



"City of Choice"

**Planning and Zoning Commission**  
**6:30pm - 9:30pm**

Wednesday, January 8, 2025, 6:30 PM  
200 S. Main St.  
Cibolo, Texas 78108

Est. Duration: 55 min

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1. Call to Order

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2. Roll call and Excused Absences

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3. Invocation/Moment of Silence

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4. Pledge of Allegiance

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5. Citizens to be Heard

This is the only time during the Meeting that a citizen can address the Commission. It is the opportunity for visitors and guests to address the Commission on any issue to include agenda items. All visitors wishing to speak must fill out the Sign-In Roster prior to the start of the meeting. The Commission may not deliberate any non-agenda issue, nor may any action be taken on any non-agenda issue at this time; however, the Commission may present any factual response to items brought up by citizens. (Attorney General Opinion - JC-0169) (Limit of three minutes each.) All remarks shall be addressed to the Commission as a body. Remarks may also be addressed to any individual member of the Commission so long as the remarks are (i) about matters of local public concern and (ii) not disruptive to the meeting or threatening to the member or any attendee including City staff. Any person violating this policy may be requested to leave the meeting, but no person may be requested to leave or forced to leave the meeting because of the viewpoint expressed. This meeting is livestreamed. If anyone would like to make comments on any matter regarding the City of Cibolo or on an agenda item and have this item read at this meeting, please email [citysecretary@cibolotx.gov](mailto:citysecretary@cibolotx.gov) or telephone 210-566-6111 before 5:00 pm the date of the meeting.

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6. Election of Chairperson and Vice Chairperson

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7. Consent Agenda

(All items listed below are considered to be routine and non-controversial by the commission and will be approved by one motion. There will be no separate discussion of these items unless a commission member requests, in which case the item will be removed from the consent agenda.)

7A. Approval of the minutes from the December 11, 2024, meeting.

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8. Discussion/Action Items

8A. Discussion/Action regarding a Variance to Unified Development Code Sec. 19.4 Block Design for the proposed Neil Tract subdivision.

8B. Discussion/Action regarding a proposed amendment to the Land Study of the Steele Creek subdivision.

9. UDC, CIP, Master Plan and Staff Updates

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9A. Staff Update

10. Subcommittee Updates

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10A. Phase 1 - Commissioner Onboarding

11. Items for future agendas

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12. Adjournment

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This Notice of Meeting is posted and pursuant to the Texas Government Code 551.041 - .043 on the front bulletin board of the Cibolo Municipal Building, 200 South Main Street, Cibolo, Texas which is a place readily accessible to the public at all times and that said notice was posted on



Peggy Cimics, TRMC

City Secretary

Pursuant to Section 551.071, 551.072, 551.073, 551.074, 551.076, 551.077, 551.084 and 551.087 of the Texas Government Code, the City of Cibolo reserves the right to consult in closed session with the City Attorney regarding any item listed on this agenda. This agenda has been approved by the city's legal counsel and subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551. This has been added to the agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144.

A possible quorum of committees, commissions, boards and corporations may attend this meeting.

This facility is wheelchair accessible and accessible parking space is available. Request for accommodation or interpretive services must be made 48 hours prior to the meeting. Please contact the City Secretary at (210) 566-6111. All cell phones must be turned off before entering the meeting.

I certify that the attached notice and agenda of items to be considered by the Planning and Zoning Commission was removed by me from the City Hall bulletin board on the \_\_\_\_ day of \_\_\_\_\_ 2024.

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Name and Title

Date Posted: January 2, 2025



Planning and Zoning Commission Staff Report

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**A. Approval of the minutes from the December 11, 2024, meeting.**

Meeting	Agenda Group
Wednesday, January 8, 2025, 6:30 PM	Consent Agenda Item: 7A.
From	
Peggy Cimics, City Secretary	

**PRIOR CITY COUNCIL ACTION:**

N/A

**BACKGROUND:**

N/A

**STAFF RECOMMENDATION:**

N/A

**FINANCIAL IMPACT:**

N/A

**MOTION(S):**

N/A

**Attachments**

[121124 PZ Minutes.pdf](#)



**PLANNING AND ZONING MEETING  
CIBOLO MUNICIPAL BUILDING  
200 S. Main Street  
December 11, 2024  
6:30 PM - 9:30 PM**

**Agenda**

1. **Call to Order** – Meeting was called to order by the Chairman Ms. Greve at 6:33 p.m.
2. **Roll call and Excused Absences** – Members Present: Ms. Greve, Ms. Fishback, Ms. Dodd, Mr. Thompson, Ms. Beaver, and Mr. Hinze; Members Absent: Ms. Weimer, Ms. Garcia, and Ms. Hubbard. Ms. Beaver made the motion to excuse the absence of Ms. Weimer, Ms. Garcia, and Ms. Hubbard. The motion was seconded by Ms. Fishback. For: All; Against: None. The motion carried 6 to 0.
3. **Invocation/Moment of Silence** – Mr. Hinze gave the Invocation.
4. **Pledge of Allegiance** – All in attendance recited the Pledge of Allegiance.
5. **Citizens to be Heard**

This is the only time during the Meeting that a citizen can address the Commission. It is the opportunity for visitors and guests to address the Commission on any issue to include agenda items. All visitors wishing to speak must fill out the Sign-In Roster prior to the start of the meeting. The Commission may not debate any non-agenda issue, nor may any action be taken on any non-agenda issue at this time; however, the Commission may present any factual response to items brought up by citizens. (Attorney General Opinion - JC-0169) (Limit of three minutes each.) All remarks shall be addressed to the Commission as a body. Remarks may also be addressed to any individual member of the Commission so long as the remarks are (i) about matters of local public concern and (ii) not disruptive to the meeting or threatening to the member or any attendee. Any person violating this policy may be requested to leave the meeting, but no person may be requested to leave or forced to leave the meeting because of the viewpoint expressed. **This meeting is livestreamed. If anyone would like to make comments on any matter regarding the City of Cibolo or on an agenda item and have this item read at this meeting, please email [pcimics@cibolotx.gov](mailto:pcimics@cibolotx.gov) or telephone 210-566-6111 before 5:00 pm the date of the meeting.**

There were no citizens that spoke during this item.

6. **Consent Agenda**

(All items below are considered to be routine and non-controversial by the commission and will be approved by one motion. There will be no separate discussion of these items unless a commission member requests, in which case the item will be removed from the consent agenda.)



A. Approval of the minutes from the November 13, 2024, Planning & Zoning Commission Meeting.

Ms. Fishback made the motion to approve the consent agenda. The motion was seconded by Ms. Beaver. For: All; Against: None. The motion carried 6 to 0.

7. **Discussion/Action Items**

A. Discussion/Action regarding the Replat of LTS – Cibolo Valley Subdivision.

Ms. Greve made the motion to deny the Replat of LTS – Cibolo Valley Subdivision due to pending comments. The motion was seconded by Ms. Beaver. For: All; Against: None. The motion carried 6 to 0.

B. Discussion/Action regarding the Preliminary Plat of Venado Crossing Unit 6 Subdivision.

Ms. Greve made the motion to deny the Preliminary Plat of Venado Crossing Unit 6 Subdivision due to pending comments. The motion was seconded by Ms. Fishback. For: All; Against: None. The motion carried 6 to 0.

C. Discussion/Action regarding a Variance to Unified Development Code Sec. 19.4 Block Design for the proposed Land Study of the Schryver Tract Subdivision.

Ms. Beaver made the motion to deny a Variance to Unified Development Code Sec. 19.4 Block Design for the proposed Land Study of the Schryver Tract Subdivision due to if granted it would result in special privilege to this person not permitted by other parcels of land in the zoning district. The motion was seconded by Mr. Thompson. For: All; Against: None. The motion carried 6 to 0.

D. Discussion/Action regarding a proposed Land Study of the Schryver Tract Subdivision.

Ms. Greve made the motion to deny a proposed Land Study of the Schryver Tract Subdivision as there are unresolved comments regarding the variance. The motion was seconded by Ms. Beaver. For: All; Against: None. The motion carried 6 to 0.

8. **UDC, CIP, Master Plan and Staff Updates**

Mr. Spencer went over the Staff Updates to include Site Plans currently in review, Site Plans recently approved, Plats currently in review, and P&Z recommendations/City Council action.

9. **Subcommittee Updates**

Mr. Hinze passed out a few documents to all the P&Z members. Documents covered Robert's Rules of Order (Cheat Sheet), Tabling vs. Postponing, Participating in an effective meeting, and a power point presentation. He ask all the commissioners to send their input on the handouts to Ms. Cimics and Mr. Spencer. They will be forward to the subcommittee. Mr. Hinze did state that the City of Cibolo by Charter has there own set of rules for City Council and all Boards, Committees, Commissions, and Corporations of the City. They are very close to the documents that were passed out. It was also noted that training would be done in three phases, and this would be the first phase of training for new members.

10. **Items for Future Agendas** – Ms. Greve did inform all the members that an election for Chair and Vice Chair would take place at the next meeting.
11. **Adjournment** – Ms. Greve made the motion to adjourn the meeting at 7:54 p.m. The motion was seconded by Ms. Fishback. For: All; Against: None. The motion carried 6 to 0.

PASSED AND APPROVED THIS 8<sup>TH</sup> DAY OF JANUARY 2025.

Jennifer Greves  
Chairman  
Planning & Zoning Commission



Planning and Zoning Commission Staff Report

**A. Discussion/Action regarding a Variance to Unified Development Code Sec. 19.4 Block Design for the proposed Neil Tract subdivision.**

Meeting	Agenda Group
Wednesday, January 8, 2025, 6:30 PM	Discussion/Action Items Item: 8A.

From
Lindsey Walker, Planner I

**PROPERTY INFORMATION:**

**Project Name:** VR-24-14  
**Owner:** KB Homes  
**Representative:** LJA Engineering  
**Area:** 67.589 acres  
**Location:** Schmoekel Road  
**Council Place:** ETJ  
**Zoning ([map](#)):** ETJ  
**Proposed Use:** 337 residential lots; 4 units  
**Utility Providers:** Water, Sewer – GVSUD, Electricity - GVEC

**FINDINGS:**

Neill subdivision is a proposed 337-lot single-family subdivision located along Schmoekel Road and the intersection of Santa Clara Road. The proposed subdivision of lots are 40' x 120' in size.

This area is located outside the City of Cibolo corporate limits, in the Extra-Territorial jurisdiction (ETJ). Therefore, there is not a minimum lot size requirement required by zoning as there is no zoning in the ETJ.

Unified Development Code (UDC) Section 19.4 Block Design states:

- A. All lots less than sixty (60') feet in width platted after the effective date of Ordinance 1261 (passed in April 23, 2019) are required to take vehicular access from an alley. Alley design and construction shall conform to all requirements of this UDC and the Cibolo Design Construction Manual.

The applicant is requesting a variance to waive the alley requirement for lots less than 60 feet in width.

**PLANNING AND ZONING COMMISSION:**

1. Recommend approval to the Mayor and City Council of the variance request to UDC Section 19.4 to develop a subdivision of lots less than 60' in width without vehicular access from an alley.
2. Recommend approval to the Mayor and City Council of the variance request to UDC Section 19.4 to develop a subdivision of lots less than 60' in width without vehicular access from an alley, with conditions.
3. Deny the variance petition with findings.

**STAFF ANALYSIS:**

**Unified Development Code (UDC) Section 4.3.5.3 – Criteria for Granting a Variance**

The Council must review the criteria for Granting a Variance, per UDC Section 4.3.5.3. In order to establish a basis for variance consideration, the applicant is required to submit Findings of Fact addressing each of the following considerations: (for reference, [UDC](#) and [Comprehensive/Master Plan](#) )

**A. Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other land, structures, or buildings in the same district.**

**STAFF FINDING:** There is not a special condition or circumstances specific to the land.

**B. That literal interpretation of the Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of the Ordinance.**

Unified Development Code (UDC) Section 19.4 Block Design states:

- A. All lots less than sixty (60') feet in width platted after the effective date of Ordinance 1261 (passed in April 23, 2019) are required to take vehicular access from an alley. Alley design and construction shall conform to all requirements of this UDC and the Cibolo Design Construction Manual.

**STAFF FINDING:** All subdivision development that include lots of less than 60' in width are subject to this requirement.

**C. That special conditions or circumstances did not result from the actions of the applicant.**

**STAFF FINDING:** There is not a special circumstance that did not result from the action of the applicant. While the applicant cites in their letter of intent that the construction of interior subdivision roads with a pavement width of 32' will alleviate any fire access concerns, 40' lots could create limited spacing between driveways; thus, causing concern for on-street parking congestion.

**D. That granting the variance will not confer on the applicant any special privilege that is denied by the Zoning Ordinance to other lands, structure, or buildings in the same district.**

**STAFF FINDING:** The applicant would receive a special privilege if granted the variance as this is a requirement of all subdivision development that includes lots designed of less than 60' in width.

Variances cannot be granted to: 1) relieve self-created or personal hardship, 2) be based solely on economic gain or loss, 3) nor shall it permit any person a privilege in developing a parcel of land not permitted by this Ordinance to other parcels of land in the zoning district. No variance may be granted which results in undue hardship on another parcel of land. The applicant bears the burden of proof in establishing the facts justifying a variance.

## **Attachments**

[Variance Application](#)

[Variance Narrative](#)

[Property Map](#)



# City of Cibolo

Planning Department  
201 Loop 539 W/P.O. Box 826  
Cibolo, TX 78108  
Phone: (210) 658 - 9900

## UNIVERSAL APPLICATION - VARIANCE

Please fill out this form completely, supplying all necessary information and documentation to support your request. *Please use a separate application for each submittal.* Your application will not be accepted until the application is completed and required information provided.

Project Location (address): Schmoekel Rd  
Total Acres: 67.589 Survey Name/Subdivision: F. Garcia Survey No. 231 Abstract No.: 141  
Project Name: *(if applicable):* Neill Subdivision (LS-24-02)  
Description of proposed Variance: Variance is for Section 19.4 requiring all lots less than sixty(60) feet to require Vehicular Access from an Alley

Current Zoning: OCL Overlay:  None  Old Town  FM 78  
Proposed Zoning: OCL # of Lots: 337 # of Units: 4  
Please Choose One:  Single-Family  Multi-Family  Commercial  Industrial  
 Other  
Current Use: Farming Total Proposed Square Footage: \_\_\_\_\_  
Proposed Use: Single Family (Commercial/Industrial only)


### Applicant Information:

Property Owner Name: KB Home Lone Star Inc.  
Address: 4800 Fredericksburg Road, Suite 100 City: San Antonio  
State: Texas Zip Code: 78229 Phone: 210-301-2815  
Email: jtownsley@kbhome.com Fax: \_\_\_\_\_

\*Applicant (if different than Owner): LJA Engineering  
\* Letter of Authorization required  
Address: 9830 Colonnade Boulevard, Suite 300 City: San Antonio  
State: Texas Zip Code: 78230 Phone: 210-503-2700  
Email: ngower@lja.com Fax: \_\_\_\_\_

Representative: Jason Townsley  
Address: 4800 Fredericksburg Road, Suite 100 City: San Antonio  
State: Texas Zip Code: 78229 Phone: 210-301-2815  
Email: jtownsley@kbhome.com Fax: \_\_\_\_\_

Authorization: By signing this application, you hereby grant Staff access to your property to perform work related to your application.

