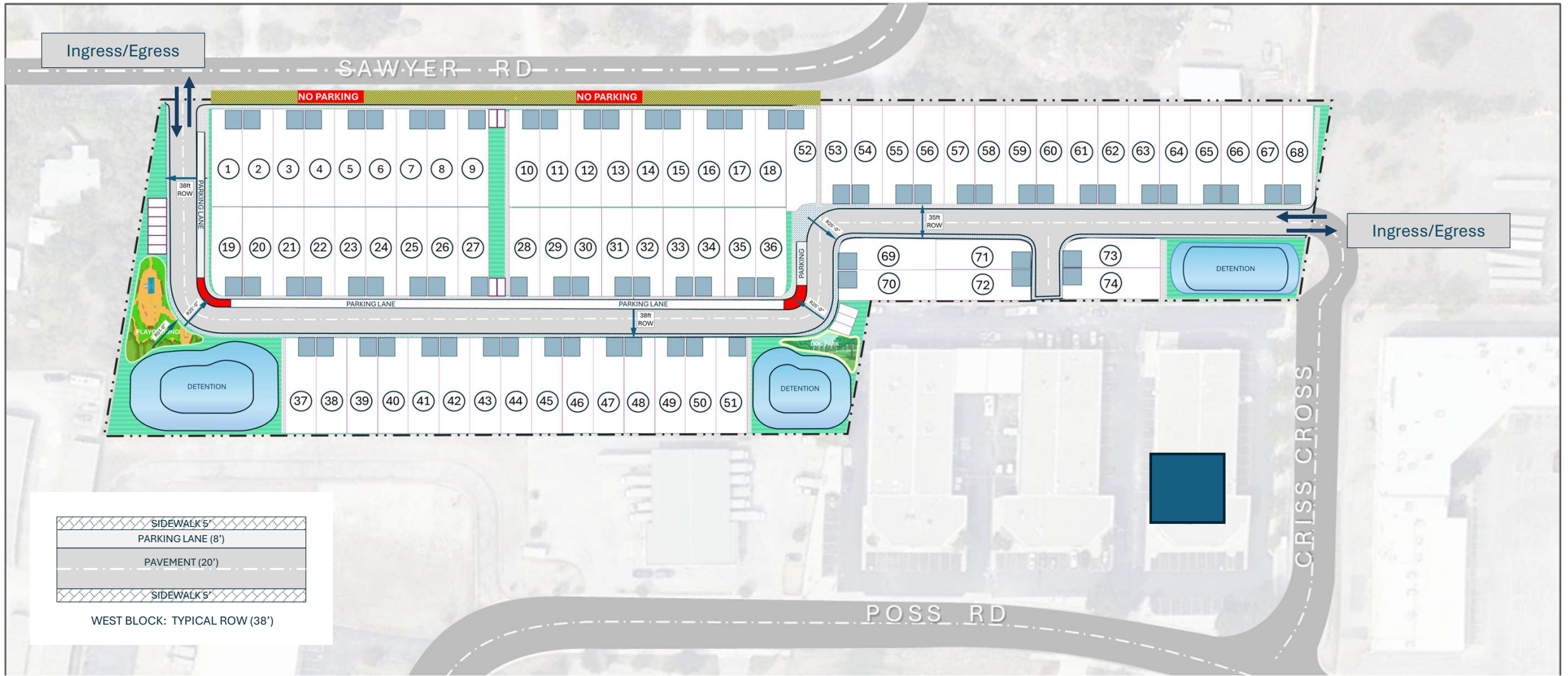
[See next Page for list of Exhibits](#)

**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 (Rev.4)
- EXHIBIT L (Sawyer-SF) - Sec 15.02.312 - R-6 Mods (Rev.4)
- EXHIBIT M (Sawyer-SF) - Sec.10.02.251 – Applicable Standards Mods (Rev.4)
- EXHIBIT N (Sawyer-SF) - FIRE PLAN-SF (Rev.4)
- EXHIBIT O (Sawyer-SF) - Flood Plain Map
- EXHIBIT P (Sawyer-SF) - Building Elevation (Rev.2)
- EXHIBIT Q (Sawyer-SF) - Large Tree Groupings
- EXHIBIT R (Sawyer-SF) - TIA Worksheet
- EXHIBIT S (Sawyer-SF) - Tree Preservation Plan (Rev.4)
- EXHIBIT T.1 (Sawyer-SF) – Alternate SITE-PLAN-SF (Rev.4)
- EXHIBIT T.2 (Sawyer-SF) – Alternate SITE-PLAN-SF (Rev.4)
- EXHIBIT U (Sawyer-SF) - Safety Buffer Illustration on Sawyer Rd. (Rev.4)
- EXHIBIT V (Sawyer-SF) – Why Access Through Criss Cross is a must
- EXHIBIT W.1 (Sawyer-SF) - Easement Requirement to connect to Criss Cross (Rev.4)
- EXHIBIT W.2 (Sawyer-SF) – Bexar County appraised Market Value of Easement (Rev.4)



**CONCEPTUAL SITE PLAN #1 (REV.4)  
WITH CONNECTION TO CRISS CROSS**  
LOT COUNT: 72  
NOT TO SCALE

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

**LEGEND**

- LOT (TYPICAL 29' X 90')
- ROW (38')
- DETENTION
- LANDSCAPING
- BUFFER LANE
- PARKING LANE

**PROPERTY**

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

PREPARED FOR:



2026-05-11

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

<b>Paragraph</b>	<b>Section 15.02.312 - R-6 Single Family Dwelling – Zoning Ordinances</b>	<b>Current R-6 Standard</b>	<b>Requested Revisions</b>
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	20ft	18 ft
c.2	Minimum Rear yard setback	15 ft	8 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 - AS REVISED AND APPROVED**(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 ~~400~~ 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)~~ eighteen (18) feet, except as hereinafter provided.
- (2) Rear yard. There shall be a rear yard having a minimum depth of ~~fifteen (15) feet~~ eight (8) ~~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 Property**

Summary of Requested Revisions to Sec. 10.02.251 – Applicable Standards and Specifications

Paragraph	Section 10.02.251 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	22ft
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 (22) 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.

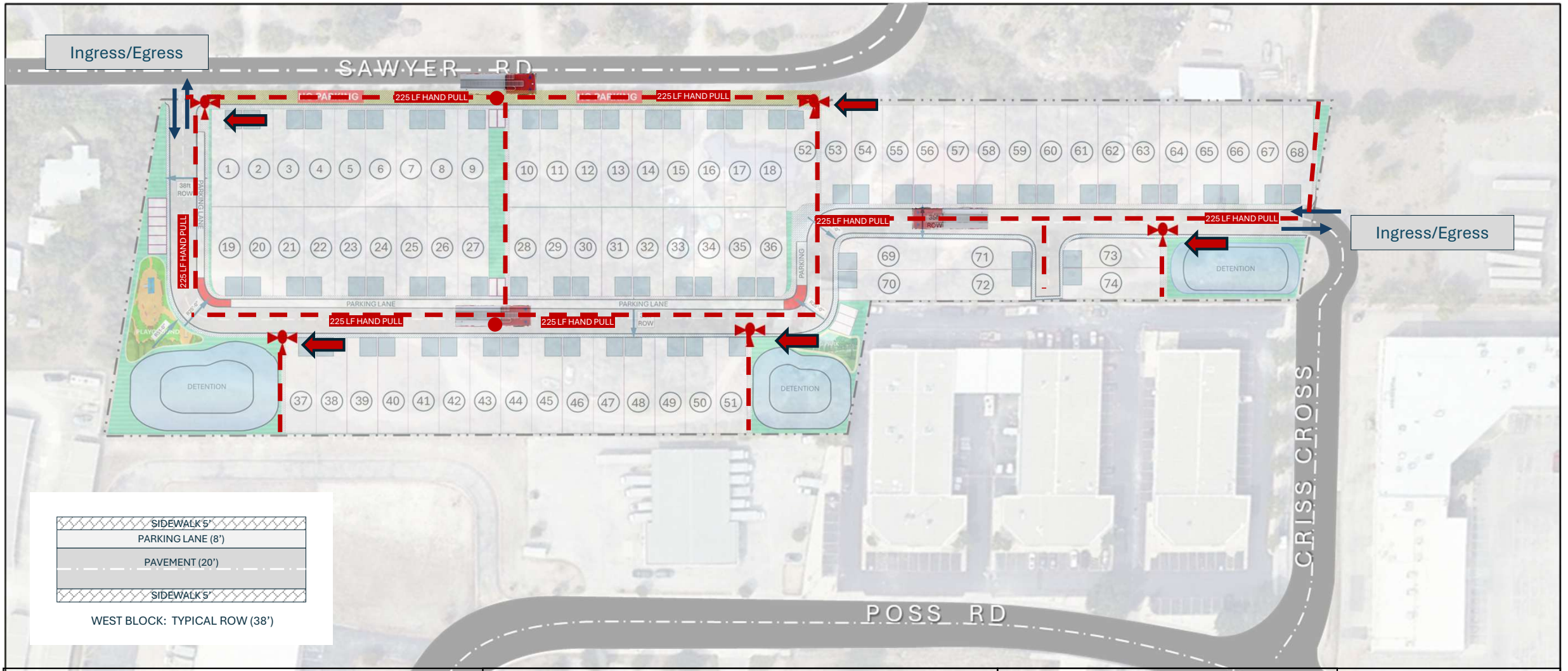
(C) Front and side setbacks. The front and side setbacks required by [article 15.02](#) (zoning ordinance) of this code, shall be shown on the subdivision plat. Where garages are installed on the side or rear of lots, the garage shall be set back a minimum of twenty (20) feet (but not less than the required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



**CONCEPTUAL FIRE PLAN #1  
WITH CONNECTION TO CRISS CROSS**  
LOT COUNT: 76  
NOT TO SCALE

THIS FIRE PLAN IS CONCEPTUAL AND MAY VARY UPON PLATTING TO REFLECT ANY ALLOWABLE CHANGES IN THE SITE PLAN – PLAN MUST ADHERE TO IFC REQUIREMENTS

**LEGEND**

-  FIRE HYDRANT
  -  FIRE ENGINE
  -  FIRE HYDRANT POINTER
  -  HAND PULL
  -  TRUCK PULL
- STREETS:**
- Minimum Inside Turning Radius: 25'
  - Minimum Outside Turning Radius: 50'

**PROPERTY**

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

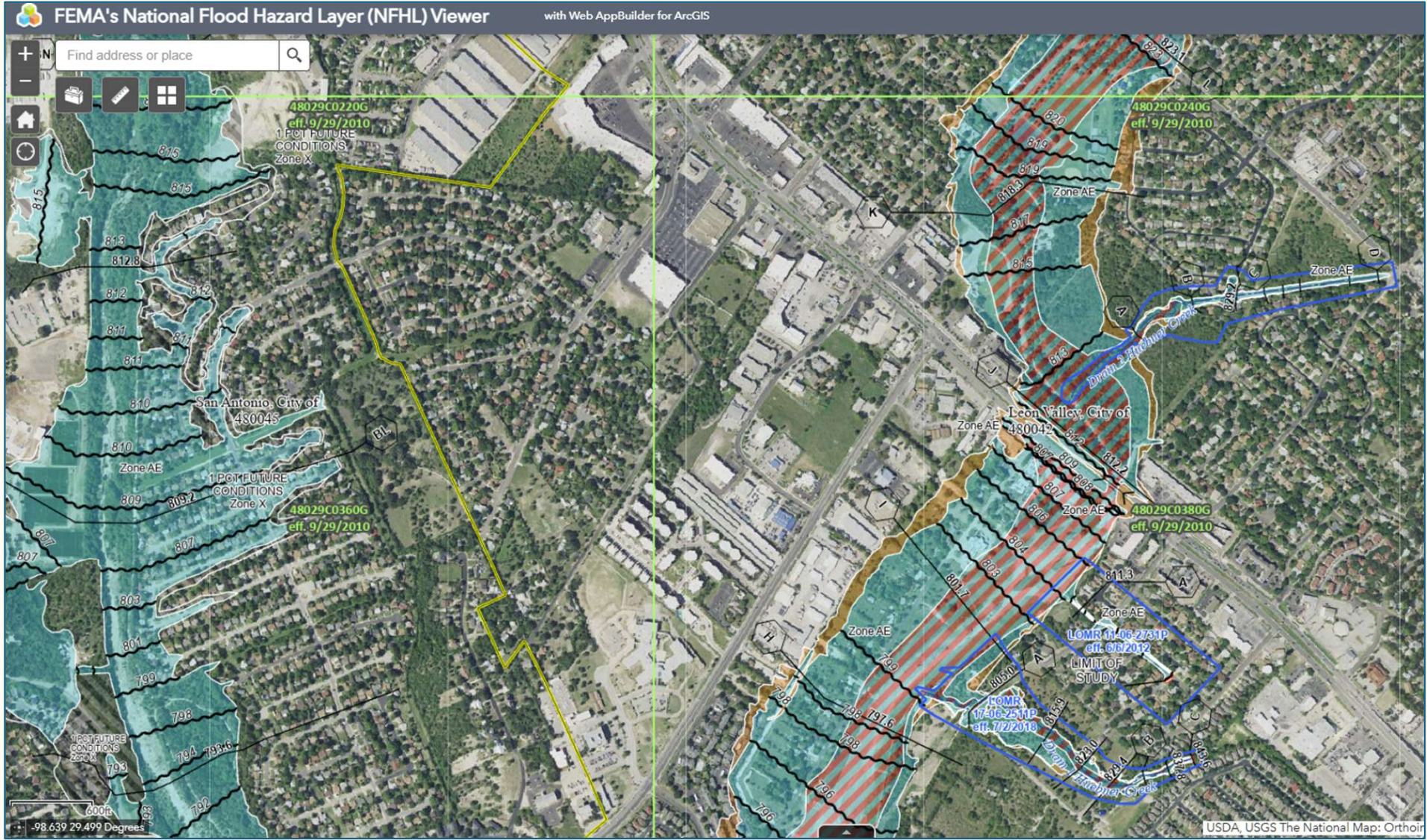
2026-05-11

PREPARED FOR:



# EXHIBIT O

# FLOOD PLAIN MAP



# BUILDING ELEVATION EXAMPLE / FOR ILLUSTRATION ONLY





FOR ILLUSTRATION PURPOSES ONLY – MAY VARY DURING CONSTRUCTION PLANNING

EXHIBIT Q

# LARGE TREE GROUPINGS



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

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

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):

---



---



---

# TREE PRESERVATION PLAN

## PDD ZONING APPLICATION

6612 and 6618 SAWYER RD.

---

Prepared by: TRIMARK DEVELOPMENTS / ONE STOP GROUP

Date: 2026-05-11



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

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



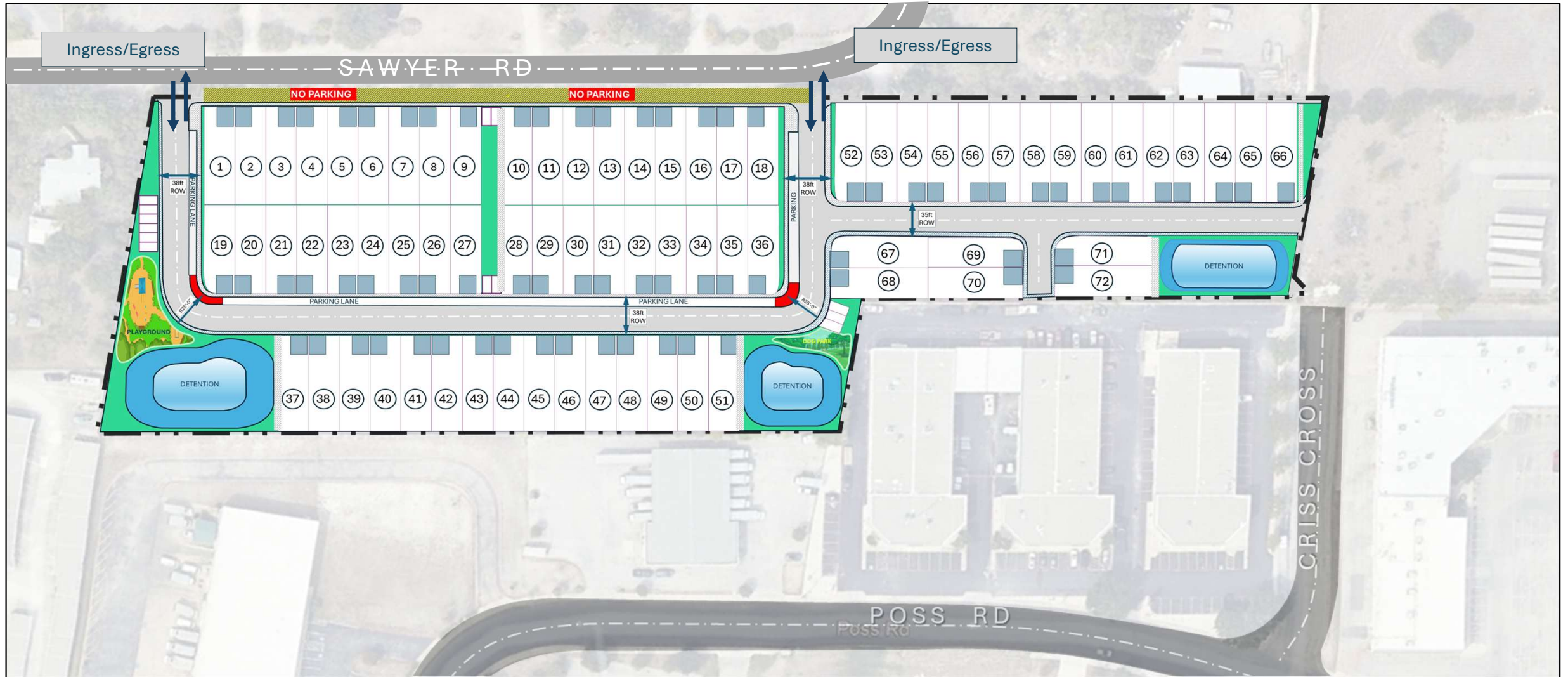
# KEY STATISTICS

TREE INVENTORY **BY 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		14.00	
Pecan	0.00	16.00	0.00	16.00		16.00	
Anacua	24.00			24.00		24.00	
<b>TOTAL</b>	<b>669.00</b>	<b>1375.00</b>	<b>1013.00</b>	<b>407.00</b>	<b>2650.00</b>	<b>313.00</b>	<b>315.00</b>
				<b>13%</b>	<b>87%</b>	<b>10%</b>	<b>11%</b>

# TREE MITIGATION PLAN

1. Right to Clear the whole property
2. Replant 150 x 3” native/non-invasive trees = 450”.
3. One-time payment of \$25,000 as the in-lieu Tree Preservation fee.
4. Protect native / non-invasive trees where practicable during construction phase



**CONCEPTUAL SITE PLAN #2 (REV.4)**  
**NO CONNECTION TO CRISS CROSS DR.**  
 LOT COUNT: 72  
 NOT TO SCALE

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

**LEGEND**

- LOT (TYPICAL 29' X 90')
- ROW (38')
- DETENTION
- LANDSCAPING
- BUFFER LANE
- PARKING LANE

**PROPERTY**

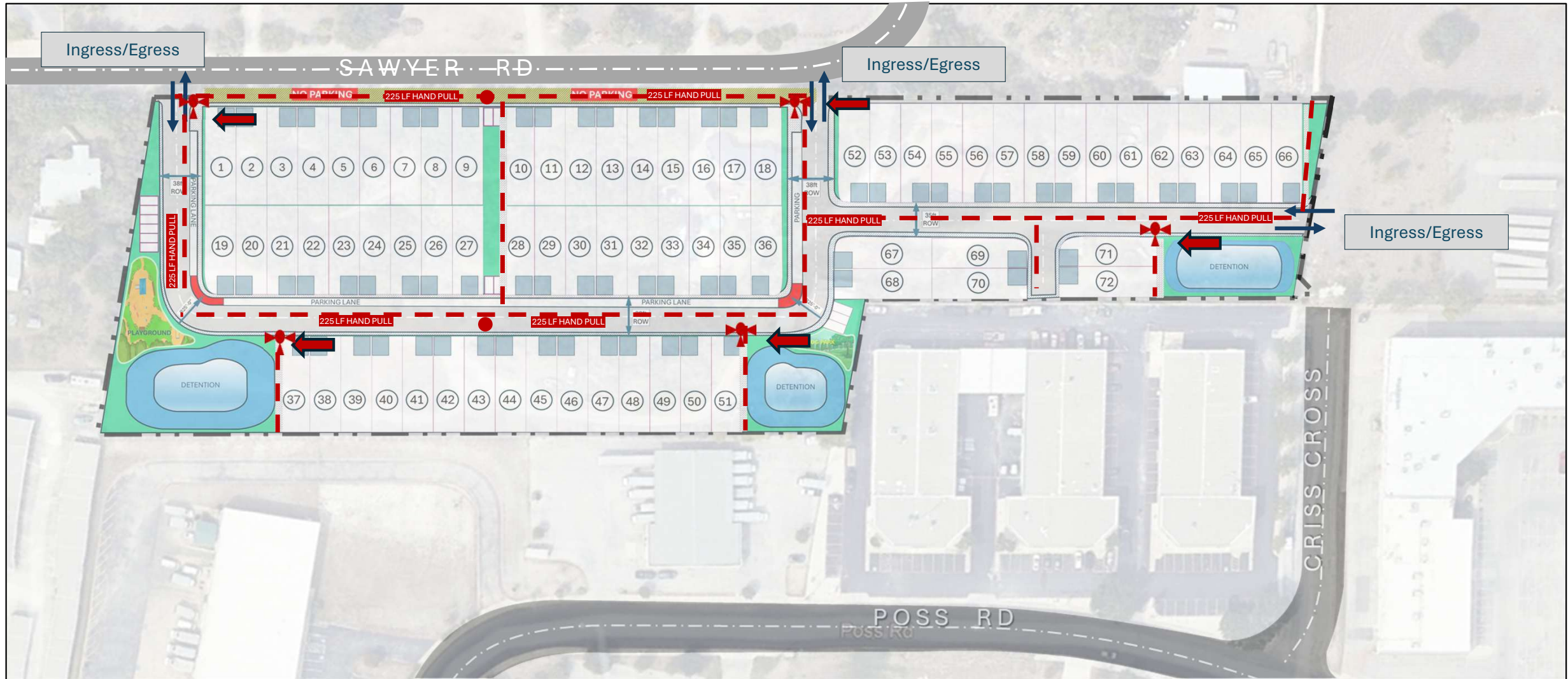
- ❖ 6612 & 6618 SAWYER RD
- ❖ +/- 6.85 AC

PREPARED FOR:



2026-05-11

# ALTERNATE FIRE PLAN #2 – NO CONNECTION TO CRISS CROSS



**CONCEPTUAL FIRE PLAN #2 (REV.4)**  
**NO CONNECTION TO CRISS CROSS DR.**  
 LOT COUNT: 72  
 NOT TO SCALE

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

**LEGEND**

- LOT (TYPICAL 29' X 90')
- ROW (38')
- DETENTION
- LANDSCAPING
- BUFFER LANE
- PARKING LANE

**PROPERTY**

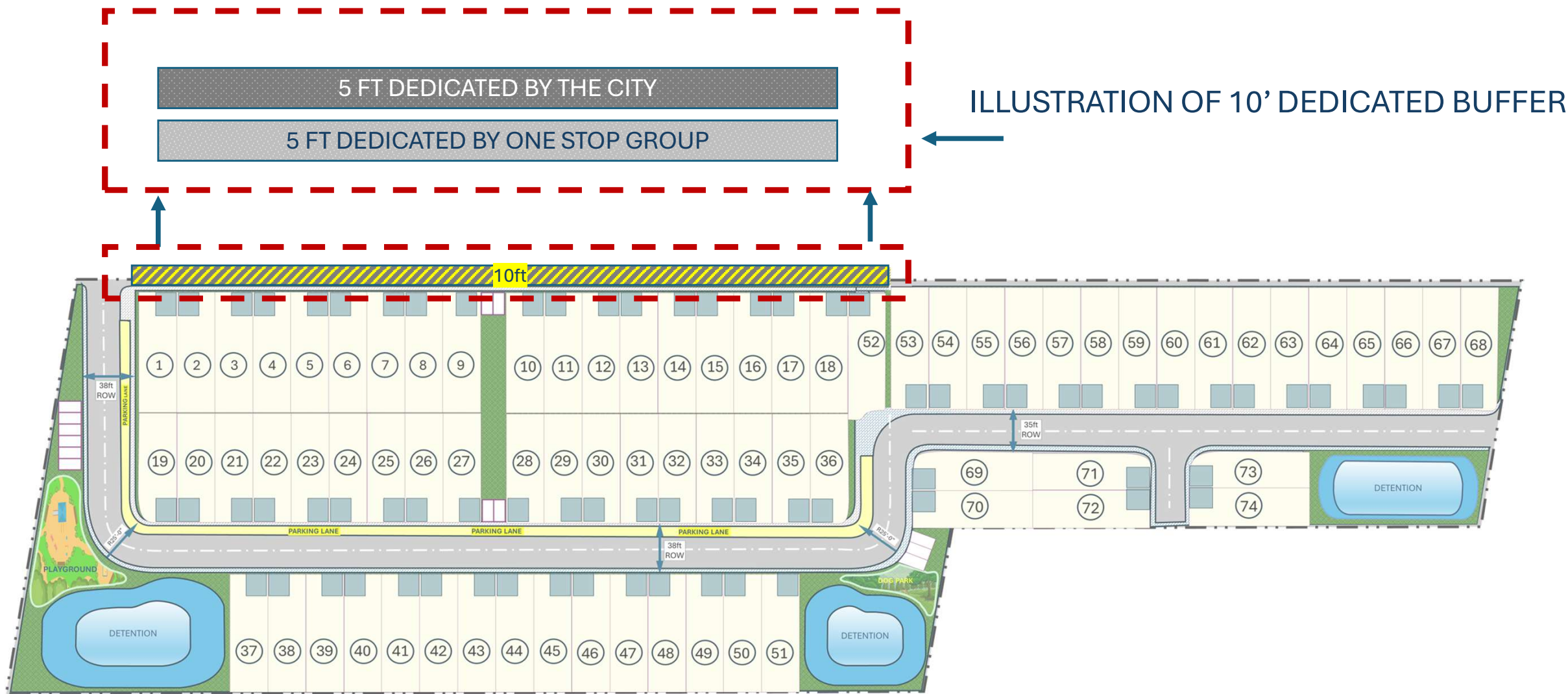
- ❖ 6612 & 6618 SAWYER RD
- ❖ +/- 6.85 AC

PREPARED FOR:



