

## Planning and Zoning Commission

Wednesday, March 13, 2024, 6:30 PM  
Council Chambers  
200 S. Main St.  
Cibolo, Texas 78108

Est. Duration: 2 hr 30 min

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### 1: Call to Order

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### 2: Roll call and Excused Absences

2A. Excused Absence

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### 3: Invocation/Moment of Silence

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### 4: Pledge of Allegiance

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### 5: Public Hearings

5A. Conduct a public hearing regarding a Conditional Use Permit (CUP) request to allow Accessory Residential Units, Residential District use for certain real property located at 165 Elaine Schlather Parkway, legally described as ABS: 194 SUR: JAMES JONES TRACT #6, 5.01 AC.

5B. Conduct a public hearing regarding a variance request to Code of Ordinances Sec. 58-5 to allow a wall sign that does not face a right-of-way at 778 Cibolo Valley Drive, Suite 111.

5C. Conduct a public hearing regarding a Unified Development Code (UDC) amendment to Article 18, to eliminate the sidewalk requirements in the Old Town District.

5D. Conduct a public hearing regarding the repeal of Ordinance No. 1417 granting a variance for 504 Pfeil Road to eliminate the requirement for sidewalks per Sec. 18.17.A of the UDC with conditions.

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### 6: 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. 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.

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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 February 14, 2024, Planning & Zoning Commission Meeting

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### 8: Discussion/Action Items

8A. Discussion/Action and recommendation regarding the Final Plat of Cibolo Creek Center

8B. Discussion/Action regarding a Conditional Use Permit (CUP) request to allow Accessory Residential Units, Residential District use for certain real property located at 165 Elaine Schlather Parkway, legally described as ABS: 194 SUR: JAMES JONES TRACT #6, 5.01 AC.

8C. Discussion/Action regarding a variance request to Code of Ordinances Sec. 58-5 to allow a wall sign that does not face a right-of-way at 778 Cibolo Valley Drive, Suite 111.

8D. Discussion/Action regarding a Unified Development Code (UDC) amendment to Article 18, to eliminate the sidewalk requirements in the Old Town District.

8E. Discussion/Action regarding the repeal of Ordinance No. 1417 granting a variance for 504 Pfeil Road to eliminate the requirement for sidewalks per Sec. 18.17.A of the UDC with conditions.

8F. Discussion/Presentation regarding plan elements of the 2024 Cibolo Tomorrow Comprehensive Plan and IH-10 Corridor Plan

## **9: UDC, CIP, Master Plan and Staff Updates**

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9A. Staff Update

## **10: Items for future agendas**

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## **11: Adjournment**

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11A. Adjourn Meeting

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 regarding any item listed on this agenda.

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: March 8, 2024*



**Conduct a public hearing regarding a Conditional Use Permit (CUP) request to allow Accessory Residential Units, Residential District use for certain real property located at 165 Elaine Schlather Parkway, legally described as ABS: 194 SUR: JAMES JONES TRACT #6, 5.01 AC.**

Meeting	Agenda Group	
Wednesday, March 13, 2024, 6:30 PM	Public Hearings	Item: 5A
From	Staff Contact(s)	
Lindsey Walker, Planner I	Lindsey Walker,	

- PLANNING & ZONING COMMISSION ACTION:** 1. Conduct 1<sup>st</sup> Public Hearing  
 2. Discussion/Action and Recommendation regarding the above referenced petition

**PROPERTY INFORMATION:**

Project Name: **CUP-24-02**  
 Owners: Henry & Jintana Alves  
 Representative: Henry & Jintana Alves  
 Location/Area: **165 Elaine Schlather Pkwy, 5.01 acres**  
 Location: Elaine Schlather Pkwy, north of Green Valley Dr  
 Council District: 1  
 Future Land Use: Neighborhood Residential  
 Existing Zoning: High Density Single-Family Residential (SF-6)  
 Requested Zoning: Conditional Use Permit (CUP)  
 Proposed Use: Accessory Residential Units, Residential District