  
\_\_\_\_\_  
Owner or Representative's Signature  
Jason Townsley  
\_\_\_\_\_  
Typed / Printed Name

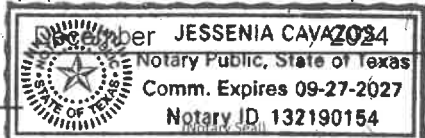
State of Texas  
County of Bexar

Before me, Jessenia Cavazos, on this day personally appeared  
\_\_\_\_\_  
Name of Notary Public

Jason Townsley, to be the person(s) who is/are subscribed to the  
\_\_\_\_\_  
Name of signer(s)  
foregoing instrument and acknowledge to me that he/she/they executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this 9 day of

  
\_\_\_\_\_  
Notary Public Signature



<b>City of Cibolo Use Only</b>
Total Fees
Payment Method
Submittal Date
Accepted by
Case Number

December 5, 2024

Design Variance Request  
c/o Planning Department  
City of Cibolo  
201 Loop 539 W  
Cibolo, TX 78108

Re: Neill Subdivision  
LS-24-02  
City of Cibolo Section 19.4A  
Subdivision Standard-UDC 19.4 Block Design Variance

Dear To Whom It May Concern,

LJA Engineering, Inc. on behalf of KB Home, is requesting a variance to the alley requirement stipulated in Unified Development Code Section 19.4.A which states all lots less than sixty (60') feet in width platted after the effective date of Ordinance 1261 (passed on April 23, 2019) are required to take vehicular access from an alley. Alley design and construction shall conform to all requirements of this UDC and the Cibolo Design Construction Manual.

Neill Subdivision is a proposed 337-lot single-family subdivision located along Schmoekel Road, approximately 1000 feet from the intersection with Santa Clara Rd in Guadalupe County, Texas. The proposed subdivision consists of two tracts known as Parcel IDs 63974 and 63975 from the Guadalupe County Appraisal District. The proposed development is located within the City of Cibolo's extraterritorial jurisdiction (ETJ). This project will consist of street, drainage, water, and wastewater improvements. A detention pond will be installed on the northeast side of the subdivision. The typical size for the proposed lots is 40-feet in width by 120-feet in length.

Per Ordinance 1261, the need for an alley is so that the roadways remain open to the public and that the fire department and emergency first responders must have free access to all streets. The main concern presented on the March 12, 2019<sup>th</sup> City Council Meeting was so if vehicular cars are parked on the street on both sides, it is an issue for first responders to be able to access and get to the necessary locations. The Neill Subdivision is proposing to provide an alternate means of fire access by increasing the pavement width at the front of the lots to meet or exceed fire department access requirements, thereby eliminating the need for an alley at the rear of the lot. The City's Unified Development Code currently requires a roadway pavement section of 30-feet. The alternate design is to provide a 32-foot wide pavement section which accommodates a 20-foot wide fire access road and two (2) 6-foot parking spaces so vehicles can be parked on both sides. This alternate design complies with the following:

1. **Fire Access Compliance (IFC §503.2.1):** The proposed design incorporates an expanded pavement width along the lot's frontage, ensuring compliance with fire access road standards as outlined in **International Fire Code (IFC) Section 503.2.1**. This section specifies that fire access roads must be a minimum of 20 feet wide to accommodate emergency vehicles. The additional pavement width along the front of the property will meet or exceed this minimum width, ensuring

that fire trucks and other emergency vehicles can access the site safely and efficiently even with vehicles parked on both sides of the street, without the need for an alley at the rear.

2. **Compliance with Local Regulations:** The proposed pavement width increase will meet or exceed the requirements of City of Cibolo's Design Construction Manual Park F- Roadway and Fire Hydrant-General Street Design Guidelines. Additionally, the proposed pavement width meets the requirements and concerns from the Guadalupe County Fire Marshall's office.

Given these factors, constructing alleys for vehicular access is unnecessary and could result in additional costs that would burden the development without providing a meaningful benefit to public safety, traffic flow, or community aesthetics. The 32-foot-wide streets can accommodate all vehicular access needs effectively while maintaining a cohesive and functional neighborhood design. Granting this variance would align with the principles of balanced regulation, enabling the development to proceed without undue financial or logistical hardship while still ensuring a high-quality and well-maintained neighborhood.

We respectfully request that the City grant this variance to allow lots less than 60 feet in width to take vehicular access directly from the 32-foot-wide public streets, rather than requiring alley access as it will not adversely affect the health, safety, or welfare of the public. Thank you for considering our request. Please do not hesitate to contact me if you require additional information or documentation.

Sincerely,



Priscilla Flores, VP-Land Development  
LJA Engineering, Inc.  
TBPE No. F-1386

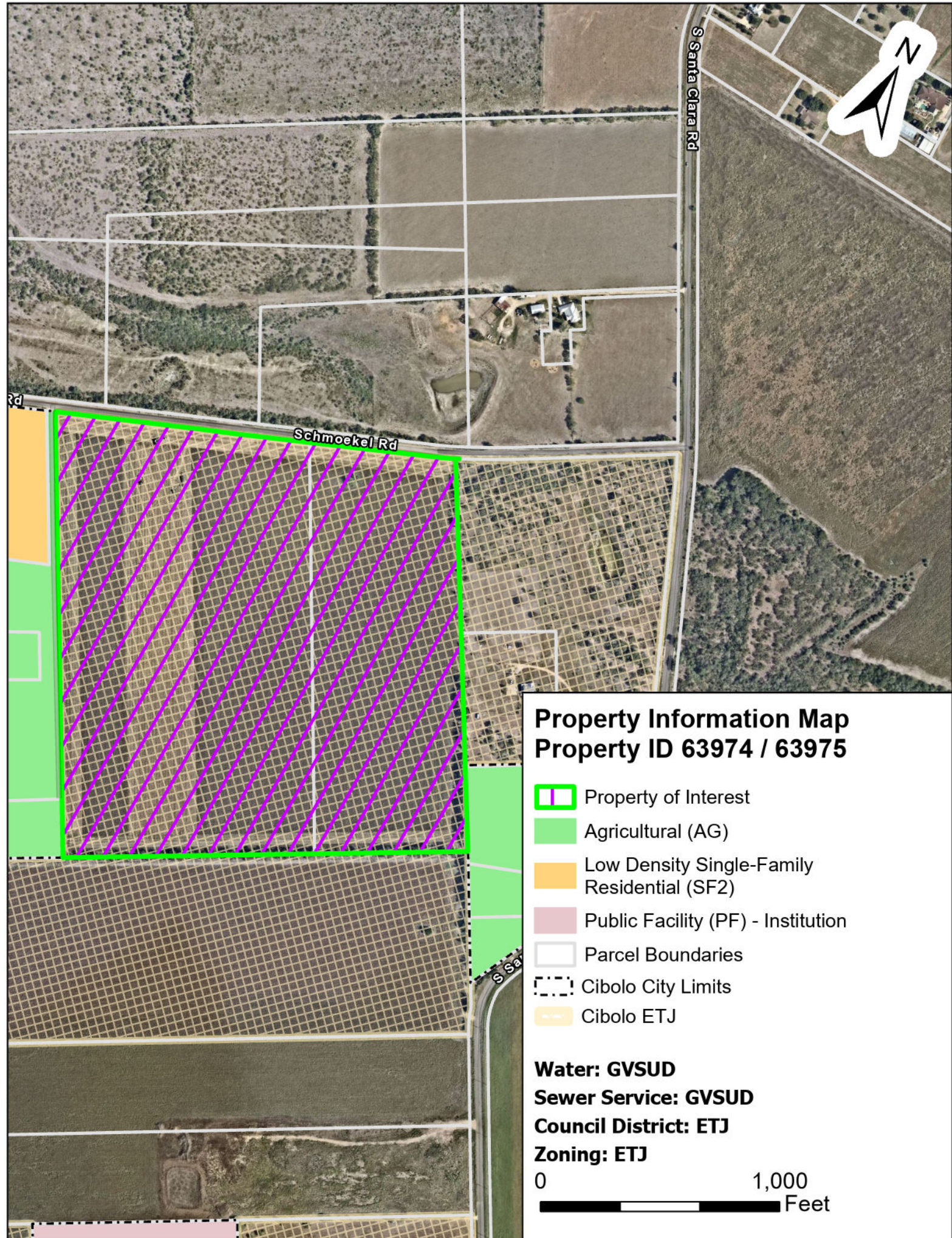


Jason Townsley, Sr. Director-Land Development  
KB Home








12/9/24

Attachment(s):  
Variance Checklist  
Land Study





**Property Information Map**  
**Property ID 63974 / 63975**

-  Property of Interest
-  Agricultural (AG)
-  Low Density Single-Family Residential (SF2)
-  Public Facility (PF) - Institution
-  Parcel Boundaries
-  Cibolo City Limits
-  Cibolo ETJ

**Water: GVSUD**  
**Sewer Service: GVSUD**  
**Council District: ETJ**  
**Zoning: ETJ**







Planning and Zoning Commission Staff Report

**B. Discussion/Action regarding a proposed amendment to the Land Study of the Steele Creek subdivision.**

Meeting	Agenda Group
Wednesday, January 8, 2025, 6:30 PM	Discussion/Action Items Item: 8B.

From
Lindsey Walker, Planner I

**PLANNING & ZONING COMMISSION ACTION:** Discussion/Action regarding the above referenced petition

**PLANNING & ZONING COMMISSION PREVIOUS ACTION:** Tabled at the November 13, 2024 meeting

**PROPERTY INFORMATION:**

**Project Name:** LS-24-03  
**Owner:** Continental Homes of Texas  
**Representative:** DR Horton  
**Area:** 411.584 acres  
**Location:** East of Main Street, South of FM 1103  
**Council Place:** 4 (current), Council District 7 (previous)  
**Zoning ([map](#)):** SF-2, SF-5, and SF-6  
**Proposed Use:** Single-Family Residential

**FINDINGS/CURRENT ACTIVITY:**

Per Unified Development Code (UDC) Article 20.3.2., a 'Land Study' serves as "the first or introductory plan of a proposed subdivision." It is required when a "developer intends to develop and record only an individual portion to such subdivision." The Land Study exhibits the proposed development of the entire subdivision. The term "Master Plan" is synonymous with "Land Study" and "General Plan" under the UDC.

On June 26, 2018, the City of Cibolo City Council approved the Land Study of the Steele Creek Subdivision. According to the applicant's letter, included as an attachment to the staff report, the intent of this amendment is to accommodate the revision to the City's Master Thoroughfare Plan ("MTP") and to provide for larger lot sizes.

The proposed amendments to the approved Land Study are as follows:

- **Revises the land plan, platting order, acreage, and lot count for units 4A, 4B, 6, 7, 9, 10.**

Unit	Platting Order	Acreage	Lot Count
4A	2018: 3	2018: 14.74	2018: 65
	Amendment: 9	Amendment: 15.10	Amendment: 59
4B	2018: 9	2018: 22.70	2018: 110
	Amendment: 11	Amendment: 27.69	Amendment: 117
6	2018: 14	2018: 19.43	2018: 95
	Amendment: 7	Amendment: 30.22	Amendment: 111
7	2018: 15	2018: 30	2018: 5.78
	Amendment: 12	Amendment: 3	Amendment: 18.19

9	2018: 11 Amendment: 10	2018: 40 Amendment: 41	2018: 21.41 Amendment: 70.23
10	2018: 6 Amendment: 13	2018: 88 Amendment: 40	2018: 7.85 Amendment: 19.73

- Revises the land use and lot size of Unit 10 from 25' townhome lots to 60' mixed density residential lots.
- Removes 150' Right-of -Way ("ROW") reservation and proposes parkland dedication for a portion of the removed ROW.
- Removes the western 80' ROW proposed collector road and ROW dedication.
- Adds the preliminary location of proposed North-South collector road according to the MTP.
- Updates the land study exhibit to indicate the development is currently under construction and provided the recording document number for units that are already recorded.

**STAFF RECOMMENDATION:**

Staff and the City Engineer have reviewed the proposed Land Study amendment and associated documents. Per the attached review memo, all outstanding comments have been resolved. Therefore, Staff recommends APPROVAL of the Land Study amendment.

**Attachments**

[Revised Land Study](#)

[2018 Approved Land Study](#)

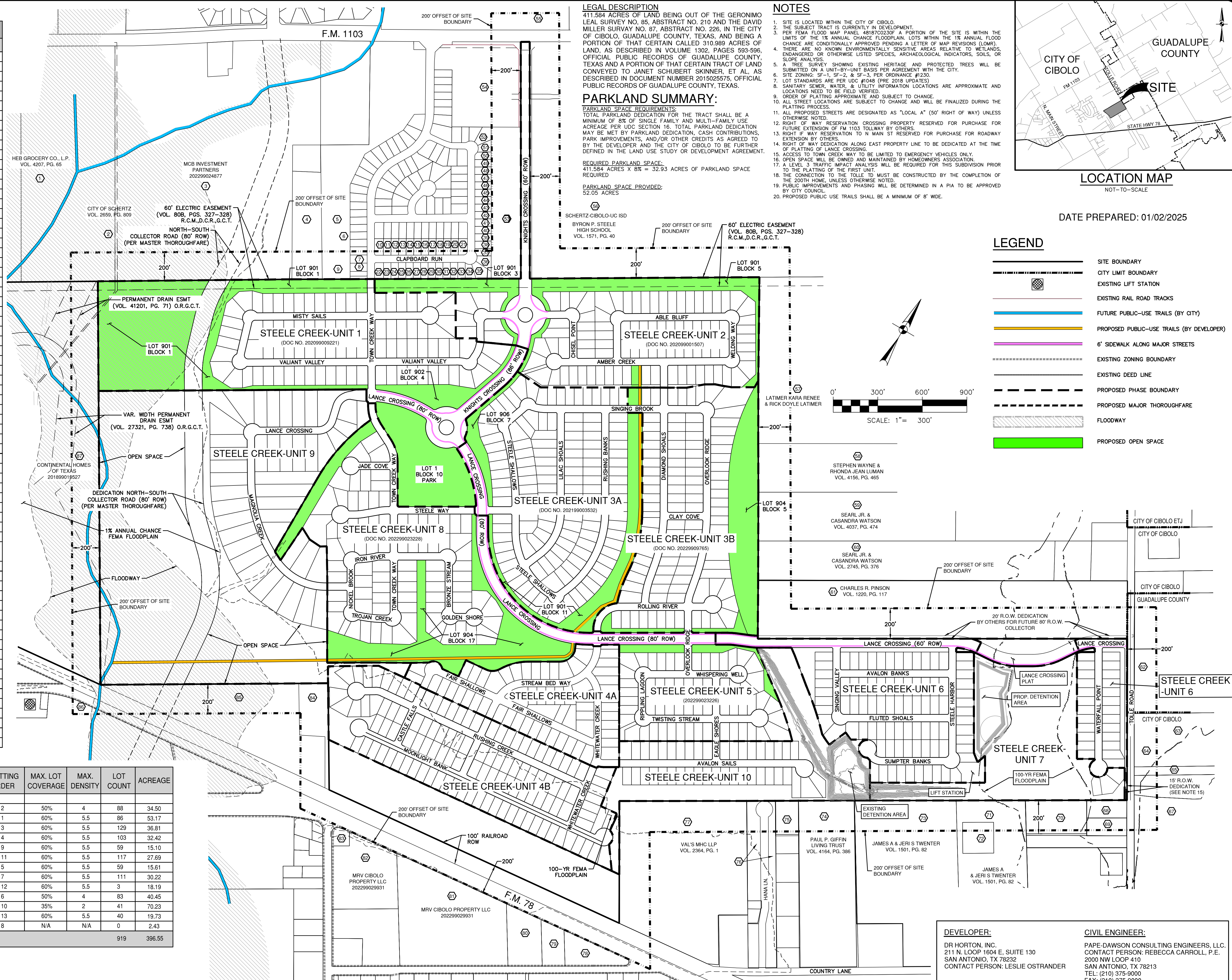
[City Engineer Letter](#)