2026-05-11

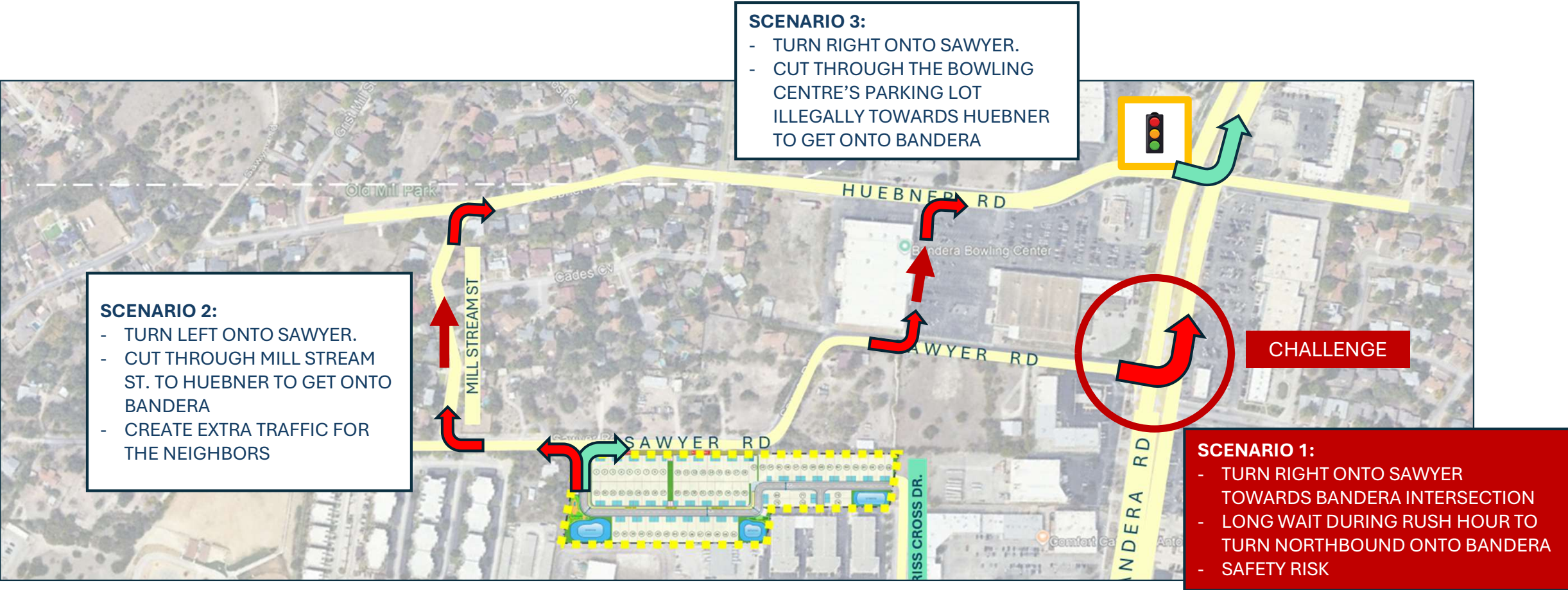
# EASEMENT DEDICATION TO REMEDIATE SAFETY CONCERNS FOR DRIVEWAYS ON SAWYER RD



# WHY ACCESS THROUGH CRISS CROSS DR. IS A MUST

## EXHIBIT V (REV.4) (PAGE 1)

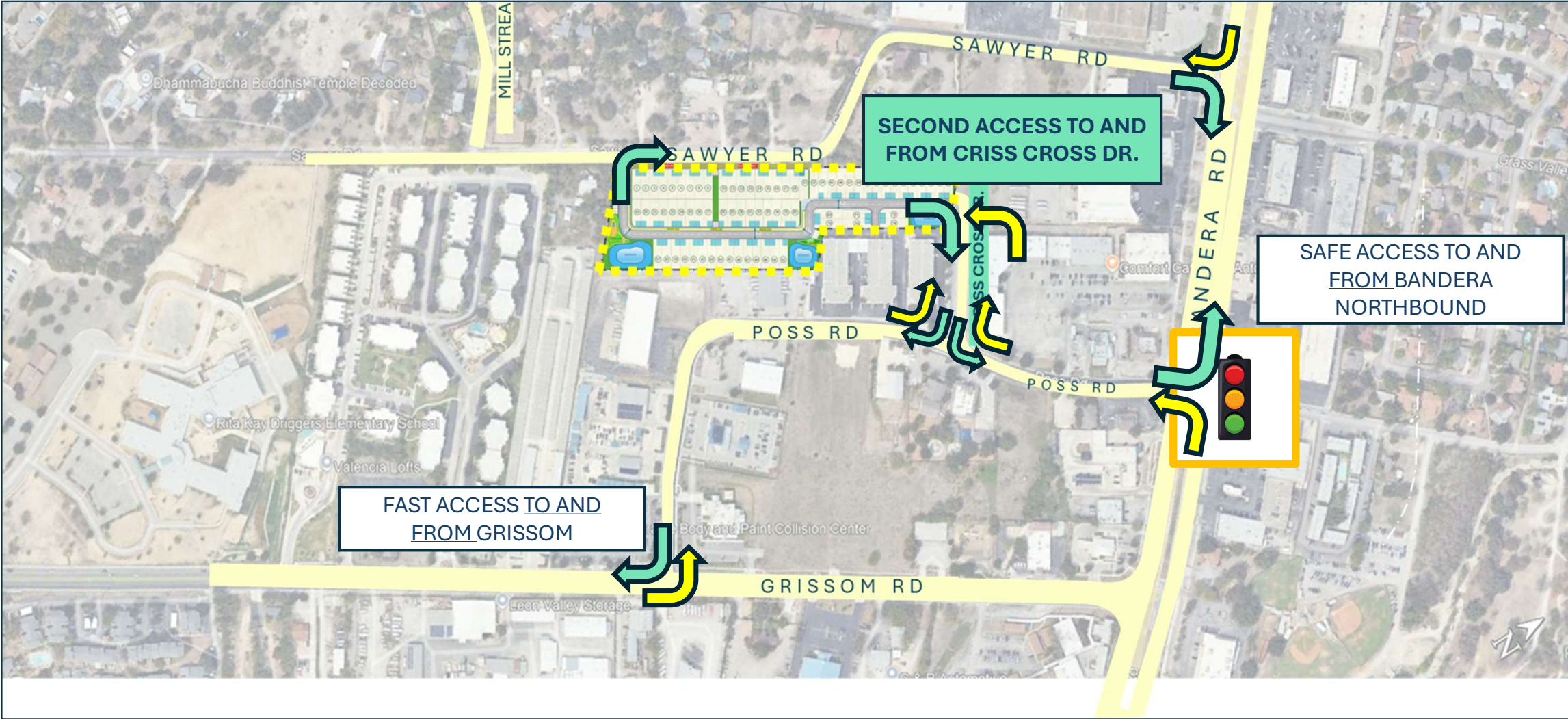
### CHALLENGE: DIFFICULT TO MAKE A LEFT TURN FROM SAWYER ONTO NORTHBOUND BANDERA



# WHY ACCESS THROUGH CRISS CROSS DR. IS A MUST

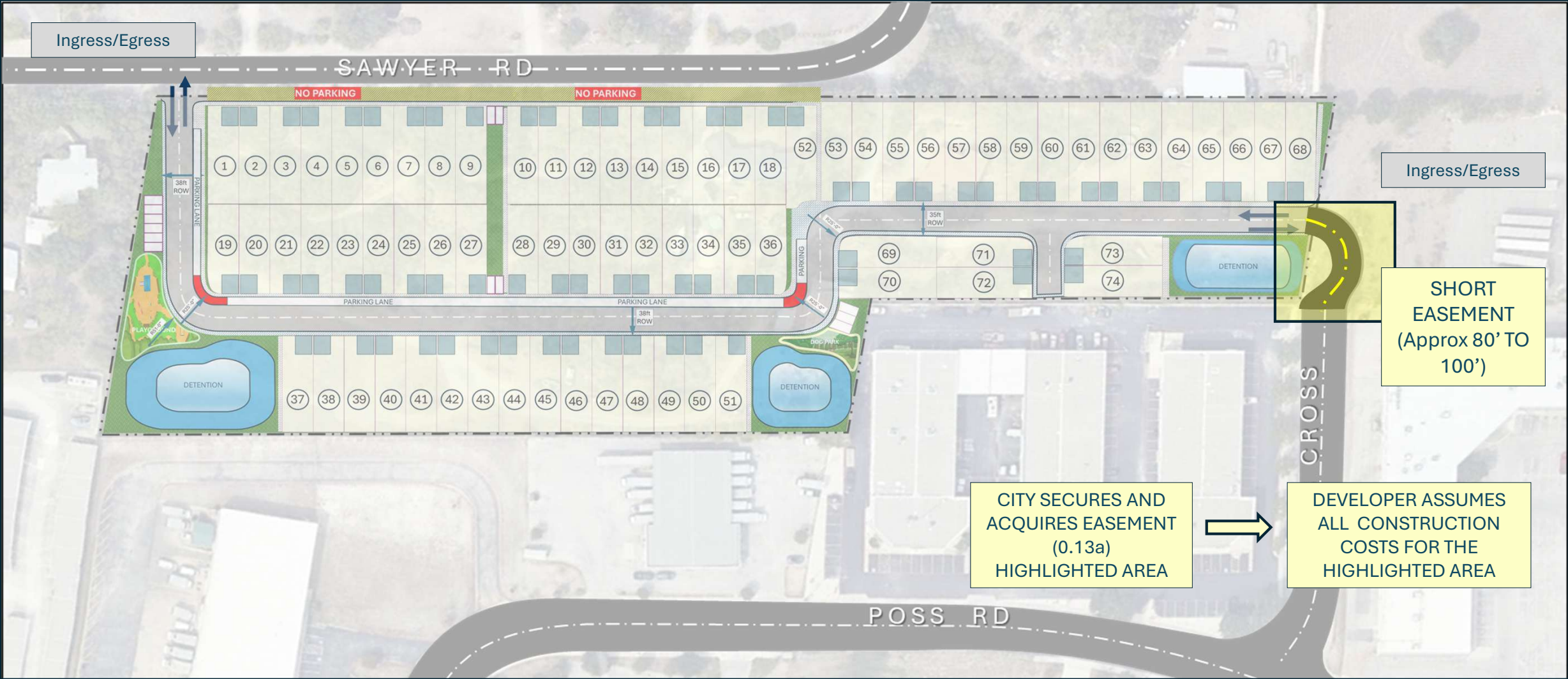
## EXHIBIT V (REV.4) (PAGE 2)

### SOLUTION: ACCESS TO AND FROM CRISS CROSS DR.



# EASEMENT TO BE SECURED BY THE CITY (APPROX 80' TO 100')

## EXHIBIT W.1 (REV.4) (page 2)



# APPRAISED MARKET VALUE OF REQUIRED EASEMENT

# EXHIBIT W.2 (REV.4)



### Taxing Units

Entity Code	Tax Rate	Market Value
CAD (BEXAR CENTRAL APPRAISAL DISTRICT)	0.000000	\$125,730
06 (BEXAR CO RD & FLOOD)	0.023668	\$125,730
08 (SA RIVER AUTH)	0.018300	\$125,730
09 (ALAMO COM COLLEGE)	0.149150	\$125,730
10 (UNIVERSITY HEALTH)	0.276235	\$125,730
11 (BEXAR COUNTY)	0.276331	\$125,730
32 (CITY OF LEON VALLEY)	0.545040	\$125,730
56 (NORTHSIDE ISD)	1.004900	\$125,730

Total tax rate	2.293624
Estimated Taxes with Exemptions and/or Special Valuation	\$2,883.78
Estimated Taxes without Exemptions and/or Special Valuation	\$2,883.78

**APPRAISED VALUE: \$125,730 FOR 1.024a**

Home	
Property ID	355729
Geographic ID	05784-000-0031
Property Type	R (Real)
Property Use Code	099 (VACANT LAND)

Land	
Type Code	CSS
Description	CSS (Commercial Store Site)
Acreage	1.0240
Sqft	44605.00
Effective Front	0.00

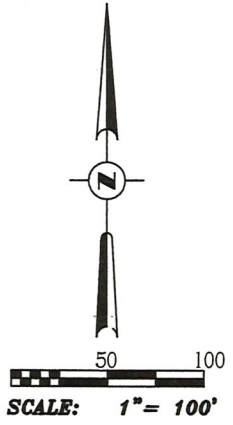
**EASEMENT VALUE AS APPRAISED BY BEXAR COUNTY:**

**$(0.13/1.024) * \$125,730 = \$15,962$**

# LEON VALLEY ADDITION

**PLAT LEGEND**

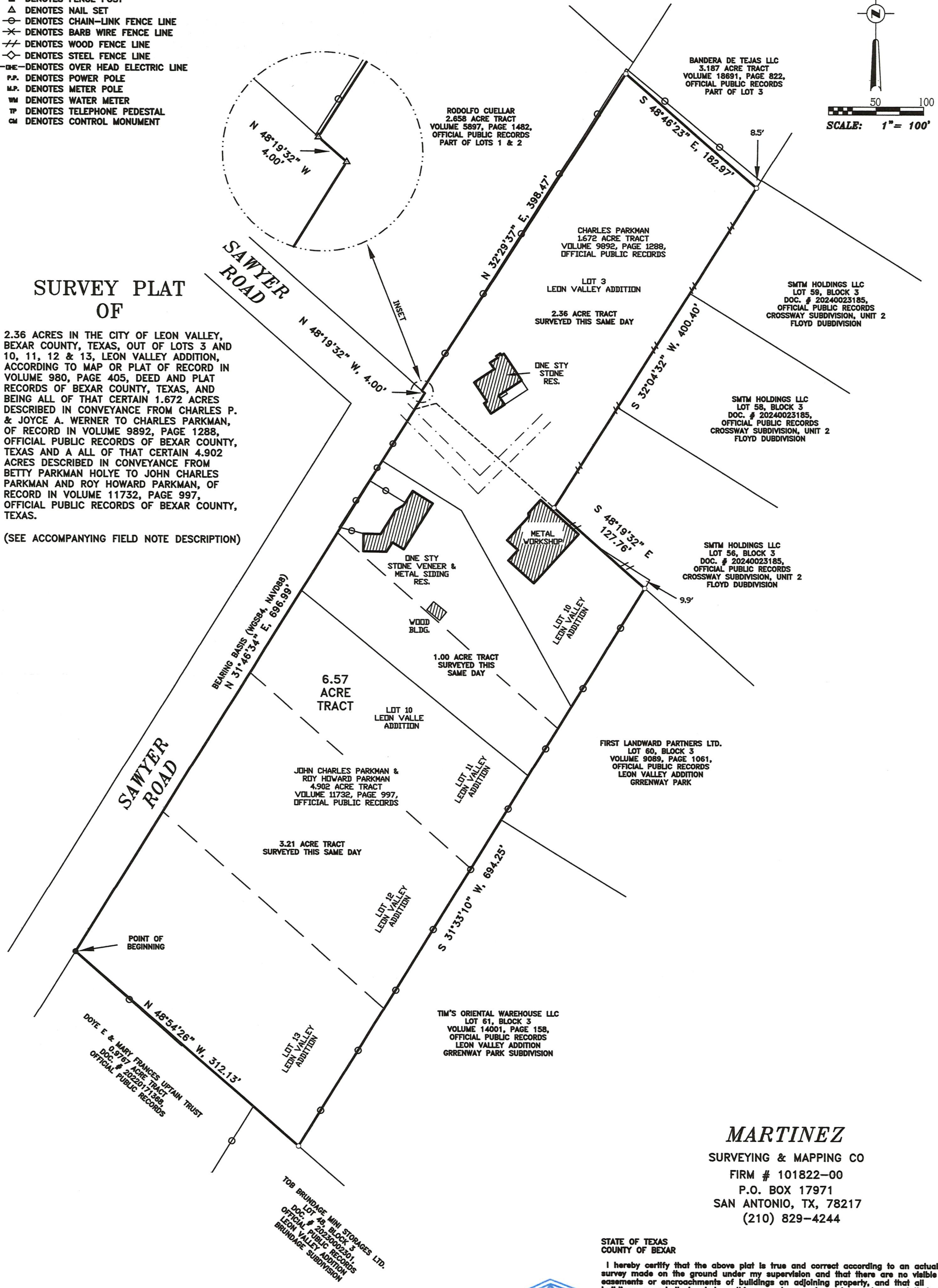
- 1/2" IRON PIN FOUND
- 1/2" IRON PIN SET WITH CAP STAMPED (RPLS 5482)
- ⊗ IRON PIPE FOUND
- DENOTES FENCE POST
- △ DENOTES NAIL SET
- ⊖ DENOTES CHAIN-LINK FENCE LINE
- ✕ DENOTES BARB WIRE FENCE LINE
- ⊘ DENOTES WOOD FENCE LINE
- ◇ DENOTES STEEL FENCE LINE
- ⊖⊖ DENOTES OVER HEAD ELECTRIC LINE
- P.P.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



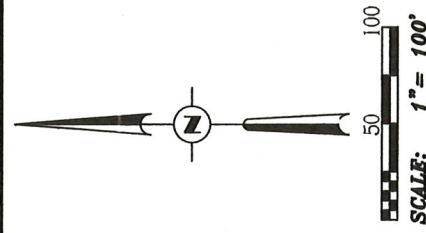
This 1ST day of MARCH, 20 24 A.D.

*Reynaldo Martinez Jr.*  
 REGISTERED PROFESSIONAL  
 LAND SURVEYOR No. 5482

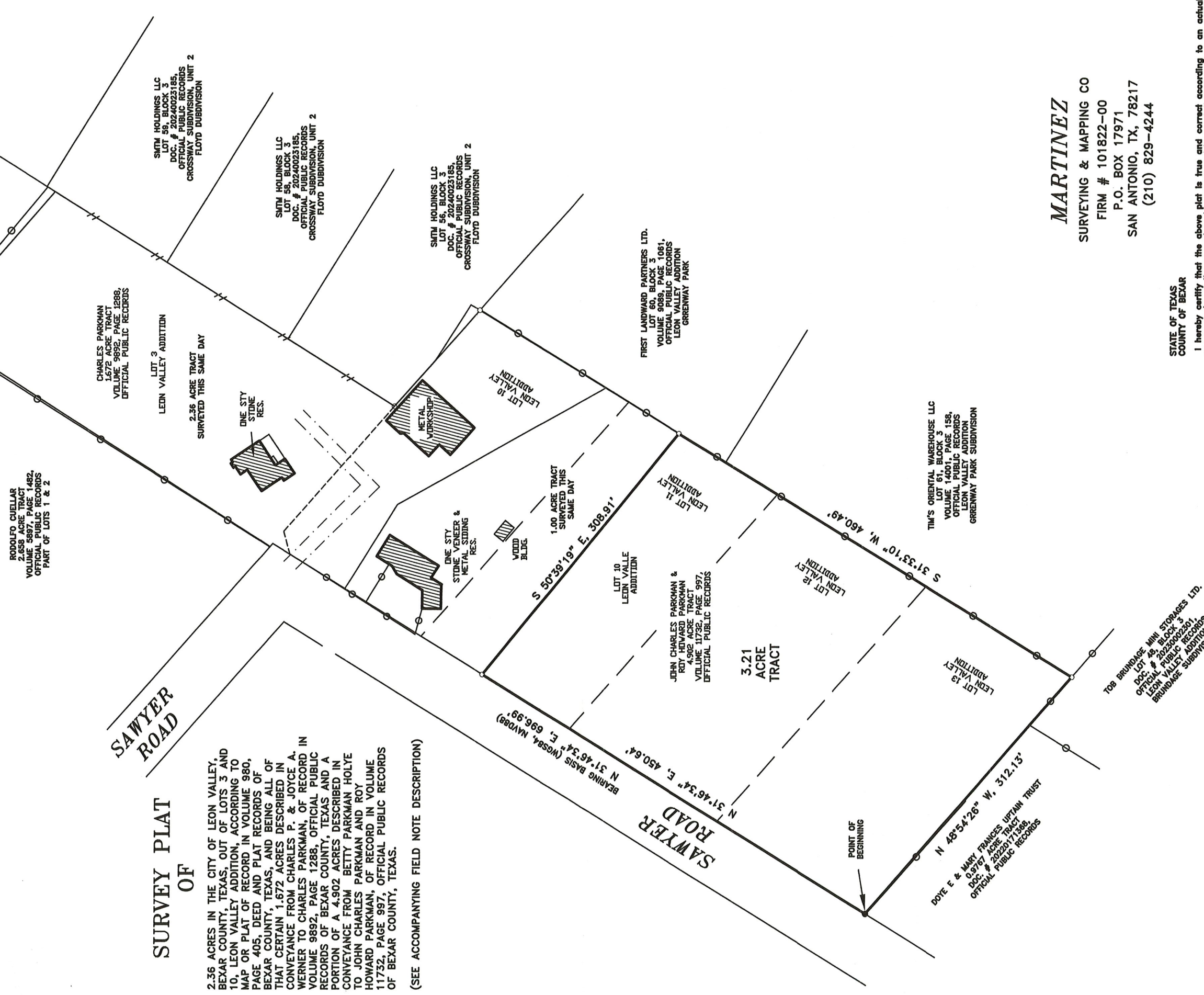
JOB No. 24-2-9

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



**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 1<sup>ST</sup> 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

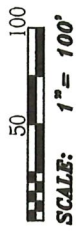
THIS SURVEY WAS COMPLETED WITHOUT THE BENEFIT OF A TITLE COMMITMENT AND OTHER MATTERS OF RECORD, (EASEMENTS, SETBACK LINE, ETC.) WHICH MAY AFFECT THIS TRACT MAY NOT BE SHOWN HEREON.

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

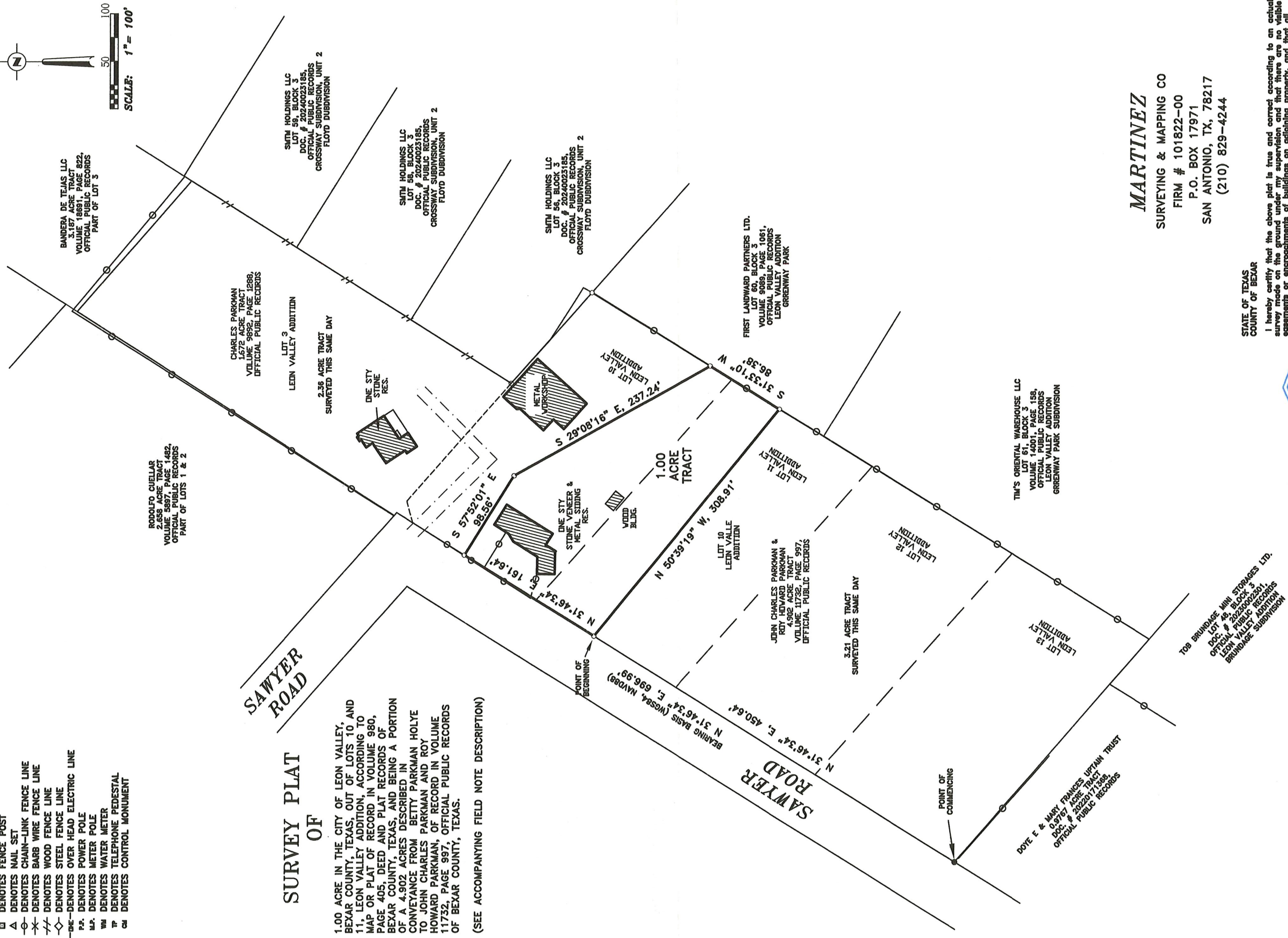
- 1/2" IRON PIN FOUND
- 1/2" IRON PIN SET WITH CAP
- STAMPED (RPLS 5482)
- ⊗ IRON PIPE FOUND
- DENOTES FENCE POST
- △ DENOTES NAIL SET
- CHAIN-LINK FENCE LINE
- x— BARB WIRE FENCE LINE
- ◇— WOOD FENCE LINE
- ◇— STEEL FENCE LINE
- OVER HEAD ELECTRIC LINE
- P.P.— POWER POLE
- M.P.— METER POLE
- WM— WATER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



## 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 19, 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
- 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}.91.

*(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

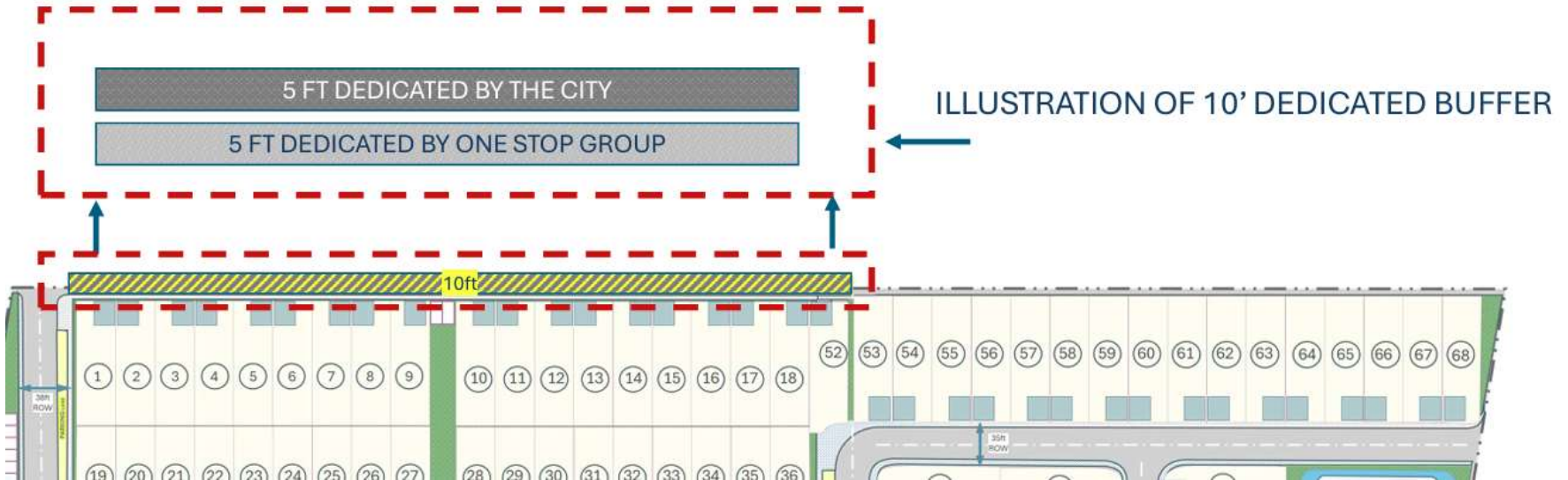
- Lot regulation - minimum area of lot size decreased from 4,500 to 2,350 square feet
- Minimum lot depth reduced from 100 to 85 feet
- Minimum floor space reduced from 1,800 to ~~1,350~~ 1,100 square feet
- Minimum frontage reduced from 45 to 28
- ~~Minimum height increased from 2 ½ to 3 ½ stories~~

# Variances (Cont'd)

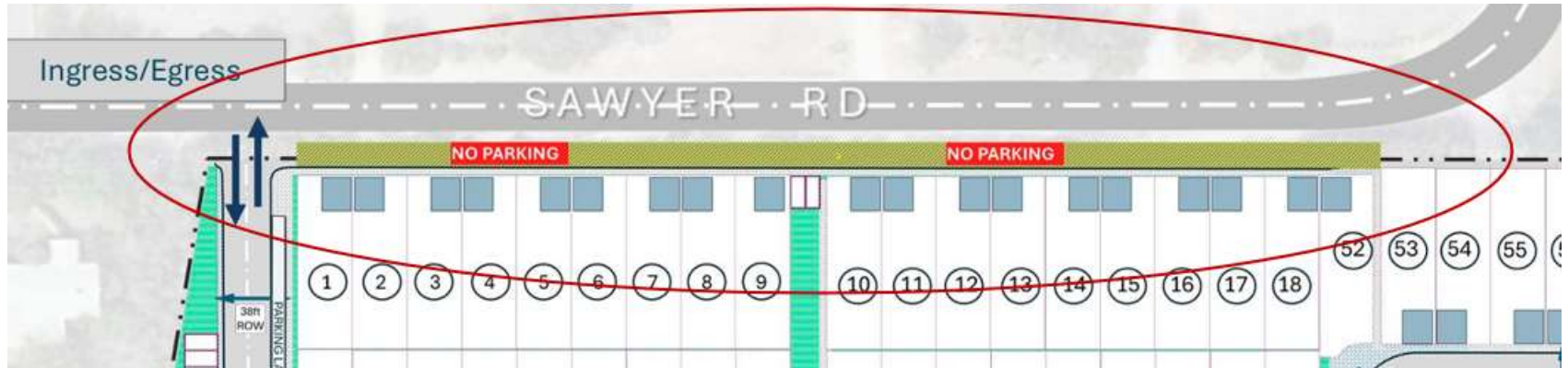
- Reduced minimum setbacks:
  - Rear: from 15 to ~~10~~ 8 feet
  - Front: from 20 to 18 feet
  - Side: from 5 to 2.5 or 0 feet
  - Between Buildings: from 10 to 5 feet
- Minor or private street minimum right of way reduced from 50 to 32 feet
- Minor or private street pavement width reduced from 30 to ~~20~~ 22 feet
- Corner Lots- Minimum width from 70 feet to 29 feet

# Variance (Cont'd)

- Requesting the city to dedicate 5 feet of right-of-way towards a 10-foot easement for a buffer lane for safer driveway access for homes with driveways fronting Sawyer Road



# Variance (Cont'd)



- E. The developer shall dedicate the first five feet (5') of the front of property abutting Sawyer Rd. to contribute towards a ten-foot (10') easement that shall be used as a buffer lane for safer driveway access for homes with driveways fronting Sawyer Rd. The City shall dedicate the remaining 5' from the Sawyer Rd. Right-Of-Way as its contribution to same. **EXHIBIT "U"** illustrates this Easement.

