



**CITY OF LEON VALLEY
CITY COUNCIL REGULAR MEETING**

Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Tuesday, February 03, 2026 at 5:45 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 citizenstobeheld@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. The City Council Shall Meet in Executive Session to Discuss the Following:**
 - 1. Pursuant to Texas Government Code, Chapter 551, Section 551.074 Personnel Matters: Regarding the Annual Review of the City Manager as Outlined in the Employment Agreement.**
 - 3. Reconvene into Regular Session**
 - 4. 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.
 - 5. Possible Action on Issues Discussed in Executive Session If Necessary**
 - 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:**February 07, 2026 - Annual Town Hall Meeting**

8:30 AM - Leon Valley Community Center

February 17, 2026 – Regular City Council Meeting

6:30 PM - City Council Chambers

January 01, 2026-April 20, 2026 – Period that Registered Voters may apply for a Ballot by Mail**January 14, 2026 – February 13, 2026 – Filing period** to submit an application for a place on the May 02, 2026, General Election Ballot**February 16, 2026 – City Offices & Municipal Court Closed** In observance of Presidents' Day (City Hall reopens February 17, 2026)**March 28, 2026 – City-Wide Garage Sale**

8:00 AM – 6:00 PM

April 02, 2026 – Last Day to Register to Vote on the May 02, 2026, General Election Ballot**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. 01-20-2026 Regular City Council Meeting Minutes

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

a. 10-15-2025 Citizens Police Advisory Committee Meeting Minutes

b. 11-19-2025 Planning Zoning Commission Meeting Minutes

3. Discussion, and Possible Action on an Ordinance Approving the Closing of a Portion of Jeff Loop Road for Public Purposes (1st Read was Held on 01-20-2026) - M. Gallardo, Planning and Zoning Director

4. Discussion and Possible Action on a Resolution Awarding the Lowest Qualified Bid in the Amount of \$215,717.23, with 15% for Contingency and Authorizing the City Manager to Enter into a Contract with Clark Construction of Texas, Inc. for the Huebner Rd. Street Maintenance Project - D. Dimaline, Public Works Director

5. Discussion and Possible Action on a Resolution Awarding the Lowest Qualified Bid in the Amount of \$185,280.96, with 15% for Contingency and Authorizing the City Manager to Enter into a Contract with J&P Paving Company, Inc. for the Timberhill Dr. Street Maintenance Project - D. Dimaline, Public Works Director

6. Presentation, Discussion and Possible Action on an Ordinance Amending Chapter 15, Article 15.02 Zoning Ordinance, Division 13. Organization and Enforcement Section 15.020.721 (First Read was Held on 01-20-2026) - Dr. C. Caldera, City Manager

9. Regular Agenda

1. Presentation, Discussion and **Public Hearing** on an Ordinance Removing Chapter 15, "Zoning," Section 15.02.327, "PD", Planned Development District from the City's Code of Ordinances (1st Read as Required by the Charter) - Dr. C. Caldera, City Manager

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.

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

1. Pursuant to Texas Local Government Code Section 551.072: Deliberations about Real Property to discuss the purchase of 6908 Poss Rd, Leon Valley Texas, 78238.

12. Reconvene into Regular Session

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

14. Adjournment

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

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

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

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

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

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
MONTH XX, 2022 XX:XX PM





**CITY OF LEON VALLEY
CITY COUNCIL REGULAR MEETING**

Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Tuesday, January 20, 2026 at 5:45 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 citizenstobeheld@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 5:45 PM and announced that a quorum of the City Council was present in Council Chambers.

Mayor Riley asked Council Place 5, Beth Mursch, to lead the Pledge of Allegiance.

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

Mayor Riley read aloud the captions for Agenda Item 2.1.

1. Pursuant to Texas Government Code, Chapter 551, Section 551.074 Personnel Matters: Regarding the Annual Review of the City Manager as Outlined in the Employment Agreement.

The City Council went into Executive Session at 5:47 PM.

3. Reconvene into Regular Session

The City Council reconvened into Open Session at 6:39 PM

City Council will reconvene into Executive Session at the end of this meeting to resume discussion.

4. 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.

Will McCloud spoke at this time.

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

No action will be taken at this time. City Council will reconvene at the end of the meeting to continue the Executive Session discussion.

6. Presentations

1. Presentation and Discussion of the Monthly Financial Report Ending December 31, 2025 - C. Goering, Finance Director

Carol Goering, Finance Director, presented the Monthly Financial Report ending December 31, 2025.

2. Presentation Providing an Update on the Leon Valley Housing Developments - M. Gallardo, Planning and Zoning Director

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

Council Place 5, Mursch said she would be interested in knowing how many of the new homes are actually occupied. Director Gallardo said he would get with the sales team to get that information for the City Council.

Dr. Crystal Caldera, City Manager, added that once the Trilogy is complete, an item to discuss an updated traffic study will be brought to the City Council.

Council Place 4, Orozco, suggested a discussion with the developers to include coverage of mailboxes in the HOA insurance or in the deeds and restrictions, placing the responsibility of replacement on the developer.

3. Presentation on the City-Wide Diseased/ Dead Trees Inventory - David Dimaline, Public Works Director

David Dimaline, Public Works Director, presented this item.

A list of addresses of trees of concern will be provided to members of the City Council so they can take a look at them at their leisure.

7. 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.

8. City Manager's Report

1. Upcoming Important Events:

- **February 03, 2026 – Regular City Council Meeting**
6:30 PM · City Council Chambers
- **January 24, 2026 – Annual Town Hall Meeting**
8:30 AM · Leon Valley Community Center
- **January 14, 2026 – February 13, 2026** – Filing period to submit an application for a place on the May 02, 2026, General Election Ballot
- **January 19, 2026 – City Offices & Municipal Court Closed**
In observance of Martin Luther King, Jr. Day (City Hall reopens January 20, 2026)
- **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:

- Reported that Melinda Moritz's farewell party was paid 100% by donations.

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

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

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 the Following City Council Minutes:
 - a. 12-16-2025 Regular City Council Meeting Minutes
2. Discussion and Possible Action Accepting of the Following Board/Commission Minutes:
 - a. 07-16-2025 Citizens Police Advisory Committee Meeting Minutes
 - b. 09-11-2025 Park Commission Meeting Minutes
 - c. 10-08-2025 Earthwise Living Committee Meeting Minutes

- d. 11-12-2025 Earthwise Living Committee Meeting Minutes
- e. 11-13-2025 Library Advisory Board Meeting Minutes
- 3. **Discussion and Possible Action of the Quarterly Investment Report for the Quarter Ended December 31, 2025 - C. Goering, Finance Director**
- 4. **Discussion and Possible Action on an Amendment to the City of Leon Valley's Code of Ordinances, Chapter 15 Article 15.02 Zoning Ordinance Division 13. Organization and Enforcement Section 15.020.721 (First Read was Held 12-16-2025) - Dr. C. Caldera, City Manager**
- 5. **Discussion and Possible Action Excusing Council Place 5, Beth Mursch from the December 16, 2025, Regular City Council Meeting in Accordance with the City of Leon Valley Charter, Article III - The City Council and Mayor - Mayor Chris Riley**
- 6. **Discussion and Possible Action on approving Hiring David Dimaline for the Public Works Director position with the City of Leon Valley - C. Caldera, City Manager**

10. Regular Agenda

- 1. **Presentation, Discussion, and Public Hearing to Consider Approval of an Ordinance Closing a Portion of Jeff Loop Road for Public Purposes (1st Read as Required by City Charter) - M. Gallardo, Planning and Zoning Director**

Mike Gallardo, Planning and Zoning Director, presented this item for a second read and Public Hearing.

Mayor Chris Riley opened the Public Hearing at 8:00 PM.

Those who spoke were Will McCloud.

Mayor Riley closed the Public Hearing at 8:03 PM.

There was a consensus among members of the City Council to place this item on the February 03, 2026, Consent Agenda for a second read.

- 2. **Presentation on City Code of Ordinance Violations Legal Process and Next Steps - Dr. C. Caldera, City Manager**

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

There was a consensus among members of City Council to amend the ordinance to link short-term rentals to Expedia and Bookings.com.

- 3. **Discussion and Possible Action on an Ordinance Amending Chapter 15, "Zoning," Section 15.02.327, "PD", Planned Development District (1st Read was held on 10-21-2025, 12-2-2025, and 12-16-2025) - Dr. C. Caldera, City Manager**

Dr. Crystal Caldera, City Manager, presented this item and asked the City Council if they really want to continue to have a PDD.

There was a consensus to allow the amendment to be brought back with the PDD being omitted.

4. **Discussion and Possible Action on a Resolution of the City Council of the City of Leon Valley Ordering and Establishing Procedures for a General Election in the City of Leon Valley, Texas, to Elect Three Council Members (Places 2, 4, and Mayor) by the Qualified Voters of the City of Leon Valley; Authorizing the Mayor to Enter Into a Joint Election Agreement with the Bexar County Elections Administrator for the Conduct of Said Election; Providing Details Relating to the Conduct of the Election; and Authorizing the Use of the Leon Valley Conference Center for Early Voting (April 20, 2026, Through April 28, 2026), and for Election Day Voting on May 2, 2026 - S. Passailaigue, City Secretary**

Discusión Y Posible Acción Sobre Una Resolución Del Consejo Municipal De La Ciudad De Leon Valley Para Ordenar Y Establecer Los Procedimientos Para Una Elección General En La Ciudad De Leon Valley, Texas, Para Elegir Tres Miembros Del Consejo: (Posiciones 2, 4 Y Alcalde) Por Parte De Los Votantes Habilitados De La Ciudad De Leon Valley; Autorizando Al Alcalde A Firmar Un Acuerdo De Elección Conjunta Con El Administrador De Elecciones Del Condado De Bexar Para La Celebración De Dicha Elección, Proporcionando Detalles Relativos A La Celebración De Dicha Elección, Y Autorizando El Uso Del Centro De Conferencias De Leon Valley Para La Votación Anticipada (Del 20 De Abril De 2026 Hasta El 28 De Abril De 2026, Inclusive) Y Para La Votación El Día De Elección El 2 De Mayo De 2026 - S. Passailaigue, Secretaria De La Ciudad

Saundra Passailaigue, City Secretary, presented this item.

A motion was made by Council Place Campos to approve the resolution as presented. 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

The motion passed unanimously.

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

Council Place 3, Campos, in regard to recycled water, asked that the City ask SAWS if we can expand to another location and if we could get more recycled water for the LC17 tree watering.

Council Place 2, Heyl, asked about a schedule for future street sweeping so that residents would have time to move their vehicles off the street. Dr. Caldera, City Manager, said she would try to get a schedule out soon.

12. The City Council Shall Meet in Executive Session to Continue the Discussion of Agenda Item 2.1.

The City Council went into Executive Session at 9:22 PM.

13. Reconvene into Regular Session

The City Council reconvened into Open Session at 9:41 PM.

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

There was a consensus among members of the City Council to schedule a continuation of the City Manager's Annual Performance Evaluation for Tuesday, February 03, 2026, at 5:45 PM.

The Executive Session that is currently scheduled for February 03, 2026, will be moved to February 17, 2026.

15. Adjournment

Mayor Riley announced that the meeting adjourned at 9:43 PM.

These minutes were approved by the Leon Valley City Council on the 3rd day of February, 2026.

APPROVED

CHRIS RILEY
MAYOR

ATTEST: _____

SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY



CITY OF LEON VALLEY
CITIZEN POLICE ADVISORY COMMITTEE
Leon Valley City Hall- Large Conference Room
6400 El Verde, Leon Valley, Texas 78238
Wednesday, October 15, 2025, at 6:30 p.m.

MINUTES

The Citizen Police Advisory Committee met on the 15th day of October 2025, at the Leon Valley City Hall- Large Conference Room located at 6400 El Verde Rd, Leon Valley, Texas 78238 for the purpose of the following business:

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

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

Absent member was Olen Yarnell.

The documented staff present included Police Lieutenant Kasey Tucker.

Agenda Item #2 Nomination of Committee Chairperson and Vice-Chairperson

Nominations were taken for Chair and Vice-Chairperson. Tina Chasan nominated Manual Rubio to continue as Chair and Andrea Roofe to continue as Vice-Chairpersons. This was seconded by Bill Stannard. No other nominations were received. Manual Rubio was re-elected as Chairperson and Andrea Roofe was reelected as Vice-Chairperson.

Agenda Item #3 Discussion and Possible Action on the Approval of the July 16, 2025 Citizens Police Advisory Committee Meeting Minutes

Committee Vice-Chair Andrea Roofe made a motion to approve the minutes as presented, which was seconded by Committee Member Tina Chasan. The motions carried unanimously.

Agenda Item #4 Discussion and update on the following topics: (a.) Safety Camera System, (b.) Crime Prevention Initiative and Tips, (c.) Departmental Training, (d.) National Night Out 2025 and (e.) Blue Santa

(a) Grant has been approved as of the date of this meeting. Locations are being finalized.

- (b.) Lt Tucker provided copies to members of the article put into the Lion's Roar entitled "Lt. Tucker's Safety Spotlight-Seasonal Safety" which outlined safety issues occurring in the fall months (October through December).
- (c.) Lt. Tucker discussed quarterly departmental training hours since the last meeting discussing 10 range qualifications, 1,103 training hours and attendance at 243 courses. The committee was notified that the department surpassed TCOLE Target 100 requirements for this training cycle and unit.
- (d.) National Night Out was very successful with multiple Leon Valley neighborhoods participating. This included multiple block parties and other gatherings where citizens, Police and Fire Personnel took the opportunity to fellowship and get to know one another discussing community issues.
- (e.) Lt. Tucker discussed the 2025 Blue Santa Project outlining who benefits from program, ways to support effort and timelines for applications and fulfillment.

Agenda Item #5 Discussion and Possible Action on Future Agenda Items

Citizen's Police Academy information, Ride Along Program and RLC revenues

Agenda Item #6 Citizens to be Heard

Concern regarding jury attendance at Leon Valley Municipal Court with only 9 out of 90 summoned showed up so jury trials had to be rescheduled.

Seneca Plaza was discussed and concerns over vehicle congestion in the parking lot during SA Food Bank distributions every Friday.

A citizen requested higher traffic enforcement at Rue Sophie/Seneca due to drivers running stop signs or driving on the wrong side of the road. Parking issues at Handsome Lake/Seneca and Rue Sophie/Seneca were also brought up.

Agenda Item #7 Committee Announcements

None

Agenda Item #8 Adjournment at 7:37 pm CT on 10/16/2025.

These minutes were approved by the Leon Valley Police Advisory Committee on the 21th of January, 2026.

APPROVED

CHAIR





**CITY OF LEON VALLEY
PLANNING & ZONING COMMISSION**

Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Wednesday, November 19, 2025, at 6:30 PM

MINUTES

1. CALL TO ORDER AND ROLL CALL

PRESENT – Voting Members

Commissioner 1 David Perry
2nd Vice Chair, Commissioner 2 Andrea Roofe
Commissioner 3 Abraham Diaz
Chair, Commissioner 6 Erick Matta
Commissioner 7 Cynthia Koger
Commissioner 5 Olen Yarnell
Commissioner 4 Pat Martinez

ABSENT

1st Alternate Russell Hernandez

ALTERNATES – Non-Voting Members

2nd Alternate Donnie Britt

Also, in attendance were City Manager Crystal Caldera, 2nd Alternate Donnie Britt and Planning and Zoning Director Michael Gallardo.

Chair Matta called the meeting to order at 6:30 PM.

2. APPROVAL OF ZONING COMMISSION MINUTES

Discussion and Possible Action Approving the October 28, 2025, Planning and Zoning Commission Meeting Minutes - M. Gallardo, Planning and Zoning Director

Commissioner Roofe pointed out that Commissioner Fernandez was listed as absent but had resigned prior to the meeting. Dr. Caldera confirmed that it was an administrative error to be corrected.

A motion was made by Commissioner Roofe to approve the minutes with the correction to remove Commissioner Fernandez as absent. The motion was seconded by Commissioner Perry.

Voting Yea: Commissioner 1 Perry, 2nd Vice Chair, Commissioner 2 Roofe, Commissioner 3 Diaz, Chair, Commissioner 6 Matta, Commissioner 7 Koger, Commissioner 5 Yarnell, Commissioner 4 Martinez

The motion passed unanimously.

3. OLD BUSINESS

1. Discussion and Possible Recommendations for Updating and Amending Chapter 15 Zoning, Article 15.02 Zoning Ordinance, Division 7 Permitted Use Table - M. Gallardo, Planning and Zoning Director

Chair Matta read the caption for the agenda item and then deferred to Dr. Caldera for opening statements.

Dr. Caldera provided an update and expectations for the discussion regarding the new business agenda items.

Regarding the Marshall High School Replat, Dr. Caldera informed the Commission that they would only be discussing the Replat for the property and that they would not be discussing anything regarding street closures. She went on to say that the confusion stems from an error in the first public notice that was mailed out in which the street Redbird Lane was listed instead of Robin Road. Although it was not required the city mailed out a revised version of the public notice with the correction.