[Property Information Map](#)



ADJACENT PROPERTY SUMMARY			
PROPERTY	OWNER	VOLUME	PAGE
4	TRAN KHIEM THANH	2021-99019339	
5	TRAN KHIEM THANH	2021-99019339	
6	KEENAN J MOORE	2633	111
7	AGUILERA HECTOR	202099032644	
8	OURHONCADE CARROLL & MICHAEL GRACE LAND USE CITY OF CIBOLO	2617	621
9	BRADLEY MCBRIDE JR	2015008072	
11	LEAL MATTHEW VINCENT & AMANDA BRADY LEAL	202199033095	
12	SFR TEXAS ACQUISITION 3 LLC	202299020039	
13	SONNARA BUN KUCH	2014017088	
14	ALJON RAZON GIAN	2596	1014
15	INDUS MONTAGES TX LLC	202299019665	
16	JAY M LOMHER	3025	400
17	JOSEPH & DAWN R COLLINS	2629	429
18	ABRAMS CAMILLE	20199016219	
19	KHAPP JARROD REED & KRISTINA ANN	202299004454	
20	VALANIE JENSEN & JACQUELINE CLAZA	202199014298	
21	GABRIEL & APRIL N ROSAS	4067	790
22	JAMES E SANCHEZ & GABRIELA JIMENEZ SANCHEZ	2017017482	
23	MIGUEL & KATHIA A FLORES	2737	292
24	DEMARCUS JACKSON	2821	917
25	RALPH LOGAN & MICHELLE BROWN	2845	569
26	ROY SAIZ JR & NGOC-DIEM THI DUONG	2017020554	
27	CADY CHRISTOPHER AND RACHEL M	20189901588	
28	SCOTT A SIMPSON	2747	676
29	ANESIM & RHONDA TUUFULI	2526	158
30	FUCKINGER LEVI & JESSICA	202299021973	
31	GREEN CARMEN & DAVID CLAY	202199029919	
32	IVORY CHARLES ASHBY	2889	736
33	PRITERS TRISTYN & RUSSELL PRITERS III	202299023281	
34	WALTERS SHANE	202099023515	
35	WESTENDORF ALEX THOMAS	202299035686	
36	ANDREW FOX	2016009439	
37	SFR PROPERTY OWNER 3 LLC	202299015379	
38	GREGORY & MONIQUE A McCLAIN	19295	703
39	RICARDO & DELMA SANTA CRUZ	2386	150
40	WANDER JUSTIN	20229900549	
41	TESCH JOSHUA & BRITANNY	202299017554	
42	THOMAS M & LISA L HAAG	2469	275
43	VERONICA LOPEZ	2400	760
44	LIZBETH ANGUIANO	2427	594
45	ALVA ALAN	202199022702	
46	DIRKES LAURANCE	202299028413	
47	MULTIPLE OWNERS		
48	STEPHEN & DEENA KILPATRICK	2435	451
49	DINO & MARIA LAURENTI	2427	971
50	JOHN PATRICK & TONYA ROSE MARS	2018000201	
51	JUAN & DANIELLE VILLAREAL	2637	963
52	HESTER ANTHONY REY & MELISSA AREND	202199031293	
53	VERTULO LAND ASSET 4 LLC	202299013410	
54	CORPORATION OF THE PRESIDING BISHOP OF THE CHURCH OF JESUS CHRIST OF THE LATTER DAY SAINTS	3175	558
55	30 ASSOCIATES LTD	2015017573	
62	TOLLE FAMILY FARM LLC	202499012878	
63	JAMES A & MISTY HESTER	2129	582
64	JAMES A & MISTY HESTER II	4006	225
65	MARY J HESTER	556	783
66	JAMES A HESTER ESTATE	DEATH CERT - 2170164	
67	JAMES A HESTER ESTATE	DEATH CERT - 2170164	
68	MALCOLM MACLAUCHLAN	2619	174
69	GONZALEZ WALBERTO	202299025217	
70	MALCOLM H MACLAUCHLAN	2940	846
75	ESTATE OF CHARLES C TROYER	DEATH CERTIFICATE	
76	COUNTRY LANE MOBILE ESTATES, LLC	2015013580	
78	MGT PROPERTIES LLC	201990052515	
79	UNVARYING QUALITY	202099037072	
80	DAVID W & LAUREL L CALE	2626	872
83	GPM CITYCOO1 LLC	202199038702	
84	CENTI PAUL J & ERIKA	201899022809	
85	CENTI PAUL J & ERIKA	201899022809	
86	CITY OF CIBOLO	1262	712

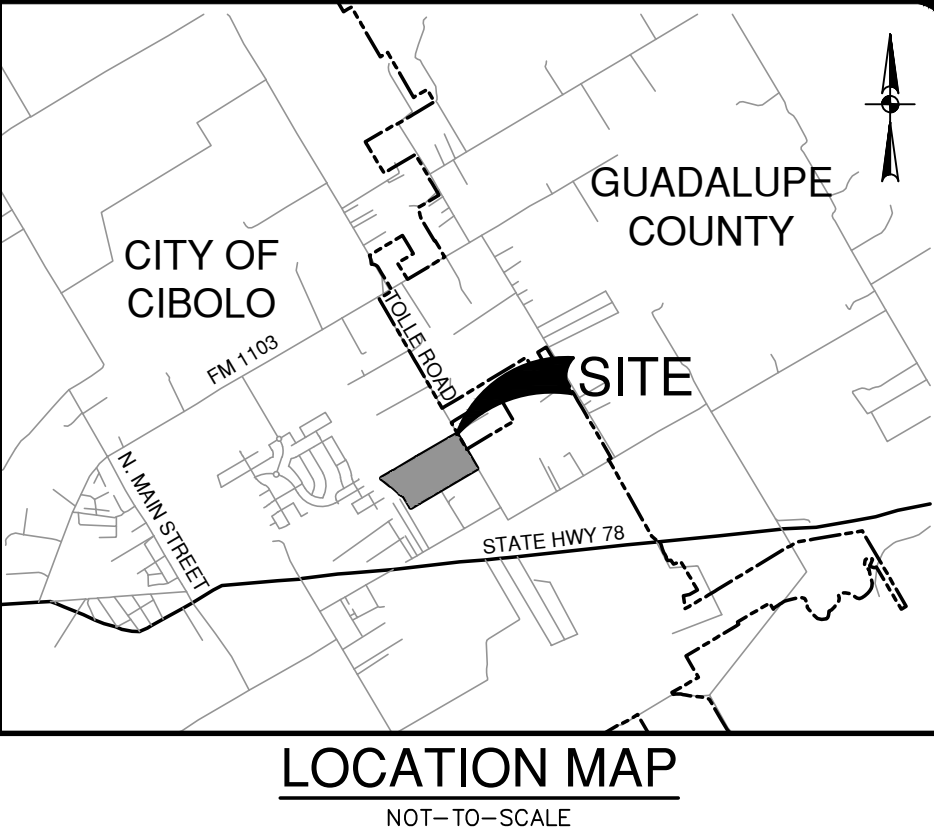
UNIT	LAND USE TYPE	PLATTING ORDER	MAX. LOT COVERAGE	MAX. DENSITY	LOT COUNT	ACREAGE
1	MEDIUM DENSITY RESIDENTIAL (SF2)	2	50%	4	88	34.50
2	MIXED DENSITY RESIDENTIAL (SF3)	1	60%	5.5	86	53.17
3A	MIXED DENSITY RESIDENTIAL (SF3)	3	60%	5.5	129	36.81
3B	MIXED DENSITY RESIDENTIAL (SF3)	4	60%	5.5	103	32.42
4A	MIXED DENSITY RESIDENTIAL (SF3)	9	60%	5.5	59	15.10
4B	MIXED DENSITY RESIDENTIAL (SF3)	11	60%	5.5	117	27.69
5	MIXED DENSITY RESIDENTIAL (SF3)	5	60%	5.5	59	15.61
6	MIXED DENSITY RESIDENTIAL (SF3)	7	60%	5.5	111	30.22
7	MIXED DENSITY RESIDENTIAL (SF3)	12	60%	5.5	3	18.19
8	MEDIUM DENSITY RESIDENTIAL (SF2)	6	50%	4	83	40.45
9	LOW DENSITY RESIDENTIAL (SF1)	10	35%	2	41	70.23
10	MIXED DENSITY RESIDENTIAL (SF3)	13	60%	5.5	40	19.73
	LANCE CROSSING	8	N/A	N/A	0	2.43
TOTAL						919 396.55



**LEGAL DESCRIPTION**  
 411.584 ACRES OF LAND BEING OUT OF THE GERONIMO LEAL SURVEY NO. 87, ABSTRACT NO. 210 AND THE DAVID MILLER SURVEY NO. 87, ABSTRACT NO. 226, IN THE CITY OF CIBOLO, GUADALUPE COUNTY, TEXAS, AND BEING A PORTION OF THAT CERTAIN CALLED 310.989 ACRES OF LAND, AS DESCRIBED IN VOLUME 1302, PAGES 593-596, OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS AND A PORTION OF THAT CERTAIN TRACT OF LAND CONVEYED TO JANET SCHUBERT SKINNER, ET AL, AS DESCRIBED IN DOCUMENT NUMBER 2015025575, OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS.

**PARKLAND SUMMARY:**  
**PARKLAND SPACE REQUIREMENTS:**  
 TOTAL PARKLAND DEDICATION FOR THE TRACT SHALL BE A MINIMUM OF 8% OF SINGLE FAMILY AND MULTI-FAMILY USE ACREAGE PER UDC SECTION 16. TOTAL PARKLAND DEDICATION MAY BE MET BY PARKLAND DEDICATION, CASH CONTRIBUTIONS, PARK IMPROVEMENTS, AND/OR OTHER CREDITS AS AGREED TO BY THE DEVELOPER AND THE CITY OF CIBOLO TO BE FURTHER DEFINED IN THE LAND USE STUDY OR DEVELOPMENT AGREEMENT.  
**REQUIRED PARKLAND SPACE:**  
 411.584 ACRES X 8% = 32.93 ACRES OF PARKLAND SPACE REQUIRED  
**PARKLAND SPACE PROVIDED:**  
 52.05 ACRES

- NOTES**
- SITE IS LOCATED WITHIN THE CITY OF CIBOLO.
  - THE SUBJECT TRACT IS CURRENTLY IN DEVELOPMENT.
  - PER FEMA FLOOD MAP PANEL 48187C0230F A PORTION OF THE SITE IS WITHIN THE LIMITS OF THE 1% ANNUAL CHANCE FLOODPLAIN. LOTS WITHIN THE 1% ANNUAL FLOOD CHANCE ARE CONDITIONALLY APPROVED PENDING A LETTER OF MAP REVISIONS (LDMR).
  - THERE ARE NO KNOWN ENVIRONMENTALLY SENSITIVE AREAS RELATIVE TO WETLANDS, ENDANGERED OR OTHERWISE LISTED SPECIES, ARCHAEOLOGICAL INDICATORS, SOILS, OR SLOPE ANALYSIS.
  - A TREE SURVEY SHOWING EXISTING HERITAGE AND PROTECTED TREES WILL BE SUBMITTED ON A UNIT-BY-UNIT BASIS PER AGREEMENT WITH THE CITY.
  - SITE ZONING: SF-1, SF-2, & SF-3, PER ORDINANCE #1230.
  - LOT STANDARDS ARE PER UDC #048 (PRE 2018 UPDATES).
  - SANITARY SEWER, WATER, & UTILITY INFORMATION LOCATIONS ARE APPROXIMATE AND LOCATIONS NEED TO BE FIELD VERIFIED.
  - ORDER OF PLATTING APPROXIMATE AND SUBJECT TO CHANGE.
  - ALL STREET LOCATIONS ARE SUBJECT TO CHANGE AND WILL BE FINALIZED DURING THE PLATTING PROCESS.
  - ALL PROPOSED STREETS ARE DESIGNATED AS "LOCAL A" (50' RIGHT OF WAY) UNLESS OTHERWISE NOTED.
  - RIGHT OF WAY RESERVATION CROSSING PROPERTY RESERVED FOR PURCHASE FOR FUTURE EXTENSION OF FM 1103 TOLLWAY BY OTHERS.
  - RIGHT IF WAY RESERVATION TO N MAIN ST RESERVED FOR ROADWAY EXTENSION BY OTHERS.
  - RIGHT OF WAY DEDICATION ALONG EAST PROPERTY LINE TO BE DEDICATED AT THE TIME OF PLATTING OF LANCE CROSSING.
  - ACCESS TO TOWN CREEK WAY TO BE LIMITED TO EMERGENCY VEHICLES ONLY.
  - OPEN SPACE WILL BE OWNED AND MAINTAINED BY HOMEOWNERS ASSOCIATION.
  - A LEVEL 3 TRAFFIC IMPACT ANALYSIS WILL BE REQUIRED FOR THIS SUBDIVISION PRIOR TO THE PLATTING OF THE FIRST UNIT.
  - THE CONNECTION TO THE TOLLE MUST BE CONSTRUCTED BY THE COMPLETION OF THE 300TH HOME, UNLESS OTHERWISE NOTED.
  - PUBLIC IMPROVEMENTS AND PHASING WILL BE DETERMINED IN A PIA TO BE APPROVED BY CITY COUNCIL.
  - PROPOSED PUBLIC USE TRAILS SHALL BE A MINIMUM OF 8' WIDE.