**FINDINGS:**

A zoning request is specifically about land use, not the future engineering of the land itself, and should meet criteria per [UDC Article 4.3.1.5](#). Decisions regarding future engineering of the land occur with the platting process, where the property’s design is known. The applicant lot is within the High Density Single-Family Residential (SF-6) zoning district. The southeast portion of the property is zoned Neighborhood Commercial (C-1) however, this section of the property is not included in the request. The applicant property is directly adjacent, to the west, to Veteran’s Park and Cibolo Fire Station 2, within the PF-P and PF-I, respectively. To the northwest of the applicant property is Elaine Schlather Intermediate School, zoned PF-I. East is another 5-acre property zoned SF-6. South is the C-1 zoning district. Currently on the applicant property is one primary residence, and an accessory structure. The applicant is requesting a CUP to place a third accessory structure to be used as a mother-in-law flat.

**PUBLIC NOTICE:**

Notice was published within the local newspaper (Seguin Gazette) on February 25, 2024, and the [City Website](#). Individual letters were sent by mail to 12 property owners within 200’ of the site. To date, Staff has received zero (0) in favor of and zero (0) in opposition. Public Hearings are scheduled on March 13, 2024 (Planning & Zoning Commission) and on March 26, 2024 (City Council). Approval/Disapproval of the zoning ordinance is tentatively scheduled for the April 9, 2024, City Council meeting.

**STAFF CONCLUSIONS:**

Staff recommends, should Council approve the CUP for Accessory Residential Units, Residential District located at 165 Elaine Schlather Parkway, that it be subject to the following conditions:

- Off-Street Parking – One (1) additional parking space is required to comply with UDC Sec. 10.2 off-street parking requirements.

Building & Fire Codes – Applicant must comply with all Building and Fire Code requirements.

Owner Occupied – The owner of the Property must occupy one of the premises on the Property.

Permits & Inspections – All required building permits and Certificate of Occupancy must be obtained. All permit applications submitted for this property are subject to the requirements of the Code.

Additional Uses – No other conditional uses are allowed under this conditional use permit.

Recordation of Plat – A subdivision plat must be submitted for review and approval with the City of Cibola and recorded upon completion.

SF-6 Regulations - All regulations of the SF-6 Zoning District, other than those amended by the Conditional Use Permit, apply to the Property.

#### **PLANNING & ZONING COMMISSION RECOMMENDATION:**

1. Recommend **Approval** to City Council for the requested CUP for an Accessory Residential Unit, Residential District use, located at 165 Elaine Schlather Parkway, legally described as ABS: 194 SUR: JAMES JONES TRACT#6 5.01 AC.
2. Recommend **Approval** of the requested CUP for an Accessory Residential Units, Residential District use for property located at 165 Elaine Schlather Parkway, legally described as ABS: 194 SUR: JAMES JONES TRACT#6 5.01 AC, *and any additional conditions Planning & Zoning may require.*
3. Recommend **Denial** to City Council for the requested CUP for an Accessory Residential Units, Residential District use, *with findings.*

#### **STAFF ANALYSIS:**

##### **Unified Development Code (UDC) Section 4.3.2 – Conditional Use Permit Approval Considerations**

A CUP is intended to provide some flexibility to traditional zoning by offering a mechanism to balance specific site constraints and development plans with the larger interest of the community and the integrity of the UDC. An application for a CUP follows the same process as a Zoning Map Amendment Process (rezoning). The Permit, if granted, may include conditions placed upon the development of the property. The Planning & Zoning Commission and City Council shall consider the following, at a minimum, in conjunction with its deliberations for approval or denial of the application and the establishment of conditions: *(for reference, UDC and Comprehensive/Master Plan)*

##### **A. Consistency with the Comprehensive Master Plan;**

Comprehensive/Master Plan – Future Land Use Categories – Neighborhood Residential

Appropriate Land Use Types: The appropriate primary uses allowed in areas designated as neighborhood residential include single-family residential, accessory residential units, home professions, large scale assembly, community recreation, local utility services, park and recreation services, primary and secondary education facilities, and safety services. Appropriate secondary uses include such things as accessory living quarters and residential units, greenhouses, life care services, day-care services, and nursery schools.