Dr. Caldera went on to inform the Commission that the agenda regarding a Specific Use Permit for the Hookah Lounge would not be discussed. The city was under the impression that the venue was going to serve alcohol and would utilize a BYOB which then would require a Specific Use Permit. However, upon further review the establishment will not be serving alcohol and based on the current zoning the use is allowed by right.

Dr. Caldera next discussed the permitted use table agenda item. She advised the Commission to consider cleaning up definitions for scheduled uses, combining scheduled uses and determining the process of achieving the updates to the permitted use table.

Chair Matta opened the discussion by announcing that the Commission did not care for the idea of creating subcommittees. After some discussion, Commissioner Diaz recommended that the Commission hold a workshop.

A motion was made by Commissioner Yarnell to hold (2) subsequent workshops to go over the permitted use table with dates to be determined in January and February. The motion was seconded by Commissioner Diaz.

Voting Yea: Commissioner 1 Perry, 2nd Vice Chair, Commissioner 2 Roofe, Commissioner 3 Diaz, Chair, Commissioner 6 Matta, Commissioner 7 Koger,

Commissioner 5 Yarnell, Commissioner 4 Martinez

The motion passed unanimously.

4. NEW BUSINESS

- 1. Presentation, Public Hearing, and Possible Action to Approve a Vacate and Replat of Lots 15, 16, 17, and 18 in Block A, All of Lot 22 in Block C, and all of Lot 12 in Block D, CB 5907, Monte Robles Park Subdivision to Create a New Lot 19 in Block A and New Lot 23 in Block C, Marshall High School Subdivision, Being a 35.66 Acre Tract of Land Known as 8000 Lobo Lane - M. Gallardo, Planning and Zoning Director**

Chair Matta opened the discussion by reading the caption. Dr. Caldera provided a recap to the item informing the Commission and audience that Northside Independent School District went before City Council for approval of adding a parking lot and removing Robin Road. She reiterated that the discussion for agenda pertains only to the replat of the property.

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

Byron Woodworth, Sean Smith, Terry Woodworth and Craig Bassett spoke on this item.

A motion was made by Commissioner Diaz to approve the replat. The motion was seconded by Commissioner Roofe.

Voting Yea: Commissioner 1 Perry, 2nd Vice Chair, Commissioner 2 Roofe, Commissioner 3 Diaz, Chair, Commissioner 6 Matta, Commissioner 7 Koger, Commissioner 5 Yarnell, Commissioner 4 Martinez

The motion passed unanimously.

- 2. Presentation, Public Hearing and Discussion to Consider a Recommendation on a Specific Use Permit Request to Allow a Coffee Shop and Hookah Lounge in a B-2 Retail District on an Approximately 2.5 Acre Tract of Land, Located at 6400 Bandera Road; and More Specifically Described as Lot 41, CB 4429A, Bandera North – M. Gallardo, Planning and Zoning Director**

Chair Matta stated that the item has been withdrawn.

5. ANNOUNCEMENTS BY COMMISSIONERS AND CITY STAFF

In accordance with Section 551.0415 of the Government Code, topics discussed under this item are limited to expressions of thanks, congratulations or condolence; information

regarding holiday schedules; recognition of a public official, public employee or other citizen; a reminder about an upcoming event organized or sponsored by the governing body; information regarding a social, ceremonial or community event; and announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.

6. ADJOURNMENT

Chair Matta announced the meeting adjourned at 7:32 PM.

These minutes were approved by the Leon Valley Planning & Zoning Commission on the 27th of January 2026.

APPROVED



ERICK MATTIA
CHAIR

ATTEST:



MICHAEL GALLARDO
PLANNING AND ZONING DIRECTOR



MAYOR AND COUNCIL COMMUNICATION

DATE: February 3, 2026
TO: Mayor and City Council
FROM: Michael Gallardo, Planning & Zoning Director
THROUGH: Crystal Caldera, Ph.D., City Manager
SUBJECT: Discussion and Possible Action on an Ordinance Approving the Closing of a Portion of Jeff Loop Road for Public Purposes

SPONSOR(S): None

PURPOSE & BACKGROUND

In 2013, Bexar County bought all of the properties along Jeff Loop Rd. and the south side of El Verde Rd. to widen Huebner Creek. The only portion of Jeff Loop roadway remaining is the cul-de-sac next to the Police Department parking lot. The normal procedure would have been to close the road prior to the reconstruction of the creek, but this action never occurred. The platted lots and roadway are still shown in their original configuration on the Bexar Appraisal website. As a result of this situation, 18-wheelers are led to believe that the roadway is still open and they have to try and turn around or travel all the way to the end of El Verde to turn around, instead of heeding the No Outlet sign further up by City Hall.

Closing the road and vacating the lots adjacent to the roadway will cause the Bexar Appraisal District and County Clerk to reconfigure the official maps to show current conditions. Road closure approval by City Council is the first step, then the properties will be vacated through the platting process and the Planning and Zoning Commission.

It has been determined that such a declaration of abandonment is in the public's best interest. The street closure does not affect or impair any public rights in the subject tracts for drainage, water and wastewater mains, electrical transmission lines, communication lines of all types, or any other rights, except for the right of the public to travel on the subject tract.

FISCAL IMPACT

The city will pay for the creation of a vacating plat and will be responsible for maintenance of the cul-de-sac and creek bed.

RECOMMENDATION

Staff recommends approval of the attached Ordinance declaring the vacation and abandonment of Jeff Loop Road.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC

City Secretary

FIELD NOTES

A 2.185-ACRE TRACT (95,193 SQ. FT) OF LAND OUT SITUATED IN THE FELIX LOSOYA SURVEY NO. 187, ABSTRACT 432, COUNTY BLOCK 5955, BEING OUT OF THE LEON VALLEY SECOND FILLING VACATING PLAT RECORDED IN VOLUME 3025, PAGE 319-320, DEED AND PLAT RECORDS, OF BEXAR COUNTY, TEXAS AND BEING THAT PORTION OF JEFF LOOP AN APPROXIMATELY 60-FOOT WIDE PUBLIC RIGHT-OF-WAY, LOCATED IN THE CITY OF LEON VALLEY, BEXAR COUNTY, TEXAS AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS;

**METES AND BOUNDS DESCRIPTION
JEFF LOOP TRACT**

2.185-acre (95,193 square feet)

BEGINNING at a found 1/2-inch iron rod (N= 13,726,649.59 E= 2,090,344.88), for the northeast corner of said Jeff Loop, being the northwest corner of a called 1.5-acre tract of land, known as Lot 35, City of Leon Valley, of said Leon Valley Second Filling Vacating Plat, and also being the south right-of-way of El Verde Road, a 50-foot right-of-way;

THENCE S 46°12'31" E, departing the south right-of-way line of said El Verde Road and along with the northeast right-of-way line of Jeff Loop, the northwest line of said Lot 35, a distance of 152.00-feet to the southwest corner of Lot 35 and the northwest corner of Tract 31, City of Leon Valley recorded in Document # 20200295898, (O.P.R.B.C.T.) a corner of this herein described tract;

THENCE S 46°12'31" E, with the northeasterly right-of-way of Jeff Loop pass a found 1/2-inch iron rod being the southwest corner of said Tract 31 and the northwest corner of Tract 20 of said City of Leon Valley (Document # 20200295898), at 82.00-feet, for a total distance of 229.78-feet to a found 1/2-inch iron rod and the beginning to a curve to the right from which a found 1/2-inch iron rod along said curve having a radius of 60.00-feet, a delta angle 203°17'08", chord bearing of S 04°21'21" E, chord length of 117.53-feet, and arc length of 22.23-feet, being a corner of said Tract 20 and an angle corner of this herein described tract;

THENCE Southwesterly, along and with said curve to the right, a total arc distance of 212.88-feet to a point on Tract 24 of said City of Leon Valley (Document # 20200295898), being the west end of said curve return and an angle corner of this herein described tract;

THENCE S 41°14'15" W, along the southwesterly right-of-way of Jeff Loop and the north line of said Tract 24, a distance of 98.35-feet to the northwest corner of said Tract 24 and the beginning of a non-tangent curve to the right having radius of 2,036.89-feet, a delta angle of 21°38'50", a chord bearing of S 47°52'53" W, a chord length of 765.57-feet, and an arc length of 769.57-feet;

THENCE Southwesterly, along and with said non-tangent curve to the right, a distance of 769.57-feet to a point on a curve of this herein described for a corner of Tract 35, of said City of Leon Valley (Document # 20200295898), being the west end of said curve return and an angle corner of this herein described tract;

THENCE with the south right-of-way line of Jeff Loop and the northeast line of said Tract 35, the following (3) courses and distance:

S 00°12'00" W, a distance of 20.90-feet to and angle corner of this herein described tract;

S 58°28'00" E, a distance of 176.39-feet to a point on the south corner of said Tract 35, for an angle corner of herein described tract;

THENCE S 27°11'41" W with the northeast line the south 1/2 half of Lot 50, recorded in Volume 7646, Page 1764 (O.P.R.B.C.T.), a distance of 17.41-feet to a point on the northeast line of a 2.33-acre tract, also known as Tract 8 of said City of Leon Valley (Document # 20200295898) and the northwesterly right-of-way of Jeff Loop, for an angle corner of herein described tract;

THENCE N 58°26'50" W with the northeasterly line of said Tract 8 and the northwesterly right-of-way of Jeff Loop, a distance of 478.50-feet to the south right-of-way line of said El Verde Road, for an angle corner of herein described tract;

THENCE N 32°04'47" E departing the northwesterly line of said Tract 8, southeast right-of-way of El Verde Road and the northwesterly right-of-way of Jeff Loop, over and across Jeff Loop, a distance of 60.00-feet to an angle corner of herein described tract, from which a found 1/2-inch iron rod bears, N 32°04'47" E – 103.10-feet;

THENCE S 58°26'50" E, along Jeff Loop right-of-way and the northeast line of Tract 38 and Tract 33 of said City of Leon Valley (Document # 20200295898), a distance of 227.12-feet for an angle corner of herein described tract and the beginning of a non-tangent curve to the left, having a radius of 20.00-feet, a delta angle of 63°04'58", a chord bearing of S 87° 11'27" E, a chord length of 20.92-feet and an arc length of 22.02-feet;

THENCE Southeasterly, along and with said non-tangent curve to the left, a distance of 22.02-feet to a point on said curve and the beginning of a non-tangent curve to the left having radius of 1976.90-feet, a delta angle of 21°38'50", a chord bearing of N 47°00'56" E, a chord length of 742.47-feet, and an arc length of 746.90-feet;

THENCE Southwesterly, along and with said non-tangent curve to the left, a distance of 742.47-feet to a point on a curve of this herein described for a corner of Tract 43, of said City of Leon Valley (Document # 20200295898), being the west end of said curve return and an angle corner of this herein described tract;

THENCE N 40°34'56" E, along Jeff Loop right-of-way and the southwesterly line of Lot 68 recorded in Volume 3887, Page 1748 (O.P.R.B.C.T.), a distance of 95.83-feet and the beginning of a non-tangent curve to the left, having a radius of 20.00-feet, a delta angle of 83°24'11", a chord bearing of N 06° 44'07"W, a chord length of 26.61-feet and an arc length of 29.11-feet;

THENCE Northwesterly, along and with said non-tangent curve to the left, a distance of 29.11-feet to appoint on a curve of this herein described, being the north end of said curve return and an angle corner of this herein described tract;

THENCE N 46°08'35" W along Jeff Loop right-of-way passing a found 1/2-inch iron rod at 182.18-feet, for the northeast corner of Lot 68 recorded in Volume 3887, Page 1748 (O.P.R.B.C.T.), and the southeast corner of Lot 59, recorded in Document# 20060100170 (O.P.R.B.C.T.), for a total distance of 390.69-feet to a corner of Jeff loop, northeast corner of said Lot 59 and the south right-of-way of El Verde Road, for an angle corner of this herein described tract;

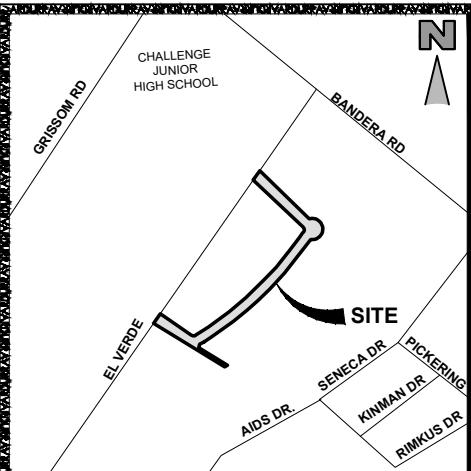
THENCE N 36°49'00" W departing the north line of said Lot 59, over and across Jeff loop and south right-of-way of El Verde Road, a distance of 60.40-feet to the **POINT OF BEGINNING** and containing within these metes and bounds a 2.185-acre (95,193 sq. ft.) tract of land, more or less. Said tract being described in accordance with an actual survey made on the ground and a survey map prepared by Ardurra Group, Inc.

All distances shown hereon are GRID, with bearings based on the Texas State Plane Coordinate System, NAD 83, South Central Zone (4204). This description is accompanied by and made a part of an exhibit with the same date and acreage.



PATRICIA M. MORALES
REGISTERED PROFESSIONAL LAND SURVEYOR
LICENSE NO. 7150





SKETCH TO ACCOMPANY LEGAL DESCRIPTION

NOTES:

- ACCOMPANYING METES AND BOUNDS DESCRIPTION HAS BEEN PREPARED.
- BASIS OF BEARING OF THIS SURVEY IS GRID NORTH AS OBSERVED BY GPS, TEXAS COORDINATE SYSTEM OF 1983(NAD83), SOUTH CENTRAL ZONE 4204.
- THIS SURVEY WAS COMPLETED WITHOUT THE BENEFIT OF A CURRENT TITLE COMMITMENT, AND AS SUCH, NOT ALL EASEMENTS OR SERVITUDE HAVE BEEN RESEARCHED AND/OR SHOWN AT THIS TIME.

60' 0 60' 120'

SCALE: 1" = 120'

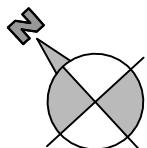
LOCATION MAP N.T.S.

REFERENCES:

O.P.R.B.C.T. OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY, TEXAS
D.P.R.B.C.T. DEED AND PLAT RECORDS OF BEXAR COUNTY, TEXAS
P.R.B.C.T. PUBLIC RECORDS OF BEXAR COUNTY, TEXAS
D.R.B.C.T. DEED RECORDS OF BEXAR COUNTY, TEXAS
P.O.B. POINT OF BEGINNING

LEGEND:

- FOUND 1/2-INCH IRON ROD WITH YELLOW CAP "PAPE-DAWSON"
- CALCULATED POINT
- RECORD
- FENCE POST
- FENCE



MATCHLINE

EL VERDE ROAD

(50' R.O.W.)

VOL. 2575, PG 228 D.P.R.B.C.T & VOL. 9667, PG. 45 D.P.R.B.C.T.

AMENDING SUB. PLAT OF
LEON VALLEY RANCHES,
SECOND FILING
(LOTS 54-57)
VOL. 9667, PG. 45
D.R.B.C.T.

CITY OF LEON
VALLEY
(LOT 55)
TRACT 14
DOC 20200295898
O.P.R.B.C.T.

CITY OF LEON
VALLEY
(LOT 56)
TRACT 11
DOC 20200295898
O.P.R.B.C.T.

CITY OF LEON
VALLEY
(LOT 57)

CITY OF LEON
VALLEY
(LOT 58)
TRACT 27
DOC 20200295898
O.P.R.B.C.T.

2.185-ACRE TRACT
(95,193 SQ. FT.)

(LOT 59)
DOC
20060100170
O.P.R.B.C.T.

LEON VALLEY RANCHES
SECOND FILING
VOL. 3025, PG. 319-320
D.R.B.C.T.

CITY OF LEON
VALLEY
(LOT 64)
TRACT 44
DOC 20200295898
O.P.R.B.C.T.

CITY OF LEON
VALLEY
(LOT 65)
TRACT 45
DOC 20200295898
O.P.R.B.C.T.

CITY OF LEON
VALLEY
(LOT 66)
TRACT 48
DOC 20200295898
O.P.R.B.C.T.

CITY OF LEON
VALLEY
(LOT 67)
TRACT 43
DOC 20200295898
O.P.R.B.C.T.

CITY OF LEON
VALLEY
(LOT 68)
VOLUME 3887,
PAGE 1748
O.P.R.B.C.T.

C4

L4

C5

JEFF LOOP

(60' R.O.W. APPROX.)

VOL. 3025, PG. 319-320 D.P.R.B.C.T.