# Variance (Cont'd)

- Requesting that the city secure and acquire easement at Criss Cross for connection from Poss Road to Sawyer Road

WHY ACCESS THROUGH CRISS CROSS DR. IS A MUST

EXHIBIT V (REV.4)  
(PAGE 1)

**CHALLENGE:** DIFFICULT TO MAKE A LEFT TURN FROM SAWYER ONTO NORTHBOUND BANDERA



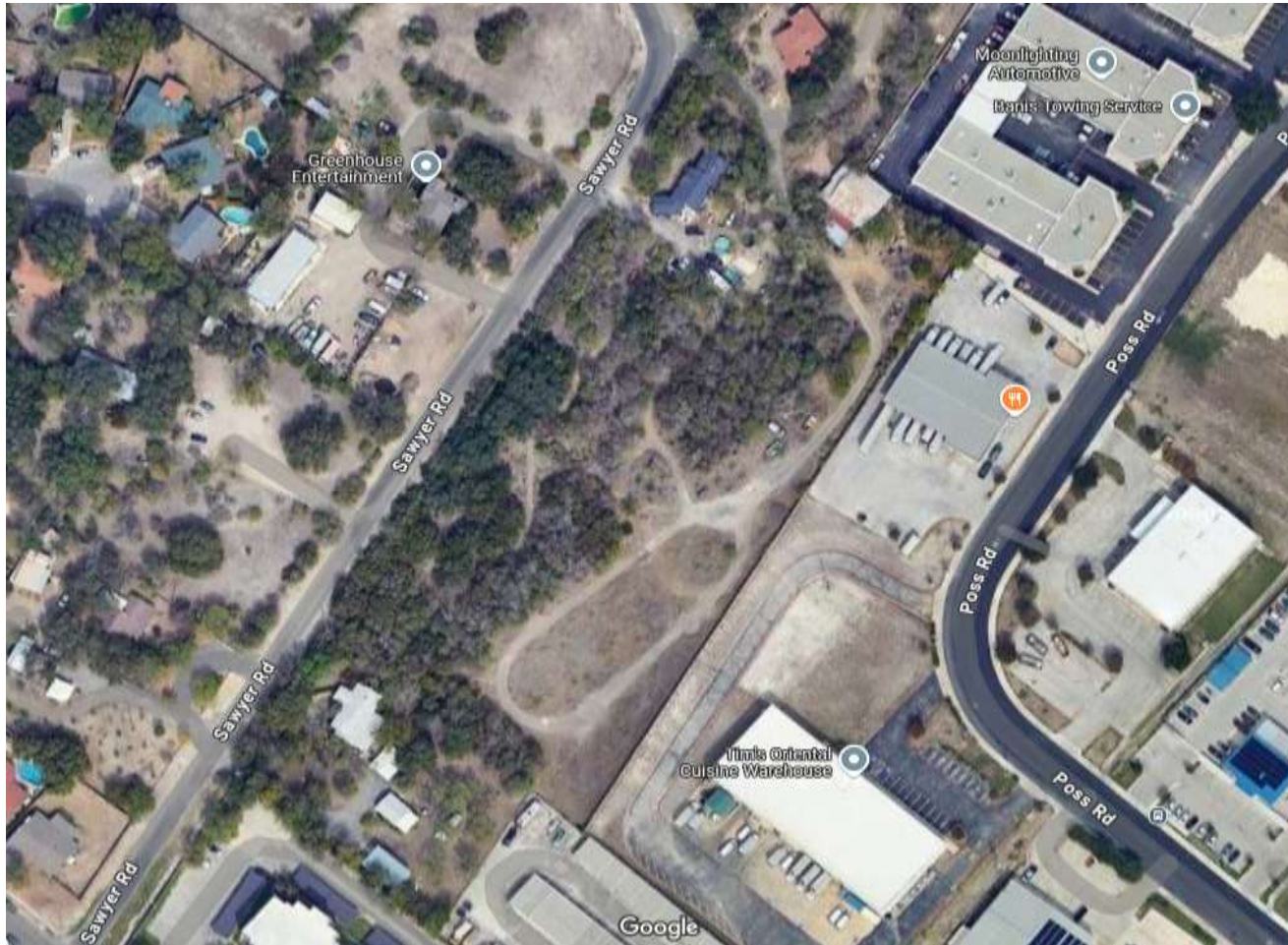
# Location Map

{Section}.91.



# Aerial View

{Section}.91.



# Surrounding Zoning

{Section}.91.

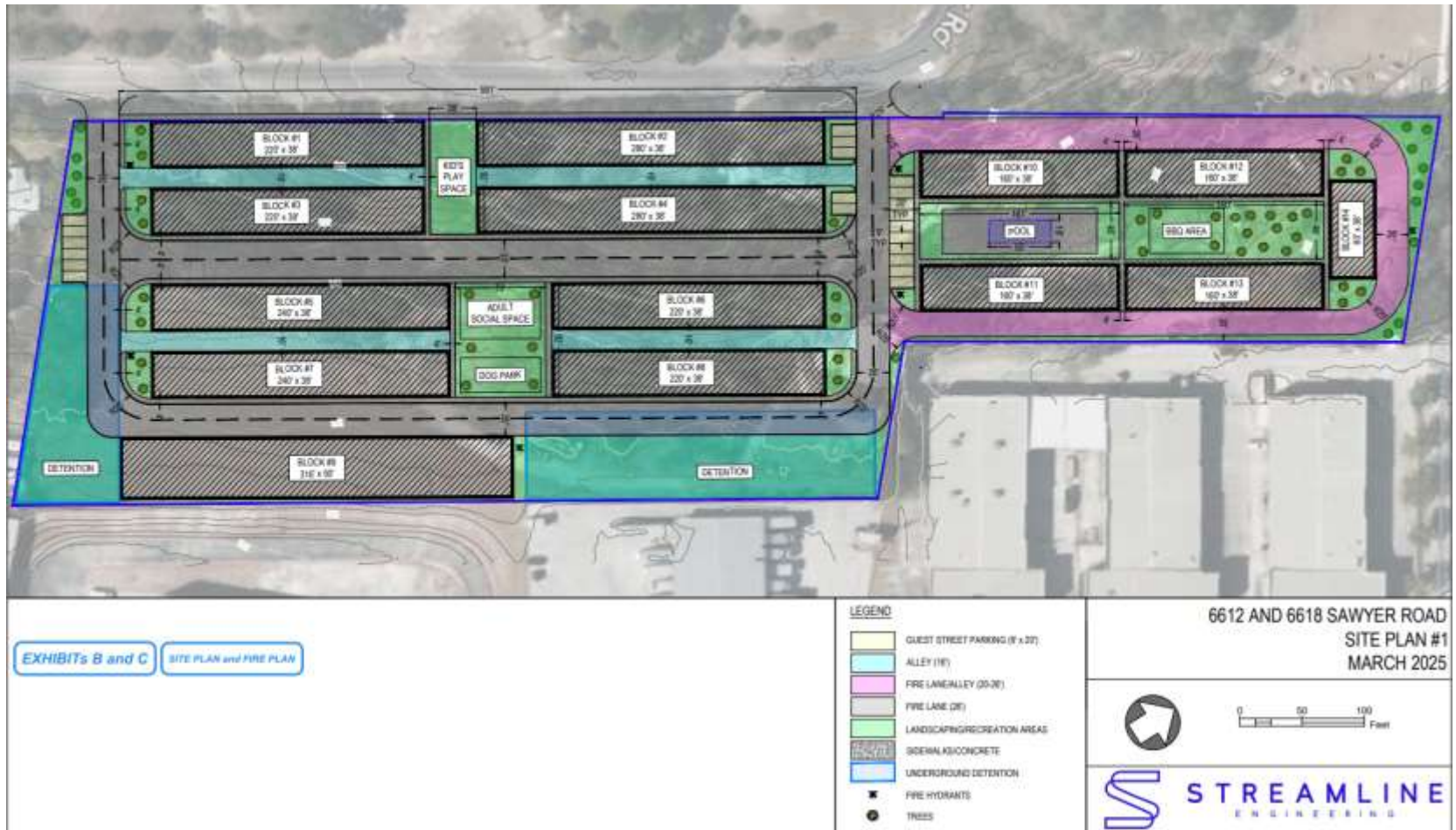
- North: B-1 Small Business, B-2 Retail, R-1 Single Family Dwelling
- West: R-1 and R-3 Multiple Family Dwelling
- East: B-1, B-2, B-3 Commercial, and R-1
- South: R-1, R-3, B-2, and B-3

# 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}.91.



# Revised Site Plan



# Proposed Structure

**BUILDING ELEVATION EXAMPLE / FOR ILLUSTRATION ONLY**



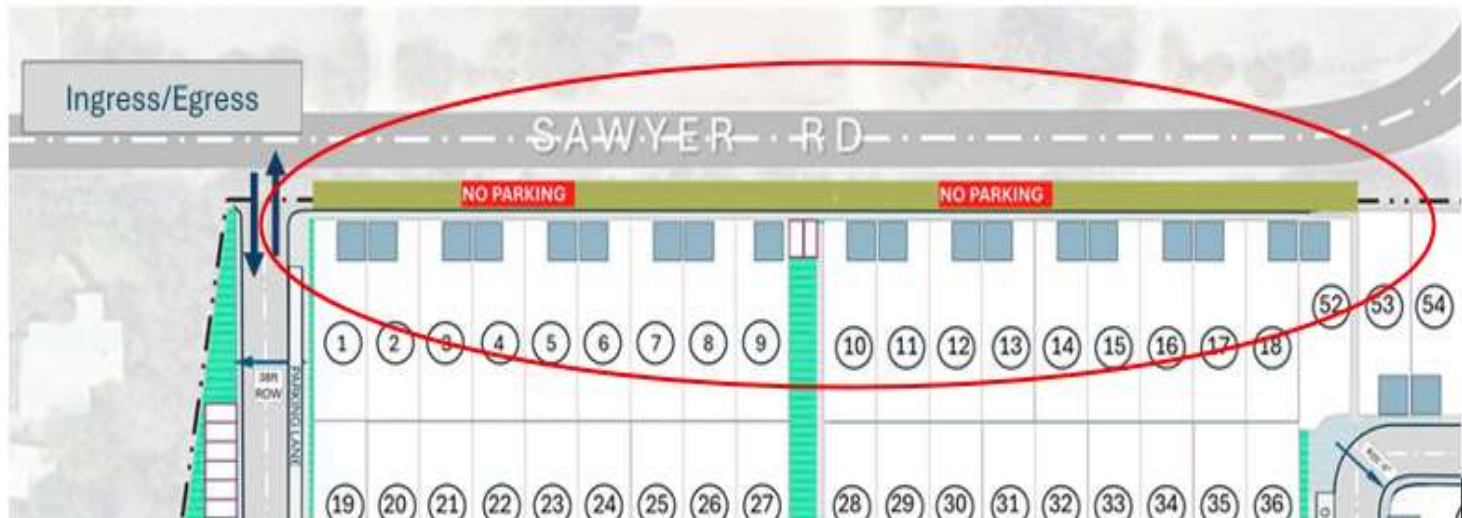
**FOR ILLUSTRATION PURPOSES ONLY – MAY VARY DURING CONSTRUCTION PLANNING**

# Staff Comments

- Proposed development will consist of approximately ~~76~~ 74 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
- Staff recommends that no Residential R-6 lots have driveway access to a collector street; unsafe ingress/egress onto Sawyer Road
- Staff recommends to place a condition on the site plan that they can't increase units more than 10% without Council approval
- Internal roadways must meet all requirements of the Fire Code.

# City Engineer Comments

- Unsafe direct ingress/egress onto Sawyer Road for (19) houses- if buffer is not accepted as presented



# 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	<del>Section 15.02.251</del> 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:

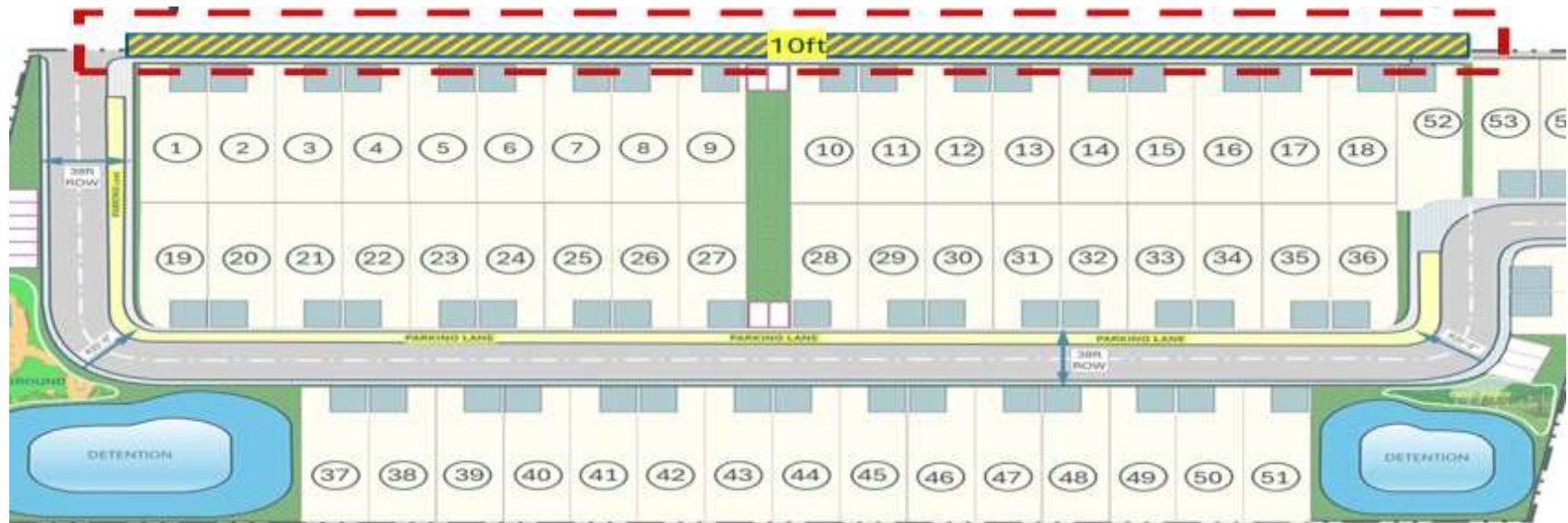
(1) General.

- (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.~~

# City Engineer Comments

- Article 4.1 and Exhibit W.1 states that the City dedicate 5' for the buffer space easement along Sawyer Road in the PDD
- Who will own or maintain the easement?



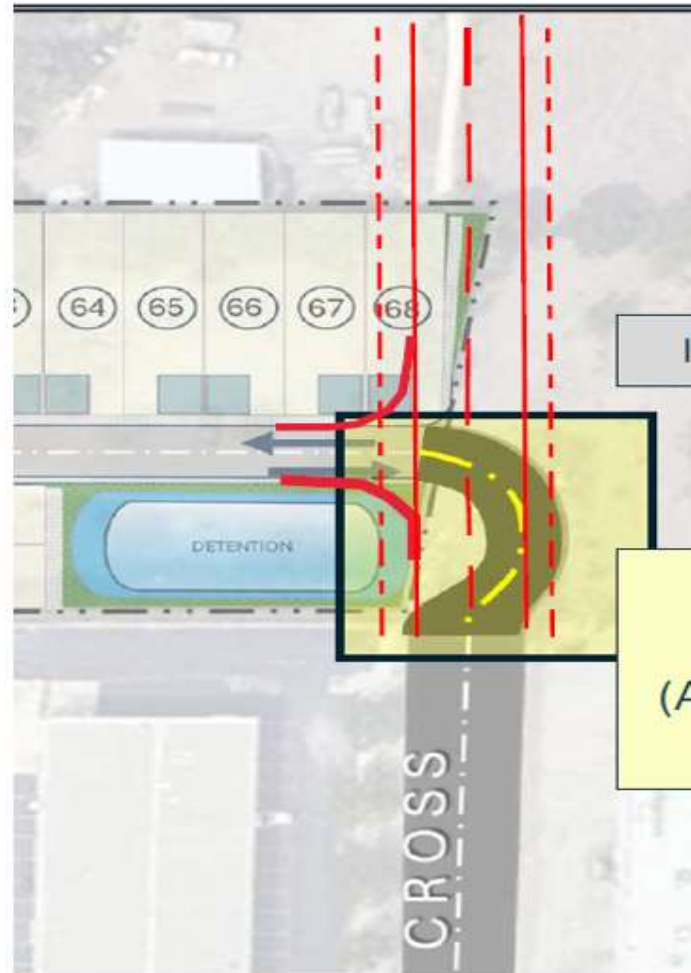
# City Engineer Comments (Cont'd)

- Article 4.1 of the PDD will commit the City to acquiring the Criss Cross easement for the Developer.
- Exhibit T.1 and T.2 are not an alternative per the PDD amendment (not listed in the PDD)



## City Engineer Comments (Cont'd)

\*If there are plans for the City to extend Criss Cross to Sawyer Road in the future, then the City should require the ROW be dedicated from this development for the future corridor to build a proper intersection



# 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 if buffer is not accepted
- 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
- Staff recommends that the development address the recommendations provided by the City Engineer

# 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}.91.

- 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.

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** May 19, 2026

**TO:** Mayor and Council

**FROM:** Michael Gallardo, Planning and Zoning Director

**THROUGH:** Crystal Caldera, Ph.D., City Manager

**SUBJECT:** Consider Approval of a Request for 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 one (1) Heritage, two (2) Medium, and two (2) Large Trees, and is Seeking to Pay No Tree Mitigation Fees, Located at 5307 Wurzbach Road, CB: 4429A Block 4, Lot 30, Rollingwood Ridge Subdivision, on Approximately 2.75 Acres of Land.

**SPONSOR(S):** N/A

**PURPOSE**

**Applicant/**

**Property Owner:** Shameem Akhtar, Hijaz Foundation of America

**Site:** The property is located at 5307 Wurzbach Road. The owner of the property would like to build a prayer hall with amenities and learning center with amenities to include a small playground and basketball court on a vacant lot.

**Staff Comments:**

- The revised site plan indicates the removal of one (1) Heritage, two (2) medium and two (2) large trees from the site to provide for construction of a Mosque and Learning Center.
- The applicant will be maintaining 80% of the current trees on the property.
- The surplus of replacement trees would negate Tree mitigation fees.
- City Code mandates that for each medium tree removed, one tree of 6” or more in diameter be planted and for each large tree, one tree of 8” or more in diameter be planted.
- City Code prohibits the removal of any heritage trees, regardless of species.

- The Code further states that up to 25% of all required trees may be mitigated rather than preserved, unless insufficient land area exists on which to plant the required total caliper width of replacement trees, then the “cash in lieu of” amount may be increased up to 50% of the required replacement tree amount.
- City Code states that variances may be granted after consideration and recommendation by the City Council where literal enforcement of the provision of this article will result in unnecessary hardship. No variance may be granted unless:
  - (1) Such variance will not be contrary to the public interest;
  - (2) Such variance will be in harmony with the spirit and purposes of the article;
  - (3) The variance sought is due to unique circumstances existing on the property, and the unique circumstances were not created by the owner of the property and are not merely financial;
  - (4) The variance will not substantially weaken the general purposes of the Tree Preservation Ordinance.

**FISCAL IMPACT**

The proposed Mosque and Learning Center will not be taxed but parishioners could potentially pay sales taxes on retail purchases.

**RECOMMENDATION**

At the City Council’s discretion.

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

Shameem Akhtar  
Rahmani Learning Center  
5307 Wurzbach Road  
Leon Valley, Tx. 78238  
210-219-9743

5/19/2026

City of Leon Valley  
City Council

RE: Request for Variance to Remove Trees for Proposed Building Construction

Respected City Council,

We are writing to respectfully request a variance to remove one heritage tree – located on a vacant parcel at 5307 Wurzbach Road, Leon Valley. We are planning to construct a Learning Center consisting of two new buildings on this land to support continued growth of our Center presently located in San Antonio just on the other side of Bandera/Wurzbach intersection. We currently have many members that live and support Leon Valley area.

After a thorough evaluation of the site with our design team and considerable modifications, it has become clear that the removal of one heritage tree is necessary to allow for proper building placement, avoid easements, parking, needed square feet, and entry/exit to the site. We have carefully explored alternative site layouts to preserve the trees, but to our utter disappointment the 2.75-acre lot does not provide that possibility.

We greatly value the natural beauty of our area and do not take this request lightly. We are committed to working to make this good for both parties. We are willing to replace the required amount of trees and a surplus of 20” of trees. We currently have 660 caliper inches of trees and we are going to maintain 80% of the current trees on the property.

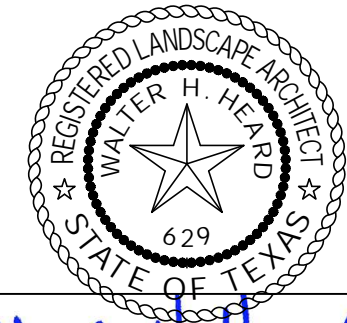
We respectfully ask for your consideration in granting this variance, which is essential for the successful development of this property and the future of a long-standing Learning resource. We are more than willing to provide any additional documentation, site plans, or meet in person to further discuss this request.

Thank you for your time and thoughtful consideration.

Sincerely,



Shameem Akhtar  
Secretary, Rahmani Learning Center



Walter H. Heard  
07.31.25

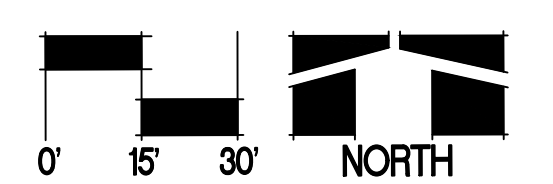


terra design group, inc.  
4040 broadway, suite 103  
san antonio, texas 78209  
210.220.1400  
wheard@terradesignsna.com

### RAHMANI LEARNING CENTER

5307 Wurzbach Road  
Leon Valley, Texas  
78238

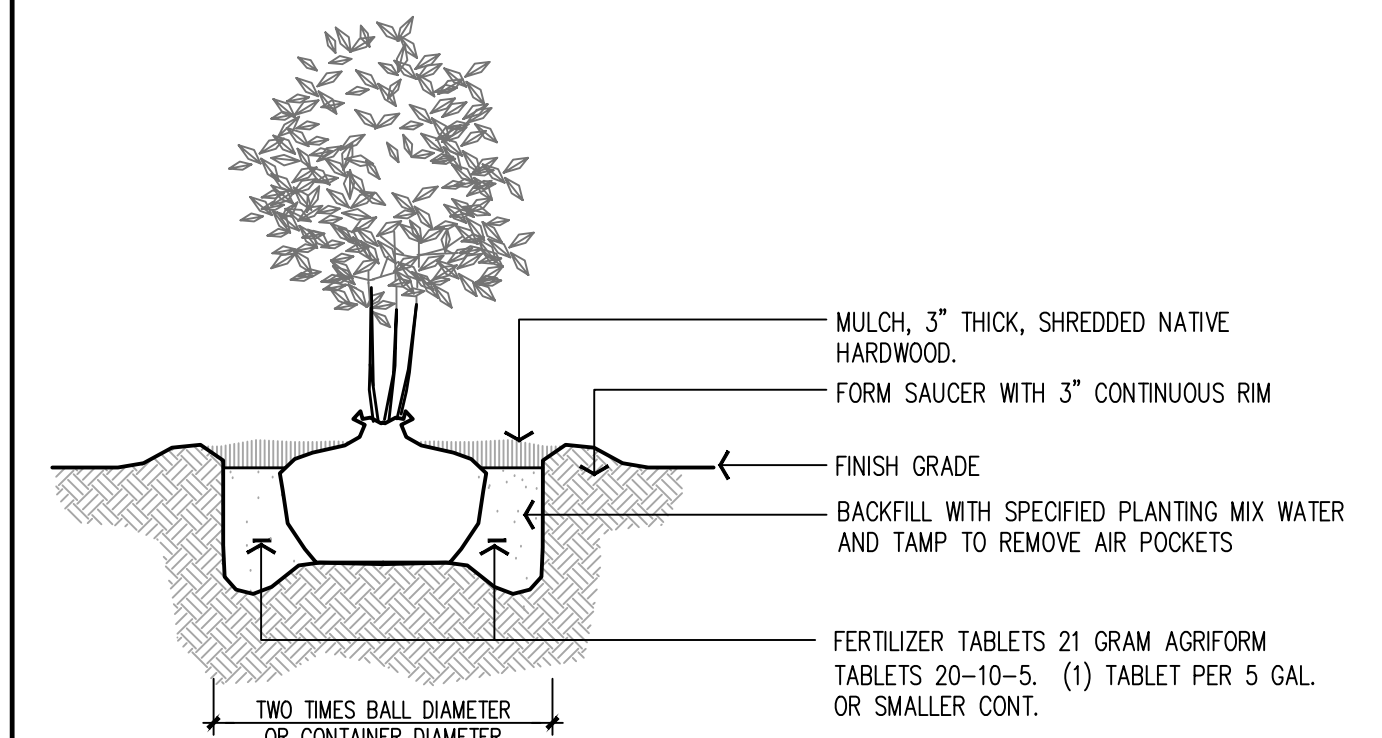
REVISION	DATE
----------	------



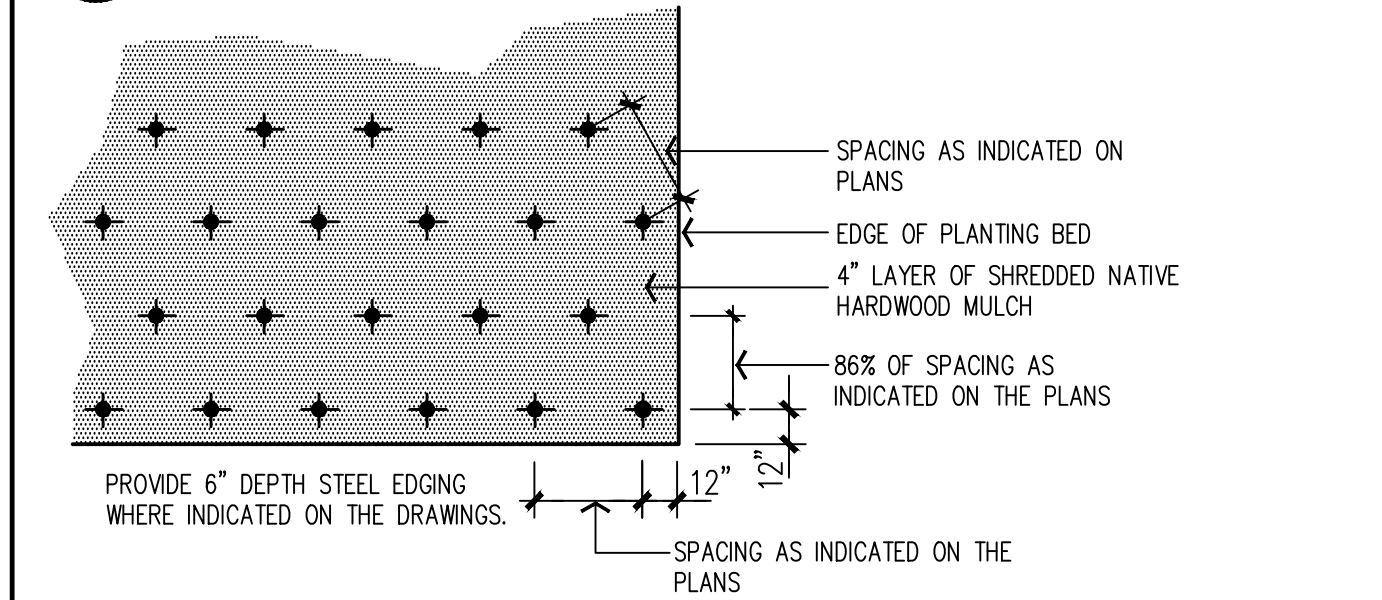
Project no:  
Date: June 11, 2025  
Sheet: 1 of 1