**LEGEND**

- SITE BOUNDARY
- CITY LIMIT BOUNDARY
- EXISTING LIFT STATION
- EXISTING RAIL ROAD TRACKS
- EXISTING RIGHT OF WAY
- FUTURE PUBLIC-USE TRAILS (BY CITY)
- PROPOSED PUBLIC-USE TRAILS (BY DEVELOPER)
- 6' SIDEWALK ALONG MAJOR STREETS
- EXISTING ZONING BOUNDARY
- EXISTING DEED LINE
- PROPOSED PHASE BOUNDARY
- PROPOSED MAJOR THOROUGHFARE
- FLOODWAY
- PROPOSED OPEN SPACE

**SCALE:** 1" = 300'

**DATE PREPARED:** 01/02/2025

**STEELE CREEK**  
CIBOLO, TEXAS

**LAND STUDY**  
PROPOSED USE AND DEVELOPMENT

PLAT NO. \_\_\_\_\_

JOB NO. 12629-00

DATE JANUARY 2025

DESIGNER SS

CHECKED DRAWN SS

SHEET \_\_\_\_\_

DATE \_\_\_\_\_

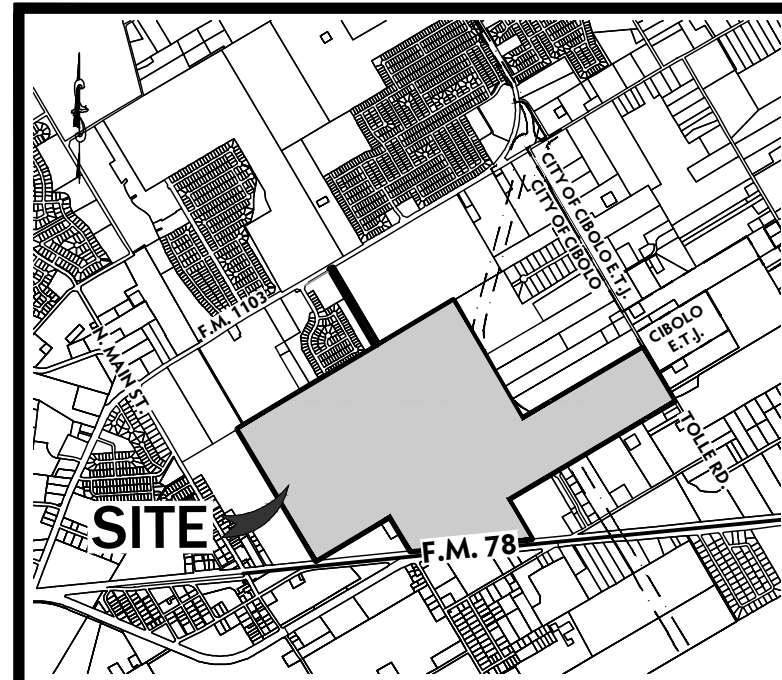
NO. \_\_\_\_\_

REVISION \_\_\_\_\_

DEVELOPER:  
 DR HORTON, INC.  
 211 N. LOOP 1604 E, SUITE 130  
 SAN ANTONIO, TX 78232  
 CONTACT PERSON: LESLIE OSTRANDER

CIVIL ENGINEER:  
 PAPE-DAWSON CONSULTING ENGINEERS, LLC.  
 CONTACT PERSON: REBECCA CARROLL, P.E.  
 2000 NW LOOP 410  
 SAN ANTONIO, TX 78213  
 TEL: (210) 375-9000  
 FAX: (210) 375-9000





**LEGAL DESCRIPTION:**

411.584 ACRES OF LAND BEING OUT OF THE GERONIMO LEAL SURVEY NO. 85, ABSTRACT NO. 210 AND THE DAVID MILLER SURVEY NO. 87, ABSTRACT NO. 226, IN THE CITY OF CIBOLO, GUADALUPE COUNTY, TEXAS, AND BEING A PORTION OF THAT CERTAIN CALLED 310.989 ACRES OF LAND, AS DESCRIBED IN VOLUME 1302, PAGES 593-596, OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS; THAT CERTAIN CALLED 85.60 ACRES, AS DESCRIBED IN VOLUME 2250, PAGE 634, OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS AND A PORTION OF THAT CERTAIN TRACT OF LAND CONVEYED TO JANET SCHUBERT SKINNER, ET AL., AS DESCRIBED IN DOCUMENT NUMBER 2015025575, OFFICIAL PUBLIC RECORDS OF GUADALUPE COUNTY, TEXAS.

**DEVELOPER:**

DR HORTON, INC.  
211 LOOP 1604 E, SUITE 130  
SAN ANTONIO, TX 78232  
CONTACT PERSON: LESLIE OSTRANDER  
TEL: (210) 681-2951

**CIVIL ENGINEER:**

CUDE ENGINEERS  
CONTACT PERSON: PATRICK MURPHY, P.E.  
4122 POND HILL ROAD, SUITE 101  
SAN ANTONIO, TX 78231  
TEL: (210) 681-2951  
FAX: (210) 523-7112

**NOTES:**

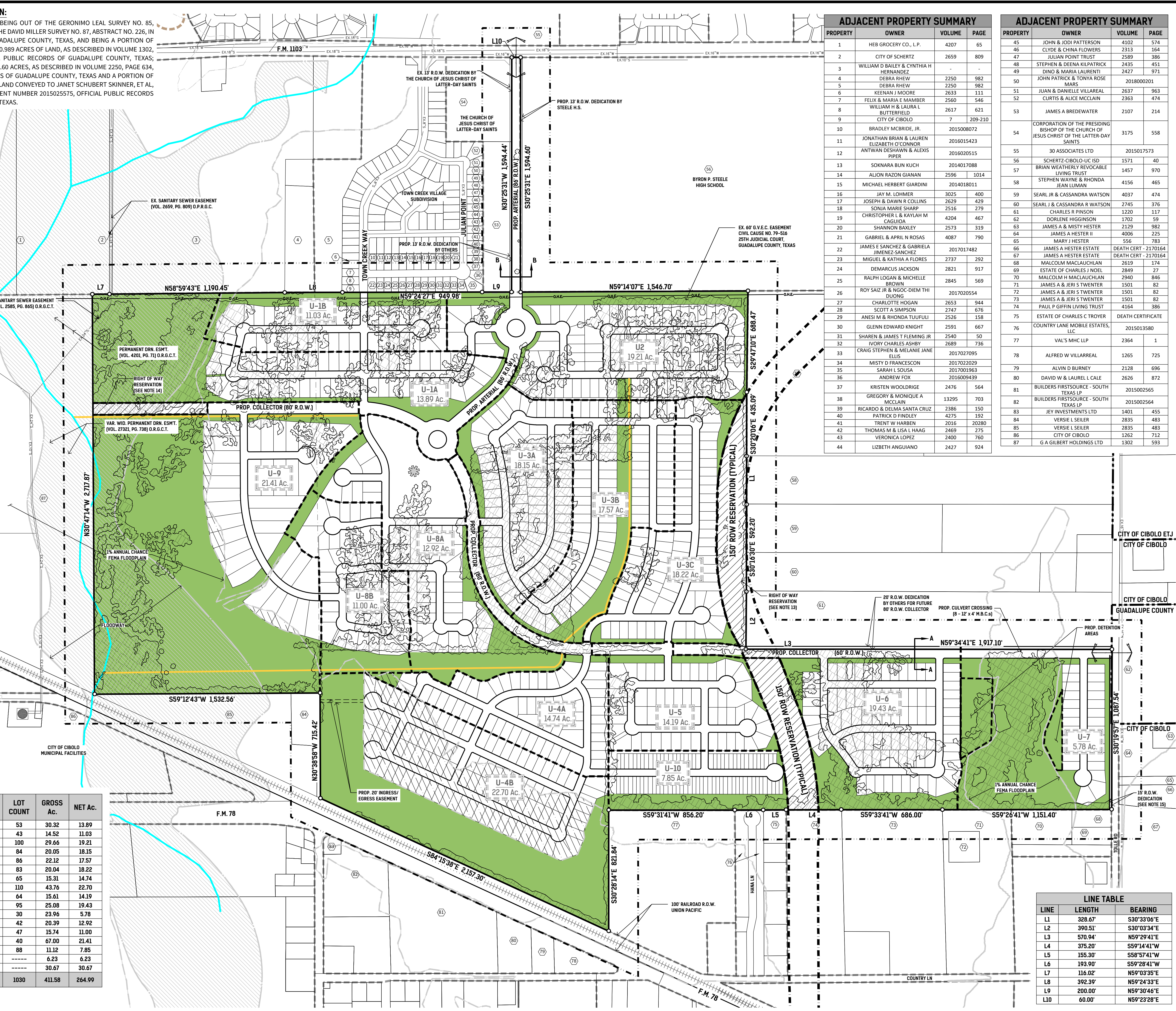
- SITE IS LOCATED WITHIN THE CITY OF CIBOLO.
- THE SUBJECT TRACT IS CURRENTLY UNDEVELOPED.
- PER FEMA FLOOD MAP PANEL 48187C0203F A PORTION OF THE SITE IS WITHIN THE LIMITS OF THE 1% ANNUAL CHANCE FLOODPLAIN. LOTS WITHIN THE 1% ANNUAL CHANCE ARE CONDITIONALLY APPROVED PENDING A LETTER OF MAP REVISIONS (LOMR).
- THERE ARE NO KNOWN ENVIRONMENTALLY SENSITIVE AREAS RELATIVE TO WETLANDS, ENDANGERED OR OTHERWISE LISTED SPECIES, ARCHAEOLOGICAL INDICATORS, SOILS, OR SLOPE ANALYSIS.
- A TREE SURVEY SHOWING EXISTING HERITAGE AND PROTECTED TREES WILL BE SUBMITTED ON A UNIT-BY-UNIT BASIS PER AGREEMENT WITH THE CITY.
- SITE ZONING: SF-1, SF-2, & SF-3, PER ORDINANCE #1230
- LOT STANDARDS ARE PER UDC #1048 (PRE 2018 UPDATES)
- SANITARY SEWER, WATER, & UTILITY INFORMATION LOCATIONS ARE APPROXIMATE AND LOCATIONS NEED TO BE FIELD VERIFIED.
- ORDER OF PLATTING APPROXIMATE AND SUBJECT TO CHANGE.
- ALL STREET LOCATIONS ARE SUBJECT TO CHANGE AND WILL BE FINALIZED DURING THE PLATTING PROCESS.
- ALL PROPOSED STREETS ARE DESIGNATED AS "LOCAL A" (50' RIGHT OF WAY) UNLESS OTHERWISE NOTED.
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- RIGHT OF WAY RESERVATION CROSSING PROPERTY RESERVED FOR PURCHASE FOR A FUTURE EXTENSION OF FM 1103 TOLLWAY BY OTHERS.
- RIGHT OF WAY RESERVATION TO N MAIN ST RESERVED FOR PURCHASE FOR ROADWAY EXTENSION BY OTHERS.
- RIGHT OF WAY DEDICATION ALONG EAST PROPERTY LINE TO BE DEDICATED AT THE TIME OF PLATTING OF UNIT 1.
- ACCESS TO TOWN CREEK WAY TO BE LIMITED TO EMERGENCY VEHICLES ONLY.
- OPEN SPACE WILL BE OWNED AND MAINTAINED BY HOME OWNERS ASSOCIATION.
- A LEVEL 3 TRAFFIC IMPACT ANALYSIS WILL BE REQUIRED FOR THIS SUBDIVISION PRIOR TO THE PLATTING OF THE FIRST UNIT.
- THE CONNECTION TO TOLLE RD MUST BE CONSTRUCTED BY THE COMPLETION OF THE 300TH HOME, UNLESS OTHERWISE NOTED.
- PUBLIC IMPROVEMENTS AND PHASING WILL BE DETERMINED IN A PIA TO BE APPROVED BY CITY COUNCIL.

**LEGEND:**

- SITE BOUNDARY
- CITY LIMIT BOUNDARY
- EXISTING LIFT STATION
- EXISTING SEWER MAIN
- EXISTING WATER MAIN
- EXISTING OVERHEAD ELECTRIC
- EXISTING RAIL ROAD TRACKS
- FUTURE PUBLIC-USE TRAILS (BY CITY)
- PROPOSED PUBLIC-USE TRAILS (BY DEVELOPER)
- EXISTING ZONING BOUNDARY
- EXISTING DEED LINE
- PROPOSED PHASE BOUNDARY
- PROPOSED MAJOR THOROUGHFARE
- PROPOSED PRIVATE PARK & AMENITY CENTER
- 1% ANNUAL CHANCE FLOODPLAIN
- FLOODWAY
- PROPOSED LOMR FLOODPLAIN REVISIONS
- EXISTING CANOPY COVER
- PROPOSED PARKLAND DEDICATION (±120 Ac.)

UNIT	LAND USE TYPE	PLATTING ORDER	MAX. LOT COVERAGE	MAX DENSITY	LOT COUNT	GROSS Ac.	NET Ac.
1A	MEDIUM DENSITY RESIDENTIAL (SF2)	2	50%	4	53	30.32	13.89
1B	MEDIUM DENSITY RESIDENTIAL (SF2)	7	50%	4	43	14.52	11.03
2	MIXED DENSITY RESIDENTIAL (SF3)	1	60%	5.5	100	29.66	19.21
3A	MIXED DENSITY RESIDENTIAL (SF3)	4	60%	5.5	84	20.05	18.15
3B	MIXED DENSITY RESIDENTIAL (SF3)	8	60%	5.5	86	22.12	17.57
3C	MIXED DENSITY RESIDENTIAL (SF3)	12	60%	5.5	83	20.04	18.22
4A	MIXED DENSITY RESIDENTIAL (SF3)	3	60%	5.5	65	15.31	14.74
4B	MIXED DENSITY RESIDENTIAL (SF3)	9	60%	5.5	110	43.76	22.70
5	MIXED DENSITY RESIDENTIAL (SF3)	5	60%	5.5	64	15.61	14.19
6	MIXED DENSITY RESIDENTIAL (SF3)	14	60%	5.5	95	25.08	19.43
7	MIXED DENSITY RESIDENTIAL (SF3)	15	60%	5.5	30	23.96	5.78
8A	MEDIUM DENSITY RESIDENTIAL (SF2)	10	50%	4	42	20.39	12.92
8B	MEDIUM DENSITY RESIDENTIAL (SF2)	13	50%	4	47	15.74	11.00
9	LOW DENSITY RESIDENTIAL (SF1)	11	35%	2	40	67.00	21.41
10	TOWNHOME ①	6	75%	18	88	11.12	7.85
-	PARK SPACE	-	-	-	-	6.23	6.23
-	RIGHT OF WAY ②	-	-	-	-	30.67	30.67
<b>TOTAL</b>					<b>1030</b>	<b>411.58</b>	<b>264.99</b>

① SUBJECT TO APPROVAL OF A CONDITIONAL USE PERMIT  
② RIGHT-OF-WAY AS INDICATED ON THE MAJOR THOROUGHFARE PLAN & FUTURE LAND USE MAP.  
③ PARKLAND DEDICATION REQUIRED = 264.99 AC. ± 0.08 ± 21.20 AC.



**ADJACENT PROPERTY SUMMARY**

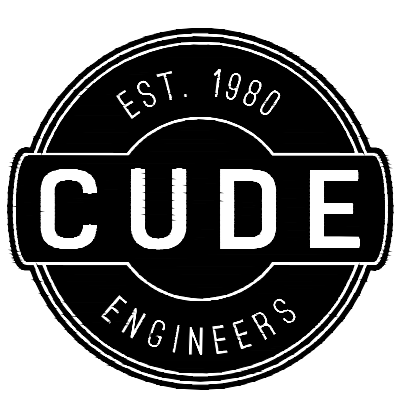
PROPERTY	OWNER	VOLUME	PAGE
1	HEB GROCERY CO., L.P.	4207	65
2	CITY OF SCHERTZ	2659	809
3	WILLIAM D BAILEY & CYNTHIA H HERNANDEZ	-	-
4	DEBRA RHEW	2250	982
5	DEBRA RHEW	2250	982
6	KEENAN J MOORE	2633	111
7	FELIX & MARIA E MAMBER	2560	546
8	WILLIAM H & LAURA L BUTTERFIELD	2617	621
9	CITY OF CIBOLO	7	209-210
10	BRADLEY MCBRIDE, JR.	2015008072	-
11	JONATHAN BRIAN & LAUREN ELIZABETH O'CONNOR	2016015423	-
12	ANTWAN DESHAWN & ALEXIS PIPER	2016020515	-
13	SOKNARA BUN KUCH	2014017088	-
14	ALION RAZON GIANAN	2596	1014
15	MICHAEL HERBERT GIARDINI	2014018011	-
16	JAY M. LOHMER	3025	400
17	JOSEPH & DAWN R COLLINS	2529	429
18	SONIA MARIE SHARP	2516	279
19	CHRISTOPHER L & KAYLAH M CAGUIOA	4204	467
20	SHANNON BAXLEY	2573	319
21	GABRIEL & APRIL N ROSAS	4087	790
22	JAMES E SANCHEZ & GABRIELA JIMENEZ SANCHEZ	2017017482	-
23	MIGUEL & KATHIA A FLORES	2737	292
24	DEMARCUS JACKSON	2821	917
25	RALPH LOGAN & MICHELLE BROWN	2845	569
26	ROY SAIZ JR & NGOC-DIEM THI DUONG	2017020554	-
27	CHARLOTTE HOGAN	2653	944
28	SCOTT A SIMPSON	2747	676
29	ANESI M & RHONDA TUJUFULLI	2526	158
30	GLENN EDWARD KNIGHT	2591	667
31	SHAREN & JAMES T FLEMING JR	2540	50
32	IVORY CHARLES ASHBY	2689	736
33	CRAIG STEPHEN & MELANIE JANE ELLIS	2017027095	-
34	MISTY D FRANCESCON	2017022029	-
35	SARAH L SOUSA	2017001963	-
36	ANDREW FOX	2016009439	-
37	KRISTEN WOODRIDGE	2476	564
38	GREGORY & MONIQUE A MCCLAIN	13295	703
39	RICARDO & DELMA SANTA CRUZ	2386	150
40	PATRICK D FINDLEY	4275	192
41	TRENT W HARBEN	2016	20280
42	THOMAS M & LISA L HAAG	2469	275
43	VERONICA LOPEZ	2400	760
44	LIZBETH ANGUIANO	2427	924