CITY OF LEON
VALLEY
(LOT 73)
TRACT 1
DOC 20200295898
O.P.R.B.C.T.
VOLUME 1074,
PAGE 1483
O.P.R.B.C.T.
VOLUME 14444,
PAGE 1134
O.P.R.B.C.T.

CITY OF LEON
VALLEY
(LOT 74)
TRACT 3
DOC 20200295898
O.P.R.B.C.T.
VOLUME 2937,
PAGE 244
O.P.R.B.C.T.
VOLUME 14481,
PAGE 2191
O.P.R.B.C.T.

CITY OF LEON
VALLEY
(LOT 75)
TRACT 4
DOC 20200295898
O.P.R.B.C.T.
VOLUME 14476,
PAGE 2191
O.P.R.B.C.T.

CITY OF LEON
VALLEY
(LOT 76)
TRACT 2
DOC 20200295898
O.P.R.B.C.T.
VOLUME 14500,
PAGE 1480
O.P.R.B.C.T.

CITY OF LEON
VALLEY
(LOT 77)
TRACT 24
DOC 20200295898
O.P.R.B.C.T.
VOLUME 2937,
PAGE 1327
O.P.R.B.C.T.
VOLUME 14465,
PAGE 476
O.P.R.B.C.T.

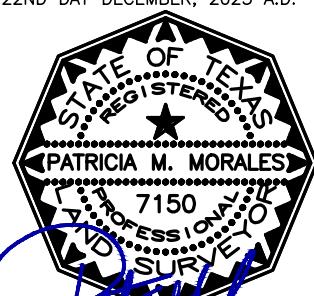
CITY OF LEON
VALLEY
(LOT 78)
TRACT 21
DOC 20200295898
O.P.R.B.C.T.
VOLUME 14465,
PAGE 485
O.P.R.B.C.T.

C2

L1

C1

THIS SURVEY WAS PREPARED BASED ON
A SURVEY MADE ON THE GROUND
UNDER MY DIRECT SUPERVISION. THIS
22ND DAY DECEMBER, 2025 A.D.



PATRICIA M. MORALES
REGISTERED PROFESSIONAL LAND SURVEYOR
LICENSE NO. 7150

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	60.00'	212.88'	117.53'	S 04°21'21" E	203°17'08"
C2	2036.89'	769.57'	765.57'	S 47°52'53" W	21°38'50"
C4	1976.90'	746.90'	742.47'	N 47°52'53" E	21°38'50"
C5	20.00'	29.11'	26.61'	N 01°34'35" W	83°24'11"

LINE	BEARING	DISTANCE
L1	S 41°14'00" W	98.35'
L4	N 40°34'56" E	95.83'

EXHIBIT OF :

A 2.185-ACRE TRACT (95,193 SQ. FT) OF LAND OUT SITUATED IN THE FELIX LOSOYA SURVEY NO. 187, ABSTRACT 432, COUNTY BLOCK 5955, BEING OUT OF THE LEON VALLEY SECOND FILING VACATING PLAT RECORDED IN VOLUME 3025, PAGE 319-320, DEED AND PLAT RECORDS, OF BEXAR COUNTY, TEXAS AND BEING THAT PORTION OF JEFF LOOP AN APPROXIMATELY 60-FOOT WIDE PUBLIC RIGHT-OF-WAY, LOCATED IN THE CITY OF LEON VALLEY, BEXAR COUNTY, TEXAS

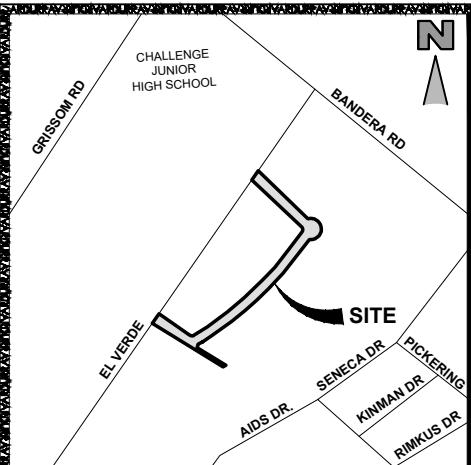
DRAWN BY: PM

JOB NO: 230156.000

SURVEYED: Nov. 2025

SHEET:

4 OF 5



SKETCH TO ACCOMPANY LEGAL DESCRIPTION

NOTES:

- ACCOMPANYING METES AND BOUNDS DESCRIPTION HAS BEEN PREPARED.
- BASIS OF BEARING OF THIS SURVEY IS GRID NORTH AS OBSERVED BY GPS, TEXAS COORDINATE SYSTEM OF 1983(NAD83), SOUTH CENTRAL ZONE 4204.
- THIS SURVEY WAS COMPLETED WITHOUT THE BENEFIT OF A CURRENT TITLE COMMITMENT, AND AS SUCH, NOT ALL EASEMENTS OR SERVITUDE HAVE BEEN RESEARCHED AND/OR SHOWN AT THIS TIME.

60' 0 60' 120'

SCALE: 1" = 120'

LOCATION MAP N.T.S.

REFERENCES:

O.P.R.B.C.T. OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY, TEXAS
D.P.R.B.C.T. DEED AND PLAT RECORDS OF BEXAR COUNTY, TEXAS
P.R.B.C.T. PUBLIC RECORDS OF BEXAR COUNTY, TEXAS
D.R.B.C.T. DEED RECORDS OF BEXAR COUNTY, TEXAS
P.O.B. POINT OF BEGINNING

LEGEND:

- FOUND 1/2-INCH IRON ROD WITH YELLOW CAP "PAPE-DAWSON"
- CALCULATED POINT
- FOUND MAGNAIL WITH WASHER "PAPE-DAWSON" RECORD

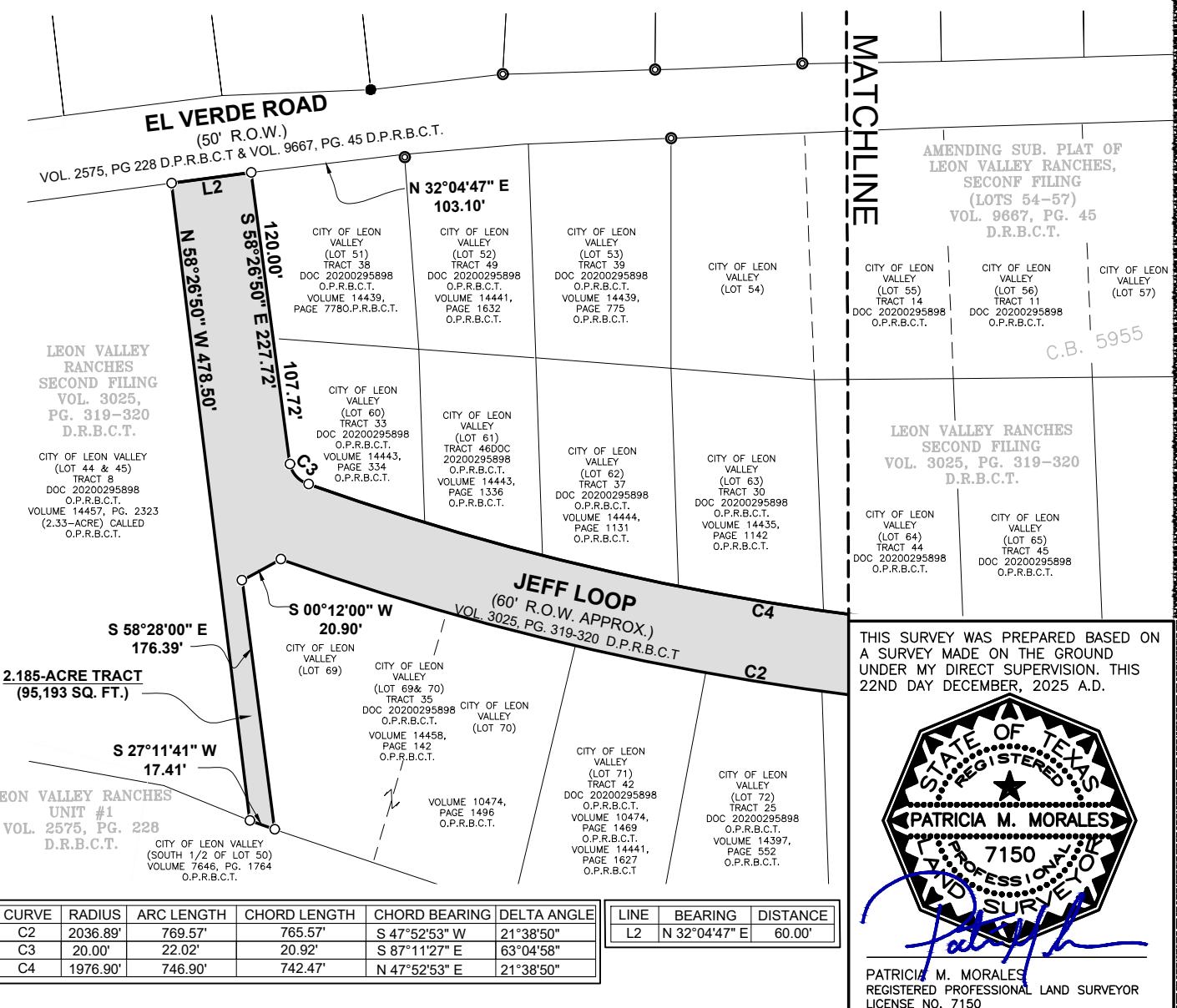
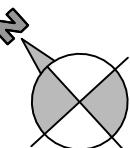


EXHIBIT OF :

DRAWN BY: PM
JOB NO: 230156.000
SURVEYED: Nov. 2025
SHEET:

5 OF 5

FIELD NOTES

A 32.97-ACRE TRACT (1,436,211 SQ. FT) OF LAND OUT SITUATED IN THE FELIX LOSOYA SURVEY NO. 187, ABSTRACT 432, COUNTY BLOCK 5955, BEING OUT OF THE LEON VALLEY RANCHES PLAT RECORDED IN VOLUME 2575, PAGE 228, VALLEY HOMESITES PLAT VOLUME 1625, PAGE 20 AND LEON VALLEY SECOND FILLING VACATING PLAT RECORDED IN VOLUME 3025, PAGE 319-320, OF DEED AND PLAT RECORDS, AND ALSO BEING OUT OF CONVEYANCE TO THE CITY OF LEON VALLEY RECORDED IN DOCUMENT No. 20200295898, OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY TEXAS, LOCATED IN THE CITY OF LEON VALLEY, BEXAR COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS;

**METES AND BOUNDS DESCRIPTION
JEFF LOOP TRACT**

32.97-acre (1,436,211 square feet)

BEGINNING at a found 1/2-inch iron rod (N= 13,723,993.93 E= 2,088,610.78), for the northwest corner of Tract 12 of said conveyance to City of Leon Valley, the northeast line of a 4.103-acre tract also known as Tract 1, recorded in Document # 20160073531 (O.P.R.B.C.T.) and being on the south right of way of El Verde Road, a 50-foot-right-of-way ;

THENCE S 24°32'18" E, to a found 1/2-inch iron rod with the northeast line of said 4.103-acre tract, and the northwest line of said tract 12, a distance of 569.80-feet to the northeast line of a 44.538-acre tract conveyed to the city of San Antonio recorded in Document# 20070173066 (O.P.R.B.C.T.), for the southwestern corner of this herein described tract;

THENCE N 41°07'00" E, a distance of 212.80-feet to a point on the north line of said 44.538-acre tract for a corner of this herein described tract;

THENCE N 37°30'00" E, to a point on the north line of a 4.392-acre tract, also known as Tract 32, of said conveyed to the City of Leon Valley (Document # 20200295898), a distance of 194.43-feet for a corner of this herein described tract;

THENCE N 37°01'05" E, along the north line of said 4.392-acre tract and a corner of a 11.254-acre tract to the City of Leon Valley recorded in Volume 5989, Page 1096 (O.P.R.B.C.T.), a distance of 411.44-feet for a corner of this herein described tract;

THENCE with the south line of this herein described tract, the following courses and distances:

N 58°28'00" W, a distance of 33.90-feet to and angle corner of this herein described tract;

N 10°22'29" W, a distance of 26.66-feet to and angle corner of this herein described tract;

N 58°28'00" W, a distance of 31.98-feet to and angle corner of this herein described tract;

N 11°10'00" E, a distance of 799.34-feet to and angle corner of this herein described tract;

N 17°31'00" E, a distance of 80.00-feet to and angle corner of this herein described tract;

N 41°31'00" W, a distance of 224.00-feet to and angle corner of this herein described tract;

N 59°31'00" W, a distance of 92.20-feet to and angle corner of this herein described tract;

S 58°28'00" E, a distance of 47.57-feet to and angle corner of this herein described tract;

N 48°45'00" E, a distance of 267.90-feet to and angle corner of this herein described tract;

N 48°34'36" E, a distance of 156.18-feet to and angle corner of this herein described tract;

N 58°30'56" E, a distance of 82.39-feet to and angle corner of this herein described tract;

N 41°37'18" E, a distance of 468.15-feet to and angle corner of this herein described tract;

N 21°15'18" E, a distance of 108.23-feet to and angle corner of this herein described tract;

N 43°15'14" E to a found 1/2-inch iron rod and for corner of this herein described tract ;

THENCE S 80°43'04" W, with the southwest line of Tract 23 of said City of Leon Valley (Document # 20200295898), to the beginning of a non-tangent curve to the left having radius of 60-feet, a delta angle of 119°35'50", a chord bearing of N 46°12'00" W, chord length of 103.71-feet, and arc length of 125.24-feet, being a corner of said Tract 23 and an angle corner of this herein described tract;

THENCE Northwesterly, along and with said curve to the left, pass a found 1/2-inch iron rod at an arc distance of 103.01-feet, for a total arc distance of 125.24-feet, to a found 1/2-iron rod for a corner of on Tract 20 of said City of Leon Valley (Document # 20200295898), being the west end of said curve return and an angle corner of this herein described tract;

THENCE N 46°12'31" W with the northwest line of said Tract 20 a distance of 36.70-feet for an angle corner of herein described tract;

THENCE S 41°23'24" W, to the east line of Lot 68 conveyed to the City of Leon Valley recorded in Volume 3887, Page 1748 (O.P.R.B.C.T.), a distance of 133.24-feet for an angle corner of herein described tract;

THENCE N 49°11'41" W, along the west line of said to the east line of said Lot 68 to a found fence post and the southwest corner of Lot 59 as recorded in Document# 20060100170 (O.P.R.B.C.T.), a distance of 135.84-feet and a corner of herein described tract;

THENCE S 37°07'57" W, to a point on the southwest line of Lot 105 of Amending Subdivision Plat of Leon Valley Ranches, Second Filling Recorded in Volume 9667, Page 45 (D.P.R.B.C.T.) for an angle corner of herein described tract;

THENCE S 43°04'37" W with south line of said Lot 105, to a found 1/2-inch iron rod, a distance of 103.47-feet to the south right-of-way line of said El Verde Road, for an angle corner of herein described tract;

THENCE Southwesterly with El Verde road the following (3) courses and distances:

THENCE S 32°04'47" W, passing a found 1/2-inch iron rod at 197.56-feet, for a total distance of 359.90-feet for an angle corner of herein described tract;

THENCE S 31°45'44" W, with the south line of El Verde Road, to a found fence post, a distance of 234.27-feet for a point of this herein described tract;

THENCE S 31°45'44" W, to a found 1/2-inch iron rod a distance of 89.90-feet for a point of this herein described tract;

THENCE S 31°45'44" W, to a found fence post, a distance of 872.76-feet for a point of this herein described tract;

THENCE S 31°45'44" W, to a found 1/2-inch iron rod, a distance of 200.34-feet for a point of this herein described tract;

THENCE S 31°45'44" W, to a found 1/2-inch iron rod a distance of 100.00-feet for a point of this herein described tract;

THENCE S 31°45'44" W, to a found fence post, a distance of 278.20-feet for a point of this herein described tract;

THENCE S 31°45'44" W, to a found fence post, a distance of 110.46-feet for a point of this herein described tract;

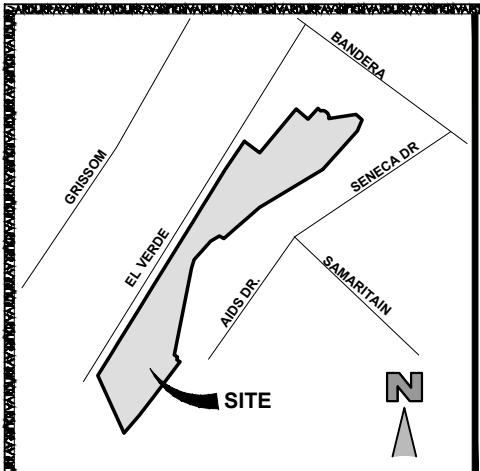
THENCE S 31°45'44" W, a distance of 246.32-feet to the **POINT OF BEGINNING** and containing within these metes and bounds a 32.97-acre (1,436,211 sq. ft.) tract of land, more or less. Said tract being described in accordance with an actual survey made on the ground and a survey map prepared by Ardurra Group, Inc.