## OVERALL LANDSCAPE LAYOUT LL 1.00

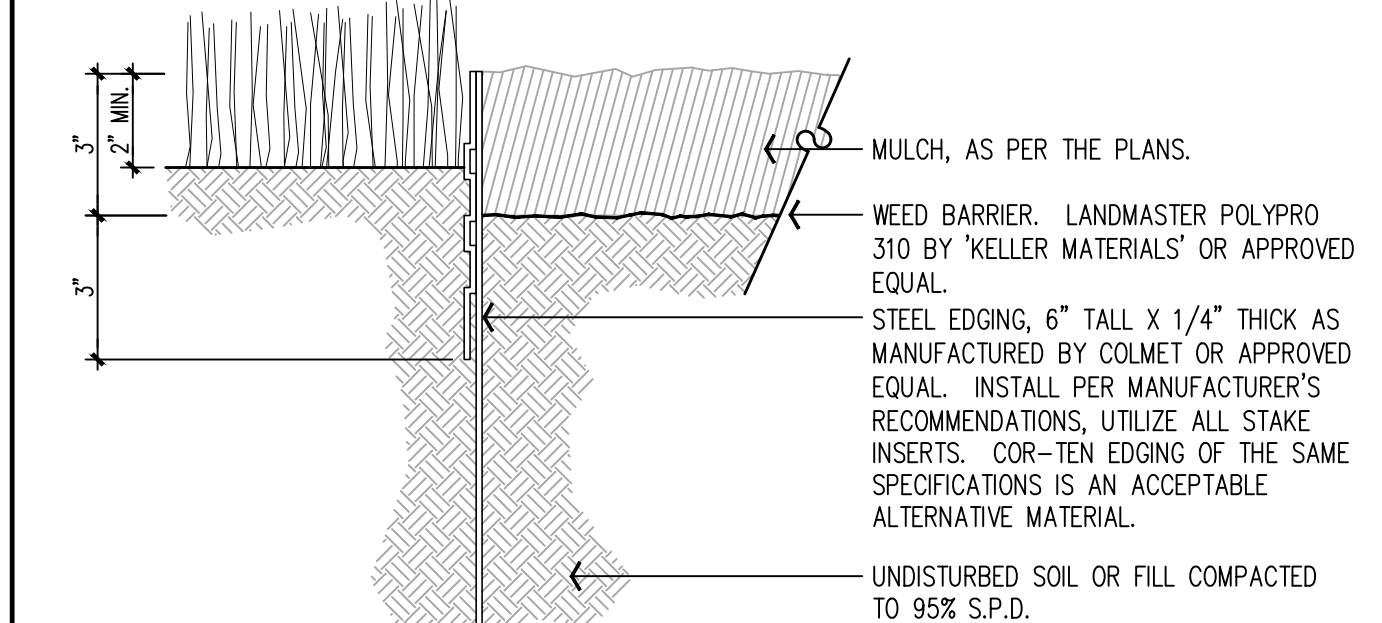
PLANT LIST							
	COMMON NAME	SCIENTIFIC NAME	SIZE	HEIGHT	SPREAD	SPACING	REMARKS
<b>TREES</b>							
FP	7	MEXICAN FAN PALM	CHAMAEROPS HUMILIS	48" BOX	5'-6"	4'-6"	PER PLAN CONTAINER
PM	13	MEXICAN SYCAMORE	PLATANUS MEXICANA	4" CAL.	14'-16"	6'-8"	PER PLAN CONTAINER
QV	5	LIVE OAK	QUERCUS SHUMARDII	95 GAL.	12'-14"	6'-8"	PER PLAN CONTAINER
SS	40	TEXAS MOUNTAIN LAUREL	DERMATOPHYLLUM SECUNDFLORUM	30 GAL.	10'-15"	10'-15"	PER PLAN CONTAINER
<b>SHRUBS</b>							
DW	358	TEXAS SOTOL	DASYLIRON WHEELERI	5 GAL.	28"	28"	PER PLAN FULL
MA	50	TURKS CAP	LILIUM SUPERBUM	1 GAL.	2'-3"	2'-3"	PER PLAN FULL
ML	19	MUHLY GRASS	MUHLENBERGIA LINDHEIMERI	5 GAL.	24"	24"	PER PLAN FULL
RO	18	UPRIGHT ROSEMARY	ROSMARINUS OFFICINALIS 'UPRIGHT'	5 GAL.	4"	36"	PER PLAN FULL
ST	1,102	MEXICAN FEATHER GRASS	STIPA TENUISSIMA	1 GAL.	12"	FULL	PER PLAN FULL
TL	138	TEXAS LANTANA	LANTANA URICOIDES	5 GAL.	6"	5'	PER PLAN FULL
	10,611	ASIATIC JASMINE	TRACHELOSPERMUM ASIATICUM	4" CONT.	9"	FULL	12" SPACING FULL, PROVIDE 3" OF NATIVE HARDWOOD MULCH IN THIS PLANTING AREA
<b>MISCELLANEOUS</b>							
	108	STEEL EDGING (L.F.)	1/8" THICK	AS SHOWN WITHIN THE PLANTING BEDS TO SEPERATE SHRUBS FROM GROUNDCOVER.			
	3,083	PLANTING BED WITH PINK GRANITE FOR MULCH (S.F.)	PINK GRANITE, 3/4". REF. DTL. 5/LL 1.00. INSTALLED TO A COMPACTED 3" THICK, LIGHT COMPACTION. PROVIDE WEED BARRIER, LANDMASTER POLYPRO 310 BY 'KELLER MATERIALS' OR APPROVED EQUAL, BELOW GRANITE. SECURE ALL EDGES INTO SUB-GRADE.				
	13,221	PLANTING BED WITH MULCH (S.F.)	NATIVE SHREDDED HARDWOOD MULCH, 3" THICK, SINGLE SHREDDED, ASH JUNIPER.				



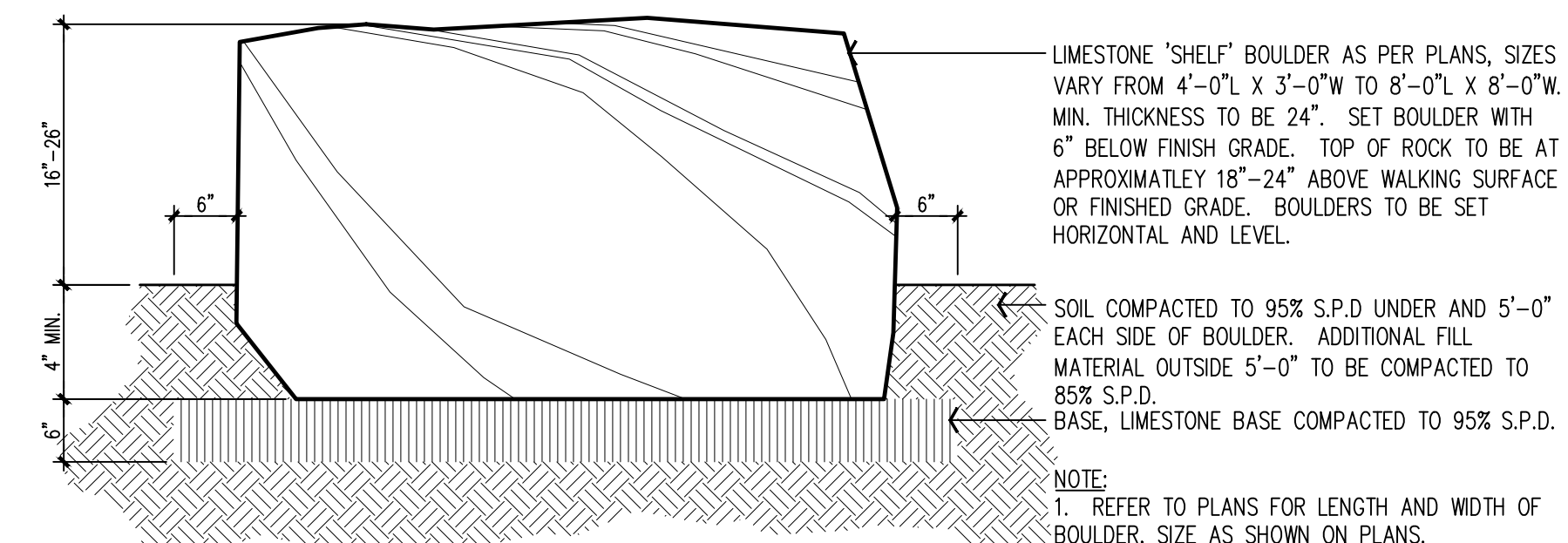
3 SECTION: SHRUB PLANTING  
Scale: Not To Scale



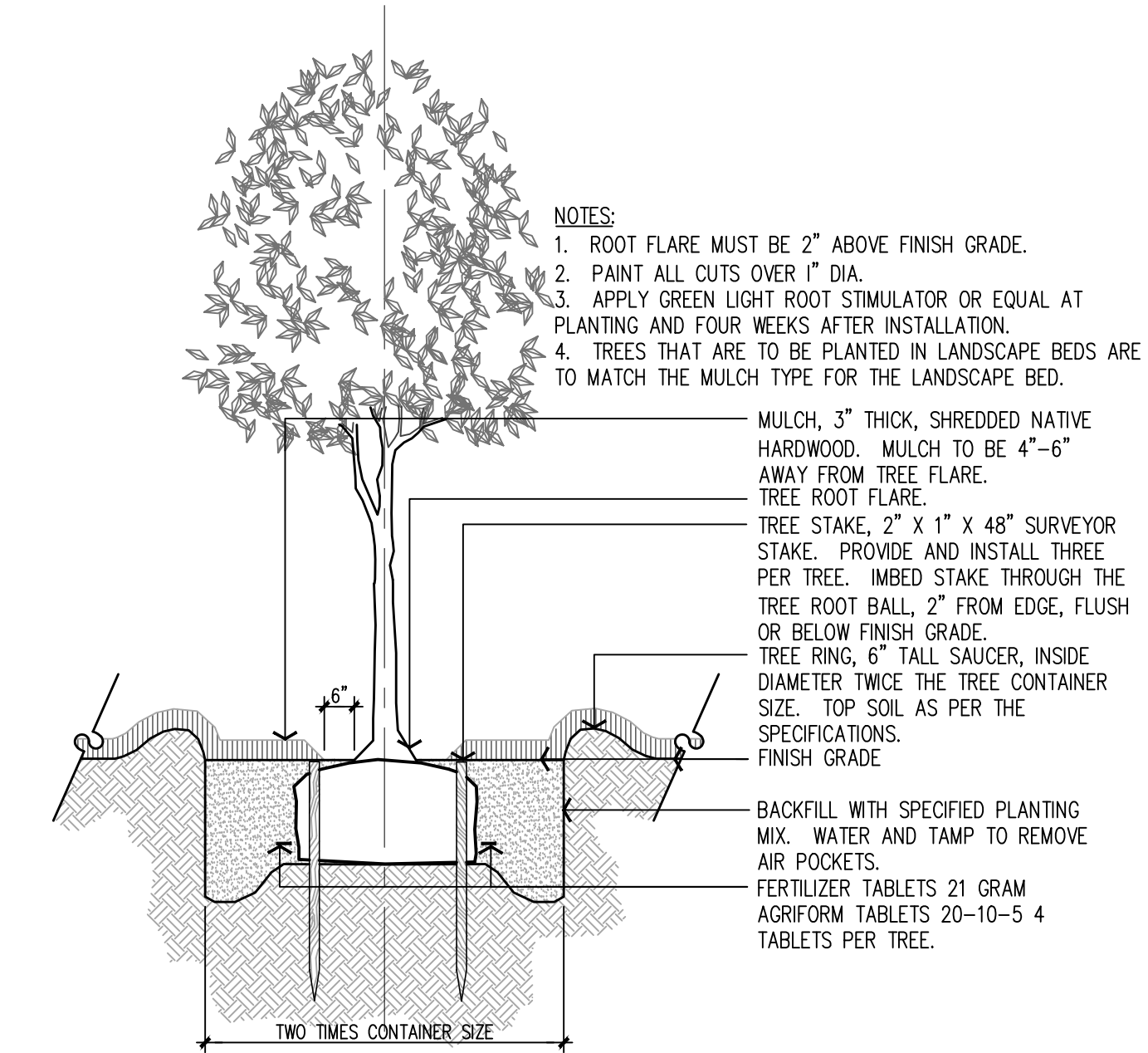
4 PLAN: GROUNDCOVER PLANTING  
Scale: Not To Scale



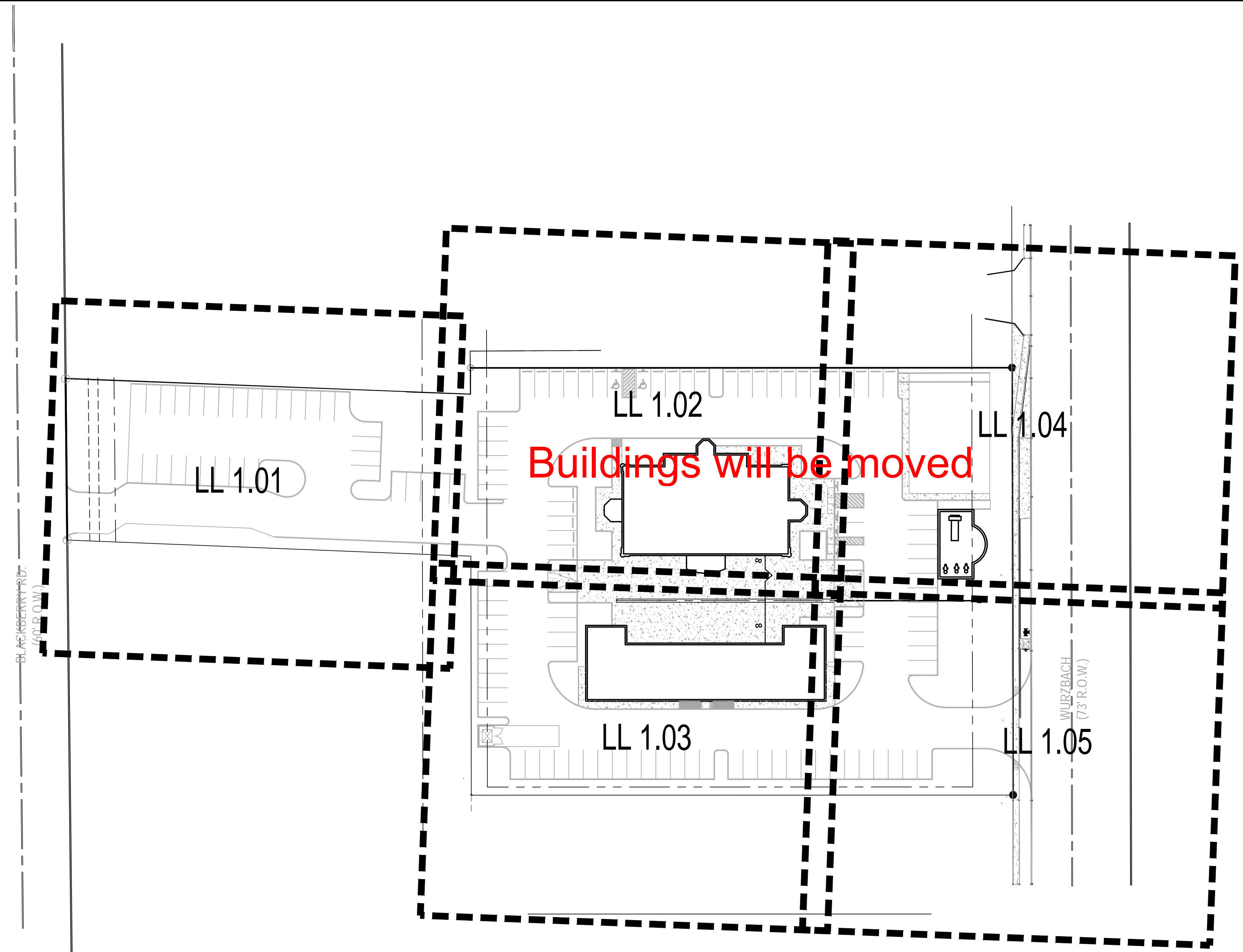
5 SECTION: STEEL EDGING  
Scale: 3"=1'-0"



2 SECTION: BOULDER INSTALLATION  
Scale: 3/4" = 1'-0"



1 SECTION: TREE PLANTING  
Scale: N.T.S.





Waller H. Heard  
07.31.25

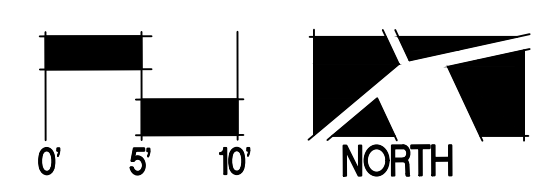


terra design group, inc.  
4040 broadway, suite 103  
san antonio, texas 78209  
210.220.1400  
wheard@terradesignsa.com

# RAHMANI LEARNING CENTER

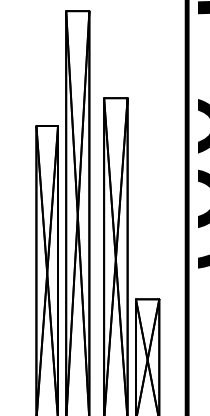
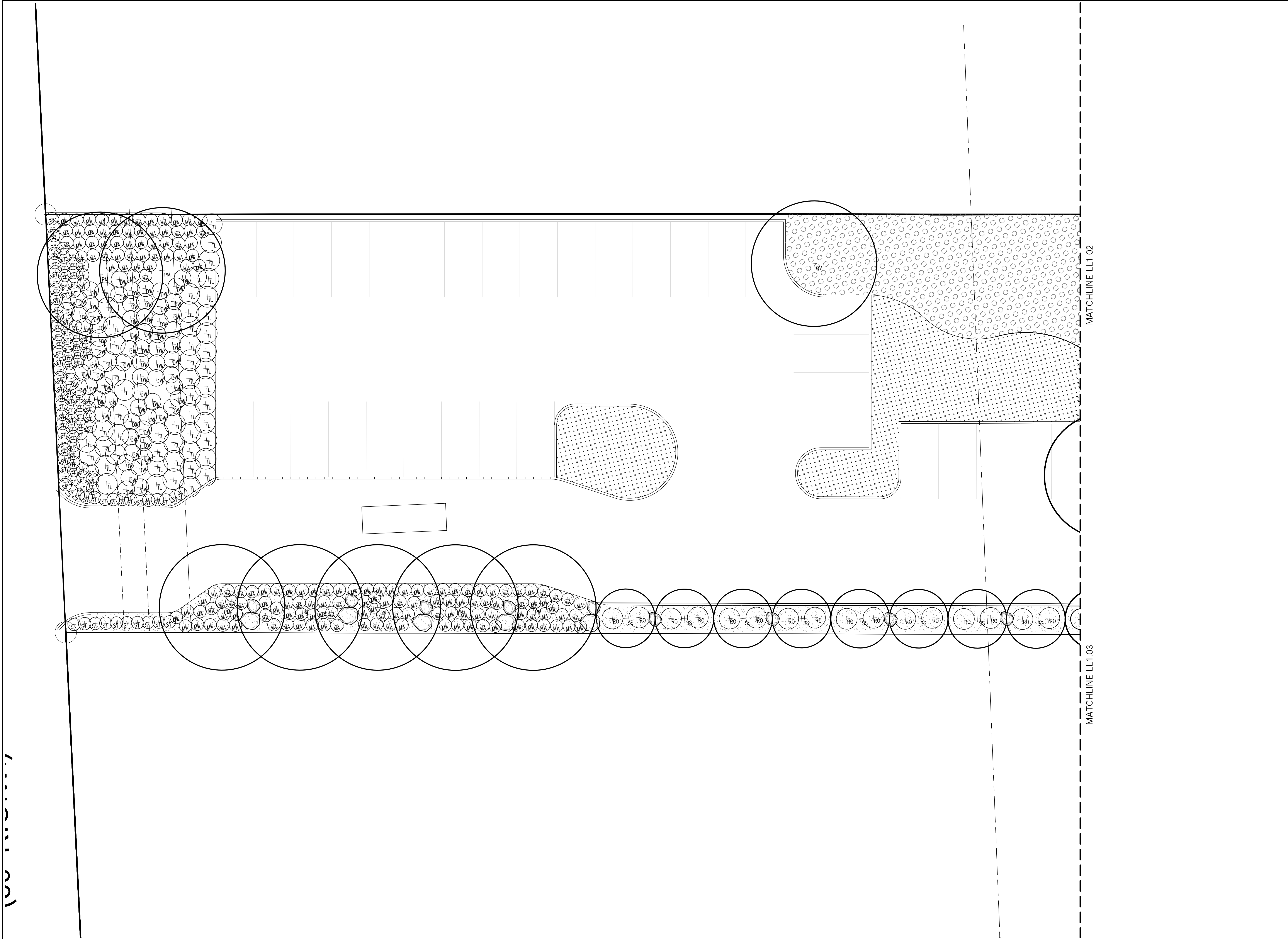
5307 Wurzbach Road  
Leon Valley, Texas  
78238

REVISION	DATE



Project no:  
Date: June 11, 2025  
Sheet: 1 of 1

## LANDSCAPE LAYOUT LL 1.01





Wallis H. Heard  
07.31.25

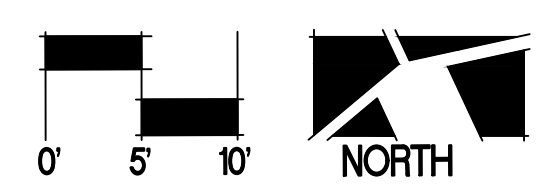


terra design group, inc.  
4040 broadway, suite 103  
san antonio, texas 78209  
210.220.1400  
wheard@terradesignsa.com

# RAHMANI LEARNING CENTER

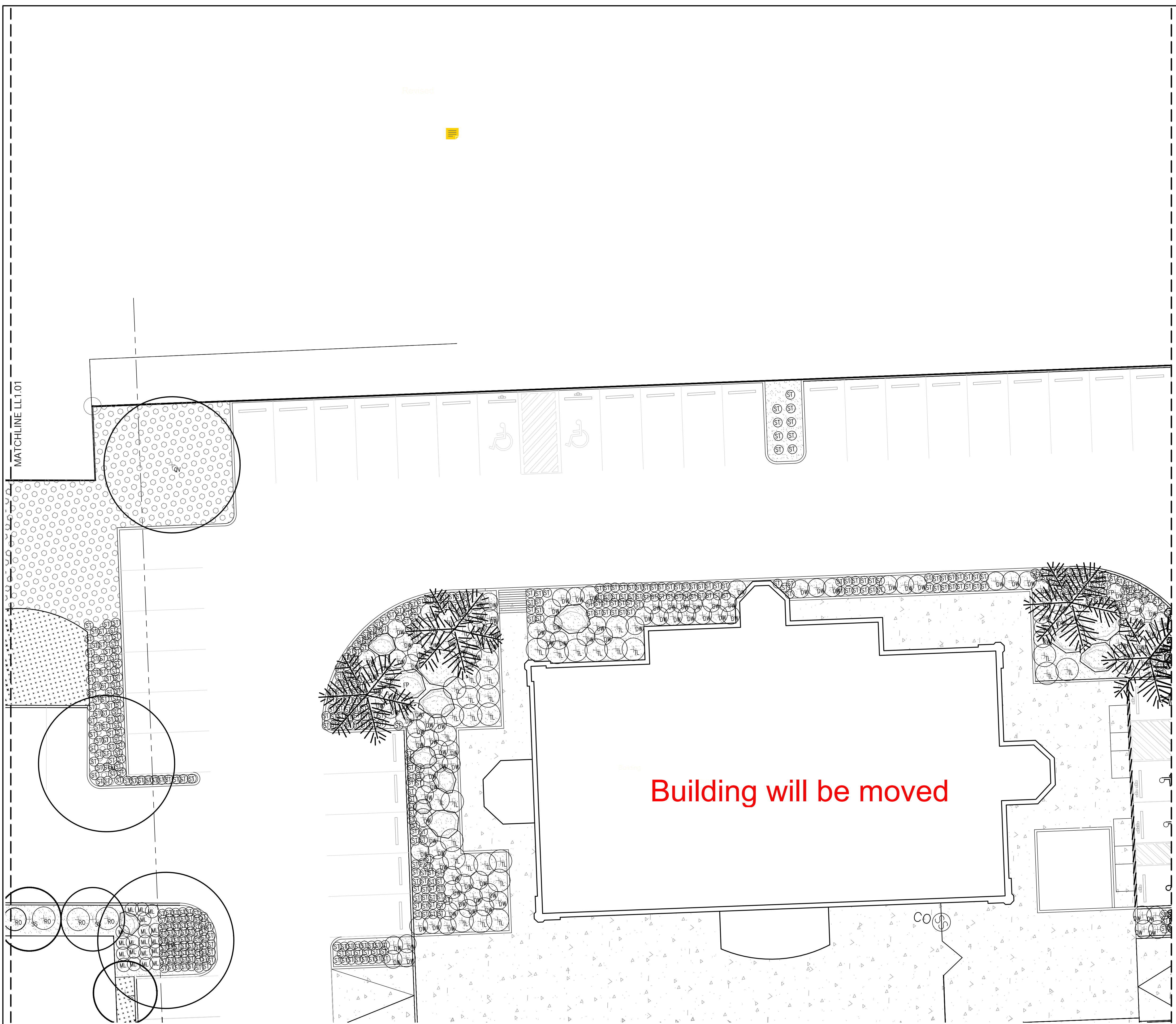
5307 Wurzbach Road  
Leon Valley, Texas  
78238