**ADJACENT PROPERTY SUMMARY**

PROPERTY	OWNER	VOLUME	PAGE
45	JOHN & JODI PATTERSON	4102	574
46	CLYDE & CHINA FLOWERS	2313	164
47	JULIAN POINT TRUST	2589	386
48	STEPHEN & DEENA KILPATRICK	2435	451
49	DINO & MARIA LAURENTI	2427	971
50	JOHN PATRICK & TONYA ROSE MARS	2018000201	-
51	JUAN & DANIELLE VILLAREAL	2637	963
52	CURTIS & ALICE MCCLAIN	2363	474
53	JAMES A BREDEWATER	2107	214
54	CORPORATION OF THE PRESIDING BISHOP OF THE CHURCH OF JESUS CHRIST OF THE LATTER-DAY SAINTS	3175	558
55	30 ASSOCIATES LTD	2015017573	-
56	SCHERTZ-CIBOLO-LIC ISD	1571	40
57	BRIAN WEATHERLY REVOCABLE LIVING TRUST	1457	970
58	STEPHEN WAYNE & RHONDA JEAN LUMAN	4156	465
59	SEARL JR & CASSANDRA WATSON	4037	374
60	SEARL J & CASSANDRA R WATSON	2745	476
61	CHARLES R PINSON	1220	117
62	DORLENE HIGGINS	1702	59
63	JAMES A & MISTY HESTER	2129	982
64	JAMES A & JERI S TWENTER	4006	225
65	MARY J HESTER	556	783
66	JAMES A HESTER ESTATE	DEATH CERT - 2170164	-
67	JAMES A HESTER ESTATE	DEATH CERT - 2170164	-
68	MALCOLM MACLAUCHLAN	2619	174
69	ESTATE OF CHARLES J NOEL	2849	27
70	MALCOLM H MACLAUCHLAN	2940	846
71	JAMES A & JERI S TWENTER	1501	82
72	JAMES A & JERI S TWENTER	1501	82
73	JAMES A & JERI S TWENTER	1501	82
74	PAUL P GIFFIN LIVING TRUST	4164	386
75	ESTATE OF CHARLES C TROYER	DEATH CERTIFICATE	-
76	COUNTRY LANE MOBILE ESTATES, LLC	2015013580	-
77	VAL'S MHC LLP	2364	1
78	ALFRED W VILLAREAL	1265	725
79	ALVIN D BURNEY	2128	696
80	DAVID W & LAUREL L CALE	2626	872
81	BUILDERS FIRSTSOURCE - SOUTH TEXAS LP	2015002565	-
82	BUILDERS FIRSTSOURCE - SOUTH TEXAS LP	2015002564	-
83	JAY INVESTMENTS LTD	1401	455
84	VERSIE L SEILER	2835	483
85	VERSIE L SEILER	2835	483
86	CITY OF CIBOLO	1262	712
87	G A GILBERT HOLDINGS LTD	1302	593

**LINE TABLE**

LINE	LENGTH	BEARING
L1	328.67'	S30°33'06"E
L2	390.51'	S30°03'34"E
L3	570.94'	N59°29'41"E
L4	375.20'	S59°14'41"W
L5	155.30'	S58°57'41"W
L6	193.90'	S59°28'41"W
L7	116.02'	N59°03'35"E
L8	392.39'	N59°24'33"E
L9	200.00'	N59°30'46"E
L10	60.00'	N59°23'28"E



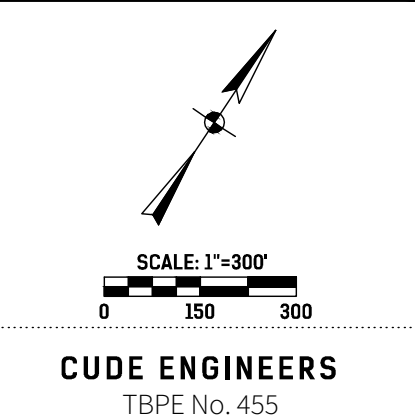
CUDEENGINEERS.COM

4122 Pond Hill Road, Suite 101  
San Antonio, Texas 78231  
P:(210) 681-2951 F:(210) 523-7112

STEEL CREEK SUBDIVISION  
LAND STUDY  
PROPOSED USE & DEVELOPMENT

DATE  
04-04-2018  
PROJECT NO.  
02907.300  
DRAWN BY  
PMB  
CHECKED BY  
JMC

REVISIONS  
1. REV. PER CITY COMMENTS (05-04-18)  
2. REV. PER CITY COMMENTS (05-25-18)  
3.  
4.  
5.  
6.  
7.  
8.  
9.



CUDE ENGINEERS  
TBPE No. 455

**E24.2**

REPRODUCTION OF THE ORIGINAL SIGNED AND SEALED PLAN AND/OR ELECTRONIC MEDIA MAY HAVE BEEN INADVERTENTLY ALTERED. CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE SCALE OF THE DOCUMENT AND CONTACTING CUDE ENGINEERS TO VERIFY DISCREPANCIES PRIOR TO CONSTRUCTION.



January 2, 2025

On behalf of the:

City of Cibolo  
Attn: Grant Fore  
200 S. Main Street  
Cibolo, Texas 78108



Re: Amended Land Study Review  
Steele Creek Subdivision (LS-24-03)

Mr. Fore,

Colliers Engineering & Design has completed its review of the referenced project. We find that the development is in conformance with the City of Cibolo Unified Development Code and flood ordinances. We have no further comments.

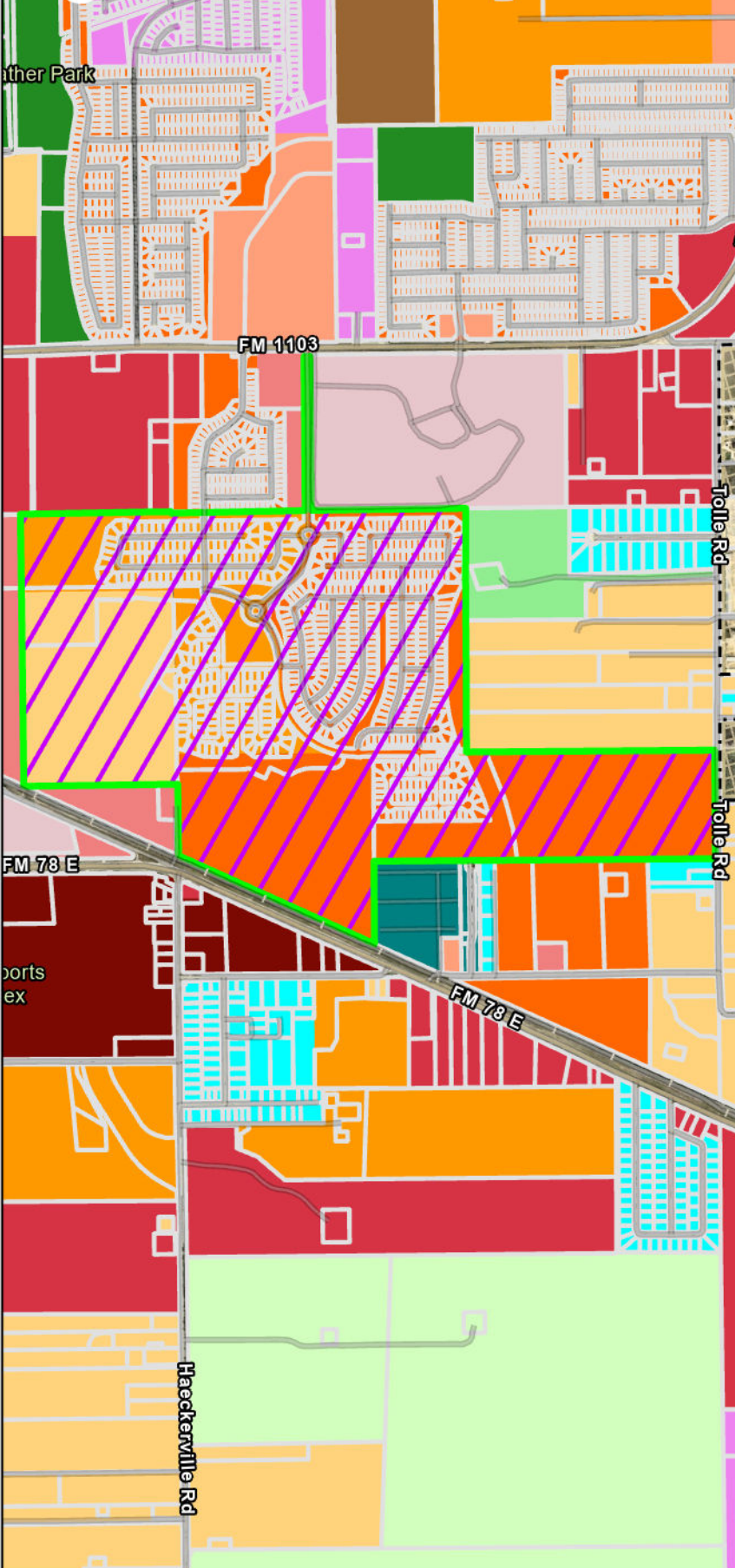
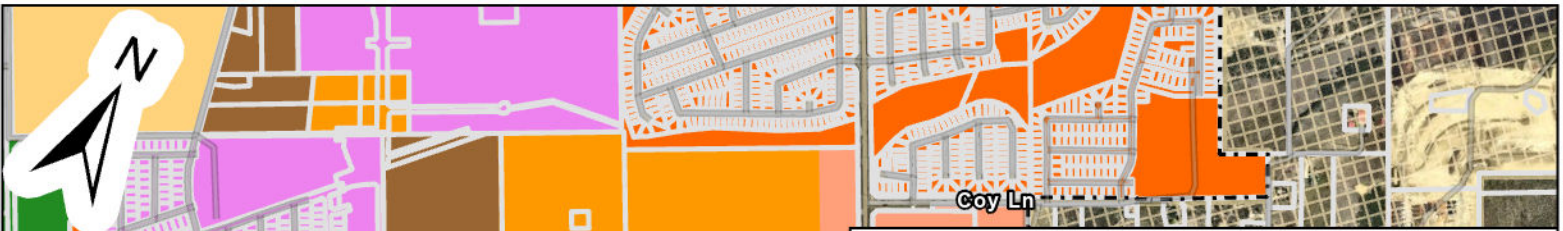
Our review of the project does not relieve or release the Engineer of Record or Surveyor of Record from complying with any and all the requirements of the local, state, and federal rules and regulations or guidelines impacting this project. If you require additional information, please contact our office.

Sincerely,

A handwritten signature in blue ink, appearing to read "Andy Carruth". The signature is fluid and cursive, with a long horizontal stroke at the end.

Andy Carruth, P.E.

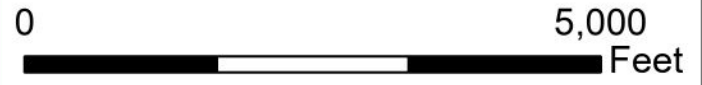
Plan Reviewer for the City of Cibolo



## Property Information Map Steele Creek Land Study

- Property of Interest
- Agricultural (AG)
- Temp. Agricultural (UDC 4.4.9)
- Neighborhood Commercial (C1)
- Community Retail/Service (C2)
- Retail / Office (C3)
- Retail/Office - Restrictive Alcohol Sales (C3R)
- General Commercial (C4)
- Multi-Family Residential (MF2)
- Manufactured Home Residential (MH1)
- Mobile Home Residential (MH2)
- Planned Unit Development (PUD)
- Low Density Single-Family Residential (SF2)
- Medium-High Density Single-Family Residential (SF5)
- High Density Single-Family Residential (SF6)
- Public Facility (PF) - Institution
- Public Facility (PF) - Park
- Parcel Boundaries
- Cibolo City Limits
- Cibolo ETJ

**Water: City of Cibolo**  
**Sewer Service: City of Cibolo**  
**Council District: 7**  
**Zoning: Low, Medium, High Density Single-Family residential (SF2)(SF5)(SF6)**





Planning and Zoning Commission Staff Report

---

**A. Staff Update**

Meeting	Agenda Group
Wednesday, January 8, 2025, 6:30 PM	UDC, CIP, Master Plan and Staff Updates Item: 9A.
From	
Eron Spencer, Assistant Planning Director	

**PRIOR CITY COUNCIL ACTION:**

N/A

**BACKGROUND:**

N/A

**STAFF RECOMMENDATION:**

N/A

**FINANCIAL IMPACT:**

N/A

**MOTION(S):**

N/A

**Attachments**

[01-08-25 Staff Update](#)

[Development Projects Update - 2024-12.pdf](#)

# Planning Department - Staff Update

January 8, 2025

## Site Plans currently in review

Project	Description
504 Pfeil	Tattoo Studio
Cibolo Creek Center	Gas Station
Andy's Frozen Custard	Restaurant
506 N Main Street	Mixed Use
Borgfeld Plaza Retail	Retail

To follow permitted projects, visit our [website](#) for an interactive map on Current Development.

## Site Plans recently approved

No Site Plans approved since last update.