All distances shown hereon are GRID, with bearings based on the Texas State Plane Coordinate System, NAD 83, South Central Zone (4204). This description is accompanied by and made a part of an exhibit with the same date and acreage.



PATRICIA M. MORALES
REGISTERED PROFESSIONAL LAND SURVEYOR
LICENSE NO. 7150





**SKETCH TO ACCOMPANY
LEGAL DESCRIPTION**

PROJECT #: 23 _____
CITY OF LEON VALLEY

{Section}.83.

NOTES:

1. ACCOMPANYING METES AND BOUNDS DESCRIPTION HAS BEEN PREPARED.
2. BASIS OF BEARING OF THIS SURVEY IS GRID NORTH AS OBSERVED BY GPS, TEXAS COORDINATE SYSTEM OF 1983(NAD83), SOUTH CENTRAL ZONE 4204.
3. THIS SURVEY WAS COMPLETED WITHOUT THE BENEFIT OF A CURRENT TITLE COMMITMENT, AND AS SUCH, NOT ALL EASEMENTS OR SERVITUDE HAVE BEEN RESEARCHED AND/OR SHOWN AT THIS TIME.

125' 0 125' 250'

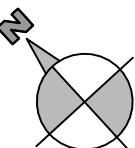
SCALE: 1" = 250'

REFERENCES:

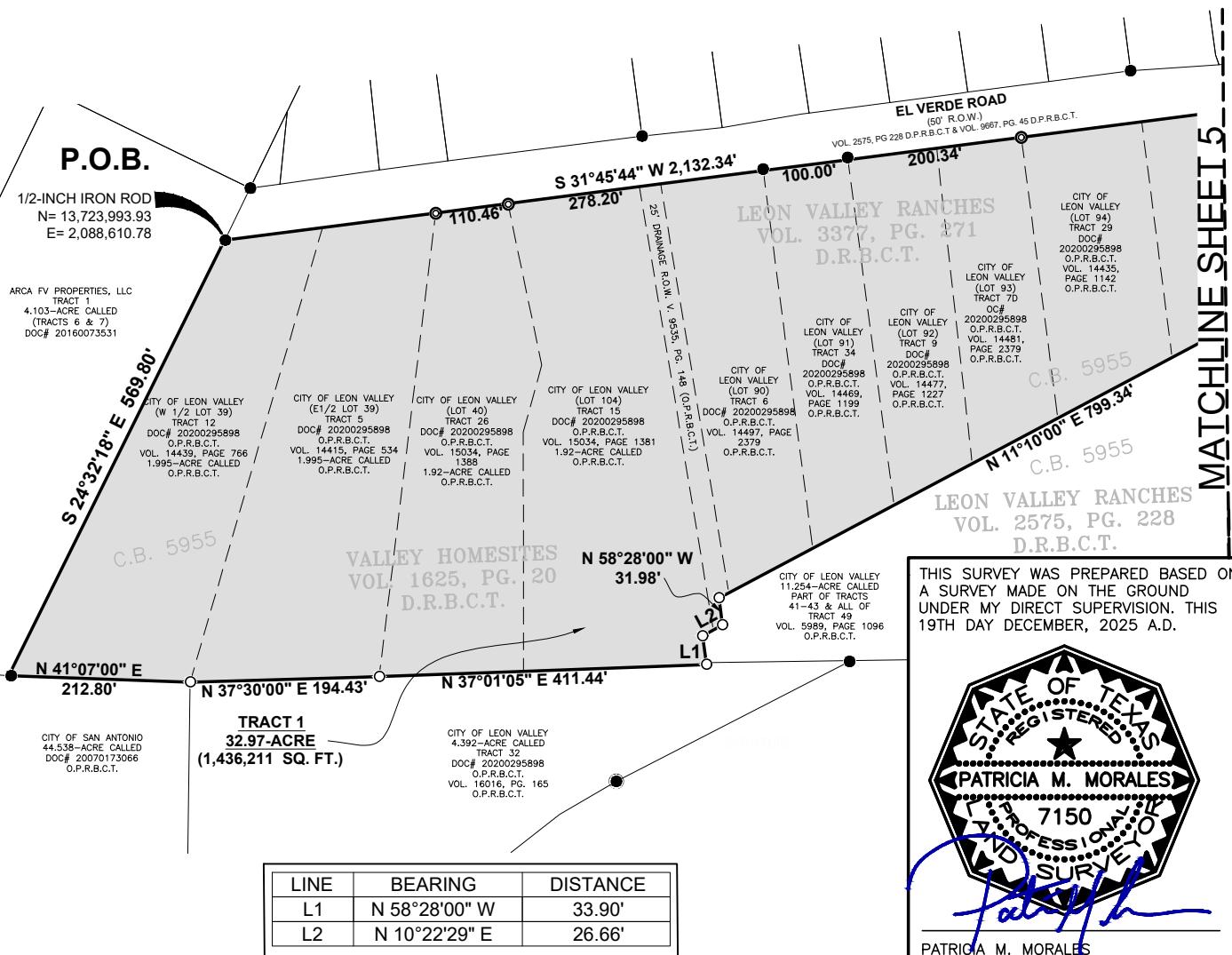
O.P.R.B.C.T. OFFICIAL PUBLIC RECORDS OF
BEXAR COUNTY, TEXAS
D.P.R.B.C.T. DEED AND PLAT RECORDS OF BEXAR
COUNTY, TEXAS
P.R.B.C.T. PUBLIC RECORDS OF BEXAR COUNTY,
TEXAS
D.R.B.C.T. DEED RECORDS OF
BEXAR COUNTY, TEXAS
P.O.B. POINT OF BEGINNING

LEGEND:

- FOUND 1/2-INCH IRON ROD WITH YELLOW CAP "PAPE-DAWSON"
- CALCULATED POINT
- (○) RECORD
- FENCE POST



LOCATION MAP N.T.S.



THIS SURVEY WAS PREPARED BASED ON
A SURVEY MADE ON THE GROUND
UNDER MY DIRECT SUPERVISION. THIS
19TH DAY DECEMBER, 2025 A.D.



EXHIBIT OF ·

EXHIBIT OF:

A 32.97-ACRE TRACT (1,436,211 SQ. FT) OF LAND OUT SITUATED IN THE FELIX LOSOYA SURVEY NO. 187, ABSTRACT 432, COUNTY BLOCK 5955, BEING OUT OF THE LEON VALLEY RANCHES PLAT RECORDED IN VOLUME 2575, PAGE 228, VALLEY HOMESITES PLAT VOLUME 1625, PAGE 20 AND LEON VALLEY SECOND FILING VACATING PLAT RECORDED IN VOLUME 3025, PAGE 319-320, OF DEED AND PLAT RECORDS, AND ALSO BEING OUT OF CONVEYANCE TO THE CITY OF LEON VALLEY RECORDED IN DOCUMENT NO. 20200295898, OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY, TEXAS, LOCATED IN THE CITY OF LEON VALLEY, BEXAR COUNTY, TEXAS

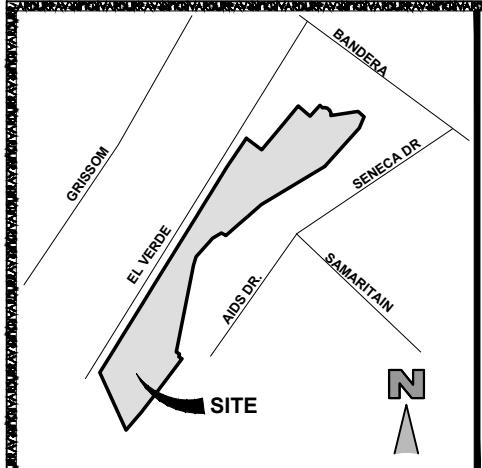


8918 Tesoro Dr., Suite 401
San Antonio, Texas 78217
Phone: (210) 822-2232
www.Ardurra.com

Engineering License #F-10053

DRAWN BY: PM
JOB NO: 230156.000
SURVEYED: Nov. 2025
SHEET:

4 OF 6



**SKETCH TO ACCOMPANY
LEGAL DESCRIPTION**

PROJECT #: 23
CITY OF LEON VALLEY

{Section}.83.

REFERENCES:

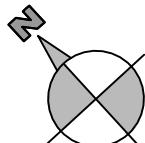
NOTES:

1. ACCOMPANYING METES AND BOUNDS DESCRIPTION HAS BEEN PREPARED.
2. BASIS OF BEARING OF THIS SURVEY IS GRID NORTH AS OBSERVED BY GPS, TEXAS COORDINATE SYSTEM OF 1983(NAD83), SOUTH CENTRAL ZONE 4204.
3. THIS SURVEY WAS COMPLETED WITHOUT THE BENEFIT OF A CURRENT TITLE COMMITMENT, AND AS SUCH, NOT ALL EASEMENTS OR SERVITUDE HAVE BEEN RESEARCHED AND/OR SHOWN AT THIS TIME.

125' 0 125' 250'

SCALE: 1" = 250'

LOCATION MAP N.T.S.



EL VERDE ROAD
(50' R.O.W.)
VOL. 2575, PG. 228 D.P.R.B.C.T. & VOL. 9667, PG. 45 D.P.R.B.C.T.

CITY OF LEON VALLEY (LOT 97) TRACT 13
DOC# 20200295898
O.P.R.B.C.T.
VOL. 14439, PAGE 769
O.P.R.B.C.T.

CITY OF LEON VALLEY (LOT 96) TRACT 19
DOC# 20200295898
O.P.R.B.C.T.
VOL. 14439, PAGE 769
O.P.R.B.C.T.

CITY OF LEON VALLEY (LOT 95) TRACT 41
DOC# 20200295898
O.P.R.B.C.T.
VOL. 14439, PAGE 769
O.P.R.B.C.T.

CITY OF LEON VALLEY (LOT 98) TRACT 16
DOC# 20200295898
O.P.R.B.C.T.
VOL. 14825, PAGE 235
O.P.R.B.C.T.

CITY OF LEON VALLEY (LOT 99) TRACT 17
DOC# 20200295898
O.P.R.B.C.T.
VOL. 14491, PAGE 90
O.P.R.B.C.T.

CITY OF LEON VALLEY (LOT 98) TRACT 18
DOC# 20200295898
O.P.R.B.C.T.
VOL. 14489, PAGE 1668
O.P.R.B.C.T.

CITY OF LEON VALLEY (LOT 99) TRACT 10
DOC# 20200295898
O.P.R.B.C.T.
VOL. 14489, PAGE 1402
1.22-ACRE CALLED
O.P.R.B.C.T.
VOL. 14590, PAGE 2155
1.22-ACRE CALLED
O.P.R.B.C.T.

CITY OF LEON VALLEY (LOT 99) TRACT 8
DOC# 20200295898
O.P.R.B.C.T.
VOL. 14457, PAGE 2323
2.33-ACRE CALLED
O.P.R.B.C.T.

CITY OF LEON VALLEY (LOT 60) TRACT 33
DOC# 20200295898
O.P.R.B.C.T.

CITY OF LEON VALLEY (LOT 69& 70) TRACT 35
DOC# 20200295898
O.P.R.B.C.T.
VOLUME 14458, PAGE 142
O.P.R.B.C.T.

TRACT 1
32.97-ACRE
(1,436,211 SQ. FT.)

N 11°10'00" W 799.34'

N 17°31'00" E 80.00'

N 41°31'00" E 224.00'

N 48°45'00" E 267.90'

N 48°34'36" E 156.18'

S 31°45'44" W 2,132.34'

L3

L4

L5

L6

89.90'

C.B. 5955

MATCHLINE
SHEET 4

THIS SURVEY WAS PREPARED BASED ON
A SURVEY MADE ON THE GROUND
UNDER MY DIRECT SUPERVISION. THIS
19TH DAY DECEMBER, 2025 A.D.

LEON VALLEY RANCHES
VOL. 2575, PG. 228
D.R.B.C.T.

STATE OF TEXAS

LEGEND:

- FOUND 1/2-INCH IRON ROD WITH
YELLOW CAP "PAPE-DAWSON"
- CALCULATED POINT
- (○) RECORD
- FENCE POST

LINE	BEARING	DISTANCE
L3	N 59°31'00" E	92.20'
L4	S 58°28'00" E	47.57'
L5	N 58°30'56" E	82.39'

THIS SURVEY WAS PREPARED BASED ON
A SURVEY MADE ON THE GROUND
UNDER MY DIRECT SUPERVISION. THIS
19TH DAY DECEMBER, 2025 A.D.



PATRICIA M. MORALES
REGISTERED PROFESSIONAL LAND SURVEYOR
LICENSE NO. 7150

EXHIBIT OF ·

EXHIBIT OF:

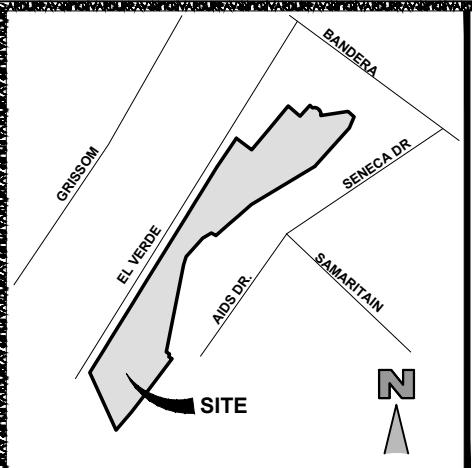
A 32.97-ACRE TRACT (1,436,211 SQ. FT) OF LAND OUT SITUATED IN THE FELIX LOSOYA SURVEY NO. 187, ABSTRACT 432, COUNTY BLOCK 5955, BEING OUT OF THE LEON VALLEY RANCHES PLAT RECORDED IN VOLUME 2575, PAGE 228, VALLEY HOMESITES PLAT VOLUME 1625, PAGE 20 AND LEON VALLEY SECOND FILING VACATING PLAT RECORDED IN VOLUME 3025, PAGE 319-320, OF DEED AND PLAT RECORDS, AND ALSO BEING OUT OF CONVEYANCE TO THE CITY OF LEON VALLEY RECORDED IN DOCUMENT NO. 2020295898, OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY, TEXAS, LOCATED IN THE CITY OF LON VALLEY, BEXAR COUNTY, TEXAS.

DRAWN BY: PM

JOB NO: 230156.000

SURVEYED: Nov. 2025

5056



**SKETCH TO ACCOMPANY
LEGAL DESCRIPTION**

NOTES:

1. ACCOMPANYING METES AND BOUNDS DESCRIPTION HAS BEEN PREPARED.
2. BASIS OF BEARING OF THIS SURVEY IS GRID NORTH AS OBSERVED BY GPS, TEXAS COORDINATE SYSTEM OF 1983(NAD83), SOUTH CENTRAL ZONE 4204.
3. THIS SURVEY WAS COMPLETED WITHOUT THE BENEFIT OF A CURRENT TITLE COMMITMENT, AND AS SUCH, NOT ALL EASEMENTS OR SERVITUDE HAVE BEEN RESEARCHED AND/OR SHOWN AT THIS TIME.