REVISION	DATE



Project no:  
Date: June 11, 2025  
Sheet: 1 of 1

## LANDSCAPE LAYOUT LL 1.02





Walter H. Heard  
07.31.25

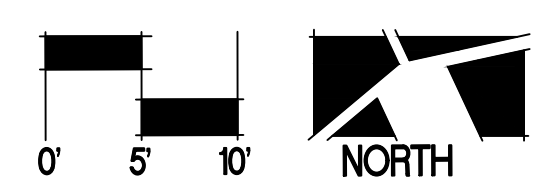


terra design group, inc.  
4040 Broadway, Suite 103  
San Antonio, Texas 78209  
210.220.1400  
wheard@terradesignsa.com

### RAHMANI LEARNING CENTER

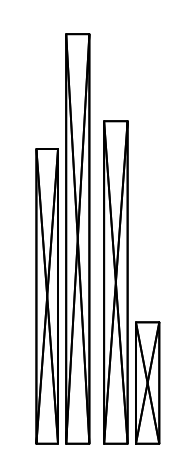
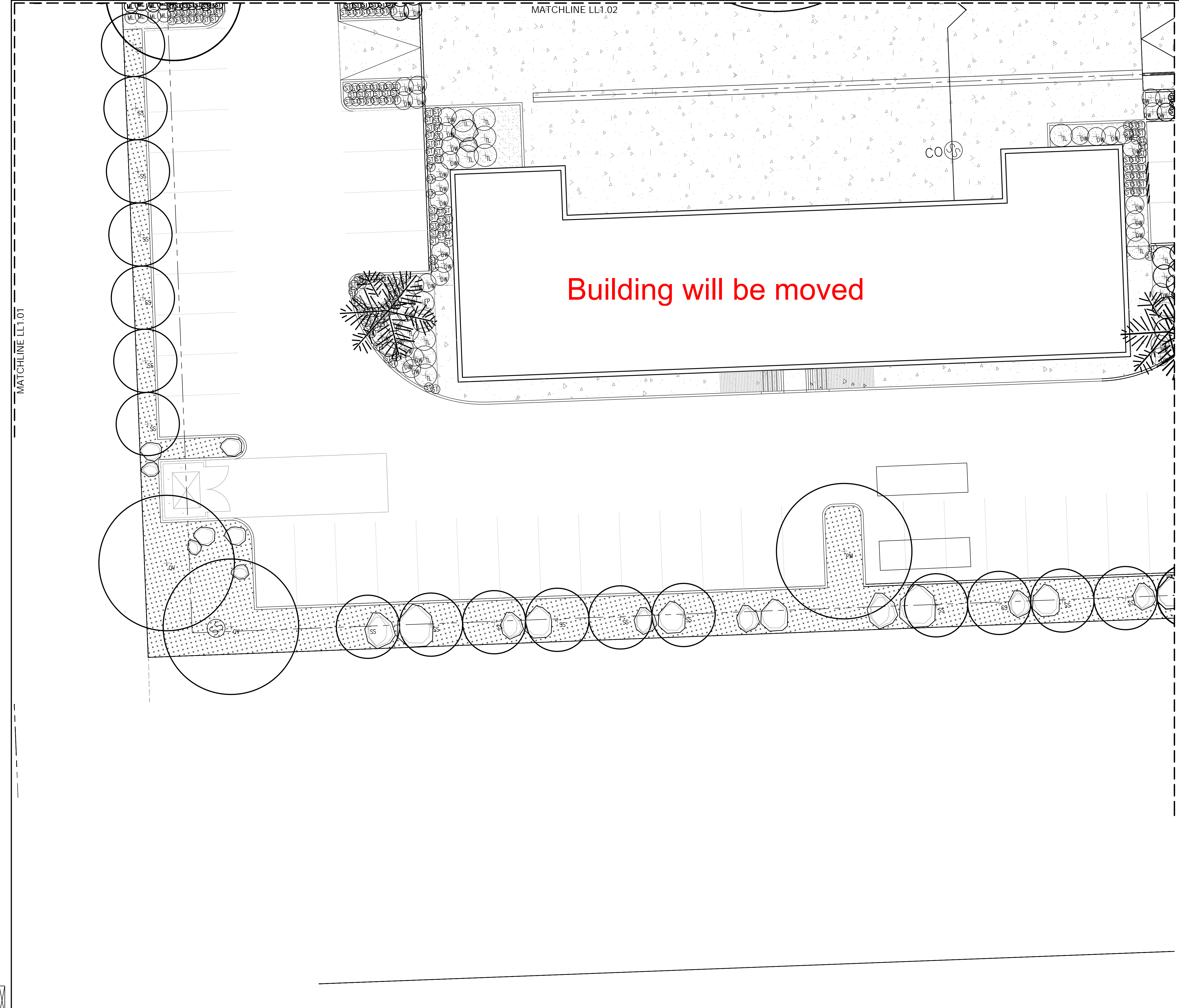
5307 Wurzbach Road  
Leon Valley, Texas  
78238

REVISION DATE



Project no:  
Date: June 11, 2025  
Sheet: 1 of 1

## LANDSCAPE LAYOUT LL 1.03





Walter H. Heard  
07.31.25

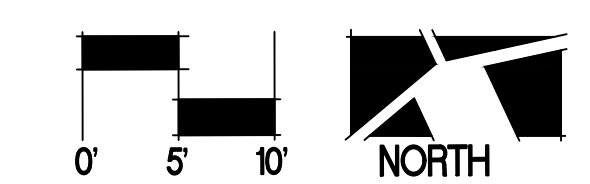


terra design group, inc.  
4040 broadway, suite 103  
san antonio, texas 78209  
210.220.1400  
wheard@terradesignsa.com

# RAHMANI LEARNING CENTER

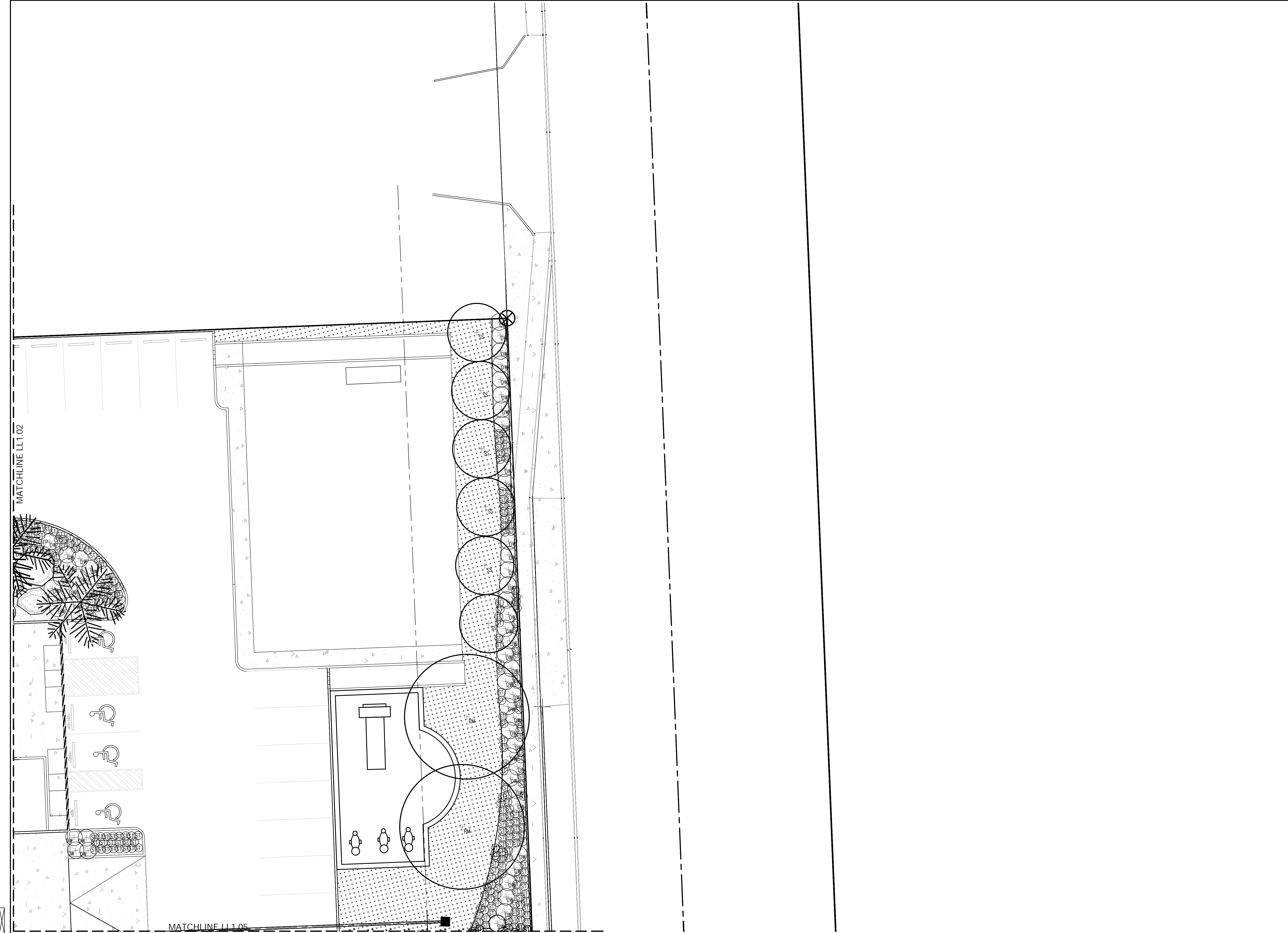
5307 Wurzbach Road  
Leon Valley, Texas  
78238

REVISION	DATE



Project no:  
Date: June 11, 2025  
Sheet: 1 of 1

## LANDSCAPE LAYOUT LL 1.04





Walter H. Heard  
07.31.25

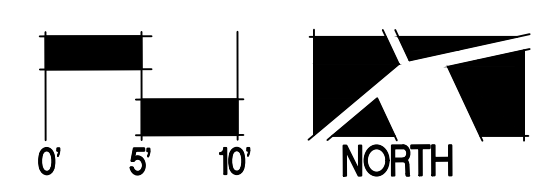


terra design group, inc.  
4040 Broadway, Suite 103  
San Antonio, Texas 78209  
210.220.1400  
wheard@terradesignsa.com

RAHMANI  
LEARNING  
CENTER

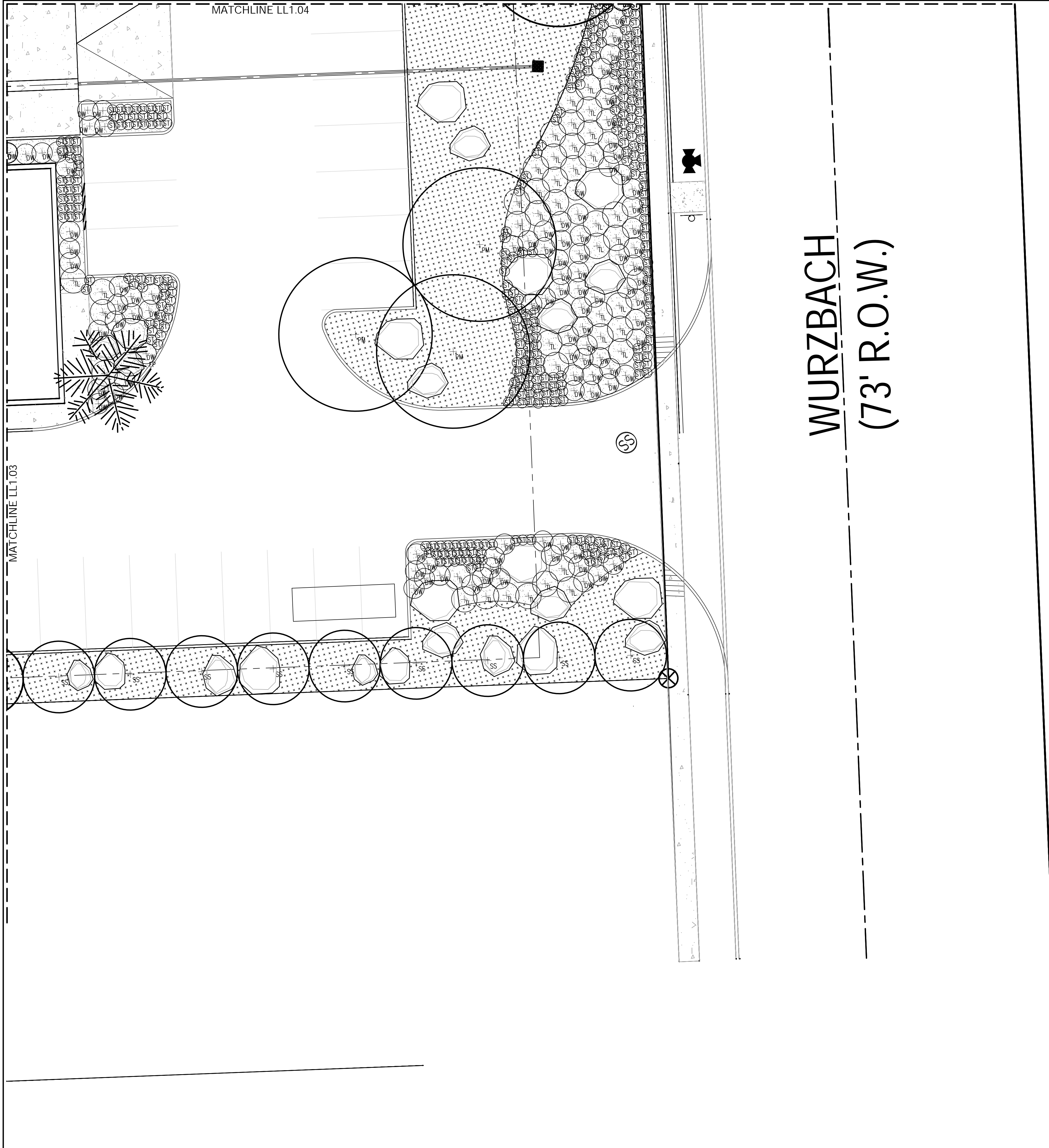
5307 Wurzbach Road  
Leon Valley, Texas  
78238

REVISION	DATE



Project no:  
Date: June 11, 2025  
Sheet: 1 of 1

LANDSCAPE  
LAYOUT  
LL 1.05



WURZBACH  
(73' R.O.W.)



Walter H. Heard  
07.31.25

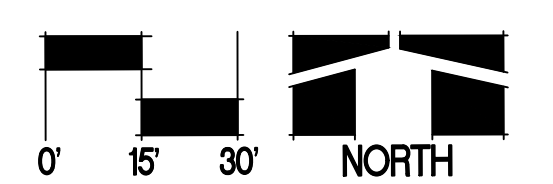


terra design group, inc.  
4040 broadway, suite 103  
san antonio, texas 78209  
210.220.1400  
wheard@terradesignsna.com

# RAHMANI LEARNING CENTER

5307 Wurzbach Road  
Leon Valley, Texas  
78238

REVISION	DATE

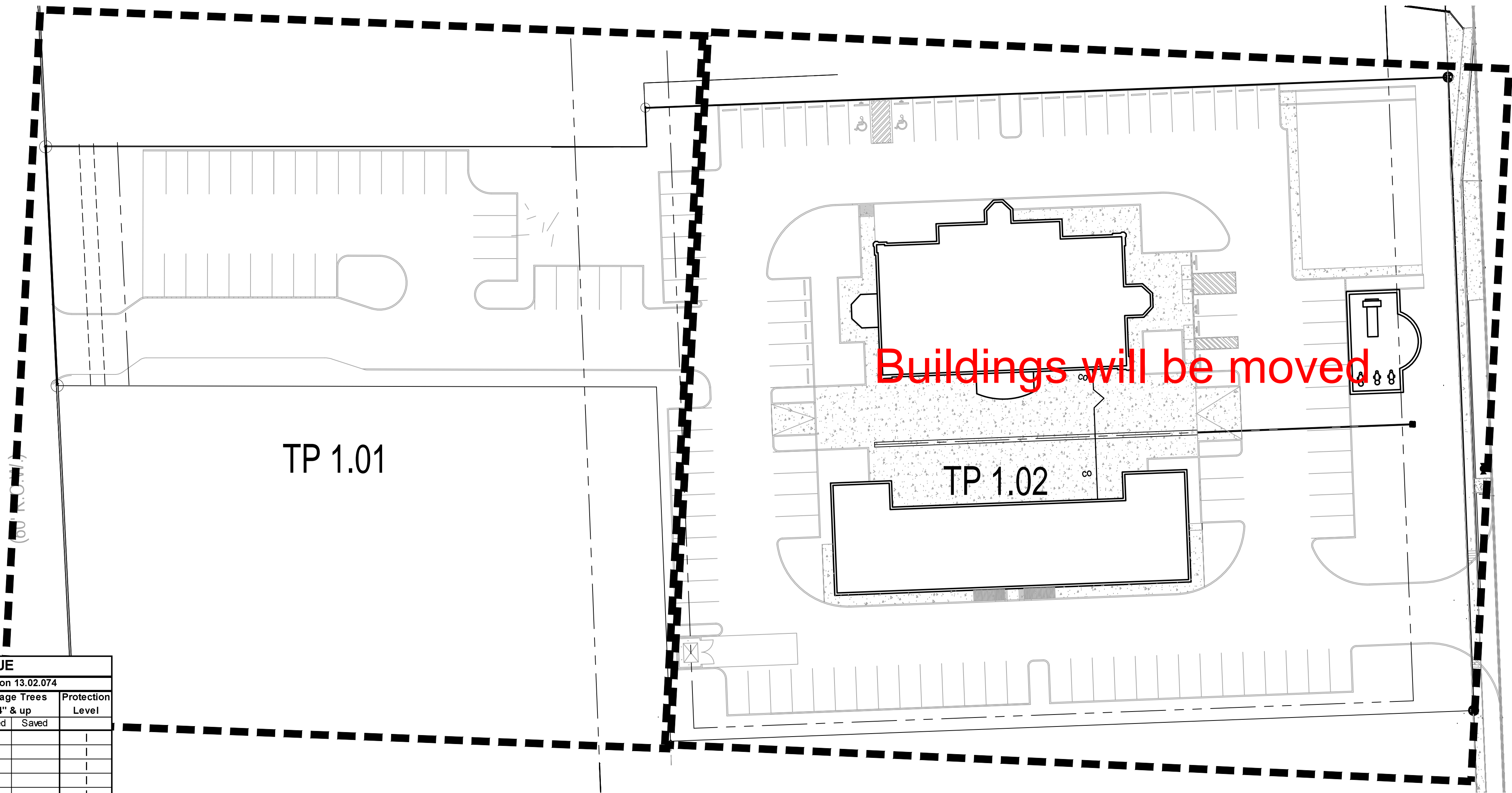


Project no:  
Date: June 11, 2025  
Sheet: 1 of 1

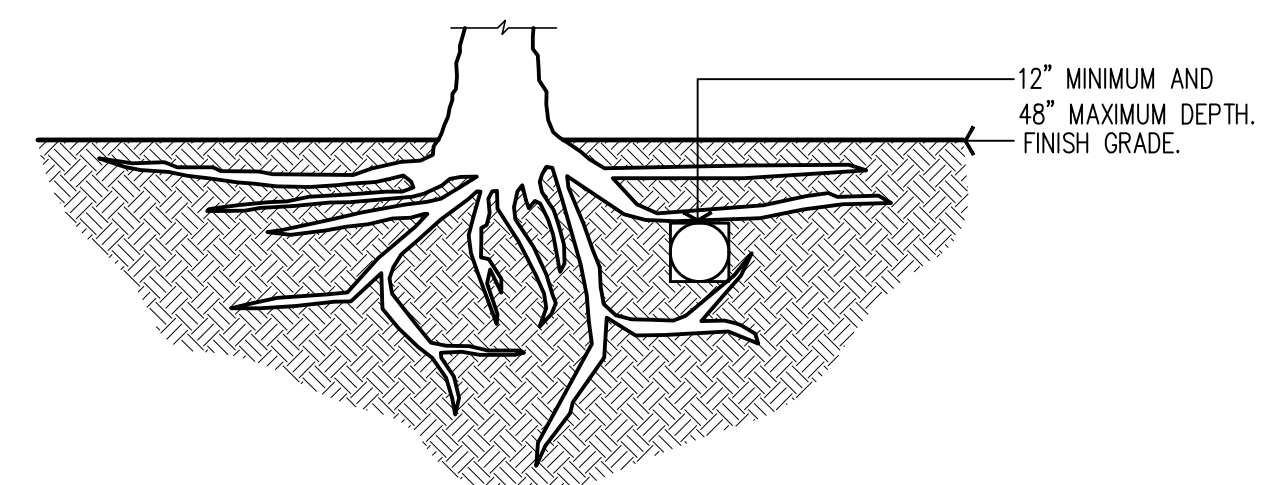
# OVERALL LANDSCAPE LAYOUT LL 1.00

### TREE PRESERVATION NOTES:

- EXISTING TREES DENOTED ON THIS PLAN WITHIN THE LIMITS OF CONSTRUCTION ARE TO BE PRESERVED WHERE POSSIBLE. NO TREES ARE TO BE REMOVED PRIOR TO APPROVAL FROM THE LANDSCAPE ARCHITECT. THE CONTRACTOR IS TO STAKE THE PROPOSED IMPROVEMENTS AND TRAIL ALIGNMENT FOR REVIEW BY THE LANDSCAPE ARCHITECT AND CITY OF LEON VALLEY DEVELOPMENT SERVICES TREE INSPECTOR, WHO WILL DETERMINE IF ANY EXISTING TREES ARE TO BE REMOVED. TREES TO REMAIN SHALL BE PROTECTED AS NOTED IN THE TREE INVENTORY. EXISTING TREES OUTSIDE THE LIMITS OF CONSTRUCTION ARE TO BE PRESERVED FROM ANY DAMAGE BY THE CONTRACTOR. ANY TREES DAMAGED BY THE CONTRACTOR WILL BE REPLACED AS DETERMINED BY THE LANDSCAPE ARCHITECT.
- ORANGE MESH BARRIER FENCE SHALL BE ERECTED AT THE LIMITS OF CONSTRUCTION AND MAINTAINED UNTIL CONSTRUCTION IS COMPLETED. THE FENCING WILL ALSO BE ERECTED AROUND THE ROOT PROTECTION ZONE (RPZ) OF TREES THAT ARE TO REMAIN WITHIN THE LIMITS OF CONSTRUCTION. THE RPZ SHALL BE DETERMINED BY THE TREE SIZE (RECOMMENDED 12" RADIUS FROM THE TRUNK FOR EVERY 1" DIAMETER OF TRUNK AT 6" ABOVE GROUND) WITH A MINIMUM OF 30' RADIUS. FENCE TREE GROUPS WHERE POSSIBLE.
- NO WORK SHALL BEGIN WHERE THE TREE PROTECTION FENCING HAS NOT BEEN COMPLETED AND APPROVED. TREE PROTECTION FENCING SHALL BE INSTALLED, MAINTAINED AND REPAIRED BY THE CONTRACTOR DURING CONSTRUCTION. THE FENCING WILL BE A MINIMUM OF 4' HEIGHT.
- RPZ SHALL BE SUSTAINED IN A NATURAL STATE AND SHALL BE FREE FROM VEHICULAR OR MECHANICAL TRAFFIC. NO FILL, EQUIPMENT, LIQUIDS OR CONSTRUCTION DEBRIS SHALL BE PLACED INSIDE THE PROTECTION BARRIER.
- THE RPZ SHALL BE COVERED WITH MULCH TO REDUCE MOISTURE STRESS.
- ANY DAMAGE DONE TO EXISTING TREE CROWNS OR ROOT SYSTEMS SHALL BE REPAIRED IMMEDIATELY. ALL WOUNDS TO LIVE OAKS WILL BE PAINTED WITH PRUNING PAINT WITHIN MINUTES AFTER DAMAGE. ROOTS EXPOSED DURING CONSTRUCTION OPERATIONS WILL BE CUT CLEANLY AND PAINTED.
- EXPOSED ROOTS SHALL BE COVERED AT THE END OF THE WORK DAY USING TECHNIQUES SUCH AS COVERING WITH SOIL, MULCH OR WET BURLAP.
- THE PROPOSED FINISHED GRADE AND ELEVATION OF LAND WITHIN THE ROOT PROTECTION ZONE OF ANY TREE TO BE PRESERVED SHALL NOT BE RAISED OR LOWERED MORE THAN 3". WELLING AND RETAINING METHODS ARE ALLOWED OUTSIDE THE RPZ.
- THE RPZ SHALL REMAIN PERVIOUS, I.E. GROUND COVER OR TURF AT COMPLETION OF LANDSCAPE DESIGN.
- ALL TREES CLEARED FOR CONSTRUCTION WILL BE CHIPPED ON SITE AND THE CHIPPED MATERIAL WILL BE SPREAD IN A 2" THICK LAYER OVER BARE SOIL ADJACENT TO THE IMPROVEMENTS AS DIRECTED BY THE LANDSCAPE ARCHITECT OR REMOVED FROM SITE.
- ALL DEBRIS GENERATED BY THE PRUNING AND TRIMMING OF THE TREES AND/OR BUSHES SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF PROPERLY.
- EXISTING UNDERSTORY VEGETATION IS TO BE PRESERVED WHEREVER POSSIBLE.
- NO EXCESSIVE TREE TRIMMING WILL BE PERMITTED.
- TREES WHICH ARE DAMAGED OR LOST DUE TO THE CONTRACTOR'S NEGLIGENCE DURING CONSTRUCTION SHALL BE MITIGATED AT THE LANDSCAPE ARCHITECT'S DIRECTION.
- TREES MUST BE MAINTAINED IN GOOD HEALTH THROUGHOUT THE CONSTRUCTION PROCESS. MAINTENANCE MAY INCLUDE WATERING THE ROOT PROTECTION ZONE, WASHING FOLIAGE, FERTILIZATION, PRUNING, ADDITIONAL MULCH APPLICATIONS AND OTHER MAINTENANCE AS NEEDED DURING CONSTRUCTION.
- NO WIRES, NAILS OR OTHER MATERIALS MAY BE ATTACHED TO PROTECTED TREES.
- ACCESS TO FENCED AREAS WILL ONLY BE PERMITTED WITH APPROVAL OF LANDSCAPE ARCHITECT OR CITY INSPECTOR.
- THE CONTRACTOR SHALL AVOID CUTTING ROOTS LARGER THAN ONE INCH IN DIAMETER WHEN EXCAVATING NEAR EXISTING TREES. EXCAVATION IN THE VICINITY OF TREES SHALL PROCEED WITH CAUTION. THE CONTRACTOR SHALL CONTACT THE CITY INSPECTOR FOR GUIDANCE.
- ROOTS WILL BE CUT WITH A ROCK SAW OR BY HAND, NOT BY AN EXCAVATOR OR OTHER ROAD CONSTRUCTION EQUIPMENT.
- ALL CURB AND SIDEWALK WORK SHALL USE ALTERNATIVE CONSTRUCTION METHODS TO MINIMIZE EXTENSIVE ROOT DAMAGE TO TREES (REFER TO DETAILS).
- SAPLINGS, SHRUBS OR BUSHES TO BE CLEARED FROM THE PROTECTED ROOT ZONE AREA OF A LARGE TREE SHALL BE REMOVED BY HAND AS DESIGNATED BY THE INSPECTOR.
- TREES, TREE LIMBS, BUSHES AND SHRUBS LOCATED IN THE PROJECT LIMITS, CITY STREET OR ALLEY RIGHT-OF-WAY OR PERMANENT EASEMENTS WHICH INTERFERE WITH PROPOSED CONSTRUCTION ACTIVITIES SHALL BE PROPERLY PRUNED FOLLOWING THE ANSI A-300 STANDARDS FOR PRUNING. ALL TREE PRUNING REQUIRED DURING CONSTRUCTION SHALL BE COMPLETED BY A CITY OF LEON VALLEY TREE MAINTENANCE LICENSED CONTRACTOR ONLY AFTER APPROVAL FROM THE INSPECTOR.
- TREE PLANTING FOR MITIGATION OR ENHANCEMENT: ALL PLANTED TREES SHALL BE MAINTAINED IN A HEALTHY CONDITION AT ALL TIMES. THIS INCLUDES IRRIGATION, FERTILIZING, PRUNING AND OTHER MAINTENANCE AS NEEDED ON THE PROJECT. TREES THAT DIE WITHIN TWELVE (12) MONTHS SHALL BE REPLACED WITH A TREE OF EQUAL SIZE AND SPECIES.
- THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING A LICENSED TREE MAINTENANCE PROFESSIONAL THROUGHOUT THE PROJECT PER CITY OF LEON VALLEY ORDINANCE.
- THE CONTRACTOR IS RESPONSIBLE FOR REMOVING ALL TREES AND UNDERSTORY AS NECESSARY, WHETHER SHOWN OR NOT IN THE PLANS, TO INSTALL THE IMPROVEMENTS AS SHOWN IN THE PLANS. THE CONTRACTOR IS TO COORDINATE ALL TREE PRESERVATION AND REMOVAL WITH CITY OF LEON VALLEY DEVELOPMENT SERVICES PRIOR TO CONSTRUCTION. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VISIT THE SITE PRIOR TO BID TO ACCOUNT FOR ALL TREE REMOVAL IN THEIR BID.
- THE CONTRACTOR IS RESPONSIBLE FOR PROTECTING ALL TREES AS PER THE TREE PRESERVATION PLAN WHILE ACCESSING THEIR WORK AREAS AND STAGING. THE CONTRACTOR IS RESPONSIBLE FOR ALL TREE PROTECTION MEASURES AS PER THE TREE PRESERVATION PLAN AND NOTES WITHIN THEIR IMMEDIATE WORK AREAS AND AS PER THE REQUIREMENT OF THE CITY OF LEON VALLEY'S DEVELOPMENT SERVICES.