## Plats currently in review

Project	Application Type
504 Pfeil Road	Minor Plat
Alves Subdivision	Minor Plat
Bella Rosa Unit 4	Minor Plat
Cibolo Crossing MF Amenity Center	Amending Plat

## P&Z Recommendations/City Council Action

Agenda item	P&Z recommendation	date	City Council action	date
Old Wiederstein Self Storage Facility	Approval	8/14/2024	Tabled	-
Steele Creek Land Study Amendment	Tabled until 1/8/25 P&Z meeting	11/12/2024	TBD	-
Schryver Tract Land Study	Denial	12/11/2024	TBD	1/14/25
Schryver Tract Variance	Denial	12/11/2024	TBD	1/14/25
2090 Pfannstiel Lane Manufactured Home CUP	Approval	11/12/2024	TBD	1/14/25
210 & 633 Tolle Road Rezone (C-3 to SF-1)	Approval	11/12/2024	TBD	1/14/25
Legacy Traditional School Replat	Denial	12/11/2024	TBD	1/14/25
Venado Crossing Unit 6 Preliminary Plat	Denial	12/11/2024	TBD	1/14/25





# CIBOLO CITY COUNCIL

# *Economic Development*

# REPORT

Date: December 16, 2024

# IN PLANNING REVIEW

<b>CIBOLO CROSSING</b>	<ul style="list-style-type: none"> <li>• Dorado @ Cibolo Crossing (Amenity Center Amending Plat Application Submitted)</li> <li>• Kids Academy (Awaiting Final Acceptance of Infrastructure)</li> <li>• Olive Garden (Pre-Application)</li> </ul>
<b>CIBOLO VALLEY DRIVE</b>	<ul style="list-style-type: none"> <li>• Andy's Frozen Custard (In Site Plan Review)</li> <li>• Legacy Traditional School (Replat in Review)</li> </ul>
<b>DOWNTOWN/ OLD TOWN</b>	<ul style="list-style-type: none"> <li>• 504 Pfeil Rd (Minor Plat on hold)</li> <li>• The Shops at the Mill Expansion (Pre-Development Meeting held)</li> <li>• 506 N Main St (In Site Plan Review)</li> <li>• Grooming Coop (Pre-Application)</li> </ul>
<b>FM 1103</b>	<ul style="list-style-type: none"> <li>• Old Wiederstein Road Self-Storage CUP (In-Progress)</li> <li>• Cibolo Creek Center (Site Plan in Review)</li> <li>• Pic N Pac Carwash (Site Plan in Review)</li> </ul>
<b>FM 78</b>	<ul style="list-style-type: none"> <li>• Cibolo Small Animal Hospital (Site Plan in Review)</li> </ul>
<b>IH-10</b>	<ul style="list-style-type: none"> <li>• Sage Rentals (Pre-Application)</li> <li>• Industrial Warehouses @ 465/Linne Rd &amp; IH-10 (Pre-Application)</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Borgfeld Plaza Retail Center (Site Plan Submitted)</li> </ul>

# BUILDING PERMITS IN PROCESS

<b>CIBOLO CROSSING</b>	<ul style="list-style-type: none"> <li>• Dorado @ Cibolo Crossing (MEP's Permit Application Submission on Hold by Builder– date TBD)</li> <li>• Salata (Permitted)</li> </ul>
<b>CIBOLO VALLEY DRIVE</b>	<ul style="list-style-type: none"> <li>• Bentwood Oaks Medical Center (Permitted)</li> <li>• Crepeccino (In Review)</li> </ul>
<b>DOWNTOWN/ OLD TOWN</b>	
<b>FM 1103</b>	<ul style="list-style-type: none"> <li>• QT – Location #1 at FM 1103 &amp; Old Wiederstein Road (Permitted)</li> <li>• Mattengas (Awaiting Payment)</li> <li>• Scooter's Coffee at Turning Stone (Permitted)</li> <li>• Turning Stone Retail (Permitted)</li> </ul>
<b>FM 78</b>	<ul style="list-style-type: none"> <li>• CertaPro Painters (Pending Fire Final)</li> <li>• Bree Carleton Counseling (Pending Inspections)</li> <li>• 9Round Fitness (Permitted)</li> </ul>
<b>IH-10</b>	
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Signature Plating (Inspection Completed, pending final permitting docs)</li> </ul>



# NOW OPEN / C OF O ISSUED

<b>CIBOLO CROSSING</b>	<ul style="list-style-type: none"><li>• SA Eye (Ophthalmologists) (Now Open)</li></ul>
<b>CIBOLO VALLEY DRIVE</b>	<ul style="list-style-type: none"><li>• Whataburger (Grand Opening Date?)</li><li>• Dutch Bros Coffee (C of O issued, opening 12/20/24)</li></ul>
<b>DOWNTOWN/ OLD TOWN</b>	
<b>FM 1103</b>	
<b>FM 78</b>	<ul style="list-style-type: none"><li>• QT – Location #2 (Now Open)</li></ul>
<b>IH-10</b>	
<b>OTHER</b>	



Planning and Zoning Commission Staff Report

---

**A. Phase 1 - Commissioner Onboarding**

Meeting	Agenda Group
Wednesday, January 8, 2025, 6:30 PM	Subcommittee Updates Item: 10A.
From	
Eron Spencer, Assistant Planning Director	

**PRIOR CITY COUNCIL ACTION:**

N/A

**BACKGROUND:**

N/A

**STAFF RECOMMENDATION:**

N/A

**FINANCIAL IMPACT:**

N/A

**MOTION(S):**

N/A

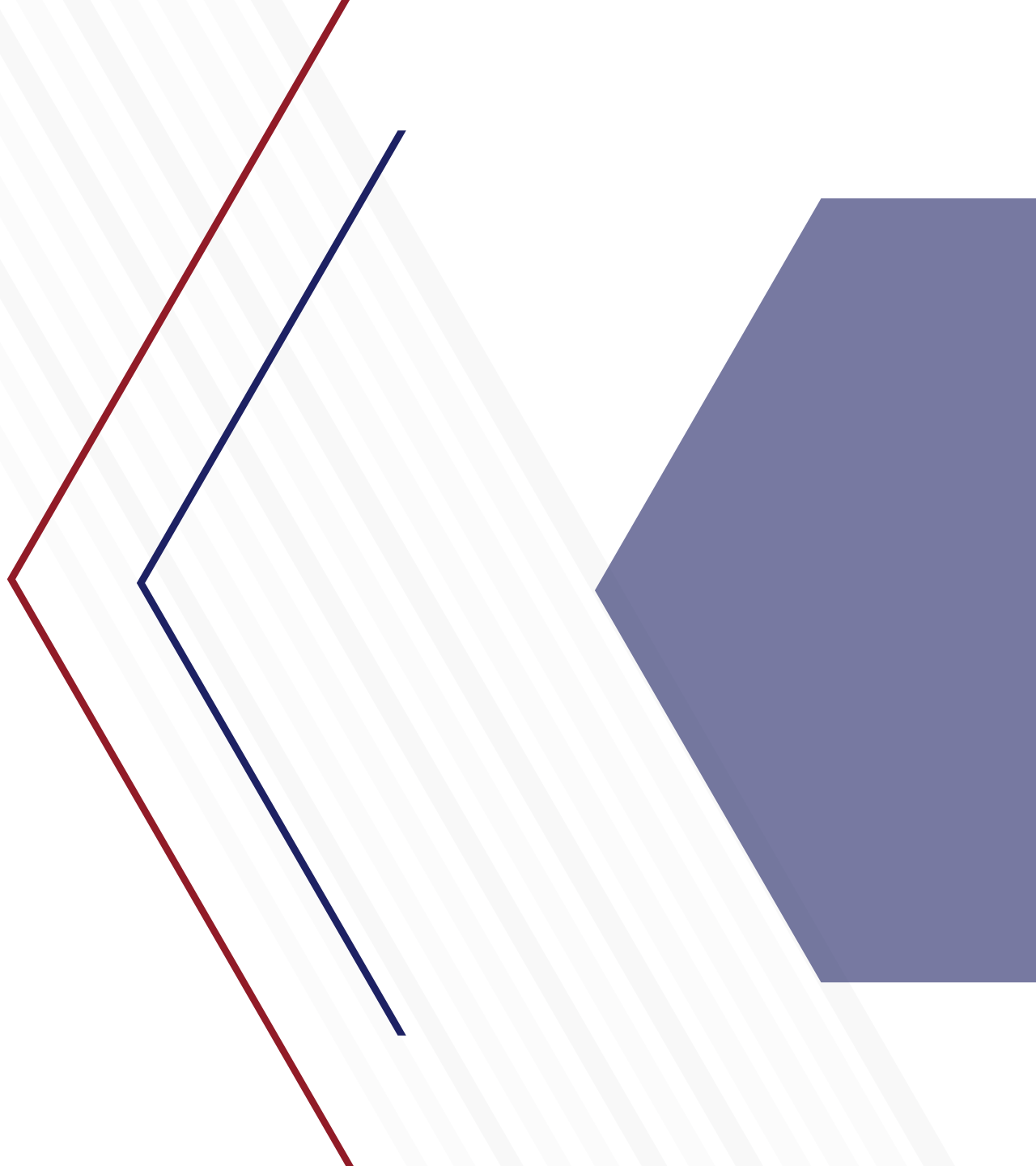
**Attachments**

[PZ Onboarding Session.pdf](#)

[PZ Ethics.pdf](#)



# Planning and Zoning Onboarding Session 1





## **Cibolo Tomorrow Guiding Principles**

- 1. PRIORITIZE INFRASTRUCTURE TO SUPPORT EXISTING NEEDS AND FUTURE GROWTH.**
- 2. PLAN FOR AND PROMOTE THE HEALTH, SAFETY, SECURITY, AND GENERAL WELFARE OF ALL RESIDENTS.**
- 3. BALANCE GROWTH THROUGH RESPONSIBLE PLANNING OF CITY ASSETS AND LAND TO PROMOTE A COMMUNITY ENVIRONMENT.**
- 4. PROVIDE PARKS, RECREATION, TRAILS, AND OPEN SPACE TO SERVE CITIZENS AND VISITORS WHILE PROTECTING THE NATURAL ENVIRONMENT AND WILDLIFE.**
- 5. PRESERVE THE HISTORY OF CIBOLO AND PROMOTE THE FRIENDLY SMALL TOWN FEEL THROUGH COMMUNITY PROGRAMS AND EVENTS.**

Stated **P & Z Purpose** per Planning and Zoning section of Cibolo website;

To formulate a comprehensive plan for the orderly growth and development of Cibolo, and periodically recommend changes to the Council for its action in updating plans and policies to facilitate the implementation of a comprehensive plan. Review, develop and update zoning ordinances, annexation plans, capital improvements plans and other matters affecting the development of Cibolo. Review and recommend action for proposed subdivision plats, clearance and rebuilding of depressed districts and blighted areas, highway facilities and proposed extensions thereof.



Sec. 2-503. - **Standards of ethical conduct.**

(3) Special advantage.

Members shall not take any special advantage of services or opportunities for personal gain by virtue of their public office that is not available to the public in general.

They shall refrain from accepting any gifts, favors, or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised; and, even when the acceptance of a gift would technically be permissible under section 14.08.

Members shall not accept any gifts, favors, or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.

## Participating in an effective meeting;

### Overview

Parliamentary procedure provides the process for proposing, amending, approving and defeating legislative motions. Although following parliamentary procedure is not required, it can make council meetings more efficient and reduce the chances of council actions getting challenged for procedural deficiencies or being declared illegal.

### Basic Rules

Only one subject may be before a group at one time. Each item to be considered is proposed as a motion which usually requires a "second" before being put to a vote. Once a motion is made and seconded, the chair places the question before the council by restating the motion then calls on each Commissioner for a vote.

"Negative" motions are generally not permitted. To dispose of a business item, the motion should be phrased as a positive action to take, and then, if the group desires not to take this action, the motion should be voted down or the motion dies due to lack of a second.

To reduce the possibility of confusion, Positive (action) motions are proper rather than a Negative motion.

"I make a motion to deny the request" rather than "I move to not approve the request".

## Basic Rules continued;

**Once a motion is shared**, it must be seconded by another member to move forward: "I second this motion". This process ensures that all decisions in the common interest are discussed, all member feedback is heard, and then the motion can be passed (or not) by a majority vote of the quorum. If no one seconds a motion, it shows that there is no one else in the organization who wants to see the motion debated and discussed.

**Only one person may speak at any given time.** When a motion is on the floor, Robert's Rules outline a speaker order, allowing the mover of a motion to speak first, so that the group understands the basic premise of the motion. The mover is also the last to speak, so that the group has an opportunity to consider rebuttals to arguments opposing the motion.

**All members have equal rights.** Each speaker must be recognized by the moderator prior to speaking. Each speaker should make clear his or her intent by stating, "I wish to speak for/against the motion" prior to stating an argument.

**Each item presented for consideration** is entitled to a full and free debate. Each person speaks once, until everyone else has had an opportunity to speak.

**The rights of the minority must be protected**, but the will of the majority must prevail. Persons who don't share the point of view of the majority have a right to have their ideas presented for consideration, but ultimately the majority will determine what the commission will or will not do. Use parliamentary procedure as a tool, not a bludgeon.

# Robert's Rules of Order Cheat Sheet

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
(1) Amend a motion	"I move to amend the motion by <i>II</i> (add or strike words or both)"	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
(2) Object to procedure	"Point of order."	Yes	No	No	No	Chair decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
(3) Request information	"Point of information."	Yes	No	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Extend the allotted time	<i>"I move to extend the time by ____ minutes."</i>	No	Yes	No	Yes	2/3
(4) Enforce the rules or point out incorrect procedure	<i>"Point of order."</i>	Yes	No	No	No	No vote
(5) Table a Motion	<i>"I move to table..."</i>	No	Yes	No	No	Majority
Verify voice vote with count	<i>"I call for a division."</i>	No	No	No	No	No vote
Object to considering some undiplomatic matter	<i>"I object to consideration of this matter..."</i>	Yes	No	No	No	2/3
Take up a previously tabled item	<i>"I move to take from the table..."</i>	No	Yes	No	No	Majority
(6) Reconsider something already disposed of	<i>"I move to reconsider our action to..."</i>	Yes	Yes	Yes	Yes	Majority
Consider something out of its scheduled order	<i>"I move to suspend the rules and consider..."</i>	No	Yes	No	No	2/3
(7) Close the meeting for executive session	<i>"I move to go into executive session."</i>	No	Yes	No	No	Majority
Personal preference - noise, room temperature, distractions	<i>"Point of privilege"</i>	Yes	No	No	No	No vote



### Example Definitions of most commonly used motions in meetings;

- 1) Amendments can occur after a motion and a second but must occur prior to taking a vote. An amendment to a motion must be made and seconded to be valid unless the person who made the original motion offers to rescind the previous motion then offer an amended motion.
- 2) If you take issue with the manner in which the meeting or discussion item is being conducted, you do not move a point of order, you raise it or take it. The method is to say the words "point of order", wait for the chair to acknowledge the point of order and then state it clearly. It can be used at any time during a meeting including interrupting a speaker, but it must be valid. A point of order is not raised because you disagree with or do not like what is being said. See #4.
- 3) Use of this motion is rare. Typically, you can just ask for or provide more information. This may be a reason to Table or Postpone the discussion item.
- 4) Example; We are considering/discussing a subject or person that is not part of this meeting's agenda.  
" We are off topic." "This discussion is taking on matters or questions not pertaining to (zoning, following an ordinance, is a personal preference, etc"), point of order Chairperson,... the speaker is not speaking to the motion.  
  
The Point of Order can interrupt the speaker. The Chair must recognize the Point of Order then accept or deny the Point of Order.
- 5) Tabling an item is often misused to postpone a discussion item to a future meeting but is widely accepted. To Table an item does mean you intend to lay the item on the table to be discussed later in the meeting. When used formally, the item requires a motion To Remove From the Table so discussion can continue.
- 6) This is very rare, but you may want to offer discussion not previously or clearly understood in a previous discussion of an agenda item. A motion to Reconsider must be made by someone within the previously majority vote and seconded by any member. Special actions are necessary to change an action taken during the same meeting. Meetings are oriented towards making a decision and then moving on. However, if you need to change an action, you can make a Motion to Reconsider.  
  
One good reason to reconsider would be if someone has obtained new information that might change the outcome of the vote. Simply being unhappy with the outcome and hoping for something different is not a reason to move to reconsider, which is why a member must have voted with the prevailing side to move this motion.
- 7) If you believe there is possibly a legal reason for discussion of an issue that should be heard by the Commission/Council only.

## **Board Tip: Tabling vs. Postponing Agenda Items**

While each Board may conduct business differently, a standard procedure for board meetings is essential to optimize efficiency and productivity, commonly known as Parliamentary Procedure. Some boards use Robert's Rules of Order to create the meeting format, agendas, motions, and floor discussion, while others create their own procedures.

But, even with a solid structure to a meeting, certain topics will have heavier debate than others. Whether members don't have enough information on the topic, or it's too sensitive, the board will either "table" or "postpone" that item.

### **Postpone**

If the board decides that the item is taking up too much time, or the members' time would better be spent on something else, they can decide to postpone the matter. With this structure, the board intends to take the matter back up at a later time, whether in the same meeting or a future one. These items can be postponed to a definite time. The motion to postpone can be debated by members.