REFERENCES:

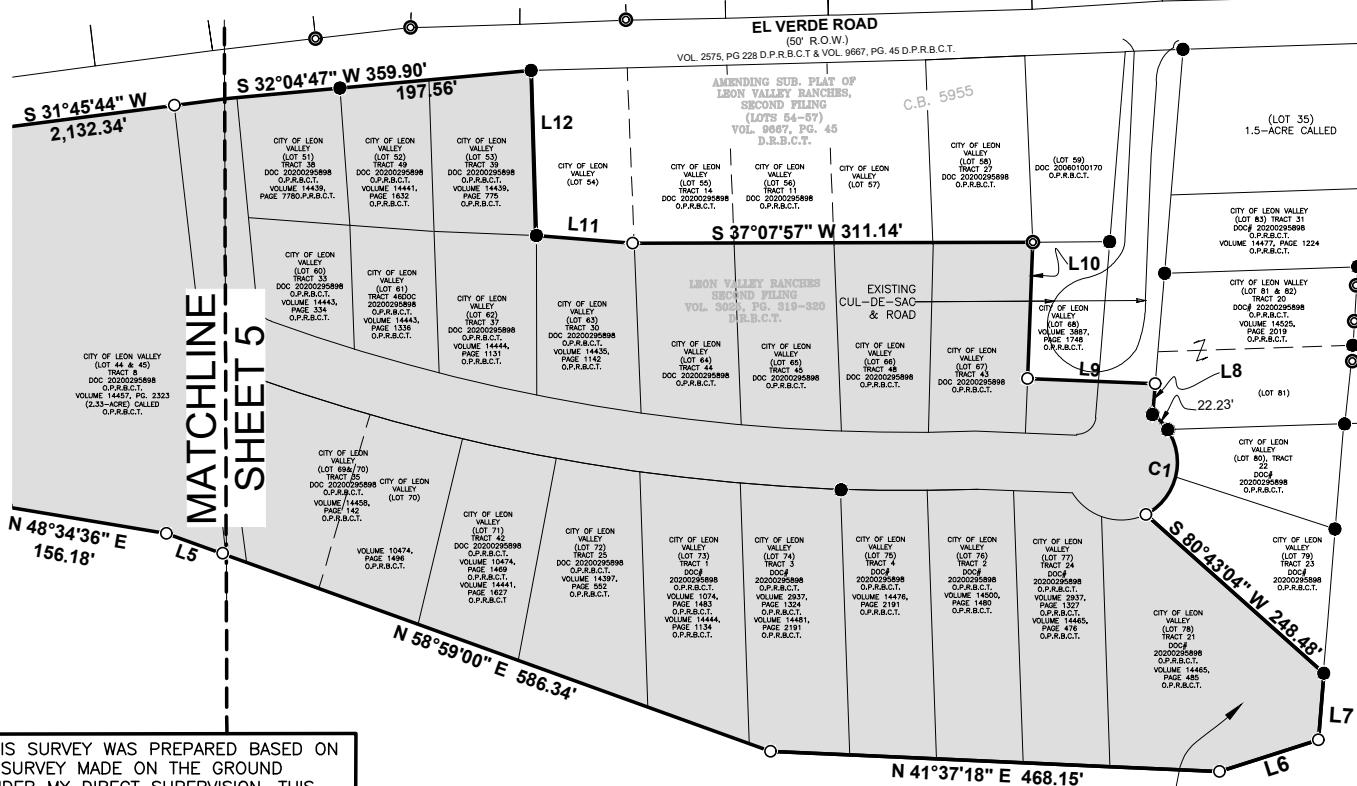
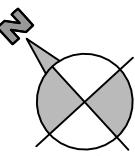
OFFICIAL PUBLIC RECORDS OF
BEXAR COUNTY, TEXAS
DEED AND PLAT RECORDS OF BEXAR
COUNTY, TEXAS
PUBLIC RECORDS OF BEXAR COUNTY,
TEXAS
DEED RECORDS OF
BEXAR COUNTY, TEXAS
POINT OF BEGINNING

LEGEND:

- FOUND 1/2-INCH IRON ROD WITH
YELLOW CAP "PAPE-DAWSON"
- CALCULATED POINT
- () RECORD
- ◎ FENCE POST

LOCATION MAP N.T.S.

SCALE: 1" = 120'



THIS SURVEY WAS PREPARED BASED ON
A SURVEY MADE ON THE GROUND
UNDER MY DIRECT SUPERVISION. THIS
19TH DAY DECEMBER 2025 A.D.



PATRICIA M. MORALES
REGISTERED PROFESSIONAL LAND SURVEYOR
LICENSE NO. 7150

LINE	BEARING	DISTANCE
L5	N 58°30'56" E	82.39'
L6	N 21°15'18" E	108.23'
L7	N 46°15'14" W	69.77'
L8	N 46°12'31" W	36.70'
L9	S 41°23'24" W	133.24'
L10	N 49°11'41"W	135.84'
L11	S 43°04'37" W	103.47'
L12	N 52°41'07" W	192.29'

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	60.00'	125.24'	103.71'	N 46°12'00" W	119°35'50"

PLOT DATE: 12-19-2025



8918 Tesoro Dr., Suite 401
San Antonio, Texas 78217
Phone: (210) 822-2232
www.Ardurra.com

Engineering License #F-10053

EXHIBIT OF:

DRAWN BY: PM
JOB NO: 230156.000
SURVEYED: Nov. 2025
SHEET

6 OF 6

ORDINANCE NO. 2025—**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS,
CLOSING, VACATING, AND ABANDONING A PORTION OF JEFF LOOP ROAD;
PROVIDING FOR REPEALER, PENALTY, SEVERABILITY AND SAVINGS
CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, Bexar County performed a major flood mitigation project, known as LC-17 Huebner Creek Enhanced Conveyance, NWWC, Segment III, which resulted in the removal of all the homes and roadway on a portion of Jeff Loop Road, conveying all of the property along that roadway to the City of Leon Valley, and creating a cul-de-sac on the remaining portion of the roadway; and

WHEREAS, the portion of Jeff Loop to be closed and most of the platted lots along the roadway are now a part of Huebner Creek; and

WHEREAS, the Texas Transportation Code, Chapter 311, Section 311.001 states that a home-rule municipality has exclusive control over and under the public highways, streets, and alleys of the municipality and further states that a municipality may open or change a public street or alley of the municipality, or improve a public highway, street, or alley of the municipality.

WHEREAS, it is in the interest of the public that the City of Leon Valley close that portion of Jeff Loop that is now located in Huebner Creek to prevent it being shown on nationwide mapping systems;

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

Section 1. The City of Leon Valley finds the following right-of-way (“Right-of-Way Segment”) is no longer essential to the safe and efficient flow of traffic in the area in which the right-of-way is located. As an exercise of its discretion, the City Council closes, vacates, and abandons the Right-of-Way segment. The Right-of-Way segment is identified below.

Section 2. An exhibit of the Right-of-Way Segment is set forth in Exhibit A attached hereto, along with a detailed metes and bounds description. The Exhibit is incorporated into this Ordinance for all purposes as if it was fully set forth.

Section 3. The Right-of-Way Segment exists by virtue of a deed set forth in Volume 3025, Page 320, Leon Valley Ranches Second Filing Subdivision, in the Bexar County Office of Deeds and Records.

Section 4. All presently existing water and wastewater mains and facilities, electrical transmission and distribution lines and facilities, communication lines and facilities, or

any other public utility lines and facilities, if any, may remain in place despite this Ordinance and may continue to be used, maintained, repaired, and enlarged in the ordinary course of business. Any person wanting removal of an existing utility line or facility must negotiate separately with the pertinent utility. Any person building on the Right-of-Way Segment without first reaching an agreement with a utility having lines or facilities in the Segment does so at their own risk. After the date of this Ordinance, no utility may add additional utility lines or facilities in the Right-of-Way Segment based on a claim that the Right-of-Way Segment is a public street right-of-way. All existing drainage rights in the Right-of-Way Segment are retained by the City, unless removed by an approved replat. This closure does not give up any right arising from the plat or other instrument creating the public street right-of-way. Neither does this Ordinance create new easement rights.

Section 5. The City Manager or her designee, severally, are authorized and directed to execute and deliver all documents and to perform all other tasks conducive to reflect this closure, abandonment, and vacation.

Section 6. The Right-of-Way Segment exists by easement. The underlying fee ownership of the Right-of-Way Segment by the adjacent property owner is now unburdened by the rights closed, vacated, and abandoned.

Section 7. Recitals. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.

Section 8. Conflicts. All ordinances and codes, or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters resolved herein.

Section 9. Savings. That all rights and privileges of the City are expressly saved as to any and all violations of the provision of any ordinances repealed by this ordinance which have accrued at the time of the effective date of this Ordinance; and, as to such accrued violation and all pending litigation, both civil and criminal, whether pending in court or not, under such Ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

Section 10. Severability. If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this Ordinance would have been enacted without such invalid provision.

Section 11. TOMA compliance. It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such

meeting, including this Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 12. Effective date. This Ordinance shall be effective after passage and final adoption hereof and any publication required by law.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 18th day of November, 2025.

APPROVED

CHRIS RILEY
MAYOR

Attest:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form:

ARTURO D. "ART" RODRIGUEZ
City Attorney

Consider Ordinance Vacating & Abandoning Portion of Jeff Loop Road

Michael Gallardo
Planning & Zoning Director
City Council Meeting
February 3, 2026

Summary

- Question
 - City Council is being asked to consider approval of an Ordinance vacating and abandoning Jeff Loop Rd and lots located along the now defunct roadway
- Options
 - Recommended: Approve Ordinance Vacating & Abandoning Jeff Loop Rd
 - Denial
 - Other
- Declaration
 - Most of Jeff Loop Rd is now a part of Huebner Creek, but is still shown on the Bexar Appraisal District official records
 - Persons think they can use the old road with large vehicles and then find out the roadway is gone, which causes them to travel to the end of El Verde Rd to turn around

Background

- Bexar County bought all of the properties along Jeff Loop Rd and the south side of El Verde Rd to widen Huebner Creek
 - The only portion of roadway remaining is the cul-de-sac next to the Police Department parking lot
- The normal procedure would have been to close the road prior to the reconstruction of the creek, but this action never occurred
 - The platted lots & roadway are still shown in their original configuration on the Bexar Appraisal website
- 18-wheelers are led to believe that the roadway is still open and end up having to travel all the way to the end of El Verde to turn around

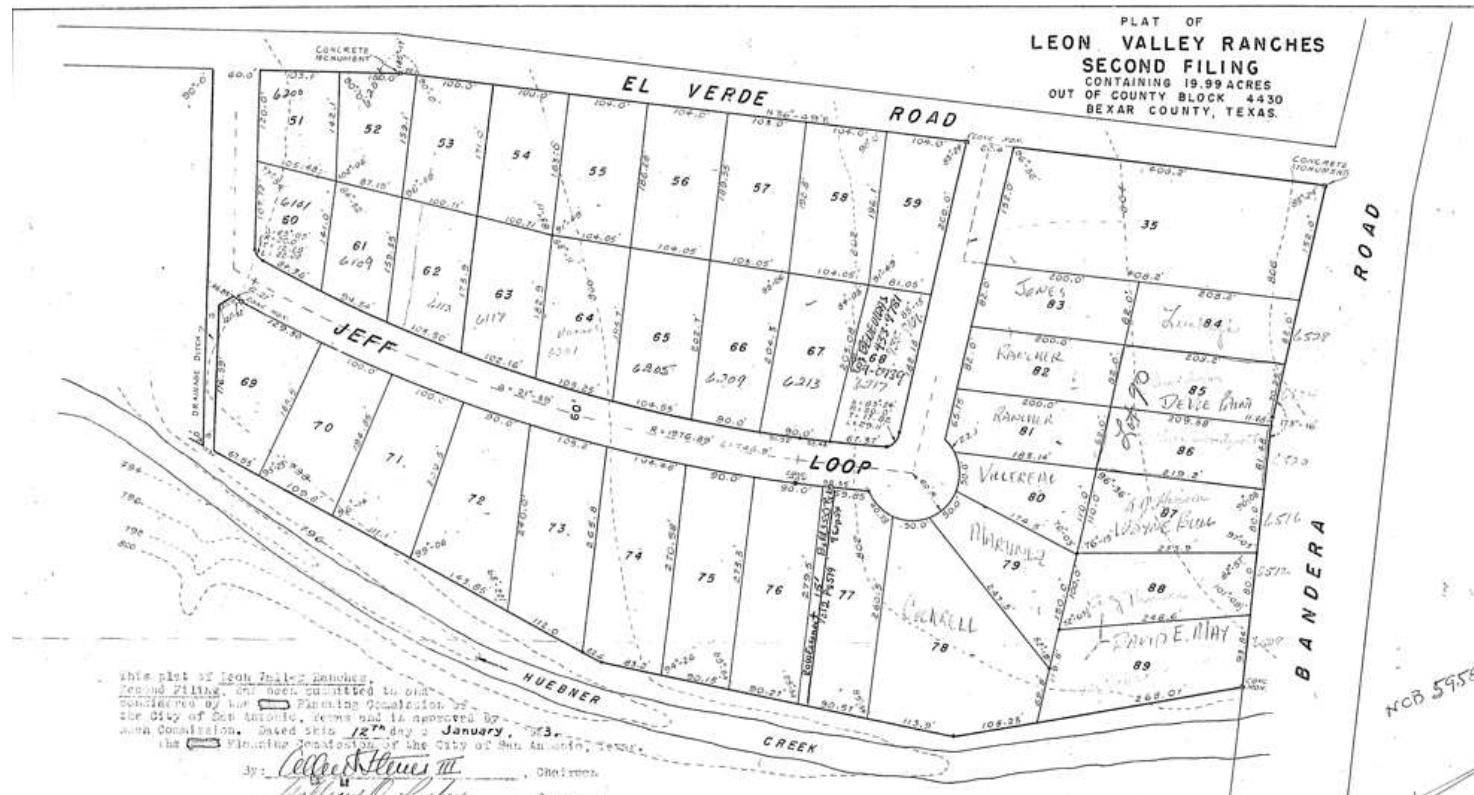
Purpose

- Closing the road & vacating adjacent lots will cause the Appraisal District & County Clerk to reconfigure official maps to show current conditions
- 1st step - road closure approval by City Council
- 2nd step - properties vacated through platting process with Planning and Zoning Commission

Purpose

- Such a declaration of abandonment is in the public's best interest
- The street closure does not affect or impair any public rights in the subject tracts for easements or any other rights, except for the right of the public to travel on the subject tract
- Texas Transportation Code, Chapter 311, Section 311.001 states home-rule municipalities have exclusive control over & under public highways, streets, & alleys of the municipality
- Further states municipality may open or change a public street or alley of the municipality, or improve a public highway, street, or alley of the municipality

Current Plat



This plat of Leon Valley Ranches
Second Filing, was filed and recorded in one
Concurrence of the Planning Commission of
the City of San Antonio, Texas, and is approved by
such Commission, dated this 12th day of January, 1953.
The Planning Commission of the City of San Antonio, Texas.

By: Albert H. Nees III, Chairman
William C. Parker, Secretary

The undersigned, the persons whose names are
and whose marks are subscribed hereto, in person
acknowledging to have this plat and map made from an actual
survey of the land for whose name is subscribed, herein,
and according to the size of the public streets,
alleys, courts, easements, drainage, water and public
elevator, the same drawn for the guidance and consideration
hereinafter expressed.

M. A. McCaughan
Owner
Jeff Luckey

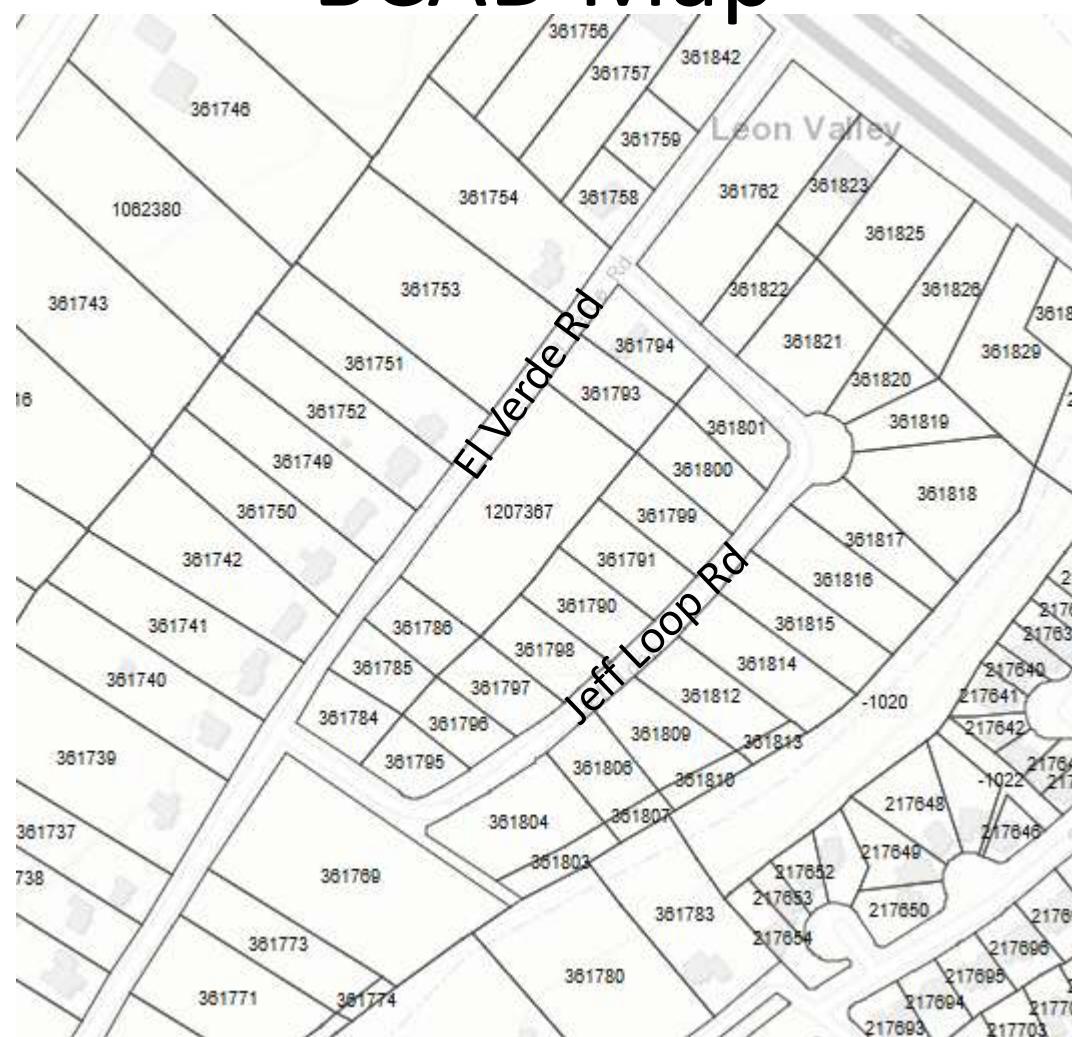
STATE OF TEXAS
I, CITY OF SAN ANTONIO, the aforesaid authority,
on this day of January, 1953, in the City of San Antonio,
do hereby certify that the foregoing
is a true and correct map compiled from
field notes of an actual survey made on the ground by
me, the surveyor.