Compatible Zoning Districts (P.43 from Comp Plan):

Single-Family Residential (SF-2) | Planned Unit Development (PUD)

**STAFF FINDING:** The Comprehensive Master Plan calls out this parcel as Neighborhood Residential, with compatible zoning districts such as SF-4, which more closely aligns with the 2013 classification of SF-2 used in the Comprehensive Plan. Although the current zoning implies higher density than outlined by the master plan, the request for accessory residential units aligns with the appropriate use types. It is important to note the applicant lot is 5 acres, while typical SF-6 properties are roughly a sixth of that size.

##### **B. Conformance with applicable regulation in this UDC and standards established by the UDC;**

Comprehensive/Master Plan – Future Land Use Categories – Neighborhood Residential

Intent & Character - The neighborhood residential future land use category is intended for areas that will be primarily developed with new single-family detached residential subdivisions. Development reflects a suburban to auto-oriented character; meaning that these areas are predominantly dominated by streets, driveways, and garages. Lot sizes and architectural styles are fairly uniform; but generally, new development density is between two and six units per acre.

**STAFF FINDING:** The Zoning Map Amendment will promote the health, safety, or general welfare of the City and the safe and orderly development of the City as it complies with the intent of the Comprehensive Master Plan.

**C. Compatibility with existing or permitted uses on abutting sites, in terms of building height, bulk, scale, setbacks and open spaces, landscaping and site development, and access/circulation.**

(2018) UDC Section 14.2.N.7. Low Density Residential District (SF-6)

- a. Intent - The high-density residential district enables higher density (up to 5.5 units per acre) housing types, such as townhomes, garden homes, or duplex/triplex to be developed in closer proximity to collector streets. The district is intended to complement the suburban district and in infill areas of the Town Center, serving as a transitional use between commercial and single family uses. Mobile/ manufactured/modular homes are not permitted.
- b. Permitted uses -one (1) dwelling unit per lot, and community recreational facilities.
- c. Specific uses - subject to Site Plan approval, private recreational amenities, places of worship, schools.

Lot Area	Lot Width	Front Setback	Rear Setback	Side Setback	Max Impervious Coverage	Maximum Height
6,600 sq ft	60'	25'	10'	10'	60%	35'

**STAFF FINDING:** The UDC provides lot design guidelines within the High Density Single-Family Residential (SF-6) Zoning District that are designed in scale for compatibility with surrounding mix of residential areas. The applicant property far exceeds the lot requirements for SF-6 properties, as it is 5 acres.

**D. Potential unfavorable impacts on existing or permitted uses on abutting sites, the extent that such impacts exceed those which reasonably may result from use of the site by a permitted use;**

(2018) UDC Section 13.1 Residential Uses allowed by right and with a Conditional Use Permit (CUP).

<u>SF-6 uses allowed by right</u>	<u>SF-6 allowed with CUP</u>
Greenhouse*	Accessory Living Quarters
Home Occupation*	Accessory Residential Units, Residential District
Manufactured Modular Housing	Condominium Residential
Single-family Residential	Group Residential
Assembly	Patio Home
Community Recreation	Day Care Services (Family)*
Local Utility Services	Day Care Services (Group)*
Park and Recreation Services	Day Care Services (General Commercial)*
Primary Educational Facilities	Life Care Services*
Safety Services	Nursery School*
Secondary Educational Facilities	Concrete/Asphalt Batching Plant (Temporary)

\*Subject to supplemental use regulations of UDC Article 6.