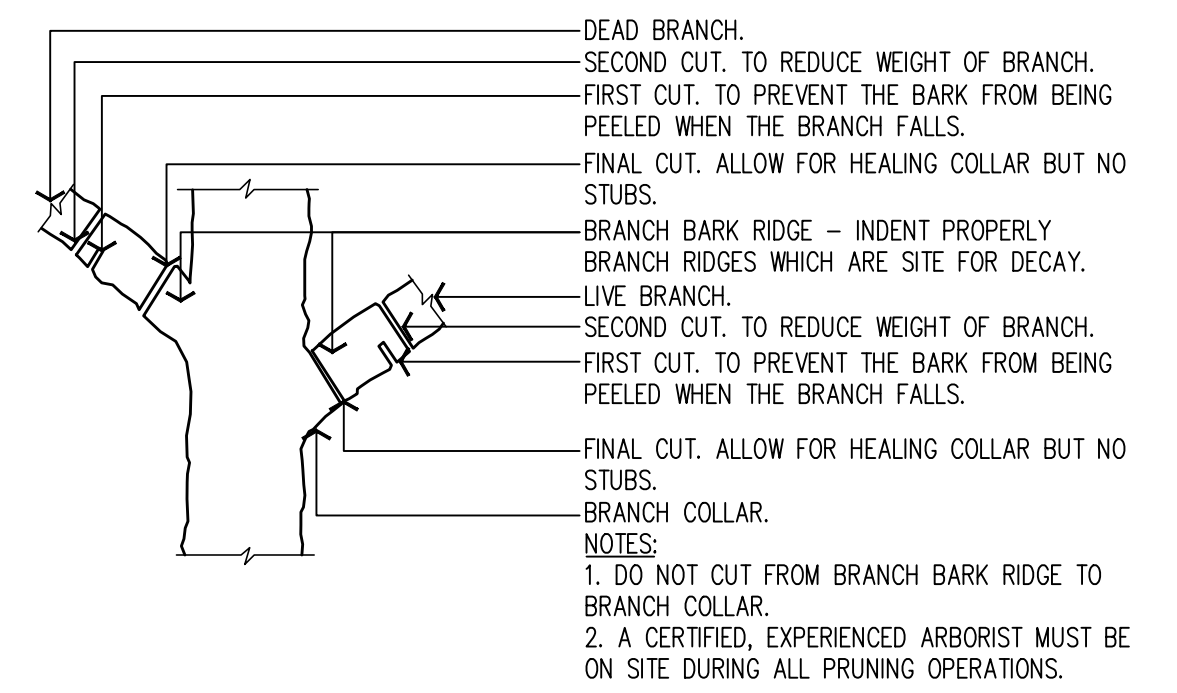


TREE INVENTORY - RAHMANI MOSQUE					
City of Leon Valley Tree Preservation Ordinance Section 13.02.074					
Species	Significant Trees 6" - 23.99"		Heritage Trees 24" & up		Protection Level
	Removed	Saved	Removed	Saved	
1	HUISACHE		14		
2	OAK		8		
3	OAK		6		
4	OAK		4		
5	OAK		6		
6	OAK		6		
7	OAK		6		
8	HACKBERRY	16			REMOVE
9	OAK		20		
10	OAK		20		
11	OAK		12		
12	OAK		12		
13	OAK		10		
14	OAK		12		
15	OAK		6		
16	OAK		6		
17	OAK			24	
18	OAK		6		
19	OAK		8		
20	OAK		6		
21	OAK		6		
22	OAK		6		
23	OAK		6		
24	OAK		6		
25	OAK		6		
26	OAK	6			REMOVE
27	OAK		6		
28	MESQUITE		6		
29	OAK	6			REMOVE
30	OAK	6			REMOVE
31	OAK	6			REMOVE
32	OAK	6			REMOVE
33	MESQUITE	10			REMOVE
34	MESQUITE		6		
35	OAK			30	REMOVE
36	OAK	18			REMOVE
37	OAK	12			REMOVE
38	OAK			36	REMOVE
39	OAK	8			REMOVE
40	OAK	6			REMOVE
41	MESQUITE	6			REMOVE
42	MESQUITE			24	REMOVE
43	OAK			24	
44	MESQUITE	12			REMOVE
45	PERSIMMON	6			REMOVE
46	OAK		20		REMOVE
47	OAK	10			REMOVE
48	PERSIMMON	6			REMOVE
49	OAK			30	REMOVE
50	OAK		20		
51	MESQUITE	14			REMOVE
52	OAK			24	
53	OAK		16		
54	OAK	12			REMOVE
55	OAK			30	REMOVE
Sub. Tot. Inches=	166	272	150	72	
Total inches by category=		438		222	
Preservation percentage=		38%		68%	
Mitigation required=	1 to 1	166	3 to 1	450	



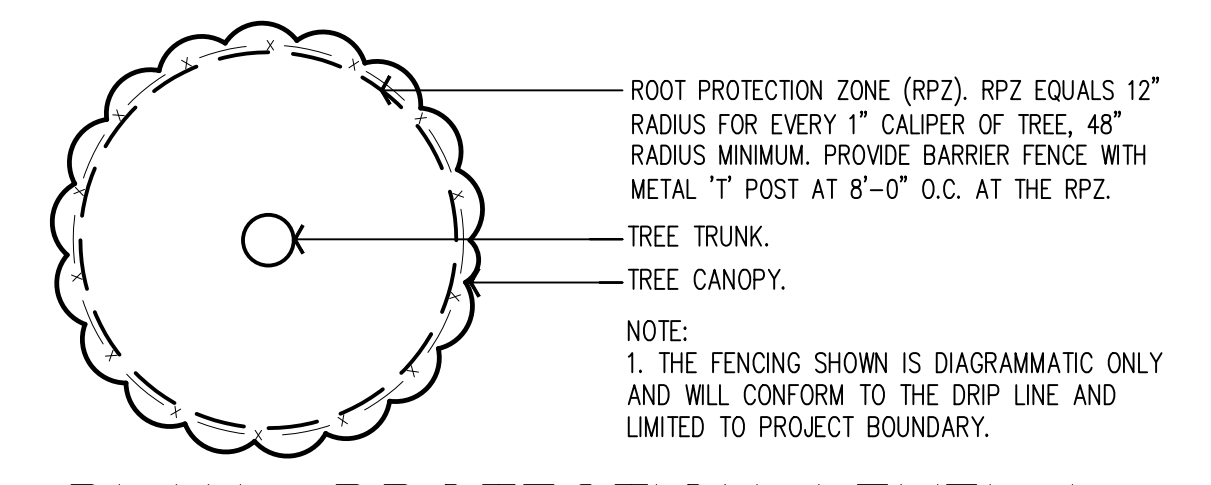
1 ELEVATION: ROOT ZONE BORING  
Scale: Not to Scale

NOTES:  
1. TREES THAT ARE MARKED TO BE PRESERVED ON A SITE PLAN FOR WHICH UTILITIES MUST PASS THROUGH THEIR ROOT PROTECTION ZONES MAY REQUIRE TUNNELING AS OPPOSED TO OPEN TRENCHES. THE DECISION TO TUNNEL WILL BE DETERMINED ON A CASE BY CASE BASIS BY THE ENGINEER/LANDSCAPE ARCHITECT.  
2. TUNNELS SHALL BE DUG THROUGH THE ROOT PROTECTION ZONE IN ORDER TO MINIMIZE ROOT DAMAGE.  
3. TUNNEL TO MINIMIZE ROOT DAMAGE (TOP) AS OPPOSED TO SURFACE-DUG TRENCHES IN ROOT PROTECTION ZONE WHEN THE 5' MINIMUM DISTANCE FROM TRUNK CAN NOT BE ACHIEVED.  
4. OPEN TRENCHING MAY BE USED IF EXPOSED TREE ROOTS DO NOT EXCEED 3" OR ROOTS CAN BE BENT BACK.



2 DETAIL: TREE PRUNING  
Scale: Not To Scale

NOTES:  
1. DO NOT CUT FROM BRANCH BARK RIDGE TO BRANCH COLLAR.  
2. A CERTIFIED, EXPERIENCED ARBORIST MUST BE ON SITE DURING ALL PRUNING OPERATIONS.

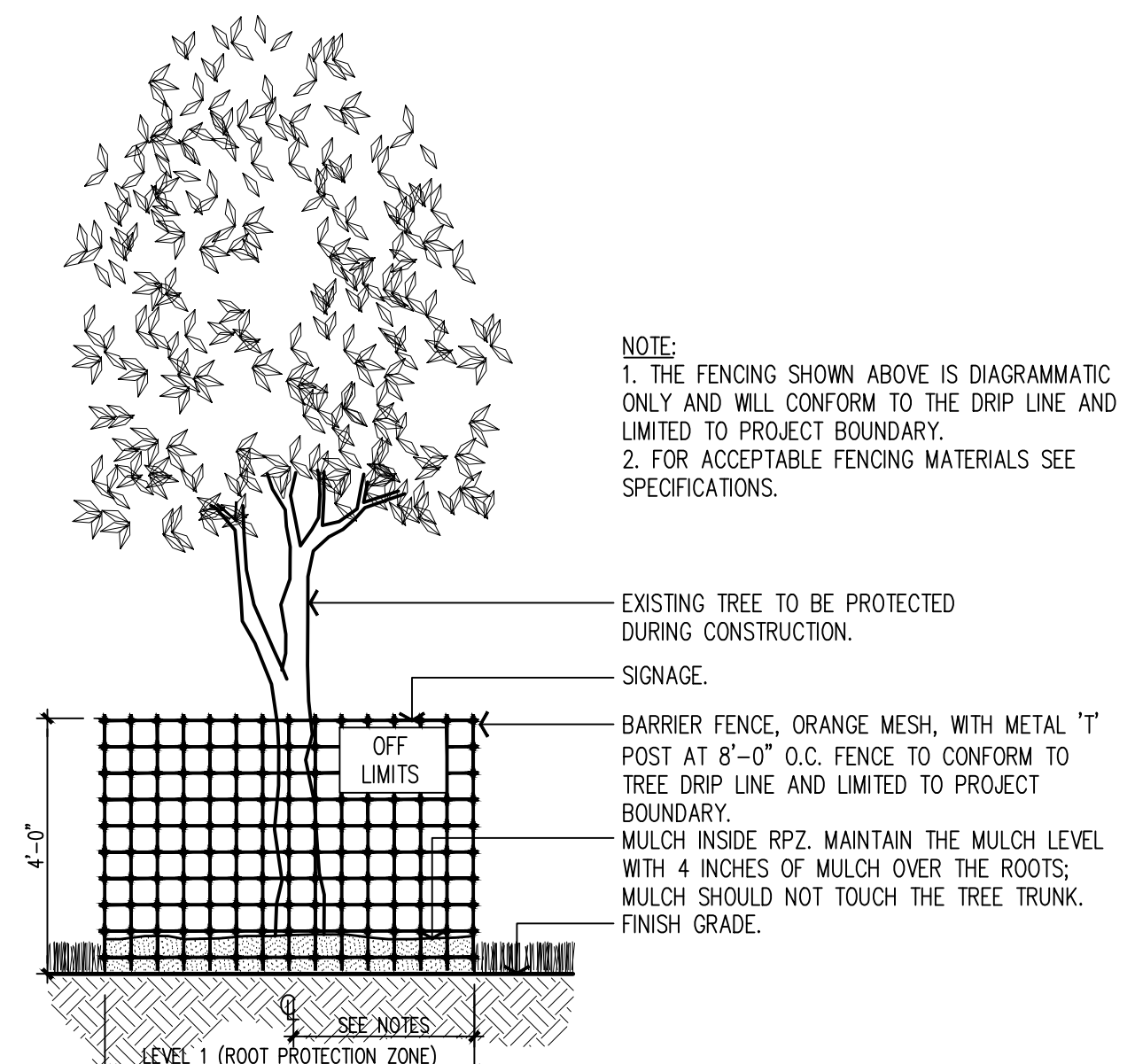


3 PLAN: PROTECTION LEVEL 1  
Scale: Not to Scale

ROOT PROTECTION ZONE (RPZ). RPZ EQUALS 12" RADIUS FOR EVERY 1" CALIPER OF TREE, 48" RADIUS MINIMUM. PROVIDE BARRIER FENCE WITH METAL "T" POST AT 8'-0" O.C. AT THE RPZ.

TREE TRUNK.  
TREE CANOPY.

NOTE:  
1. THE FENCING SHOWN IS DIAGRAMMATIC ONLY AND WILL CONFORM TO THE DRIP LINE AND LIMITED TO PROJECT BOUNDARY.



4 ELEVATION: PROTECTION LEVEL  
Scale: 3/8" = 1'-0"

NOTE:  
1. THE FENCING SHOWN ABOVE IS DIAGRAMMATIC ONLY AND WILL CONFORM TO THE DRIP LINE AND LIMITED TO PROJECT BOUNDARY.  
2. FOR ACCEPTABLE FENCING MATERIALS SEE SPECIFICATIONS.



Walter H. Heard  
07.31.25

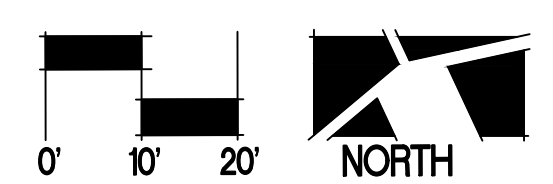


terra design group, inc.  
4040 broadway, suite 103  
san antonio, texas 78209  
210.220.1400  
wheard@terradesignsa.com

# RAHMANI LEARNING CENTER

5307 Wurzbach Road  
Leon Valley, Texas  
78238

REVISION	DATE

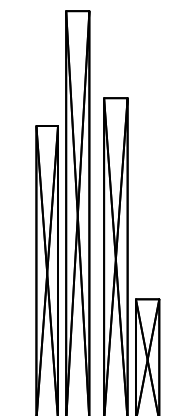
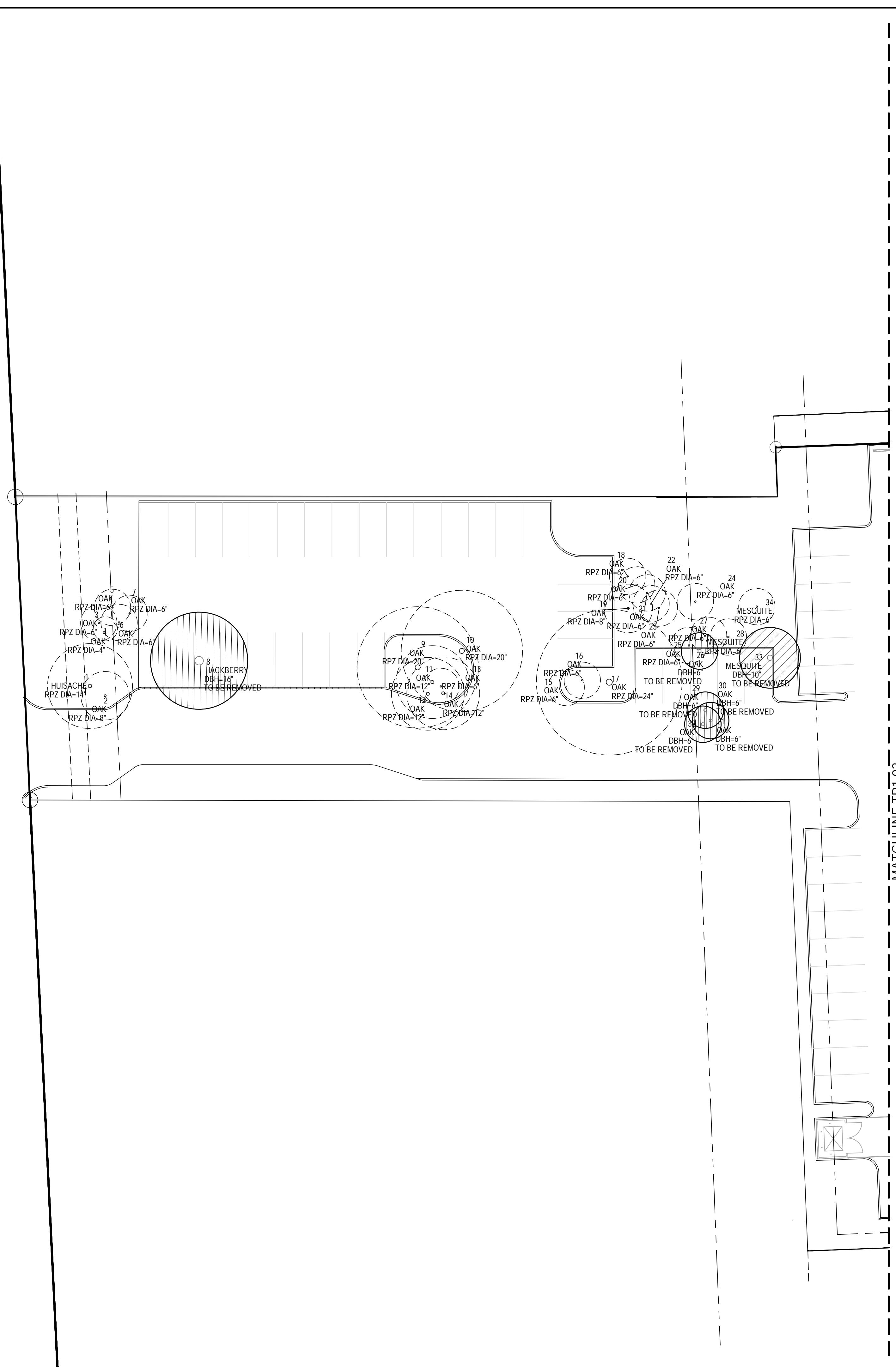


Project no:  
Date: June 11, 2025  
Sheet: 1 of 1

## TREE PRESERVATION LAYOUT TP 1.01

BLACKBERRY RD.  
(60' R.O.W.)

MATCHLINE TP1.02



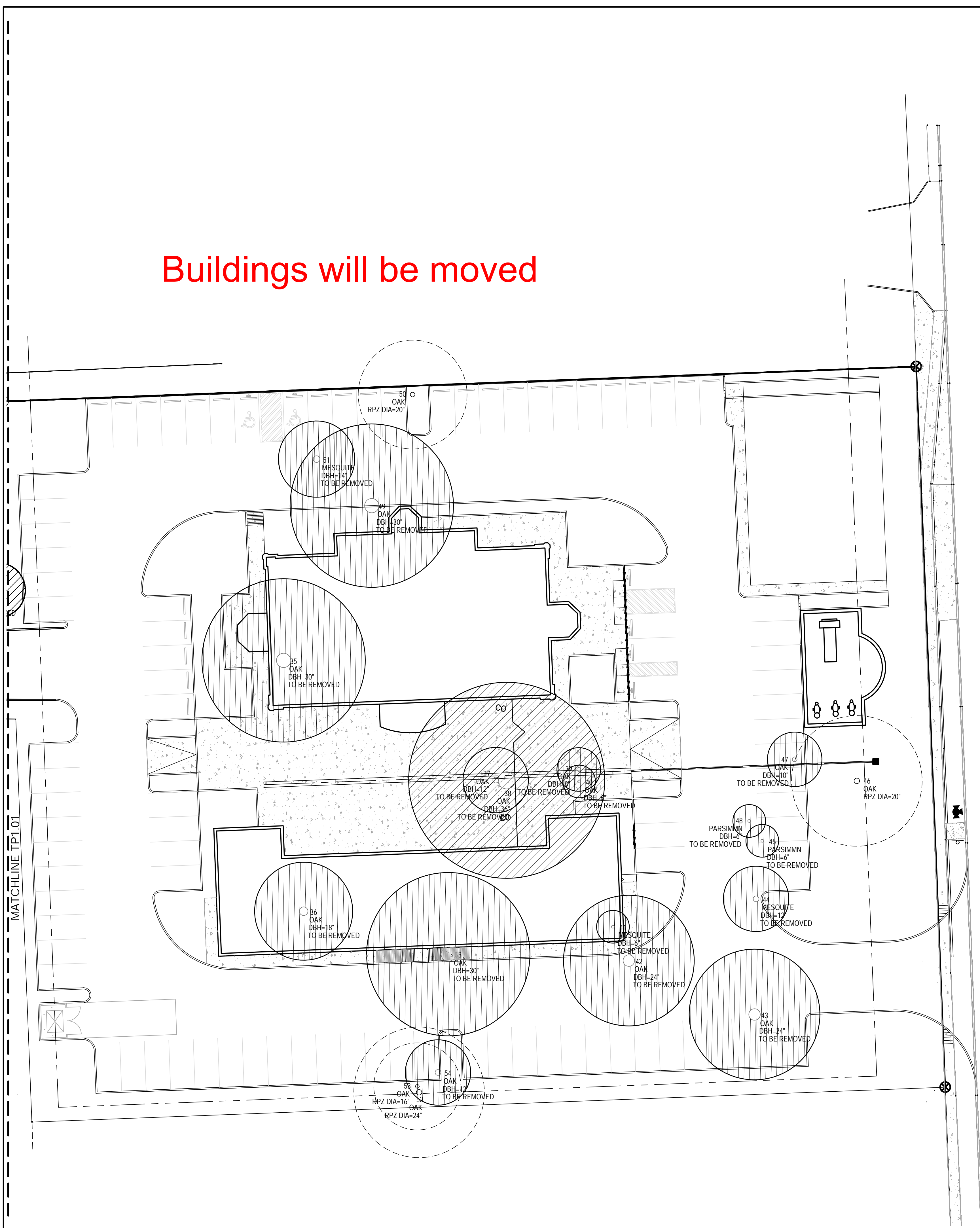


Wallis H. Heard  
07.31.25



terra design group, inc.  
4040 broadway, suite 103  
san antonio, texas 78209  
210.220.1400  
wheard@terradesignsa.com

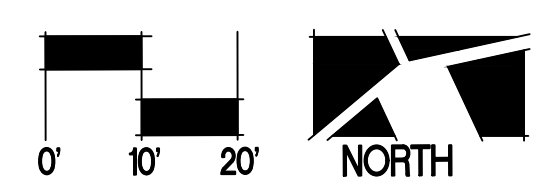
Buildings will be moved



### RAHMANI LEARNING CENTER

5307 Wurzbach Road  
Leon Valley, Texas  
78238

REVISION	DATE



Project no:  
Date: June 11, 2025  
Sheet: 1 of 1

## TREE PRESERVATION LAYOUT TP 1.02

Rhamani Tree Ordinance - Variance Request  
(Revised)

**Removal**

Type	Size
Hackberry	16
Oak	6
Oak	6
Oak	6
Oak	6
Oak	6
Mesquite	10
Oak	8
Oak	6
Mesquite	6
Persimmon	6
Persimmon	6
Mesquite	14
Oak	30
<hr/>	
Total	132

Removal	132
Replace	152
Balance	-20

**Saved**

Type	Size
Huisache	14
Oak	(2)@ 8
Oak	(14)@ 6
Oak	(4)@ 20
Oak	(5)@ 12
Oak	4
Oak	10
Mesquite	(2)@ 6
Oak	18
Mesquite	12
Oak	10
Oak	16
Oak	(3)@ 24
Oak	(2)@ 30
Oak	36
Mesquite	24
<hr/>	
Total	528

**Replacement**

Type	Total Inches
Oak	20
Mountain Laurel	80
Mexican Sycamore	52
<hr/>	
	152



**CITY OF LEON VALLEY  
A TREE VARIANCE**

**Rahmani Masjid & Learning Center, applicant**, Project Number PZ-2026-8, is hereby granted 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 One (1) Heritage Tree, Two (2) Medium Trees, and Two (2) Large Trees, and is Seeking to Pay No Tree Mitigation Fees, Located at 5307 Wurzbach Road, CB: 4429A Block 4, Lot 30, Rollingwood Ridge Subdivision, on Approximately 2.75 Acres of Land.

The City Council of the City of Leon Valley voted approval of the above variance on the 19th day of May 2026.

\_\_\_\_\_  
Chris Riley  
Mayor

Attest:

\_\_\_\_\_  
Saundra Passailaigue, TMRC  
City Secretary

# PZ-2026-8

## Tree Preservation Variance Request

### 5307 Wurzbach Road

Michael Gallardo  
Planning and Zoning Director  
City Council Meeting  
May 19, 2026

# Summary

- Question

- Should the Council grant a Tree Preservation Variance to Allow the Removal of one (1) Heritage, two (2) Medium, and two (2) Large Trees, and Pay No Tree Mitigation Fees, Located at 5307 Wurzbach Road, CB: 4429A Block 4, Lot 30, Rollingwood Ridge Subdivision, on Approximately 2.75 Acres of Land.

- Options

- Grant the variance
- Deny
- Other

- Declaration

- At Council's discretion - tree removal will accommodate orderly development of area.

# Background

- The Revised Tree Preservation Plan proposes to maintain 80% of the existing 660 caliper inches of trees.
- Per the Revision the Tree Mitigation fees in the amount of \$18,800 would no longer be due to the City.
- The Applicant will replace more caliper inches than is being removed.

# Original Mitigation Summary

{Section}.92.