James C. Adams
Certified State Land Surveyor
Bexar County, Texas.

Drawn in and subscribed before me, this 14th day of
January, 1953.

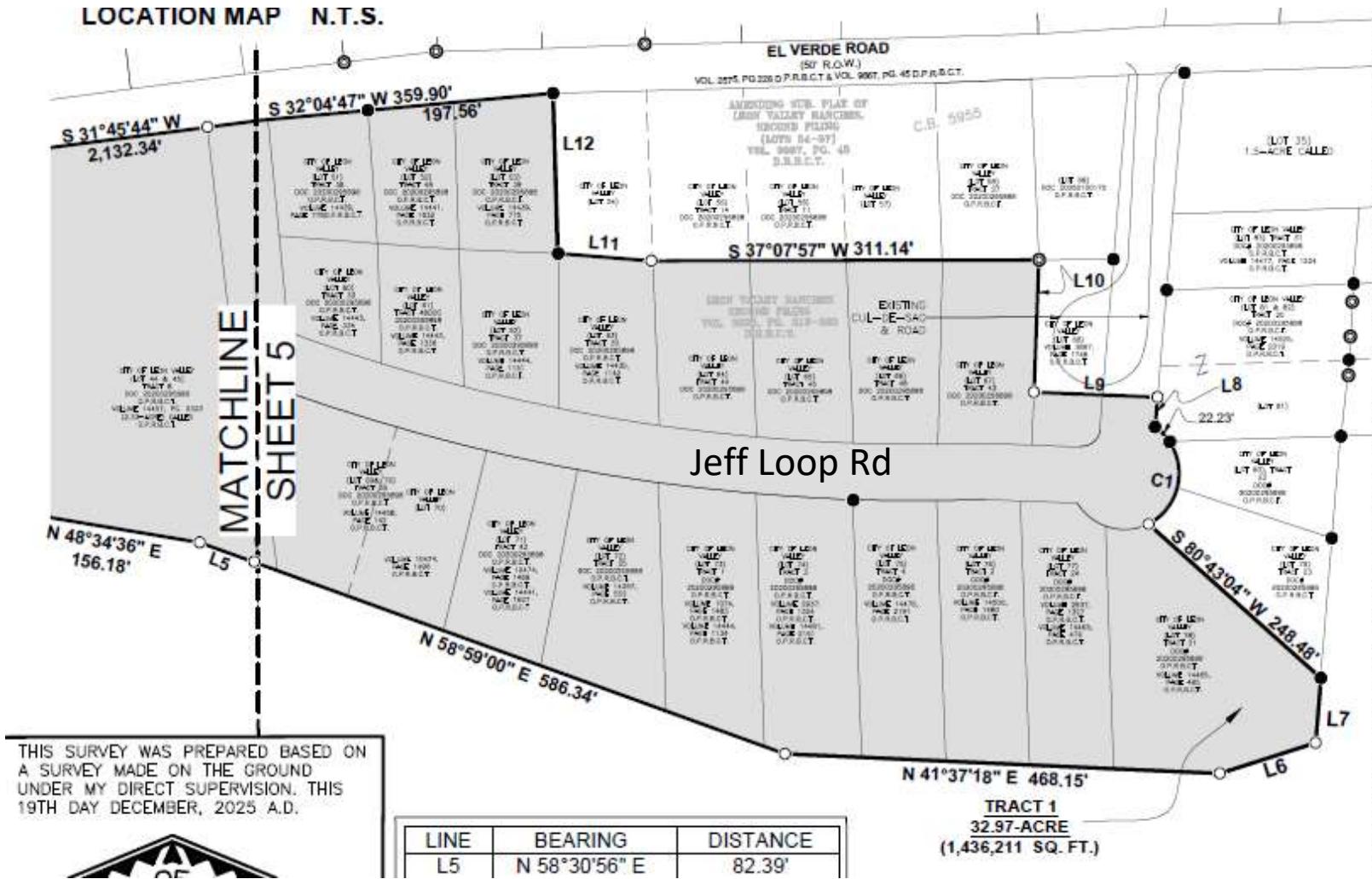
Richard R. Jacobs
Notary Public, Bexar County, Texas.

BCAD Map

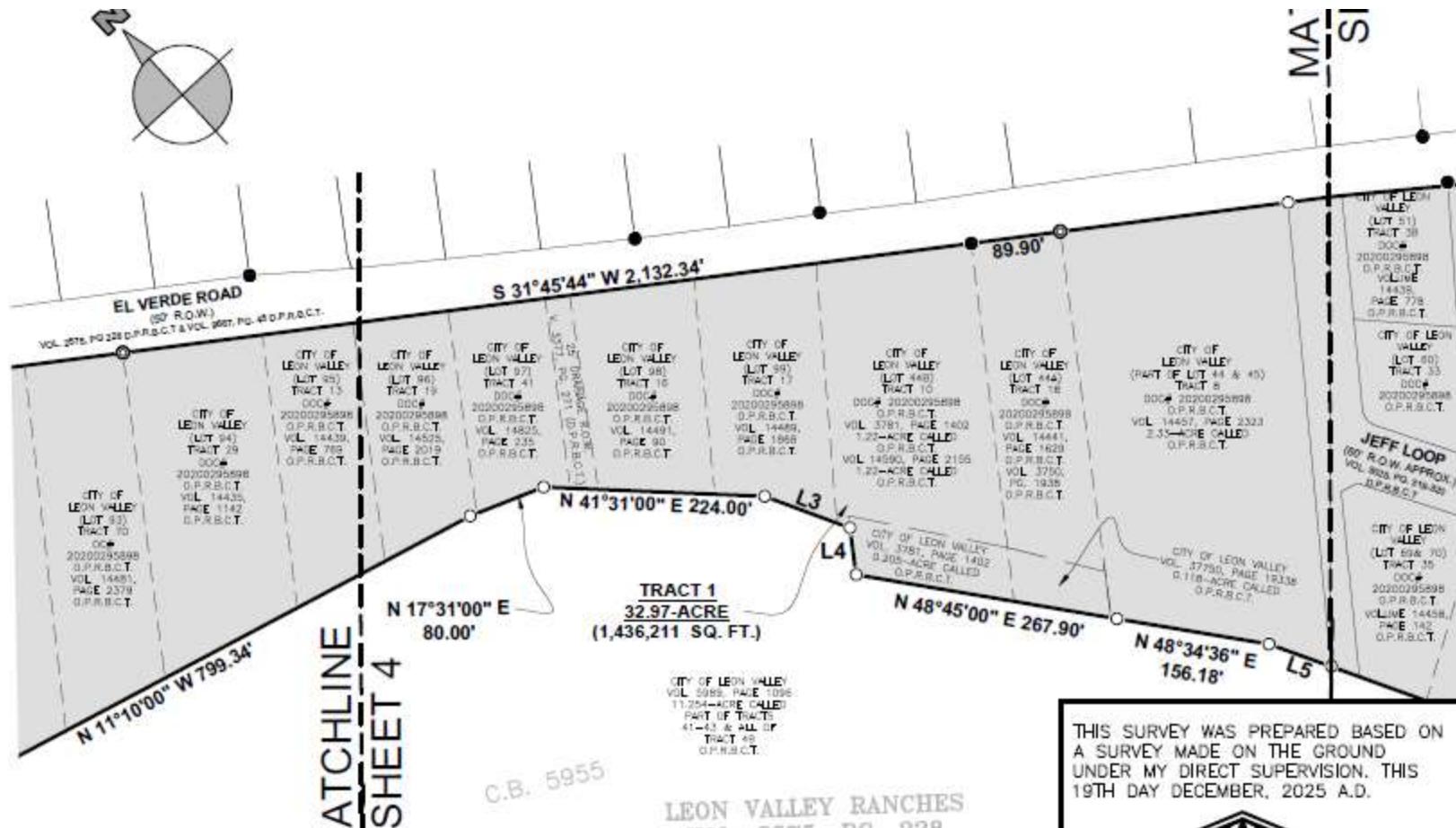


Proposed Roadway Vacation

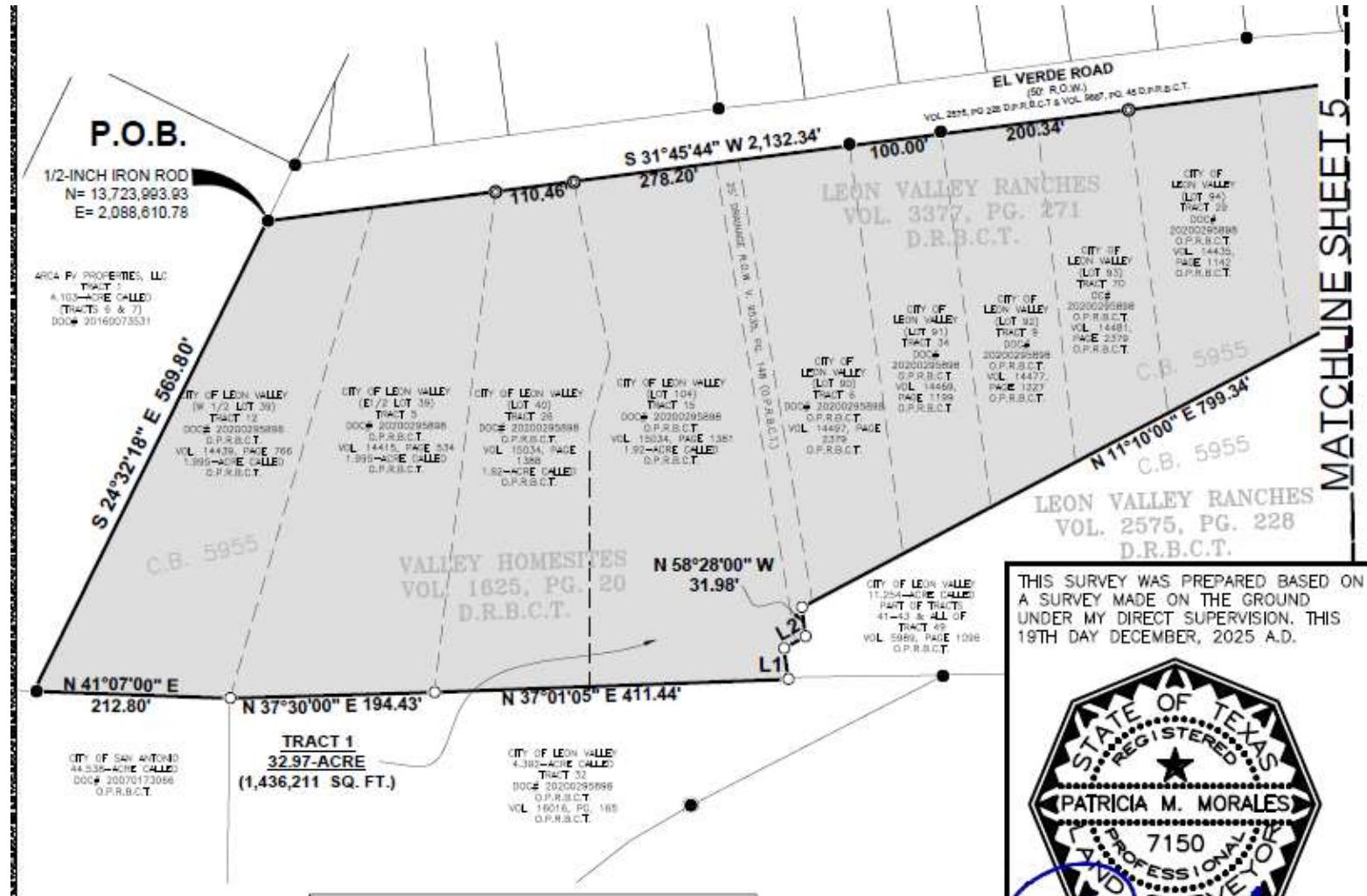
LOCATION MAP N.T.S.



Proposed Lot & Roadway Vacation



Proposed Lot Vacation



Fiscal Impact

- City will pay for preparation of the vacating plat & is responsible for the maintenance of the creek

Recommendation

- Staff recommends approval of the Ordinance to vacate & abandon Jeff Loop Road

MAYOR AND COUNCIL COMMUNICATION

DATE: February 3, 2026
TO: Mayor and Council
FROM: David Dimaline, Public Works Director
THROUGH: Crystal Caldera, Ph.D., City Manager
SUBJECT: Discussion and Possible Action on a Resolution Awarding the Lowest Qualified Bid in the Amount of \$215,717.23, with 15% For Contingency and Authorizing the City Manager to Enter into a Contract with Clark Construction of Texas, Inc. for the Huebner Rd. Street Maintenance Project
SPONSOR(S): None

PURPOSE & BACKGROUND

The purpose of this item is to consider approval of a Resolution awarding a bid in the amount of \$215,717.23 with 15% for contingency and authorizing the City Manager to enter into a contract with Clark Construction of Texas, Inc. for the Huebner Rd. Maintenance Project.

The lowest qualified bid for the project was submitted by Clark Construction of Texas, Inc. The scope of work consists of milling and providing an asphalt overlay on Huebner Rd. from Evers Rd. to Bandera Rd. The project will also include new pavement markings along Huebner Rd. A bid package was developed and advertised for 21 days. The bid advertisement was placed in the Express News for two consecutive Wednesdays, and the bid documents and construction plans were placed in public plan rooms, and the City's web site.

The bid opening was held on December 11, 2025, and the City received the following ten bids:

Company	Bid Amount
Clark Construction of Texas, Inc.	\$215,717.23
J& P Paving Co., Inc.	\$215,883.16
Bobcat Paving, LLC	\$304,381.50
AG3 Group, LLC	\$307,691.08
Brooke Paving & Construction	\$314,413.15
Blacksmith	\$364,617.50
D&D Contractors, Inc.	\$364,740.45

Company	Bid Amount
Texas Material Group, Inc.	\$369,145.75
Bueno Pro Services, LLC	\$537,192.07
JROD Concrete, LLC	\$541,006.56

The bid submittals, documents, and reference checks were completed by the City Engineer, and they recommend awarding the construction contract to the lowest and best qualified bid—Clark Construction of Texas, Inc.

FISCAL IMPACT

Project Costs

Engineering: \$ 54,435.00
 Construction: \$215,717.23
 Contingency (15%): \$ 32,357.58
 Total: \$302,509.81

The current fund balance of the Street Maintenance Fund is \$1,751,192 (as of 9/30/24).

RECOMMENDATION

Staff recommends approval of the Resolution.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

RESOLUTION NO. 26-**A RESOLUTION OF THE CITY OF LEON VALLEY CITY COUNCIL AWARDING THE LOWEST QUALIFIED BID IN THE AMOUNT OF \$215,717.23, WITH \$32,358 FOR CONTINGENCY (15%), AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH CLARK CONSTRUCTION OF TEXAS, INC. FOR THE HUEBNER RD. STREET MAINTENANCE PROJECT.**

WHEREAS, the FY 2025-26 Street Maintenance budget included funds for the mill and overlay, and street maintenance of streets throughout Leon Valley; and

WHEREAS, the City of Leon Valley solicited bids, and on December 11, 2025, a bid opening was held with ten companies submitting a bid; and

WHEREAS, the City Engineer reviewed the submittals, bid documents, and completed reference checks; and recommends awarding the construction contract for the Huebner Rd. Street Maintenance Project to the lowest and best qualified bid to Clark Construction of Texas, Inc., in the amount of \$215,717.23, with 15% for contingency; and

WHEREAS, it is recommended that the City Council accepts the lowest qualified bid from Clark Construction of Texas, Inc., and authorize the City Manager to enter into a contract in the amount of \$215,717.23 to perform the construction of the Huebner Rd. Street Maintenance Project.

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

1. The City Manager of the City of Leon Valley, Texas or her designee, is authorized to accept the lowest qualified bid from Clark Construction of Texas, Inc. and enter into a contract, including any and all amendments, in the amount of \$215,717.23 with 15% for contingency, to construct the Huebner Rd. Street Maintenance Project.
2. The Mayor and City Council, with the adoption of this Resolution, further authorize the City Manager to act on behalf of the City of Leon Valley in all matters related to the construction contract.
3. The City of Leon Valley will continue to work to provide maintained streets throughout Leon Valley for the citizens of Leon Valley.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 3rd day of February, 2026.