There are, however, indefinite postponements, where the board has no particular intention of taking the matter back up. If an item is postponed indefinitely, the matter cannot be brought up in the same meeting.

### **Table**

Following Robert's Rules of Order, a motion to lay an item "on the table" takes precedence over all other motions at the time that it is made. This motion cannot be debated and needs a majority and a second to carry the motion.

However, with laying an item on the table, that matter doesn't automatically come up in the next meeting. There has to be a motion to take that topic off the table and, the motion to take the matter off the table can only be done during certain classes of business, such as "unfinished business" or "general orders." This motion also needs a second and a majority.

With either of these options our practice has been to make a motion and a second to table/postpone to a specific future meeting agenda for discussion.

# HOW TO BE AN ETHICAL PLANNING AND ZONING COMMISSIONER

## AKA

# HOW TO STAY OUT OF TROUBLE

**West Texas APA Texas Regional Workshop**  
**August 14, 2018**

**Michelle D'Andrea, Esq.**  
**Assistant City Attorney III, City of Plano**



Based on *Ethical Principles in Planning*, American Planning Association, "Ethics and Planning Commissioner", *A Guide to Urban Planning in Texas Communities*, American Planning Association Texas Chapter, and APA Ethics Toolkit.



# MORALS VERSUS ETHICS

## **Moral Decision...**

Judgment of the goodness or badness of human action and character—a value judgment.

## **Ethical Decision...**

Principles of conduct based on system of rules/standards governing members of profession or group.

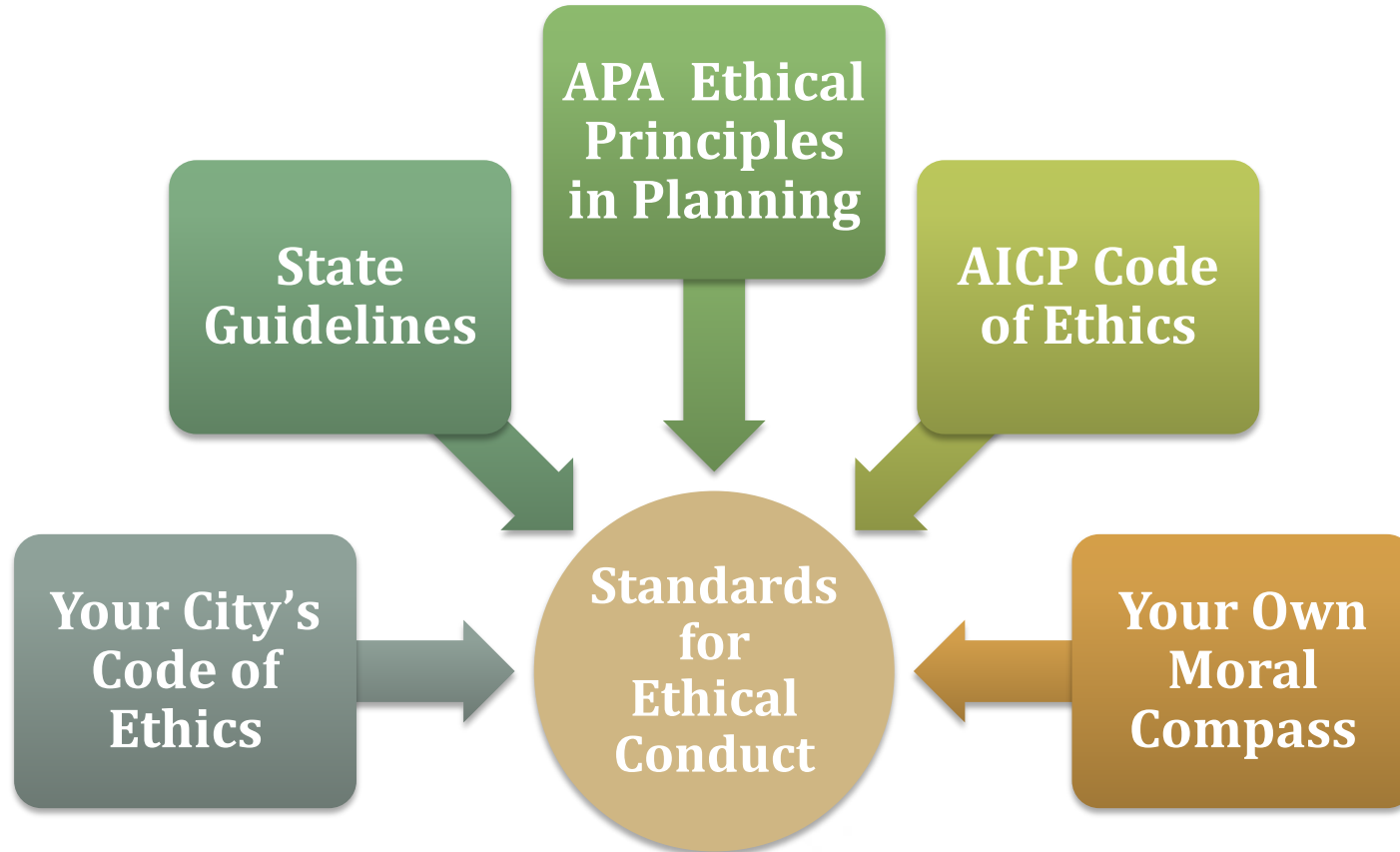
## **Ethics Code...**

A formal system of rules explicitly adopted by group.

# GUIDES FOR ETHICS

Ethics: the principles of conduct governing an individual or a group –*Merriam Webster*

“Ethics are what you do when no one is looking.”  
–George Bernard Shaw



Ethical behavior is not always easy to achieve,  
but the *Statement of Ethical Principles* is a good place to start.

# ETHICS ORDINANCES IN GENERAL

## Prohibited conduct:

- Solicitation/acceptance of gifts
- Misuse of position
- Conflict of interest (generally financial)
- Ex Parte communications
- Serial meetings
- Open Meetings violation

## Disclosure:

- Forms and/or procedure provided by the City -does not have to be very detailed

# *ETHICAL PRINCIPLES IN PLANNING*

The American Planning Association has guidelines for ethics: *Ethical Principles in Planning\**.

The **planning process** must continuously pursue and faithfully serve the **public interest**.

Planning process participants continuously strive to achieve **high standards of integrity and proficiency** so that **public respect** for the planning process will be maintained.

# WHAT DO WE MEAN WHEN WE SAY...

“The **planning process** must continuously pursue and faithfully serve the **public interest**? (Part One of *Ethical Principles in Planning*)

1. Recognize the rights of citizens to participate in planning decisions.
2. Give citizens full, clear, and accurate information.
3. Expand choice and opportunity for all persons.
4. Assist in the clarification of community goals.
5. Ensure that information available to decision makers is also available to the public.
6. Pay special attention to the interrelatedness of decisions and the long-range consequences of present actions.”



# REMEMBER THAT...

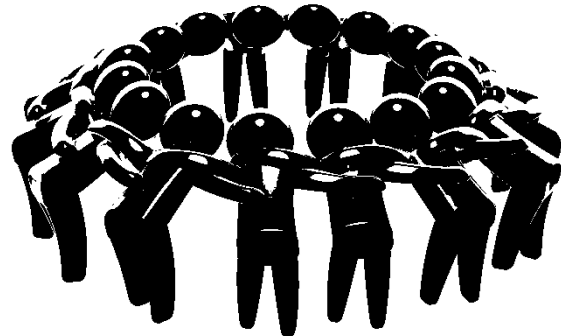
## The planning process exists:

- To serve the public interest
- Requires a conscientiously held view of the policies
- Requires actions that best serve the community.

*Whether a professional  
or a volunteer, we are all  
planners.*

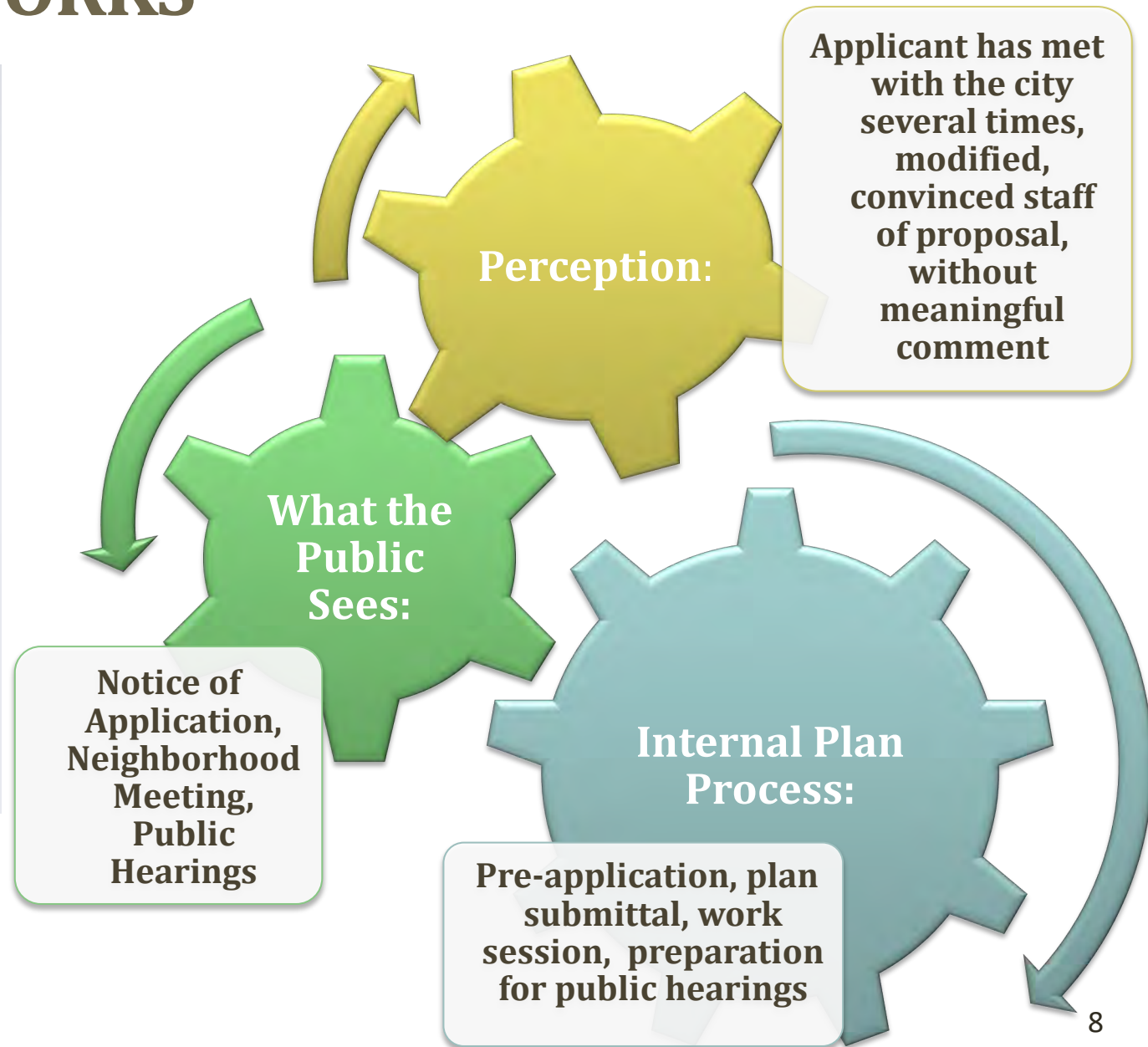
## Planning issues and decision commonly involve:

- Large interests at stake
- Potential conflict of values
- Interpretation of plans, ordinances and codes
- Use of the Comprehensive Plan



# HOW IT WORKS

The planning process is aimed at implementing the comprehensive plan and/or achieving the desired vision of the community.



# WHAT IS YOUR ROLE AS A PLANNING COMMISSIONER?

*A Planning Commission* may be defined as:

A group of citizens appointed by the legislative body that performs both required and discretionary functions in land use matters. \*

This can include:

- Develop and update the comprehensive plan
- Implement land use patterns
- Monitor current zoning ordinance
- Make recommendations on zoning changes
- Recommend approval of (or approve) subdivisions
- Make recommendations for annexation
- Interface with public on community vision through public meetings, focus groups, and neighborhood organizations

# TO BE FAIR--QUESTIONS TO ASK:

## Zoning

- What is the applicant asking for?
- What effect will it have on the site?
- What effect will it have on surrounding land uses?
- In accordance with the Comprehensive Plan?

## Subdivisions

- Does it meet the requirements of the Regulations?

## What should NOT play a part in the decision

- Illegal considerations
- Identity of applicant
- Financial capability of applicant\*
- What the structures will look like\*\*

\* More of a City Council concern \*\*Unless there are architectural controls in the ordinances

# THE OPEN MEETINGS ACT\*

General Rule: Every regular, special, or called meeting of a governmental body **MUST** be open to the public, and the public must be given adequate notice of the topics to be discussed.

There are **NO** informal meetings!



The screenshot shows the website for Ken Paxton, Attorney General of Texas. The header includes the text "THE ATTORNEY GENERAL OF TEXAS" and "KEN PAXTON" with a search bar and navigation links for "HOME", "CONTACT US", and "ESPAÑOL". Below the header, there is a navigation menu with "OPEN GOVERNMENT" and "OPEN GOVERNMENT TRAINING" highlighted. The main content area features a large image of the Texas State Capitol dome with the text "OPEN GOVERNMENT TRAINING" overlaid. Below the image, there are social media icons for Facebook, Twitter, Google+, Email, and YouTube. The text "Open Government Training" is prominently displayed. Underneath, it states: "The Texas Government Code requires elected and appointed public officials to receive training in Texas open government laws. The Office of the Attorney General provides free video training courses to assist public officials in complying with this requirement. These videos are available at no cost and may be used as part of any training course on open government." At the bottom, there are three buttons: "Open Meetings Act Training", "Public Information Act Training", and "Course Completion Certificate".

<https://www.texasattorneygeneral.gov/og/oma-training>



# YOU HAVE TO LET PEOPLE KNOW!

The City should:

- send Notice by mail to property owners in the notification area usually within 200 or more feet of subject property;
- put Notice in a newspaper in general distribution;
- post Notice at City Hall where it can be easily read, usually on window or outside public access bulletin board;
- have Notices on Commission and City's official websites;
- and more recently, but unofficially and sometimes controversially, put Notices on social media—**without any comments**; and
- also, have the case materials available for view at City Hall.

# WHAT IS EX PARTE?

A discussion where only one side is presented

*Ex Parte* is any oral or written communication outside the record of the hearing with either proponents or opponents of a pending proceeding:

## Why are we concerned about Ex Parte?

- The decision maker may be inaccurately informed.
- The perception that the commission can be susceptible to improper influence.
- Improper Ex Parte communications can invalidate the actions of the commission.

Note: This might happen if you might talk to the applicant or the opposition.

**Save It for the Public Meeting!**

# POTENTIAL TROUBLE?

A *serial meeting (also call a walking quorum)* can be a series of communications (direct communication, technological methods such as email, telephone calls, or social media.

*Continuing the discussion* after the meeting is adjourned is another kind of serial meeting.

*Replying all to case related emails.* All your correspondence could be subject to discovery if there is legal action.

*Failure to forward* all applicable correspondence to designated staff for distribution and file.

# CONFLICTS OF INTEREST

The authorities for conflicts of interest is the **Texas Local Government Code Chapter 171** and your city's **City Charter and Ordinances**.

It requires that you, before a vote or decision on any matter must state that you have a conflict and abstain from further participation in the matter.