Removal	<b>340</b>
Replace	152
Balance	188
188x100	<b>\$18,800.00</b>

Rhamani Tree Ordinance - Variance Request	
<b>Removal</b>	
Type	Size
Persimmon	6
Oak	6
Oak	6
Oak	6
Oak	6
Oak	6
Oak	6
Mesquite	6
Persimmon	6
Oak	8
Mesquite	10
Oak	10
Oak	12
Oak	12
Mesquite	12
Mesquite	14
Hackberry	16
Oak	18
Mesquite	24 Heritage
Oak	24 Heritage
Oak	30 Heritage
Oak	30 Heritage
Oak	30 Heritage
Oak	36 Heritage
<b>Total</b>	<b>340</b>

# Original Mitigation Summary

Replacement	
Type	Total Inches
Oak	20
Mountain Laurel	80
Mexican Sycamore	52
	<b>152</b>

Saved	
Type	Size
Oak	4
Oak	6
Oak	6
Oak	6
Oak	6
Oak	6
Oak	6
Oak	6
Oak	6
Oak	6
Oak	8
Oak	8
Oak	6
Oak	6
Oak	6
Oak	6
Oak	6
Oak	6
Mesquite	6
Mesquite	6
Oak	8
Oak	10
Oak	12
Oak	12
Oak	12
Oak	12
Huisache	14
Oak	16
Oak	20
Oak	20
Oak	20
Oak	20
Oak	20
Oak	24
Oak	24
	<b>320</b>

# Proposed Preservation Summary

Rhamani Tree Ordinance - Variance Request  
(Revised)

### Removal

Type	Size
Hackberry	16
Oak	6
Oak	6
Oak	6
Oak	6
Oak	6
Oak	6
Mesquite	10
Oak	8
Oak	6
Mesquite	6
Persimmon	6
Persimmon	6
Mesquite	14
Oak	30
<hr/>	
Total	132

Removal	132
Replace	152
Balance	-20

### Saved

Type	Size
Huisache	14
Oak	(2) @ 8
Oak	(14) @ 6
Oak	(4) @ 20
Oak	(5) @ 12
Oak	4
Oak	10
Mesquite	(2) @ 6
Oak	18
Mesquite	12
Oak	10
Oak	16
Oak	(3) @ 24
Oak	(2) @ 30
Oak	36
Mesquite	24
<hr/>	
Total	528

### Replacement

Type	Total Inches
Oak	20
Mountain Laurel	80
Mexican Sycamore	52
<hr/>	
	152

# Revised Preservation Plan

## Original

- Removal of (6) Heritage Trees

Type	Size
Mesquite	24"
Oak	24"
Oak	30"
Oak	30"
Oak	36"

## Proposed

- Removal of (1) Heritage Tree

Type	Size
Oak	30"

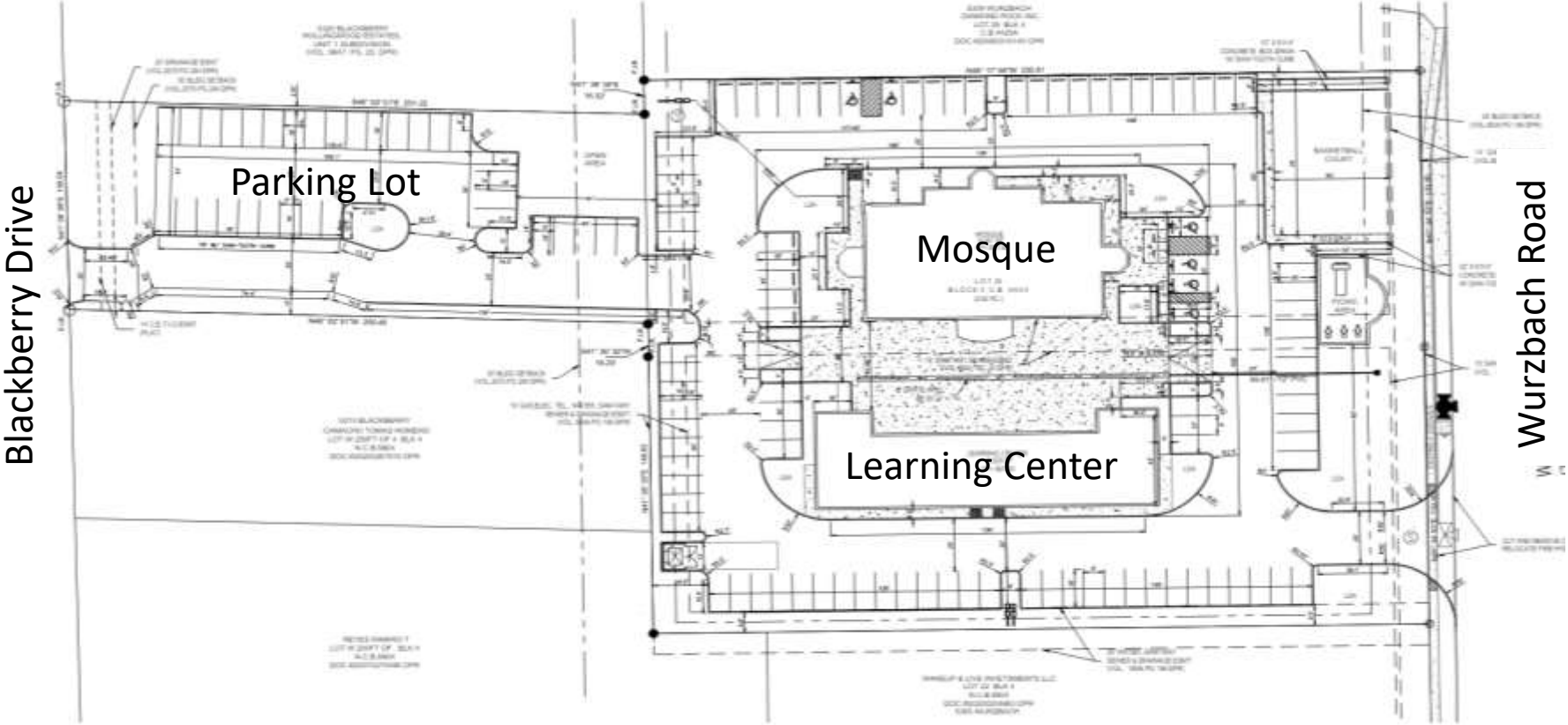
Replacement		Summary	
Type	Total Inches	Removal	132 inches
Oak	20	Replace	152 inches
Mountain Laurel	80		
Mexican Sycamore	52	Balance	-20 inches (surplus)
	152		

# Aerial View



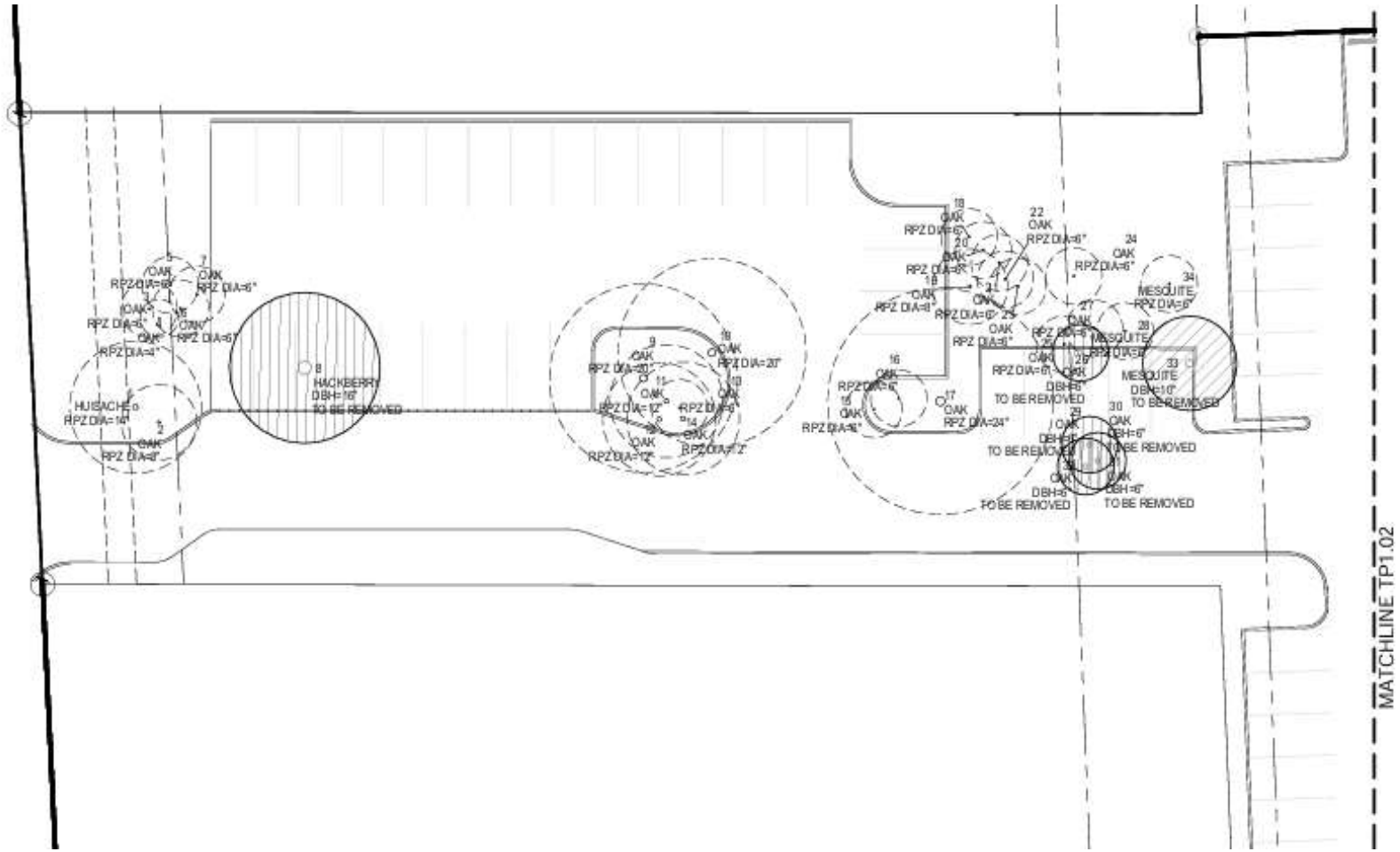
# Original Site Plan

{Section}.92.

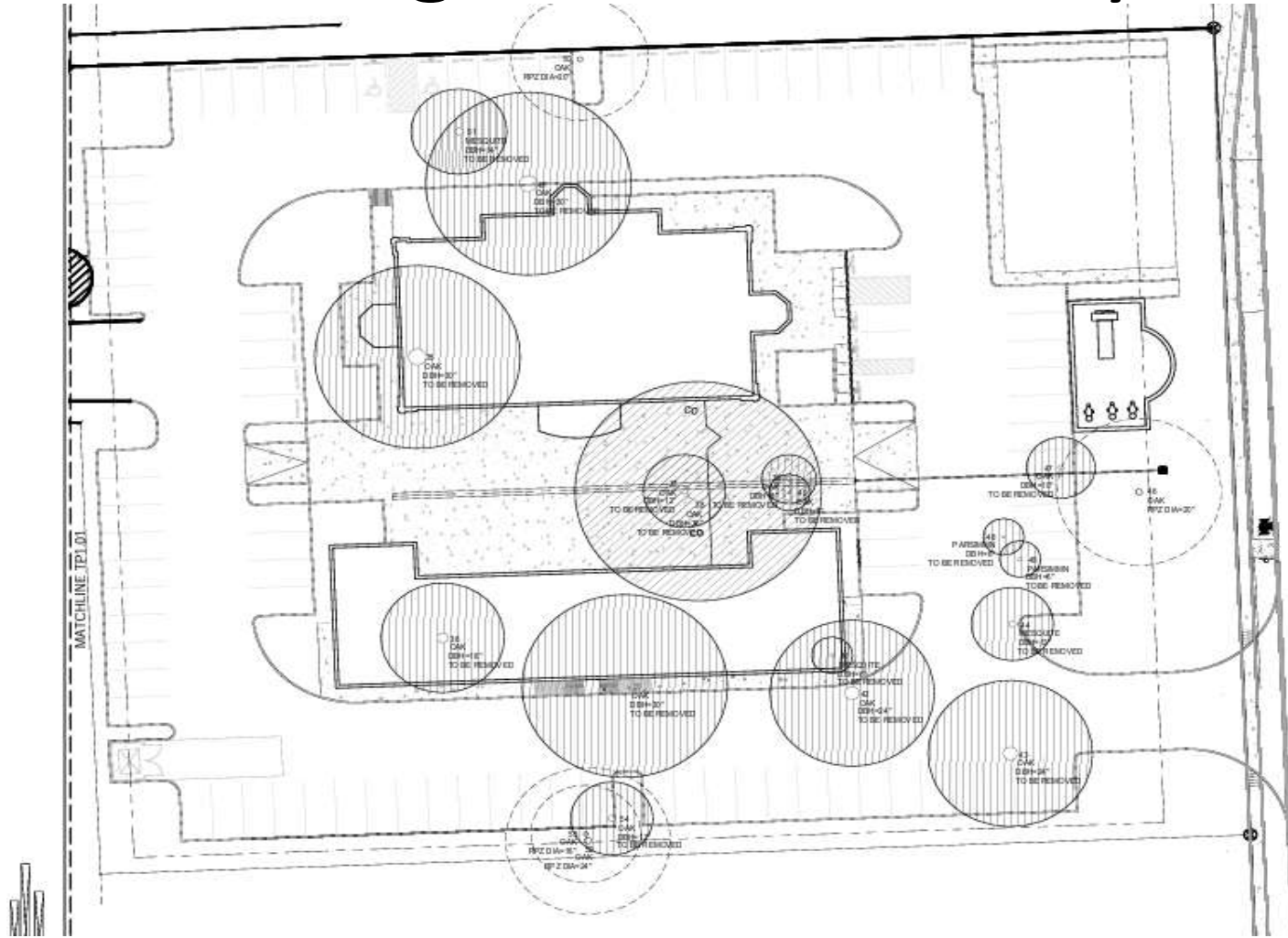


# Original Tree Survey

{Section}.92.



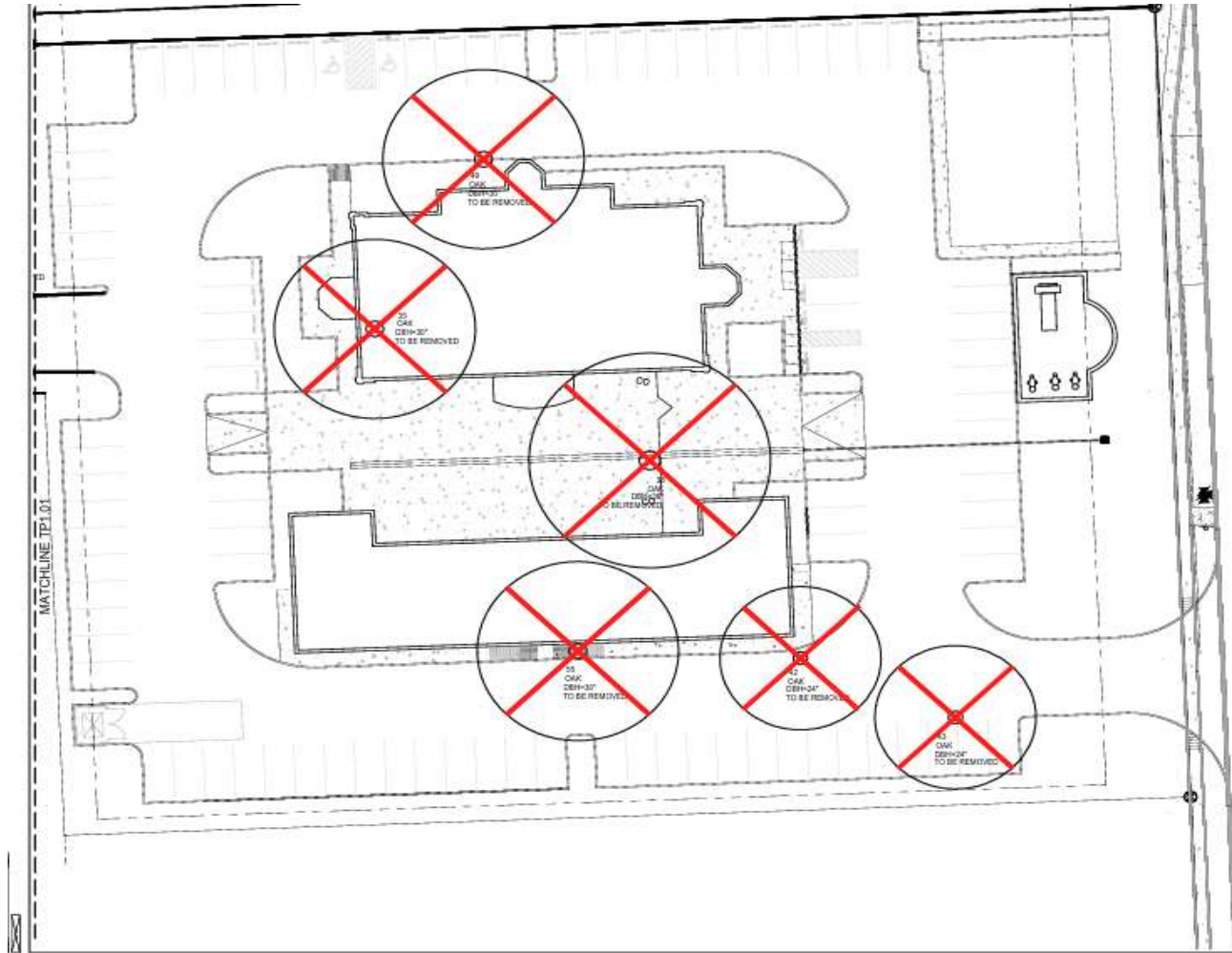
# Original Tree Survey



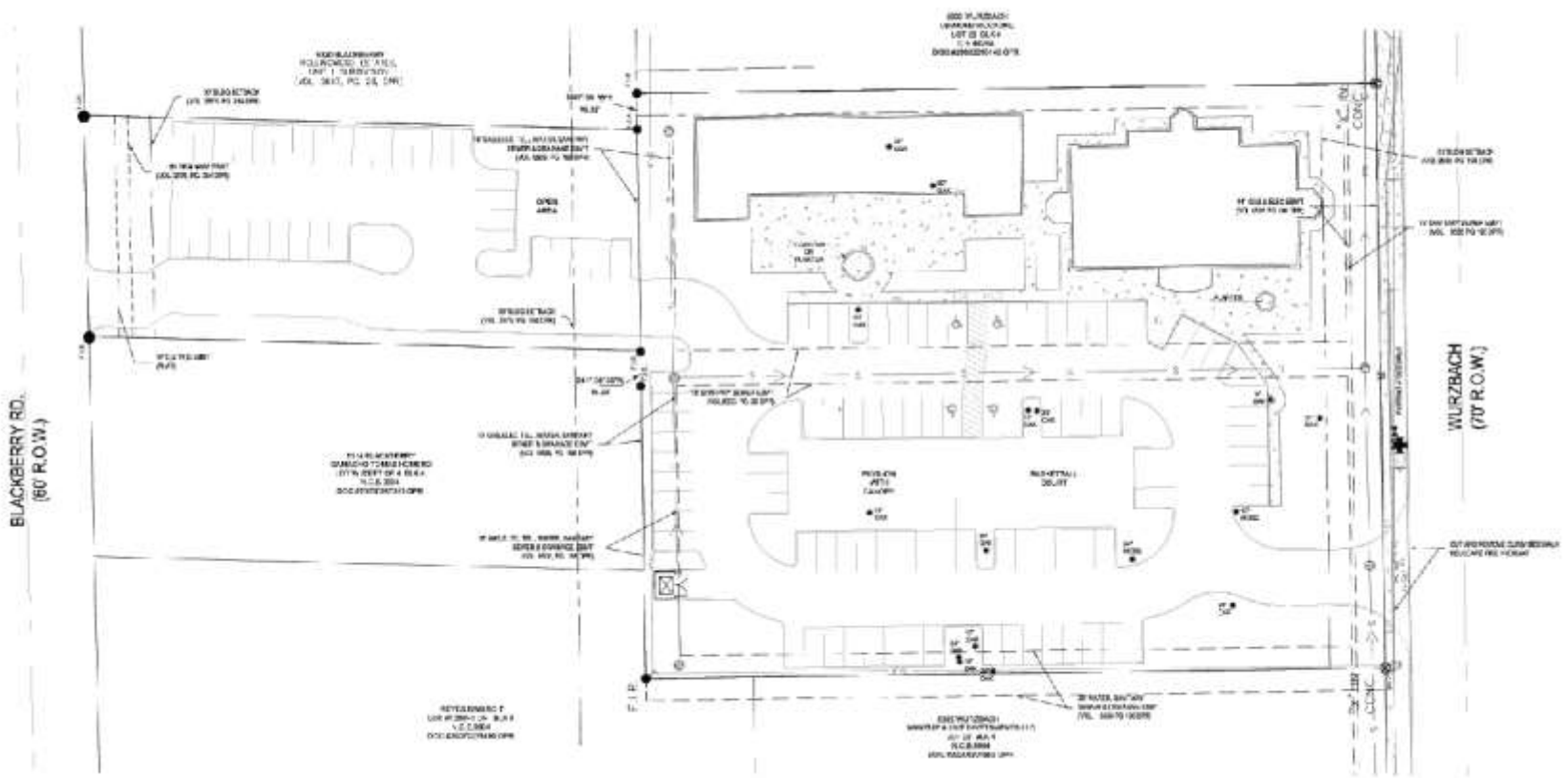
# Tree Survey



# Original Tree survey



# Revised Site Plan





# Code Requirements

- City Code mandates that for each medium tree removed, 1 tree of 6” or more in diameter be planted and for each large tree, 1 tree of 8” or more in diameter be planted
- City Code prohibits the removal of any heritage trees, regardless of species
- Per Code up to 25% of required trees may be mitigated rather than preserved, unless insufficient land area exists to plant the required total caliper width of replacement trees, then “cash in lieu of” amount may be increased up to 50% of the required replacement tree amount
- Applicant is keeping 80% of trees on the site.

# Code Requirements

- City Code states:
  - Variances may be granted after consideration and approval of the City Council, where a literal enforcement of the provision of the Article will result in unnecessary hardship
  - No variance may be granted unless:
    - Such variance will not be contrary to the public interest;
    - Such variance will be in harmony with the spirit and purposes of the article;
    - The variance sought is due to unique circumstances existing on the property, and the unique circumstances were not created by the owner of the property and are not merely financial;
    - The variance will not substantially weaken the general purposes of the Tree Preservation Ordinance.

# Tree and Landscape Design



# Tree and Landscape Design



# Fiscal Impact

- The granting of this variance would facilitate the development of a Mosque and Learning Center, which may increase sales tax revenue as parishioners shop in Leon Valley.

# Recommendation

- At the discretion of the City Council

# 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.

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** May 19, 2026  
**TO:** Mayor and Council  
**FROM:** Michael Gallardo, Planning and Zoning Director  
**THROUGH:** Crystal Caldera, Ph.D., City Manager

**SUBJECT:** **Public Hearing**, Discussion and Possible Action Reaffirming Ordinance 2026-3, Removing Chapter 15, “Zoning,” Section 15.02.327, “PD”, Planned Development District from the City's Code of Ordinances (1st Read was Held on 02-17-2026 ) – M. Gallardo, Planning and Zoning Director

**PURPOSE**

The purpose of this item is to provide the community opportunity to comment and provide input regarding the amendment to Chapter 15 “Zoning,” Section 15.02.327, “PD” Planned Development District.

On January 20, 2026, the Leon Valley City Council voted in favor of omitting Section 15.02.327 “PD”, Planned Development District from Chapter 15 Zoning. City Council agreed that the zoning district was not a good fit for the City of Leon Valley.

Notifications were distributed to “PD” Planned Development District applicants and the properties within a 200 feet radius.

- Letters mailed to property owners within 200’ 391
- Letters received in favor 0
- Letters received in opposition 0
- Letters returned undeliverable 1

**FISCAL IMPACT:**

NA

**RECOMMENDATION**

City Council’s Discretion

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

---

---

---

---

ATTEST:

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

**ORDINANCE No. 2026-3**

**AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL DELETING THE LEON VALLEY CODE OF ORDINANCES CHAPTER 15, "ZONING", SECTION 15.02.327 "PD" PLANNED DEVELOPMENT DISTRICT, 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 flexibility in the development of property within the City; and

**WHEREAS** the Leon Valley City Council no longer believes that flexible zoning is the right fit for this community, given the amount of available land left to develop;

**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 City's Future Land Use Plan, and

**WHEREAS** the City Council of the City of Leon Valley now desires to delete Chapter 15 "Zoning", section 15.02.327 "PD" Planned Development District Zoning.

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

**SECTION 1.** The ordinance amending Chapter 15 Zoning is hereby approved as depicted in the attached Exhibit "A".

**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 an regulationsr 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 17th day of February, 2026.

**APPROVED**

*Chris Riley*  
\_\_\_\_\_  
**CHRIS RILEY**  
MAYOR



Attest: *Saundra Passailaigue*  
\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

Approved as to Form: *AR*  
\_\_\_\_\_  
**ART RODRIGUEZ**  
City Attorney

**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.
- (b) *Applicability.* A PD district shall only be established in one or more of the following circumstances:
- (1) The land is proposed for development as a mixed-use development or a traditional neighborhood development requiring more flexible and innovative design standards;
  - (2) The land is located in close proximity to established residential neighborhoods where standard zoning classifications may not adequately address neighborhood concerns regarding the quality or compatibility of the adjacent development, and where it may be desirable to the neighborhood, the developer, or the city to develop and implement mutually agreed, enforceable development standards;
  - (3) The land serves as transition between different and seemingly incompatible land uses;
  - (4) The land, or adjacent property that would be impacted by the development of the land, has sensitive or unique environmental features requiring a more flexible approach to zoning and clustering of uses, or special design standards, in order to afford the best possible protection of the unique qualities of the site or the adjacent property;
  - (5) To provide for the expansion of a lawfully operating nonconforming uses under the conditions that follow:
    - (A) Prior to December 1, 2009, the lawfully operating nonconforming use was both:
      - (i) Fully conforming with the then-applicable zoning regulations;
      - (ii) Located within an existing development or building(s), which were specifically designed, both functionally and aesthetically, for its presently legally nonconforming use; and
      - (iii) Rezoning the land on which the lawfully operating nonconforming use operates to a standard zoning district or classification, which would allow the expansion of the nonconforming use as a matter of right, may cause the zoning district designation of the land to be determined to be incompatible with the surrounding uses and zoning districts.
- (c) *Nature of the district.* Each PD district shall be unique and tailored to the specific site and proposed development project. Each PD district shall be governed by "base zoning" comprised of a zoning district

specified within section 15.02.301 of this chapter 15 and any additional overlay districts if appropriate. Each PD district shall also be governed by a PD project plan, as well as any other items specific to the ordinance adopting the PD district as specified in section 15.02.327(d) below.

(d) ~~Items specific to the ordinance.~~ The adopting ordinance establishing a PD district shall set forth the following:

(1) ~~Base zoning district.~~ The adopting ordinance shall specify a base zoning district by which use and development standards shall be applied to subsequent development permits for land within the PD district; unless specifically excepted according to the provisions of this section. The base zoning district specified shall conform to the provisions of the city's comprehensive master plan, including the city's future land use plan.

(2) ~~Permitted or prohibited uses.~~

(A) The adopting ordinance shall specify any uses not allowed in the base zoning district and applicable overlay districts that shall be permitted in the PD district, provided that such uses do not conflict with any provisions of the city's comprehensive plan.

(B) The adopting ordinance shall specify any uses permitted in the base district and any uses permitted in the applicable overlay districts that shall be prohibited in the PD district.

(3) ~~Development standards.~~

(A) The adopting ordinance shall specify any supplemental design or development standards not required by the base zoning district that shall be applied to subsequent development permits for land within the PD district.

(B) The adopting ordinance shall specify any development standards required by the base zoning district and applicable overlay districts that shall be varied for subsequent development permits for land within the PD district.

(C) Standards that may be varied include but are not limited to the following:

(i) Residential density.

(ii) Building setbacks.

(iii) Building height.

(iv) Lot coverage.

(v) Parking and access.

(vi) Landscaping and buffering.

(vii) Streetscape design.

(viii) Architecture.

(D) Varied standards may increase or decrease the requirements otherwise applicable to particular uses.

(E) Any graphic depictions used to illustrate such standards, unless otherwise provided in the PD district regulations, shall be considered standards that apply to subsequent development applications.

(4) ~~PD project plan.~~ No PD district may be established without approval of a project plan, containing the documents and minimum information specified in section 15.02.327(e) below.