APPROVED

CHRIS RILEY
MAYOR

Attest:

SAUNDRA PASSAILAIGUE

City Secretary, TRMC

Approved as to Form:

ARTURO D. 'ART' RODRIGUEZ

City Attorney

Consider Approval of a Resolution Awarding the Lowest Qualified Bid to Clark Construction of Texas, Inc. for the Huebner Rd. Street Maintenance Project

David Dimaline
Public Works Director
City Council Meeting
February 3, 2026

Summary

- A Resolution Awarding the Lowest Qualified Bid to Clark Construction of Texas, Inc. to Construct the Huebner Rd. Street Maintenance Project
- Options
 - Approve
 - Deny
 - Other
- Declaration
 - Recommend approval of the Resolution

Purpose

- To consider approving a Resolution awarding a bid in the amount of \$215,717.23 with 15% for contingency, and authorizing the City Manager to enter into a contract with Clark Construction of Texas, Inc. for the Huebner Rd. Street Maintenance Project

Background

- The project scope of work includes:
 - 2" mill and asphalt overlay on Huebner Rd. from Evers Rd. to Bandera Rd. (approximately 2500')
 - New pavement markings
 - Adjustment of existing water valve boxes and sanitary sewer manholes

Background

- This section of Huebner Rd. has a Pavement Condition Index (PCI) score of 50
- The street currently has longitudinal cracking in numerous areas, and pavement markings that need replacement
- The mill and overlay project will protect the subgrade from moisture entering through pavement cracks, and improve the PCI score

Background

- A bid package was developed and advertised
- The bid advertisement was placed in the Express News for two consecutive weeks, and the bid document and plans were placed on the City's web site, as well as public plan rooms
- The bid opening was December 11, 2025
- A total of ten bids were received

Background

- The following bids were received:

Company	Bid Amount
Clark Construction	\$215,717.23
J&P Paving	\$215,883.16
Bobcat Paving	\$304,381.50
AG3 Group	\$307,691.08
Brooke Paving & Construction	\$314,413.15
Blacksmith	\$364,617.50
D&D Contractors	\$364,740.45

Background

- Bids Received (continued)

Company	Bid Amount
Texas Material Group	\$369,145.75
Bueno Pro Services	\$537,192.07
JROD Concrete	\$541,006.56

Background

- The City Engineer reviewed each of the bid submittals, bid documents, and completed reference checks
- They recommend awarding the construction contract for the project to the lowest and best qualified bid to Clark Construction of Texas, Inc.

Fiscal Impact

Project Costs

Engineering:	\$ 54,435.00
Construction:	\$ 215,717.23
Contingency (15%):	<u>\$ 32,357.58</u>
Project Total:	\$ 302,509.81

- The Street Maintenance Fund balance is \$1,751,192
(As of 9/30/24)

Recommendation

- Recommend approval of a Resolution awarding a bid & authorizing the City Manager to enter into a contract with Clark Construction of Texas, Inc. in the amount of \$215,717.23 with 15% for contingency

Goals & Objectives

- **A. Economic Development:**
 - Infrastructure & Development – Invest in critical infrastructure improvements, such as roads, utilities, and broadband, to create a business-friendly environment and support future economic expansion.
- **C. Infrastructure:**
 - Enhance Transportation & Roadways – Support plans and initiatives that improve streets, sidewalks, and traffic management systems to increase safety, reduce congestion, and promote accessibility for all residents.

MAYOR AND COUNCIL COMMUNICATION

DATE: February 3, 2026
TO: Mayor and Council
FROM: David Dimaline, Public Works Director
THROUGH: Crystal Caldera, Ph.D., City Manager
SUBJECT: Discussion and Possible Action on a Resolution Awarding the Lowest Qualified Bid in the Amount of \$185,280.96, with 15% For Contingency and Authorizing the City Manager to Enter into a Contract with J&P Paving Company, Inc. the Timberhill Dr. Street Maintenance Project
SPONSOR(S): None

PURPOSE & BACKGROUND

The purpose of this item is to consider approval of a Resolution awarding a bid in the amount of \$185,280.96 with 15% for contingency and authorizing the City Manager to enter into a contract with J&P Paving Company, Inc. for the Timberhill Dr. Street Maintenance Project.

The lowest qualified bid for the project was submitted by J&P Paving Company, Inc. The scope of work consists of milling and providing an asphalt overlay on Timberhill Dr. from Huebner Rd. to the City of Leon Valley city limits. The project will also include new pavement markings along Timberhill Dr. A bid package was developed and advertised for 21 days. The bid advertisement was placed in the Express News for two consecutive Wednesdays, and the bid documents and construction plans were placed in public plan rooms, and the City's web site.

The bid opening was held on December 11, 2025, and the City received the following thirteen bids:

Company	Bid Amount
J&P Paving Company, Inc.	\$182,280.96
Clark Construction of Texas, Inc.	\$204,503.96
Texas Material Group, Inc.	\$215,720.50
Brooke Paving & Construction	\$249,067.97
Bobcat Paving, LLC	\$252,059.47
D&D Contractors, Inc.	\$292,760.98
AG3 Group, LLC	\$298,310.55
Jerdon Enterprise, LP	\$307,430.05

Company	Bid Amount
Blacksmith	\$313,782.50
Gallo Paving	\$318,026.32
Roel Construction, LLC	\$318,987.50
Platinum Paving, LLC	\$383,534.00
Bueno Pro Services, LLC	\$427,260.26

The bid submittals, documents, and reference checks were completed by the City Engineer, and they recommend awarding the construction contract to the lowest and best qualified bid—J&P Paving Company, Inc.

FISCAL IMPACT

Project Costs

Engineering:	\$ 48,550.00
Construction:	\$185,280.96
Contingency (15%):	<u>\$ 27,792.14</u>
Total:	\$261,623.10

The current fund balance of the Street Maintenance Fund is \$1,751,192 (as of 9/30/24).

RECOMMENDATION

Staff recommends approval of the Resolution.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary

RESOLUTION NO. 26-**A RESOLUTION OF THE CITY OF LEON VALLEY CITY COUNCIL AWARDING THE LOWEST QUALIFIED BID IN THE AMOUNT OF \$185,280.96, WITH \$27,792 FOR CONTINGENCY (15%), AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH J&P PAVING COMPANY, INC. FOR THE TIMBERHILL DR. STREET MAINTENANCE PROJECT.**

WHEREAS, the FY 2025-26 Street Maintenance budget included funds for the mill and overlay, and street maintenance of streets throughout Leon Valley; and

WHEREAS, the City of Leon Valley solicited bids, and on December 11, 2025, a bid opening was held with thirteen companies submitting a bid; and

WHEREAS, the City Engineer reviewed the submittals, bid documents, and completed reference checks; and recommends awarding the construction contract for the Timberhill Dr. Street Maintenance Project to the lowest and best qualified bid to J&P Paving Company, Inc. in the amount of \$185,280.96, with 15% for contingency; and

WHEREAS, it is recommended that the City Council accepts the lowest qualified bid from J&P Paving Company, Inc., and authorize the City Manager to enter into a contract in the amount of \$185,280.96 to perform the construction of the Huebner Rd. Street Maintenance Project.

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

1. The City Manager of the City of Leon Valley, Texas or her designee, is authorized to accept the lowest qualified bid from J&P Paving Company, Inc. and enter into a contract, including any and all amendments, in the amount of \$185,280.96 with 15% for contingency, to construct the Timberhill Dr. Street Maintenance Project.
2. The Mayor and City Council, with the adoption of this Resolution, further authorize the City Manager to act on behalf of the City of Leon Valley in all matters related to the construction contract.
3. The City of Leon Valley will continue to work to provide maintained streets throughout Leon Valley for the citizens of Leon Valley.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 3rd day of February, 2026.

APPROVED

CHRIS RILEY
MAYOR

Attest:

SAUNDRA PASSAILAIGUE

City Secretary, TRMC

Approved as to Form:

ARTURO D. 'ART' RODRIGUEZ

City Attorney

Consider Approval of a Resolution Awarding the Lowest Qualified Bid to J&P Paving Company, Inc. for the Timberhill Dr. Street Maintenance Project

David Dimaline
Public Works Director
City Council Meeting
February 3, 2026

Summary

- A Resolution Awarding the Lowest Qualified Bid to J&P Paving Company, Inc. to Construct the Timberhill Dr. Street Maintenance Project
- Options
 - Approve
 - Deny
 - Other
- Declaration
 - Recommend approval of the Resolution

Purpose

- To consider approving a Resolution awarding a bid in the amount of \$185,280.96 with 15% for contingency, and authorizing the City Manager to enter into a contract with J&P Paving Company, Inc. for the Timberhill Dr. Street Maintenance Project

Background

- The project scope of work includes:
 - 2" mill and asphalt overlay on Timberhill Dr. from Huebner Rd. to the City limits (approximately 1,952')
 - New pavement markings
 - Adjustment of existing water valve boxes and sanitary sewer manholes

Background

- Timberhill Dr. has a Pavement Condition Index (PCI) score of 38.2
- The street currently has longitudinal cracking in numerous areas, weathering and surface wear, and pavement markings that need replacement
- The mill and overlay project will protect the subgrade from moisture entering through pavement cracks, and improve the PCI score

Background

- A bid package was developed and advertised
- The bid advertisement was placed in the Express News for two consecutive weeks, and the bid document and plans were placed on the City's web site, as well as public plan rooms
- The bid opening was December 11, 2025
- A total of thirteen bids were received

Background

- The following bids were received:

Company	Bid Amount
J&P Paving	\$182,280.96
Clark Construction	\$204,503.96
Texas Material Group	\$215,720.50
Brooke Paving & Construction	\$249,067.97
Bobcat Paving	\$252,059.47
D&D Contractors	\$292,760.98
AG3 Group	\$298,310.55

Background

- Bids Received (continued)

Company	Bid Amount
Jerdon Enterprise	\$307,430.05
Blacksmith	\$313,782.50
Gallo Paving	\$318,987.50
Roel Construction	\$318,987.50
Platinum Paving	\$383,534.00
Bueno Pro Services	\$427,260.26

Background

- The City Engineer reviewed each of the bid submittals, bid documents, and completed reference checks
- They recommend awarding the construction contract for the project to the lowest and best qualified bid to J&P Paving Company, Inc.

Fiscal Impact

Project Costs

Engineering:	\$ 48,550.00
Construction:	\$ 185,280.96
Contingency (15%):	<u>\$ 27,792.14</u>
Project Total:	\$ 261,623.10

- The Street Maintenance Fund balance is \$1,751,192
(As of 9/30/24)

Recommendation

- Recommend approval of a Resolution awarding a bid & authorizing the City Manager to enter into a contract with J&P Paving Company, Inc. in the amount of \$185,280.96 with 15% for contingency

Goals & Objectives

- **A. Economic Development:**
 - Infrastructure & Development – Invest in critical infrastructure improvements, such as roads, utilities, and broadband, to create a business-friendly environment and support future economic expansion.
- **C. Infrastructure:**
 - Enhance Transportation & Roadways – Support plans and initiatives that improve streets, sidewalks, and traffic management systems to increase safety, reduce congestion, and promote accessibility for all residents.

ORDINANCE No. 2025-**AN ORDINANCE OF THE CITY OF LEON VALLEY, TX, CITY COUNCIL DELETING THE LEON VALLEY CODE OF ORDINANCES CHAPTER 15, "ZONING", SECTION 15.02.721 GENERAL STATUTES, ORDINANCES AND RULES APPLYING TO THE ZONING COMMISSION, 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 sought consistency in determining Zoning Commission members' absences; and

WHEREAS the Leon Valley City Council has determined that absences should be placed on the Zoning Commission's agenda for determining excused or unexcused absences;

WHEREAS, the City Council, after proper notice, determined that the request is consistent and compatible with the City's Goals and Objectives, and

WHEREAS the City Council of the City of Leon Valley now desires to amend Chapter 15 "Zoning", section 15.02.721, General statutes, ordinances and rules applying to the zoning commission.

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 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 unconstitutionality 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 XXXX day of February 2026.

APPROVED

CHRIS RILEY
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form: _____
ART RODRIGUEZ
City Attorney

EXHIBIT A

CHAPTER 15 - ZONING
 ARTICLE 15.02 - ZONING ORDINANCE
 DIVISION 13. ORGANIZATION AND ENFORCEMENT

DIVISION 13. ORGANIZATION AND ENFORCEMENT**Sec. 15.02.721 General statutes, ordinances and rules applying to the zoning commission**

- (a) *Governance.* The planning and zoning commission, hereinafter referred to as "the commission," shall be governed by all the following statutes, ordinances and rules:
 - (1) To the extent that they remain in force and effect, as they are amended, or as they may be added to, the commission and its members, alternates and officers shall be governed by state statutes and local ordinances, including, but not limited to the following:
 - (A) State statutes applying generally to public boards, members, and officials, including, but not limited to all subsections of V.A.C.S., article 1011 and the Texas Local Government Code;
 - (B) Ordinances and rules of the city generally affecting its local boards and officials, including, but not limited to this article; and
 - (C) Upon taking office, all commission members and alternates shall familiarize themselves with the foregoing, and, while in office, shall maintain such knowledge, including knowledge of amendments and additions, and shall be strictly governed thereby in the conduct of commission affairs.
- (b) *Duties of the commission.* The duties of the commission are as follows:
 - (1) To recommend the boundaries of original zoning districts and appropriate regulations to be enforced therein;
 - (2) To hold public hearings and prepare a final report for city council on recommendations for changes in zoning district boundaries or regulations in zoning districts; and
 - (3) To hold public hearings and prepare a final report for the city council on recommendations for the enforcement of regulations in zoning districts, including specific use permits and nonspecified uses as required under this article.
- (c) *Location of office.* The official location of the office of the commission is: Leon Valley City Hall, 6400 El Verde Road, Leon Valley, Texas, 78238.
- (d) *Establishment, composition, appointments.*
 - (1) Pursuant to Texas Local Government Code, section 211.007, the commission is established consisting of seven regular members and three alternate members.
 - (2) The commission members and alternates must be citizens and residents of the city who meet the same qualifications that are required to obtain a voter registration certificate to vote in the city municipal elections.
 - (3) Appointment of commission members and alternates shall be made by the mayor of the city and passed and approved by the city council. In specifying alternate members, the appointment shall also specify the order in which the alternates are to serve in the absence of a member.

- (4) In the event that any person appointed by the mayor is not approved by a majority of the city council or if a vacancy occurs, the mayor shall make another appointment within 45 days, subject to approval by a majority of the city council.
- (5) Alternates for the commission do not have status as voting members unless directed by the chairman of the commission to sit as a voting member due to the absence or nonvoting status of a member. This provision is not intended to restrict in any way the nonvoting participation of alternates, to the extent allowed by the chairman.
- (6) Commissioners shall serve the public at large, however, each commissioner, with the exception of the alternates, shall serve by place. Place one through place seven are hereby created.

(e) *Terms of members.*

- (1) The term of commission members 2, 4, and 6 and alternate member 2 is two years, beginning on June 1st of every year ending in an even number (0, 2, 4, 6, 8).
- (2) The term of commission members 2, 4, and 6, and alternate member 2 expires on May 31st of every year ending in an even number (0, 2, 4, 6, 8).
- (3) The term of commission members 1, 3, 5 and 7, and alternates 1, and 3, is two years, beginning on June 1 of every year ending in an odd number (1, 3, 5, 7, 9).
- (4) The term of commission members 1, 3, 5 and 7, and alternate members 1 and three expires on May 31 of every year ending in an odd number (1, 3, 5, 7, 9).
- (5) Any appointment of a commission member or alternate is only for the remainder of a term, regardless of the point in the term at which the appointment is made.

(f) *Regular election of chairman, vice-chairman and second vice-chairman.*

- (1) As the first item of new business at the regular meeting of the commission in June of all years ending in an even number (0, 2, 4, 6, 8), the commission shall elect a chairman, vice-chairman and second vice-chairman. If there is no regular meeting, and no special meeting, or if a quorum is lacking at such a meeting prior to July 1 of any year ending in an even number (0, 2, 4, 6, 8), city council may appoint a chairman and a vice-chairman to serve until a meeting occurs at which an election can be held.
- (2) The former chairman, vice-chairman or second vice-chairman, in that order, and if reappointed to the commission, may remain in office until their successor(s) take office at the next regular or special meeting following their appointment; unless a replacement is appointed by the city council.