That means you should:

- Publicly disclose any personal interests. \*

- Define personal interest broadly.

- Abstain from participation in a matter if a personal interest and leave the chamber when the matter is being deliberated.

\* You need to be aware of your business, financial, and personal/family interests.

# HAVE A CONFLICT OF INTEREST?

You have a potential a conflict of interest if you...

live in the notification area.

---

or close family member has a financial interest (determined by your city).

---

have oversight of client (applicant) accounts.

---

sit on another Board connected to the case.

---



## CONFLICT OF INTEREST CONTINUED

### What to do...

Recognize that you might have a conflict.

---

Get advice from staff or city attorney, if not sure.

---

State at the meeting that you have a conflict.

---

Recuse yourself and **LEAVE THE ROOM.**

---

The Chair should state for the record that you have left and when you return.

---

Fill out the appropriate form.

---

Do not engage in **any** discussion or action on the case in or outside the meeting.

---

# WHAT IS A FINANCIAL CONFLICT OF INTEREST?

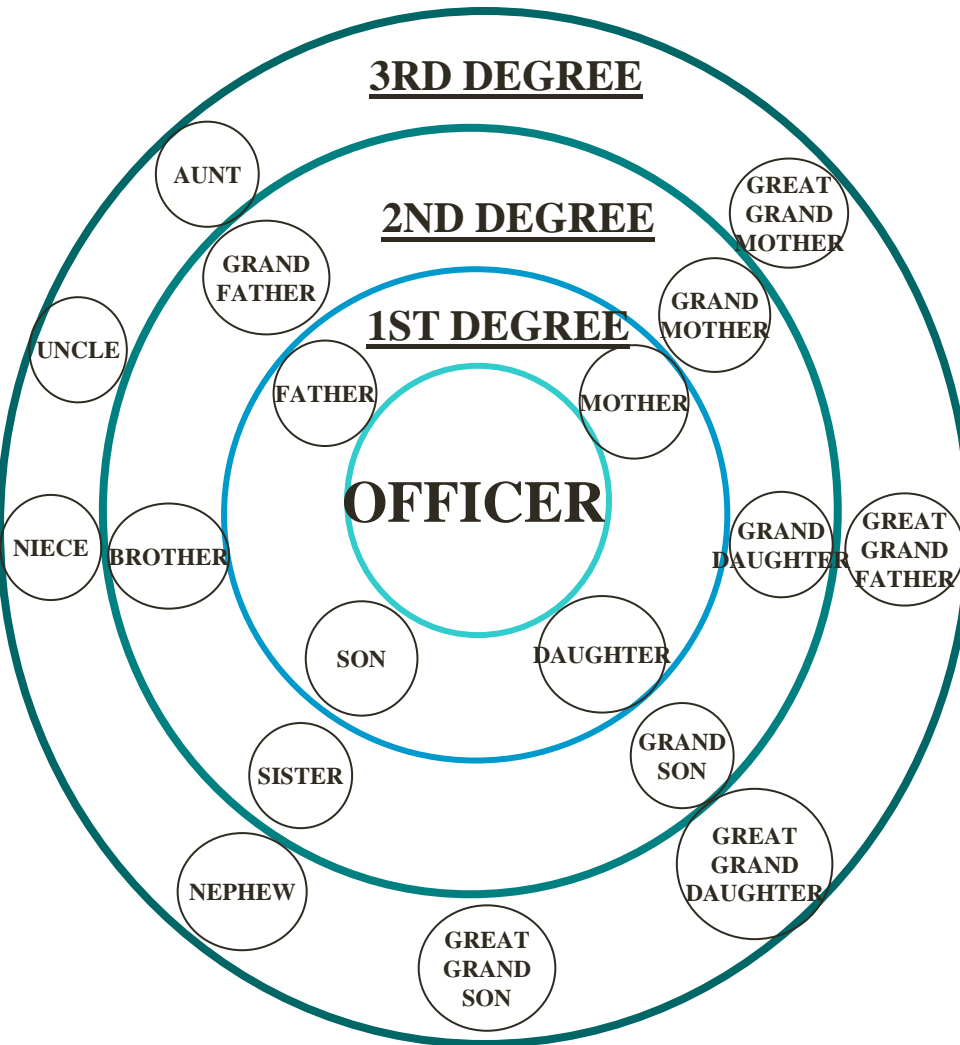
In general, conflicts of interest are conflicts due to an official's substantial interest in a "business entity" that has an issue before the City.

- Have financial interest in real estate involvement case.
- Have financial investments that exceed the local cap.
- Work for someone that has financial involvement in the case.

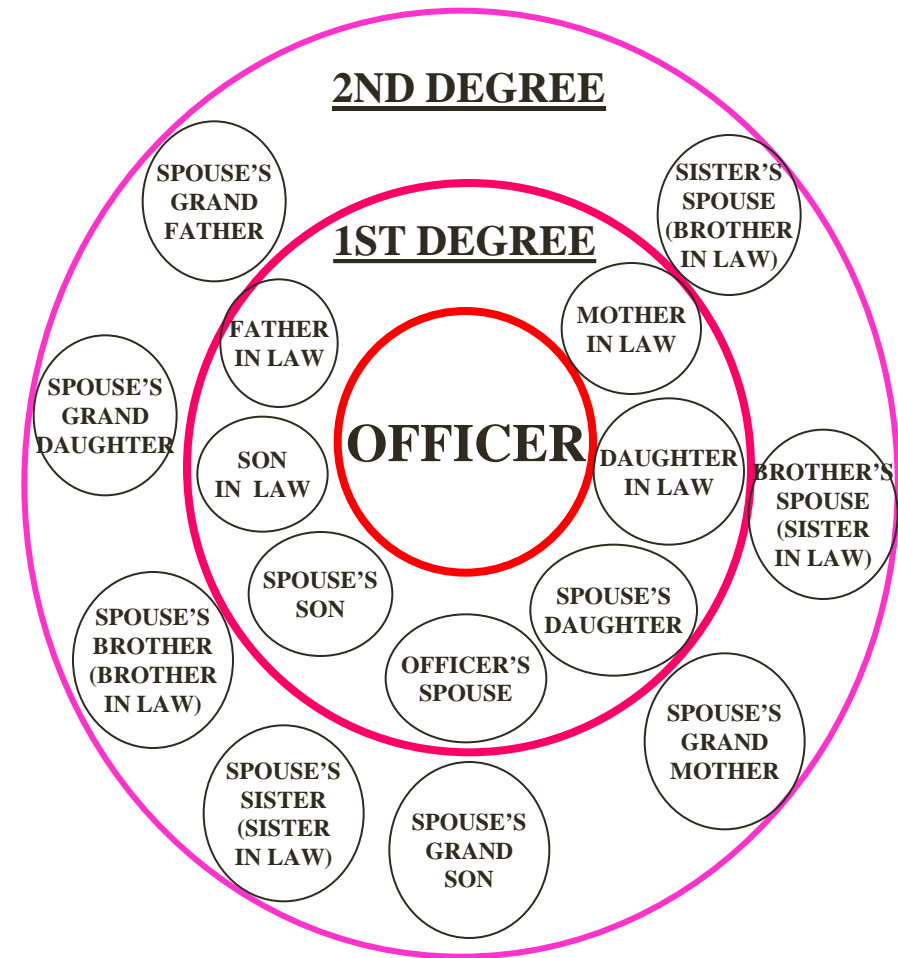
## Financial Interest also Include:

- Stock Interest
- Business Ownership
- Interest Income
- Real Property
- Close *Family Member* or *Relatives* with any above Interests

# Consanguinity Kinship Chart (Relationship by Blood)



# Affinity Kinship Chart (Relationship by Marriage)



Charts credit: Alan D. Lathrom, Brown & Hofmeister, LLP

# WHAT TO DO?

- When there is a social event where a quorum may be present, it is generally OK as long as cases or issues are not discussed.
- Do not use position title to request special treatment by city employees or private interests.
- Have a designated separate email for your commission correspondence. Why?
- Follow the relationship to the Comprehensive Plan!

# TO THINK ABOUT...

- You have a friend who owns and large tract of land he wants to develop and wants your help. How can you help him?
- A local church has approached you about rezoning a tract for expansion of their activities. What is your advice?
- You are asked to recommend someone to represent a case. What do you do?
- How do you respond to a citizen that want to tell you about a case.

Out to dinner, the grocery store, the soccer game: don't discuss cases or activities related to work on the Commission.

You don't know who is at the next table.

# SHOULD YOU SEEK /ACCEPT GIFTS OR FAVORS?

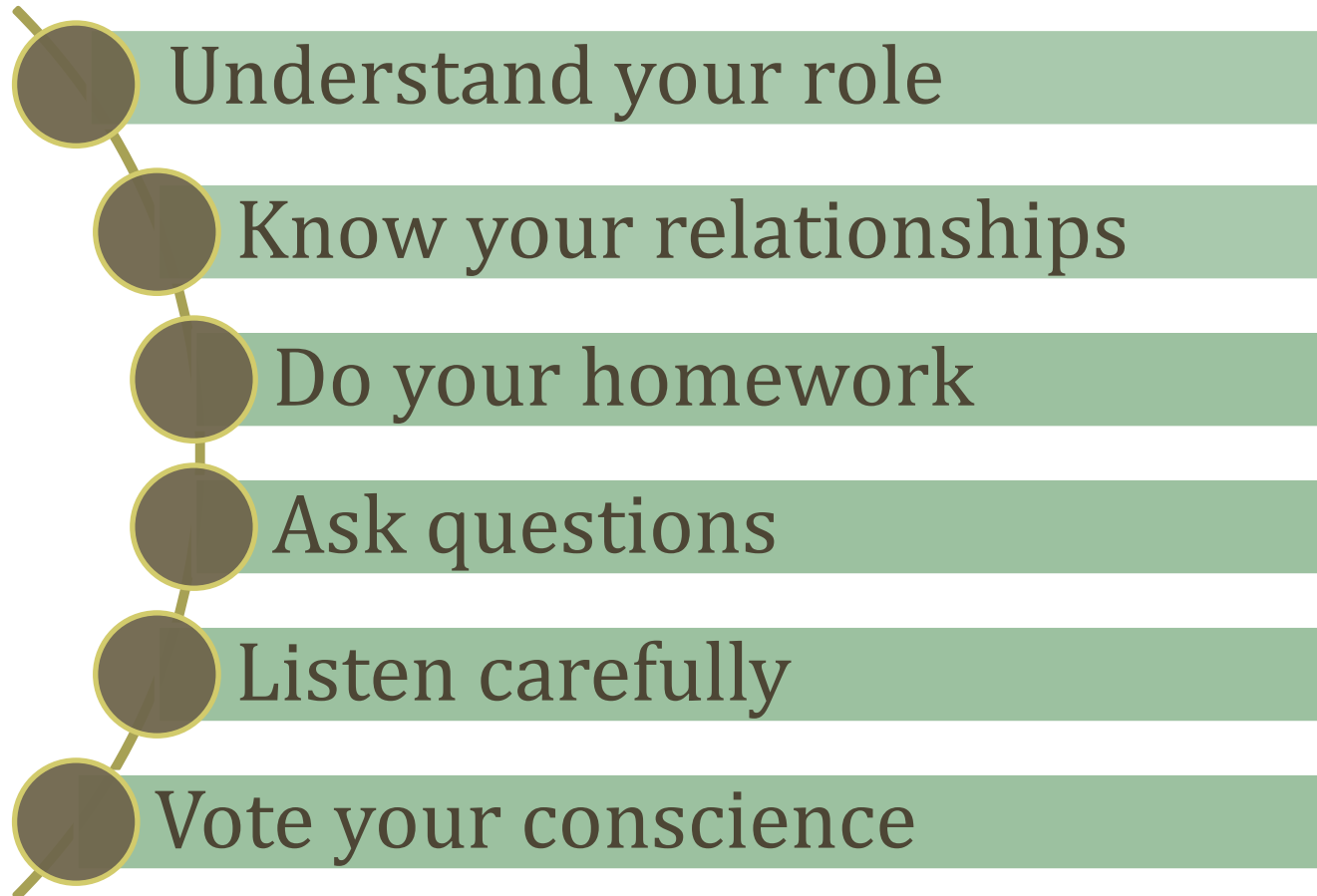
It is up to your city to determine a policy on gifts  
and you to interpret it,  
but remember it is the

**PERCEPTION**

that may matter more.



# So...HOW CAN YOU STRIVE TO ACHIEVE HIGH STANDARDS OF INTEGRITY AND PROFICIENCY?

- 
- Understand your role
  - Know your relationships
  - Do your homework
  - Ask questions
  - Listen carefully
  - Vote your conscience

# TRAINING AND RESOURCES

Your planning staff

City orientation and training for new Commissioners

APA Texas and East Texas Section

<https://www.txplanning.org/>

Regional Workshops

Annual APA Texas state conference

American Planning Association

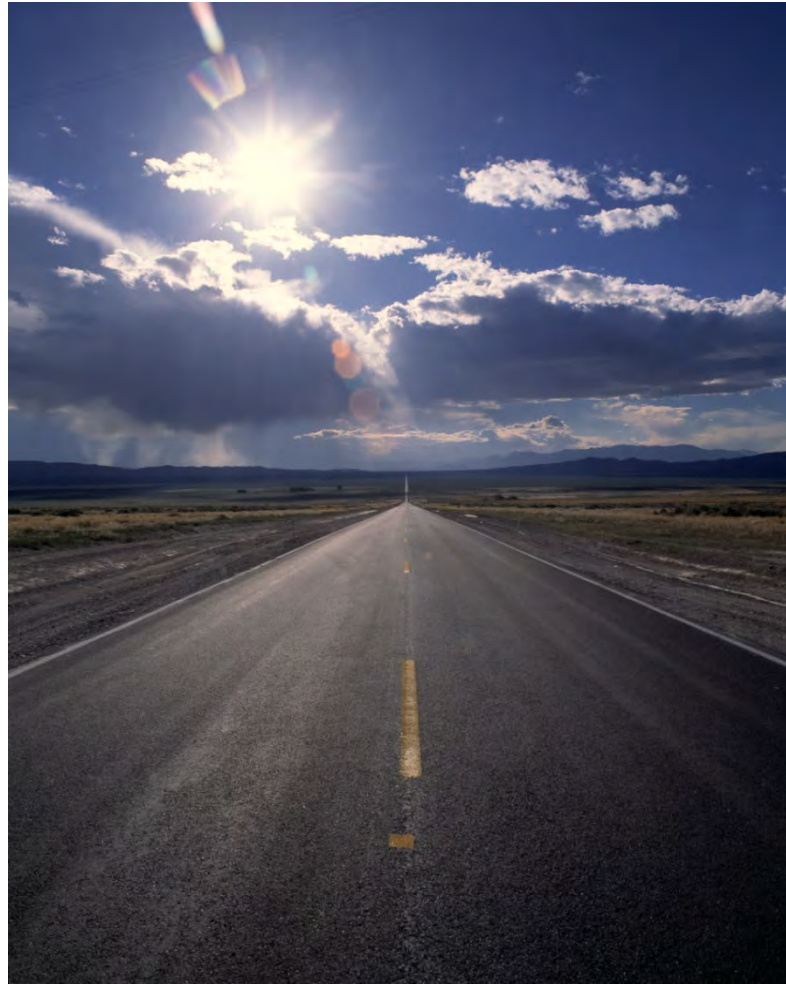
Planning Magazine including a section for Commissioners

National Planning Conference

<https://www.planning.org/> Lots of information

Secretary of State of Texas

Texas Municipal League



Take the high road—there is less traffic!

# QUESTIONS?