(5) ~~Additional items.~~ The adopting ordinance may also specify the following if necessary:

(A) Required dedications of land or public improvements;

- ~~(B) A phasing schedule for the project, where applicable, setting forth the dates for submittal of site development plans and the timing of performance by the developer for dedications of land or public improvements and satisfaction of any conditions in relation to the phasing of development, where applicable;~~
  - ~~(C) Any variations from the city's subdivision or utilities standards pertaining to provision of roadway and drainage facilities provided such variance is justified by a city approved traffic impact study, drainage study, or other type of applicable engineering study, which may be required as a prerequisite for approving a PD district. Otherwise, all facilities or improvements within public rights-of-way shall be provided in accordance with design standards set forth within the city subdivision regulations;~~
  - ~~(D) Identification of the levels of the deviation allowed between the PD project plan and subsequent development applications that may be approved by the planning and zoning director; and~~
  - ~~(E) Such additional conditions as are established by the council to assure that the PD district is consistent with the city's comprehensive plan.~~
- ~~(e) PD project plan requirements. No PD district may be established without approval of a PD project plan. The PD project plan shall be adopted with the ordinance establishing the PD district and shall be construed in conjunction with the authorized uses and development standards set forth within the PD district.~~
- ~~(1) Required documents. The following documents shall be required to be included in a PD project plan. For smaller projects the following documents may be combined into one or more documents at the discretion of the planning and zoning director.
    - ~~(A) Land use plan.~~
    - ~~(B) Site plan.~~
    - ~~(C) Landscape plan.~~
    - ~~(D) Traffic impact analysis (TIA).~~
    - ~~(E) Drainage analysis.~~~~
  - ~~(2) Additional documents. Additional documents may be required to be submitted as part of a PD project plan, including but not limited to the following:
    - ~~(A) Building elevations.~~
    - ~~(B) Parking plan.~~
    - ~~(C) Signage plan.~~
    - ~~(D) Phasing plan.~~
    - ~~(E) Site or building material specifications.~~~~
  - ~~(3) Form of documents. All required and additional documents shall be fully dimensioned and drawn to scale.~~
  - ~~(4) Content of documents. Required PD project plan documents shall include but not be limited to the existing and proposed site features such as the following:
    - ~~(A) Topography.~~
    - ~~(B) Floodplain information.~~
    - ~~(C) Adjacent properties.~~
    - ~~(D) Ingress/egress.~~~~

- ~~(E) Existing buildings.~~
- ~~(F) Parking and loading bays.~~
- ~~(G) Landscaping.~~
- ~~(H) Large tree groupings.~~
- ~~(I) Fire lanes and hydrants.~~
- ~~(J) Trash receptacle locations.~~
- ~~(K) Lots.~~
- ~~(L) Building materials.~~
- ~~(M) Facade features.~~
- ~~(N) Street rights-of-way, curblines, widths, and street names.~~
- ~~(O) Screening fences or walls.~~
- ~~(5) Consistency required. All development applications within the PD district shall be consistent with the incorporated PD project plan. Failure of a subsequent development application to conform to the approved PD project plan for the PD district shall result in denial of the application, unless the PD district regulations are first amended through incorporation of a PD project plan with which the development application is consistent. The degree of conformity required between the project plan and subsequent development applications shall be set forth in the adopting ordinance.~~
- ~~(6) Location and arrangement of uses. The location and arrangement of all authorized uses in the PD district shall be consistent with the PD project plan approved with the PD district.~~
- ~~(7) Deviations from approved PD project plan.~~
  - ~~(A) Minor deviations. In determining whether development applications are consistent with the PD project plan, minor deviations from the PD project plan may be approved by the planning and zoning director. Unless otherwise specified in the adopting ordinance, minor deviations are limited to the following:
 
    - ~~(i) Corrections in spelling, distances, and other labeling that does not affect the overall development concept.~~
    - ~~(ii) Change in building layout, when shown, that is less than a ten percent increase in size.~~
    - ~~(iii) Changes in the proposed property lines internal to the PD district, as long as the originally approved district boundaries are not altered.~~
    - ~~(iv) Changes in parking layouts as long as the number of required spaces is not decreased and the general original design is maintained.~~~~
  - ~~(B) Major deviations from the approved PD project plan. All major deviations from the approved PD project plan shall be submitted to the planning and zoning commission for recommendation and city council for approval as an amendment to the PD district.~~
- ~~(f) Procedures for establishment.~~
  - ~~(1) Steps for approval. The review process for a PD district application shall include but not be limited to the following steps:
 
    - ~~(A) Pre-application conference;~~
    - ~~(B) Application submittal;~~~~

- ~~(C) — Project plan review by the planning and zoning director or designees;~~
  - ~~(D) — Preliminary feedback from the planning and zoning commission;~~
  - ~~(E) — Recommendation from the planning and zoning commission;~~
  - ~~(F) — Final approval from city council.~~
- ~~(2) — Application requirements. No application for a PD district shall be accepted by the city until the following items have been submitted to the city by the applicant.~~
- ~~(A) — A completed city zone change application, including all requirements as stated on the application form;~~
  - ~~(B) — A statement from the property owner giving authorization to the applicant to file the request for rezoning shall be required as part of the rezoning application, if necessary;~~
  - ~~(C) — A legal description of the property under consideration;~~
  - ~~(D) — A PD project plan;~~
  - ~~(E) — A description of any uses and development standards requested to be modified or varied from those in the base zoning district, as well as the purpose of the variation (i.e., why they are necessary);~~
  - ~~(F) — A description of how the proposed PD district fulfills the goals and objectives of the city's adopted comprehensive plan or any other formally adopted city planning document;~~
  - ~~(G) — A development schedule outlining a timetable for completion of the entire project;~~
  - ~~(H) — A copy of all agreements, provisions, or covenants which govern the use, maintenance, and continued protection of the PD district and any of its common areas, if applicable;~~
  - ~~(I) — The required application fee.~~
- ~~(g) — Criteria for approval of PD districts. No PD district shall be established which does not meet all of the following criteria:~~
- ~~(1) — The land covered by the proposed PD district fits one or more of the special circumstances warranting a PD district classification;~~
  - ~~(2) — The proposed PD district furthers the policies of the city's adopted comprehensive plan (as amended) and other formally adopted city planning documents;~~
  - ~~(3) — The proposed PD district demonstrates a more superior development than could be achieved through standard zoning classifications;~~
  - ~~(4) — The proposed PD district demonstrates the resolution of compatibility issues with surrounding development;~~
  - ~~(5) — The proposed uses and the configuration of uses depicted in the PD project plan are compatible with existing and planned adjoining uses;~~
  - ~~(6) — The proposed PD district demonstrates consistency with adopted public facilities plans, including those related to water, wastewater, transportation, drainage and other public facilities; and~~
  - ~~(7) — The proposed PD district (if a mixed-use or traditional neighborhood project) demonstrates the provision of open space and recreational amenities within the development that provides for a superior living environment and enhanced recreational opportunities for residents of the district and for the public generally.~~

- ~~(h) — *Conditions for approval.* The city council may impose such conditions to the PD-district regulations and project plan as are necessary to assure that the purpose of the PD-district is implemented.~~
- ~~(i) — *Subsequent development applications.* The development standards for a PD-district shall be applied to the authorized uses through a plat, site development plan, general site plan, or other development applications as set forth in the adopting ordinance.~~
- ~~(j) — *Documentation of PD-districts.* All PD-districts approved after adoption of this Code section, as may be amended, shall be prefixed by a "PD" designation and assigned a unique identification number (e.g., PD-1, PD-2, PD-3, and so on), and shall also be shown on the zoning map.~~
- ~~(k) — *Expiration of a planned development district.*~~
- ~~(1) — Except for the base zoning, including any applicable overlay districts established by a PD-district ordinance, all provisions of PD-district, including the project plan, shall initially be valid for a period of 24 months.~~
  - ~~(2) — If a building permit has not been issued or construction begun on the detail plan within the 24 months, the PD-district shall automatically expire and no longer be valid, and the zoning of the property shall automatically convert to the base zoning specified.~~
  - ~~(3) — The city council may, prior to the 24-month expiration, for good cause shown, extend for up to 24 additional months; during which time all provisions of the original PD-district ordinance may remain valid. Only one extension may be granted.~~
  - ~~(4) — Following both the issuance and commencement of progress pursuant to the adopted PD-project plan, all provisions of the PD-district shall remain effective without expiration.~~

~~(Ordinance 2019-58 adopted 11-19-19)~~

**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.~~
- (b) ~~*Applicability.* A PD district shall only be established in one or more of the following circumstances:~~
- ~~(1) The land is proposed for development as a mixed-use development or a traditional neighborhood development requiring more flexible and innovative design standards;~~
  - ~~(2) The land is located in close proximity to established residential neighborhoods where standard zoning classifications may not adequately address neighborhood concerns regarding the quality or compatibility of the adjacent development, and where it may be desirable to the neighborhood, the developer, or the city to develop and implement mutually agreed, enforceable development standards;~~
  - ~~(3) The land serves as transition between different and seemingly incompatible land uses;~~
  - ~~(4) The land, or adjacent property that would be impacted by the development of the land, has sensitive or unique environmental features requiring a more flexible approach to zoning and clustering of uses, or special design standards, in order to afford the best possible protection of the unique qualities of the site or the adjacent property;~~
  - ~~(5) To provide for the expansion of a lawfully operating nonconforming uses under the conditions that follow:~~
    - ~~(A) Prior to December 1, 2009, the lawfully operating nonconforming use was both:~~
      - ~~(i) Fully conforming with the then applicable zoning regulations;~~
      - ~~(ii) Located within an existing development or building(s), which were specifically designed, both functionally and aesthetically, for its presently legally nonconforming use; and~~
      - ~~(iii) Rezoning the land on which the lawfully operating nonconforming use operates to a standard zoning district or classification, which would allow the expansion of the nonconforming use as a matter of right, may cause the zoning district designation of the land to be determined to be incompatible with the surrounding uses and zoning districts.~~
- (c) ~~*Nature of the district.* Each PD district shall be unique and tailored to the specific site and proposed development project. Each PD district shall be governed by "base zoning" comprised of a zoning district~~

specified within section 15.02.301 of this chapter 15 and any additional overlay districts if appropriate. Each PD district shall also be governed by a PD project plan, as well as any other items specific to the ordinance adopting the PD district as specified in section 15.02.327(d) below.

~~(d) Items specific to the ordinance. The adopting ordinance establishing a PD district shall set forth the following:~~

~~(1) Base zoning district. The adopting ordinance shall specify a base zoning district by which use and development standards shall be applied to subsequent development permits for land within the PD district, unless specifically excepted according to the provisions of this section. The base zoning district specified shall conform to the provisions of the city's comprehensive master plan, including the city's future land use plan.~~

~~(2) Permitted or prohibited uses.~~

~~(A) The adopting ordinance shall specify any uses not allowed in the base zoning district and applicable overlay districts that shall be permitted in the PD district, provided that such uses do not conflict with any provisions of the city's comprehensive plan.~~

~~(B) The adopting ordinance shall specify any uses permitted in the base district and any uses permitted in the applicable overlay districts that shall be prohibited in the PD district.~~

~~(3) Development standards.~~

~~(A) The adopting ordinance shall specify any supplemental design or development standards not required by the base zoning district that shall be applied to subsequent development permits for land within the PD district.~~

~~(B) The adopting ordinance shall specify any development standards required by the base zoning district and applicable overlay districts that shall be varied for subsequent development permits for land within the PD district.~~

~~(C) Standards that may be varied include but are not limited to the following:~~

~~(i) Residential density.~~

~~(ii) Building setbacks.~~

~~(iii) Building height.~~

~~(iv) Lot coverage.~~

~~(v) Parking and access.~~

~~(vi) Landscaping and buffering.~~

~~(vii) Streetscape design.~~

~~(viii) Architecture.~~

~~(D) Varied standards may increase or decrease the requirements otherwise applicable to particular uses.~~

~~(E) Any graphic depictions used to illustrate such standards, unless otherwise provided in the PD district regulations, shall be considered standards that apply to subsequent development applications.~~

~~(4) PD project plan. No PD district may be established without approval of a project plan, containing the documents and minimum information specified in section 15.02.327(e) below.~~

~~(5) Additional items. The adopting ordinance may also specify the following if necessary:~~

~~(A) Required dedications of land or public improvements;~~

- ~~(B) A phasing schedule for the project, where applicable, setting forth the dates for submittal of site development plans and the timing of performance by the developer for dedications of land or public improvements and satisfaction of any conditions in relation to the phasing of development, where applicable;~~
  - ~~(C) Any variations from the city's subdivision or utilities standards pertaining to provision of roadway and drainage facilities provided such variance is justified by a city-approved traffic impact study, drainage study, or other type of applicable engineering study, which may be required as a prerequisite for approving a PD district. Otherwise, all facilities or improvements within public rights-of-way shall be provided in accordance with design standards set forth within the city subdivision regulations;~~
  - ~~(D) Identification of the levels of the deviation allowed between the PD project plan and subsequent development applications that may be approved by the planning and zoning director; and~~
  - ~~(E) Such additional conditions as are established by the council to assure that the PD district is consistent with the city's comprehensive plan.~~
- ~~(e) *PD project plan requirements.* No PD district may be established without approval of a PD project plan. The PD project plan shall be adopted with the ordinance establishing the PD district and shall be construed in conjunction with the authorized uses and development standards set forth within the PD district.~~
- ~~(1) *Required documents.* The following documents shall be required to be included in a PD project plan. For smaller projects the following documents may be combined into one or more documents at the discretion of the planning and zoning director.
    - ~~(A) Land use plan.~~
    - ~~(B) Site plan.~~
    - ~~(C) Landscape plan.~~
    - ~~(D) Traffic impact analysis (TIA).~~
    - ~~(E) Drainage analysis.~~~~
  - ~~(2) *Additional documents.* Additional documents may be required to be submitted as part of a PD project plan, including but not limited to the following:
    - ~~(A) Building elevations.~~
    - ~~(B) Parking plan.~~
    - ~~(C) Signage plan.~~
    - ~~(D) Phasing plan.~~
    - ~~(E) Site or building material specifications.~~~~
  - ~~(3) *Form of documents.* All required and additional documents shall be fully dimensioned and drawn to scale.~~
  - ~~(4) *Content of documents.* Required PD project plan documents shall include but not be limited to the existing and proposed site features such as the following:
    - ~~(A) Topography.~~
    - ~~(B) Floodplain information.~~
    - ~~(C) Adjacent properties.~~
    - ~~(D) Ingress/egress.~~~~

- ~~(E) Existing buildings.~~
  - ~~(F) Parking and loading bays.~~
  - ~~(G) Landscaping.~~
  - ~~(H) Large tree groupings.~~
  - ~~(I) Fire lanes and hydrants.~~
  - ~~(J) Trash receptacle locations.~~
  - ~~(K) Lots.~~
  - ~~(L) Building materials.~~
  - ~~(M) Facade features.~~
  - ~~(N) Street rights-of-way, curblines, widths, and street names.~~
  - ~~(O) Screening fences or walls.~~
- ~~(5) *Consistency required.* All development applications within the PD district shall be consistent with the incorporated PD project plan. Failure of a subsequent development application to conform to the approved PD project plan for the PD district shall result in denial of the application, unless the PD district regulations are first amended through incorporation of a PD project plan with which the development application is consistent. The degree of conformity required between the project plan and subsequent development applications shall be set forth in the adopting ordinance.~~
- ~~(6) *Location and arrangement of uses.* The location and arrangement of all authorized uses in the PD district shall be consistent with the PD project plan approved with the PD district.~~
- ~~(7) *Deviations from approved PD project plan.*~~
- ~~(A) *Minor deviations.* In determining whether development applications are consistent with the PD project plan, minor deviations from the PD project plan may be approved by the planning and zoning director. Unless otherwise specified in the adopting ordinance, minor deviations are limited to the following:
    - ~~(i) Corrections in spelling, distances, and other labeling that does not affect the overall development concept.~~
    - ~~(ii) Change in building layout, when shown, that is less than a ten percent increase in size.~~
    - ~~(iii) Changes in the proposed property lines internal to the PD district, as long as the originally approved district boundaries are not altered.~~
    - ~~(iv) Changes in parking layouts as long as the number of required spaces is not decreased and the general original design is maintained.~~~~
  - ~~(B) *Major deviations from the approved PD project plan.* All major deviations from the approved PD project plan shall be submitted to the planning and zoning commission for recommendation and city council for approval as an amendment to the PD district.~~
- ~~(f) *Procedures for establishment.*~~
- ~~(1) *Steps for approval.* The review process for a PD district application shall include but not be limited to the following steps:
    - ~~(A) Pre-application conference;~~
    - ~~(B) Application submittal;~~~~

- ~~(C) Project plan review by the planning and zoning director or designees;~~
- ~~(D) Preliminary feedback from the planning and zoning commission;~~
- ~~(E) Recommendation from the planning and zoning commission;~~
- ~~(F) Final approval from city council.~~
- ~~(2) Application requirements. No application for a PD district shall be accepted by the city until the following items have been submitted to the city by the applicant.~~
  - ~~(A) A completed city zone change application, including all requirements as stated on the application form;~~
  - ~~(B) A statement from the property owner giving authorization to the applicant to file the request for rezoning shall be required as part of the rezoning application, if necessary;~~
  - ~~(C) A legal description of the property under consideration;~~
  - ~~(D) A PD project plan;~~
  - ~~(E) A description of any uses and development standards requested to be modified or varied from those in the base zoning district, as well as the purpose of the variation (i.e., why they are necessary);~~
  - ~~(F) A description of how the proposed PD district fulfills the goals and objectives of the city's adopted comprehensive plan or any other formally adopted city planning document;~~
  - ~~(G) A development schedule outlining a timetable for completion of the entire project;~~
  - ~~(H) A copy of all agreements, provisions, or covenants which govern the use, maintenance, and continued protection of the PD district and any of its common areas, if applicable;~~
  - ~~(I) The required application fee.~~
- ~~(g) Criteria for approval of PD districts. No PD district shall be established which does not meet all of the following criteria:~~
  - ~~(1) The land covered by the proposed PD district fits one or more of the special circumstances warranting a PD district classification;~~
  - ~~(2) The proposed PD district furthers the policies of the city's adopted comprehensive plan (as amended) and other formally adopted city planning documents;~~
  - ~~(3) The proposed PD district demonstrates a more superior development than could be achieved through standard zoning classifications;~~
  - ~~(4) The proposed PD district demonstrates the resolution of compatibility issues with surrounding development;~~
  - ~~(5) The proposed uses and the configuration of uses depicted in the PD project plan are compatible with existing and planned adjoining uses;~~
  - ~~(6) The proposed PD district demonstrates consistency with adopted public facilities plans, including those related to water, wastewater, transportation, drainage and other public facilities; and~~
  - ~~(7) The proposed PD district (if a mixed use or traditional neighborhood project) demonstrates the provision of open space and recreational amenities within the development that provides for a superior living environment and enhanced recreational opportunities for residents of the district and for the public generally.~~

- ~~(h) *Conditions for approval.* The city council may impose such conditions to the PD district regulations and project plan as are necessary to assure that the purpose of the PD district is implemented.~~
- ~~(i) *Subsequent development applications.* The development standards for a PD district shall be applied to the authorized uses through a plat, site development plan, general site plan, or other development applications as set forth in the adopting ordinance.~~
- ~~(j) *Documentation of PD districts.* All PD districts approved after adoption of this Code section, as may be amended, shall be prefixed by a "PD" designation and assigned a unique identification number (e.g., PD-1, PD-2, PD-3, and so on), and shall also be shown on the zoning map.~~
- ~~(k) *Expiration of a planned development district.*~~
- ~~(1) Except for the base zoning, including any applicable overlay districts established by a PD district ordinance, all provisions of PD district, including the project plan, shall initially be valid for a period of 24 months.~~
  - ~~(2) If a building permit has not been issued or construction begun on the detail plan within the 24 months, the PD district shall automatically expire and no longer be valid, and the zoning of the property shall automatically convert to the base zoning specified.~~
  - ~~(3) The city council may, prior to the 24 month expiration, for good cause shown, extend for up to 24 additional months; during which time all provisions of the original PD district ordinance may remain valid. Only one extension may be granted.~~
  - ~~(4) Following both the issuance and commencement of progress pursuant to the adopted PD project plan, all provisions of the PD district shall remain effective without expiration.~~

~~(Ordinance 2019-58 adopted 11-19-19)~~

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** May 19, 2026

**TO:** Mayor and Council

**FROM:** Sandra Passailaigue, City Secretary

**THROUGH:** Dr. Crystal Caldera, City Manager

**SUBJECT:** Presentation and Discussion on an Ordinance Amending the City of Leon Valley Code of Ordinances, Chapter 4, Article 4.06 Garage Sales, and Appendix A, Article A17.000 Miscellaneous Fees, Section A17.002 Garage Sale Permit

**SPONSOR(S):** (N/A)

**PURPOSE & BACKGROUND**

The purpose of this item is to establish an additional citywide garage sale day by amending the Code of Ordinances to allow each resident to conduct up to four (4) garage sales annually. Of these, two (2) will be designated as citywide garage sales, to be held each spring and fall. No permit fee will be required for participation in the citywide garage sales. The remaining two (2) garage sales permitted per year will require a permit fee of \$5.00 each.

**FISCAL IMPACT**

The proposed amendment is expected to result in an annual expenditure of approximately \$400.

**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 CHAPTER 4, ARTICLE 4.06 GARAGE SALES OF THE CITY OF LEON VALLEY CODE OF ORDINANCES; AND APPENDIX A, ARTICLE A17.000 MISCELLANEOUS FEES, SECTION A17.002 GARAGE SALE PERMIT; PROVIDING FOR REPEALER, SEVERABILITY AND SAVINGS CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE**

---

**WHEREAS**, the City Council of the City has determined that it is necessary to amend the City’s current garage sale regulations; and

**WHEREAS**, Council desires to amend the City’s regulations relating to the number of days per calendar year to hold garage sales, the permitting process of garage sales, and the fee for obtaining a garage sale permit within the City’s corporate limits to better protect the health, safety, general welfare and morals of the residents of the City:

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

**SECTION 1.** The City of Leon Valley’s Code of Ordinances, Chapter 4, Article 4.06 (entitled “Garage Sales”) and is hereby amended as specifically written in the attached Exhibit “A” with strikethroughs being deletions and underlines being additions.

**SECTION 2.** The City Secretary is hereby authorized and directed to publish the amendments to the Code of Ordinances as provided herein.

**SECTION 3.** 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 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 4.** That it is hereby declared to be the intention of the City Council of the City of Leon Valley that phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance should be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Ordinances, since the same would have been enacted by the City Council without incorporation in this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph, and section.

**SECTION 5.** The Ordinance shall be effective upon passage and publication as required by law.

**PASSED, ADOPTED AND APPROVED** by the City Council of the City of Leon Valley this the 2nd day of June, 2026.

**APPROVED**

\_\_\_\_\_  
**CHRIS RILEY**  
MAYOR

Attest: \_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

Approved as to Form: \_\_\_\_\_  
**ART RODRIGUEZ**  
City Attorney

## ARTICLE 4.06 GARAGE SALES

### Sec. 4.06.001 Definitions

Address. The street address, and for multifamily or duplex residences shall specify and be limited to the unit number.

Garage sale. The sale of personal property by the owner(s) thereof at his/her/their residence.

Resident. Someone actually residing at the address.

### Sec. 4.06.002 Penalty

Any violation of this article shall be punishable by fine in accordance with [section 1.01.009](#) of this code.

### Sec. 4.06.003 Permit required; application; posting

Any person desiring to conduct a garage sale shall first obtain a permit from the planning & zoning department. The applicant for such permit shall complete the form to be provided by the planning & zoning department. The application shall include the name and residence address of the applicant(s), the day or days of the sale, the hours of the sale, the street address of the sale, and the last date that a garage sale was conducted at the same location and/or by the applicant(s). The permit shall be posted by the applicant in a conspicuous place where the sale is being conducted or otherwise available for inspection by a city representative.

### Sec. 4.06.004 Limitation on number of sales; hours of operation; permit fee

No more than four (4) garage sales may be conducted by the same applicant or at the same address during any consecutive twelve-month period. Two of the four (4) will be Citywide Garage Sales held annually in the Spring and Fall. Sale hours are limited to not earlier than 8:00 a.m. and not later than 6:00 p.m. All sale items must be owned by the applicants or residents and displayed within the yard. No items may be placed on the sidewalk or front yard easement. A garage sale may not extend over more than three (3) consecutive days. Whether of one (1), two (2), or three (3) days' duration, the sale shall constitute one sale.

### Sec. 4.06.005 Signs

(a) It shall be unlawful for any person to post or place any sign advertising a garage sale of any kind or character, at any time, on public property, whether belonging to the city or any other agency or branch of government, whether owned in fee or easement therein, or by prescription or limitation.

(b) It shall be unlawful for the owner of any private property, or any person acting for him or with his knowledge or permission, or consent, express or implied, to post or place any sign advertising a garage sale in or on his property unless such sign or advertisement is of a size of four (4) square feet or less in area, or to place the same within two (2) feet or less of the boundary of his property, or within two (2) feet or less of any public or private property, including public easements. No sign permit is required.

(c) It shall be unlawful for the owner of any private property, or any person acting for him or with his knowledge or permission, or consent, express or implied, to allow to remain, for a period of more than twenty-four (24) hours past the end of the permit period, any sign advertising a garage sale.

## ARTICLE A17.000 MISCELLANEOUS FEES

### Sec. A17.002 Garage sale permit

Permit fee: \$5.00.

# Amending the City of Leon Valley Code of Ordinances, Chapter 4, Article 4.06 Garage Sales, and Appendix A, Article A17.000 Miscellaneous Fees, Section A17.002 Garage Sale Permit

Sandra Passailaigue, TRMC  
City Secretary  
City Council Meeting  
May 19, 2026

# Summary

- Question
  - **City Council is being asked to consider an Ordinance Amending the Code where it relates to garage sales; adding a second citywide garage sale; and adding a \$5.00 permit fee for two of the four allowed sales.**
- Options
  - Recommended:
    1. No change.
    2. Approve amendments as presented.
  - Denial
  - Other
- Declaration
  - This amendment is in response to citizen requests for an additional citywide garage sale.

# Purpose

- **Adding a second citywide garage sale**
  - Citizens of Leon Valley are still allowed four (4) garage sales per 12-month period.
  - Two (2) of the four (4) garage sales will be citywide where no permit fee is required.
- **Adding back into Appendix A – Miscellaneous Fees**
  - A fee of \$5.00 per garage sale permit

# Fiscal Impact

- The proposed amendment is expected to result in an annual expenditure of approximately \$400. This is for the cost of the Garage Sale Ad for the two (2) citywide garage sales in the San Antonio Express News paper.

**MAYOR AND COUNCIL COMMUNICATION**

**DATE:** May 19, 2026  
**TO:** Mayor and Council  
**FROM:** Sandra Passailaigue, City Secretary  
**THROUGH:** Dr. Crystal Caldera, City Manager  
**SUBJECT:** Discussion and Possible Action to Elect a Mayor Pro-Tem  
**SPONSOR(S):** (N/A)

**PURPOSE**

The City of Leon Valley Charter states the following:

**Article III, Section 3.07 Mayor Pro-Tem**

- A.** The Mayor Pro-Tem shall be a Councilmember elected by the City Council at the first regular City Council meeting following each regular City election.
- B.** The Mayor Pro-Tem shall act as Mayor during the absence or disability of the mayor and when acting as Mayor, retain their right to vote as a Councilmember.

**RECOMMENDATION**

City Council Discretion

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

APPROVED WITH THE FOLLOWING AMENDMENTS:

---



---



---



---

ATTEST:

\_\_\_\_\_  
**SAUNDRA PASSAILAIGUE, TRMC**  
City Secretary

## **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
  - Budget survey release 5-7-2026
- **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 5<sup>th</sup> 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