(g) *Succession of vice-chairman to office of chairman; special election.* If the chairman resigns his office or is no longer a member of the commission, the vice-chairman shall succeed him in office for the remainder of the term. If the vice-chairman resigns his office, is no longer a member of the commission, or succeeds to the chairman's office, the second vice-chairman shall succeed him in office for the remainder of the term. If any of the above do not apply, a special election shall be held at the next meeting of the commission to select a chairman, vice-chairman and/or second vice-chairman to complete the term, provided that if such meeting precedes the regular election by three months or less, and any duties to be performed by the vice-chairman or second vice-chairman can be performed in a satisfactory manner, the commission may permit the office of vice-chairman or second vice-chairman to remain vacant for that period.

(h) *Duties of chairman, vice-chairman or second vice-chairman; appointment of temporary chairman to preside at meetings.*

- (1) If present and able, the chairman shall preside at all meetings and hearings. If the chairman is absent or unable to preside, the vice-chairman shall preside. If the vice-chairman is also absent or unable to preside, the second vice-chairman shall preside.

- (2) In accordance with these and other applicable rules, the chairman or the presiding officer, acting as chairman, shall decide all points of procedure or order, unless otherwise directed by a majority of the members in attendance, on motion duly made and passed. He shall maintain order and decorum, and to that end may order removal of disorderly or disruptive persons.
- (3) The chairman or officer presiding in his absence shall determine the absence of any member and direct the seating of alternate(s) in the order determined by the appointment of alternates by the mayor and city council.
- (4) The chairman may delegate duties as he sees fit to any member or alternate. In the case of the absence or the incapacity of the chairman, the vice-chairman shall perform any or all duties of the chairman, whether or not delegated.
- (5) Subject to the rules of this article and further instructions from the commission, the chairman shall direct the official business of the commission, guide the work of city staff as it relates to the affairs of the commission and exercise general disciplinary power.
- (6) The chairman may delegate members of the commission to make personal inspections when necessary for proper consideration of cases, and shall appoint such committees as may be found necessary.
- (7) The chairman shall report to the commission on all official transactions which have not otherwise come to the attention of the commission. The chairman shall also make or cause to be made, any reports concerning the affairs of the commission required or requested by the city council.
- (i) *Causes for removal from the commission.* Causes for removal of members or alternates of the commission by the city council shall include particular malfeasance, misfeasance, or nonfeasance generally, and in particular the following:
 - (1) Failure to maintain reasonable familiarity with state statutes and local ordinances and rules affecting the commission, or failure to be governed thereby, as required in section 15.02.721(a); and/or
 - (2) Failure to disclose conflict of interest for purposes of disqualification when a member has personal or monetary interest in the matter involved, or will be directly affected by a decision of the commission.
- (j) *Resignation, generally and by absence.*
 - (1) When members or alternates of the commission propose to resign, if reasonably feasible, they shall give notice of their intent to the chairman and/or staff, making the date of resignation effective in such a manner as to allow time for appointment of replacement.
 - (2) Failure to attend three consecutive regular meetings or three of any seven consecutive meetings ~~without the recorded consent of the chairman~~, shall be construed as resignation from the commission by absence. This provision shall apply to both members and alternates.
 - a) If a member or alternate can not be in attendance at a meeting. They must contact either the Planning and Zoning Director and/or Chairman.
 - b) The absence will be placed on the next available Planning and Zoning Commission meeting agenda, and the absences will be determined by the commission to be excused or unexcused.
- (k) *Vacation of office.* When a member or alternate of the commission dies or resigns (including resignation by absence), the chairman shall promptly indicate to the mayor that a vacancy exists. When a member becomes incapacitated for office permanently, or for what appears to be a protracted period, or moves from the jurisdiction, or becomes for any other reason no longer qualified for office and fails to resign, the chairman shall cause any necessary investigation to be made. Based on that investigation, the chairman may declare the office vacant and shall promptly indicate to the mayor that a vacancy exists.

- (l) *Duties of legal counsel.* The city attorney, or his designate, shall provide legal advice to the commission as to matters under their jurisdiction.
- (m) *Conduct of members of the commission, alternates and city staff.*
 - (1) No member of the commission, alternate or city staff member shall represent applicants on matters on which the commission is to make recommendations.
 - (2) Members and alternates of the commission shall be aware of all state statutes and any city ordinances, rules or regulations related to conflicts of interest and the ethics of public officials generally.
 - (3) As soon as any commission member, alternate or city staff member of any agency serving the commission becomes aware of any potential conflict of interest in any case to come before the commission, he shall notify the chairman or acting chairman of the particulars. Where the chairman finds that conflict clearly exists, he shall disqualify the commission member from acting in the case, shall cause the circumstances of the disqualification to be entered in the record and make arrangements for such alternate services as are required.
 - (4) Where the chairman or acting chairman has reasonable doubt as to whether the facts and applicable law indicate a degree of conflict justifying disqualification or excuse from service, he shall seek advice from the city attorney or his designate. If the city attorney or his designate advises that, under the circumstances reported and applicable law conflict appears to exist, the chairman shall proceed to disqualify or excuse as provided above. If the city attorney, or his designate, advises that there is reasonable doubt, the chairman may either disqualify or excuse the person involved, or call for a determination by the commission at a public meeting.
 - (5) The record on any such determination by the commission shall be full and complete and shall indicate the reasons supporting the decision.
 - (6) A member and/or alternate may seek disqualification from voting whenever any applicant, or his agent, has sought to influence the vote of the member on his request (application), other than in the public hearing.
 - (7) Members and alternates of the commission may seek information from other members, the zoning administrator, city attorney or other city staff prior to the public hearing, but no member or alternate shall discuss the case with any other parties thereto prior to the public hearing. Additionally, no member or alternate shall express any bias, prejudice or individual opinion on judgment of the case prior to its hearing and determination. Violation of this rule shall be grounds for dismissal from the commission.
- (n) *Compensation.* The compensation and/or reimbursement of expenses of commission members and alternates is to be specified by ordinance. In the absence of an ordinance specifying compensation and/or reimbursement, there shall be none. The absence of such an ordinance does not preclude payment by the city of certain expenses for memberships, subscriptions, educational seminars, travel and similar expenses as might be required for commission members and alternates, as authorized by the city council.
- (o) *Meetings.*
 - (1) Regular meetings of the commission shall be held at city hall on the fourth Tuesday of each month, unless designated otherwise by the commission; provided that such meetings may be held at any other convenient place if directed by the chairman in advance of the meeting or upon a finding that such other location would serve public convenience or necessity, and subject to the notice provisions as required by law.
 - (2) Special meetings for any purpose may be held at the call of the chairman of the commission or of any combination of five (4) [sic] commission members and alternate members of the commission. At least 72 hours' written notice of the time and place of any special meeting shall be given by the zoning

administrator except where written waivers of notice are filed by all members required to provide a quorum and in attendance at such regular meeting, but other members shall receive written notice thereof.

- (3) If a special meeting is called on a case or cases subject to notice of hearing, the required notice provisions for the hearing shall be met.
- (4) Any meeting may be recessed or adjourned from day to day, or to the time of any previously announced regular or special meeting, and such recess or adjournment to a time and place certain shall not require additional public notice.
- (5) If no business is scheduled before the commission, or if it is apparent that a quorum will not be available, any meeting may be canceled by the chairman by giving notice to all members at least 24 hours before the time set for such meeting.
- (6) A quorum of the commission shall consist of any combination of members or alternates totaling four.
- (7) All meetings of the commission involving hearing of evidence, decisions, or recommendations on requests shall be public, with formal notice as required by law.
- (8) Meetings for the conduct of other business of the commission, including activities and reviews as may be assigned by the city council or required by ordinance, trips for viewing premises, and other similar meetings and activities, shall not require such formal public notice and hearing, but shall be scheduled at least 12 hours in advance, with the schedule posted at the office of the commission.

(p) *Agenda, order of business.* The zoning administrator shall prepare an agenda for each commission meeting. The order of business shall be as follows:

- (1) Call to order and roll call, with recording of members present and absent ~~and indications as to whether absences are with consent of the chairman;~~
- (2) Action on any previous meeting for which action is required;
- (3) Continued hearings, with consideration and determination on cases as heard;
- (4) New hearings, with consideration and determination on cases as heard;
- (5) Old business;
- (6) New business; and
- (7) Adjournment.

(q) *Motions.*

- (1) Any motion by a member shall require a second. After a motion has been made and duly seconded, discussion of the motion may be held for a reasonable time. Discussions by members, or by opponents or proponents of a question before the commission, shall terminate whenever a member shall call a vote upon the question or whenever the chairman shall so rule.
- (2) A motion which is defeated is not a recommendation. If a motion is defeated, another motion must be made, seconded, voted upon and approved by a majority of the commission present and voting.
- (3) If the commission does not make a recommendation, the failure to make a recommendation within 71 days of the assignment of a docket number to a case application shall be considered to be a recommendation of denial.
- (4) Motions to recommend approval or denial of any change in a zoning district may, when appropriate, contain statements of commission findings in the following areas:
 - (A) Consistency and compatibility with the master plan;

- (B) Consistency and compatibility with surrounding zoning districts;
- (C) Consistency and compatibility with site and surrounding uses;
- (D) Protection of the health, safety and welfare of the general public; and/or
- (E) Protection and preservation of the property rights of the owner(s) of all real property affected by the proposed change in zoning district(s).

(5) Motions to recommend approval or denial of any requested nonspecified use permit or specific use permit may, when appropriate, contain statements of commission findings in the following areas:

- (A) Consistency and compatibility with the master plan;
- (B) Consistency and compatibility with site zoning;
- (C) Consistency and compatibility with surrounding zoning and/or uses;
- (D) Protection of the health, safety and welfare of the general public; and/or
- (E) Protection and preservation of the property rights of the owner(s) of all real property affected by the proposed specific use permit.

(6) The zoning administrator will administer and obtain a roll call vote from the commission upon the rendering of a motion.

(r) *Reporting.*

- (1) The commission, in making recommendations to city council on any matter upon which a recommendation is required, may make findings and shall issue a report to the city council.
- (2) That report to the city council must include the results of a vote on a motion made and duly seconded, and approved by a majority of the commission present and voting.
- (3) That report can be delivered to the city council by the chairman, member(s) or alternate(s) designated by the chairman, zoning administrator or any other city staff member designated by the chairman.

(s) *Additional duties of the commission.* In addition to its advisory zoning powers under established law, the commission shall be charged with the following duties: to review and update the city's master plan and cause to be submitted to the city council, every four years, no later than October 1st commencing in 1999, a written report pertaining to the status of the master plan. Such a report should include any recommendations for change in the laws and policies of the city as they relate to the use of land.

(1972 Code, sec. 30.4001; Ordinance 07-041 adopted 9-4-07; 2008 Code, sec. 14.02.721; Ordinance adopting 2017 Code; Ordinance 2018-59 adopted 8-7-18; Ordinance 2020-10, sec. 9, adopted 3-3-20)

State law reference(s)—Zoning commission, V.T.C.A., Local Government Code, § 211.007.

MAYOR AND CITY COUNCIL COMMUNICATION

DATE: January 20, 2026

TO: City Council

FROM: Crystal Caldera, Ph.D., City Manager

SUBJECT: Presentation, Discussion to Consider an Ordinance Amending Chapter 15, “Zoning,” Section 15.02.327, “PD”, Planned Development District (1st Read as required by the Charter)

PURPOSE

The purpose of this item is to consider deleting Ordinance Section 15.02.327, “PD”, Planned Development District in Chapter 15 Zoning Code.

After approval by the Planning and Zoning Commission on August 5, 2025, the City Council voted to amend Chapter 15 – Zoning Sustainability and Commercial/Industrial Overlay districts with the caveat that the staff bring back portions of the ordinance that the council would like to amend.

On September 2, 2025, the City Council asked the City Manager to make a comparison of other cities to see how their ordinances compared and draft an ordinance that has more measurable criteria for approving a Planned Development District.

On October 21, 2025, the City Council provided more feedback to the City Manager. The City Manager is to compile the information and to bring it back to the City Council.

On December 2, 2025, the City Manager presented the compiled information, and the City Council provided more feedback. Finalizing the following criteria

On January 20, 2026, the City Council agreed that this zoning district was not a good fit for the City of Leon Valley and requested that this section be removed.

FISCAL IMPACT:

NA

RECOMMENDATION

City Council’s Discretion.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

Saundra Passailaigue

City Secretary

ORDINANCE No. 2025-**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 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 unconstitutionality 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 XXXX day of February 2026.

APPROVED

CHRIS RILEY
MAYOR

Attest: _____
SAUNDRA PASSAILAIGUE, TRMC
City Secretary

Approved as to Form: _____
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) Façade 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)



Planned Development District

Crystal Caldera, PhD

City Manager

City Council Meeting

January 20, 2026

Summary

- **Question**
 - Whether or not to delete Ordinance Chapter 15, Section 15.02.327 “PD” Planned development District.
- **Options**
 - Approve
 - Approve with Additional changes
 - Deny
- **Declaration**
 - The City Council’s Discretion

Background

- On August 5, 2025, the City Council voted to amend Chapter 15 – Zoning Sustainability and Commercial/Industrial Overlay districts with the caveat that the staff bring back portions of the ordinance that the council would like to amend.
- On September 2, 2025, the City Council asked the City Manager to do a comparison of other cities to see how their ordinances compared and draft an ordinance that has more measurable criteria.
- On October 21, 2025, the City Council reviewed the information and provided feedback to the City Manager
- December 2, 2025 – City Council provided the City Manager with changes to the Criteria

Background

- January 20, 2026, City Council decided to delete this section in Chapter 15.

Fiscal Impact

- N/A

Recommendation

- City Council's Discretion

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
- **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 2/17/2026 – First read
- **Extending El Verde by 2025 to a new year – February**
- **Recycled Waterline to the LC 17 Section of H & B**

ITEMS ARE STILL IN THE PIPELINE BUT HAVE BEEN ADDRESSED

- **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
- **AV equipment for the Conference Center - Budget Adjustment from ARP Funds**
 - Council meeting 2/1/22 first read.
 - Item amended to get the direction of the scope of work.
 - Will bring the item back after the BID process.
 - Discuss alternatives 5/3/2022.
 - This item could not be purchased out of ARP funds.
- **Flooding**
 - Was addressed at the following Council Meetings.
 - 08/03/2021 – Flood damage prevention Ord. # 21-034.
 - 11/2/2021 – To discuss flood mitigation strategies.
 - 12/07/2021 – Short-Term options to address flooding.
 - Budget Adjustment – For funding floodway monitoring and software upgrades.
 - Upcoming Council presentation 1/18/2022.
 - Budget Adjustment – for creek cleanup.
 - Staff is proposing \$150,000 in ARP funds. Upcoming Council meeting TBD.
 - Segment one of Huebner Creek will be presented to the Council on 4/19/2022.
 - Council decided to look at the 50' wide, protected little league, the study will be brought back to the Council before we agree to do it.
 - Budget adjustment for creek cleanup.
 - 6/7/2022
 - Budget adjustment for flood gates and notification system.
 - 6/7/2022 postponed
- Huebner Creek Channel Improvement presentation 9/20/2022.
 - Council direction to bring back budget adjustment on \$633,000.

- First Read 10/3/2022.
 - Second Read 10/18/2022.
- 11/21/2023 – PW Director will provide an update and receive direction – Council decided to have a field trip to look at the creek layout TBD.
- The Council decided to conduct a field trip in the Natural Area
- 12/6/2023, the Council walked the steaked-out creek realignment
- 1/16/2023 – The Council will revisit the project.
- 2/24/2023- the Council will have a workshop to discuss with the engineer.
 - The council directed the engineer to look at a plan that leaves the creek alignment alone, a new tree survey, and build a retaining wall for erosion.
- 8/6/2024 – budget adjustment will be presented to the council in the amount of \$168,000
- Second Read on the Budget Adjustment is scheduled for 8/20/2024.
- After council approval, the following is the timeline:
 - Preliminary Design – 1.5 months (45 days) from NTP
 - Final Design – 3-4 months (90-120 days)
 - Environmental – TBD – 3-6 months and will be concurrent with design
 - Bidding and Construction – TBD based on funding – Not Authorized at this time
 - Approved
- Chanel bank options 11/19
 - Council decided to proceed with Rip Rap option and have staff proceed with SAWS addressing the exposed recycled water line.
- The Mayor requested that an item be added to have the engineers mark the trees that would be removed with the projects this item is on 1/17/2024 council meeting to be added for approval
 - City Council did not approve the expending of these funds and also had no objection to continuing the project
- Mayor, City Manager, Mayor Pro Tem and Engineer met with SAWS on 1/30/2025. To see what they would be willing to assist with. The City Manager asked if they would be willing to participate in an alternative that they engineered.
 - On 3/18/25, the city council was asked to choose between the original option, rip rap option, retaining wall option, or erosion. The City council voted to pause the project.
 - 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.
- **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.
- **Stray Animal Ordinance**
 - Currently being reviewed by the City Attorney – we cannot require private industry to take in and adopt our stray animals.
 - Looking at a possible interlocal agreement.
 - Staff has met with the county for a long-term solution.
 - On discussion for the retreat- the council had no revisions to the current policy. 7/1/25

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