**STAFF FINDING:** This zoning district is suitable for uses permitted by the district provided the CUP is approved.

**E. Modifications to the site plan which would result in increased compatibility or would mitigate potentially unfavorable impacts or would be necessary to conform to applicable regulations and standards and to protect the public health, safety, morals and general welfare.**

Comprehensive/Master Plan - Future Land Use Categories - Neighborhood Residential

Moving Forward - The following recommendations should be considered as part of rezonings, development approvals, or improvements to existing regulations: New neighborhood residential developments with a planned large number of lots (e.g., 250 lots or greater) should be required to have at least two points of access to a collector roadway or greater in functional classification. Development approvals for new residential or nonresidential development should include dedication of thoroughfares and trails as within the adopted thoroughfare plan and trail plan maps. New neighborhoods should be served by roads with urban cross-sections and should serve vehicular, bicycle, and pedestrian users.

**STAFF FINDING:** The addition of the accessory building conforms with all applicable regulations as well as the intent of the Comprehensive Master Plan. The proposed mother-in-law flat is not likely to cause any foreseeable unfavorable impacts.

**F. Safety and convenience of vehicular and pedestrian circulation in the vicinity, including traffic reasonably expected to be generated by the proposed use.**

**STAFF FINDING:** Staff do not foresee major impacts to traffic as a result of granting the CUP.

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## **Attachments**

- A. CUP-24-02-Signed Application.pdf
- B. Staff Map.pdf
- C. CUP-24-02-SHT\_1\_OF\_3\_SITE\_PLAN.pdf



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

**UNIVERSAL APPLICATION - CONDITIONAL USE PERMIT**

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 Name: ALVES Residence  
 Total Acres: 5 Survey Name: JAMES JONES Abstract No.: A-194  
 Project Location (address): 165 ELAINE SCHLATHER PKWY, CIBOLO, TX 78108  
 Current Zoning: SFG Overlay:  None  Old Town  FM 78  
 Proposed Zoning: SFG # of Lots: \_\_\_\_\_ # of Units: \_\_\_\_\_  
 Please Choose One:  Single-Family  Multi-Family  Commercial  Industrial  
 Other MOTHER-IN-LAW FLAT  
 Current Use: RESIDENTIAL C Total Proposed Square Footage: \_\_\_\_\_  
 Proposed Use: RESIDENTIAL C (Commercial/Industrial only)

**Applicant Information:**

Property Owner Name: HENRY E JINTANA ALVES  
 Address: 165 ELAINE SCHLATHER PKWY City: CIBOLO  
 State: TX Zip Code: 78108 Phone: 210-825-0577  
 Email: HALVES1@att.net Fax: \_\_\_\_\_

\*Applicant (if different than Owner): \_\_\_\_\_

\* Letter of Authorization required

Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Representative:**

Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Fax: \_\_\_\_\_

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

[Signature]  
 Owner or Representative's Signature  
HENRY ALVES  
 Typed / Printed Name

State of TEXAS

County of Bexar

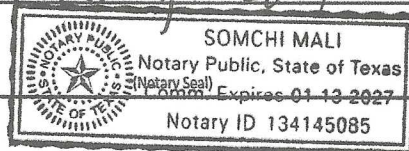
Before me, Somchi Mali, on this day personally appeared  
 Name of Notary Public

HENRY ALVES, 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 10 day of February 2024

[Signature]  
 Notary Public Signature



City of Cibolo Use Only
Total Fees
Payment Method
Submittal Date
Accepted by
Case Number

Henry Alves  
165 Elaine Schlather Pkwy  
Cibolo, TX 78108

February 12, 2024

I Henry Alves, am requesting a Conditional Use Permit to build a mother-in-law flat on the same lot as the existing principal residence.



Henry Alves






Verify the home meets size requirements per Sec. 13.1. Accessory Residential Units may not exceed 33% of the GFA of the primary structure.

$GFA - 3273sf \times .33\% = 1080sf$

New structure 1079sf < 1080sf



# Property Information Map for 165 Elaine Schlather Pkwy

-  Property of Interest
-  Neighborhood Commercial (C1)
-  High Density Single-Family Residential (SF6)
-  Public Facility (PF) - Institution
-  Public Facility (PF) - Park

**Council District:** 1

**Zoning District:** 4 Acre of SF6 and  
1 Acre of C1

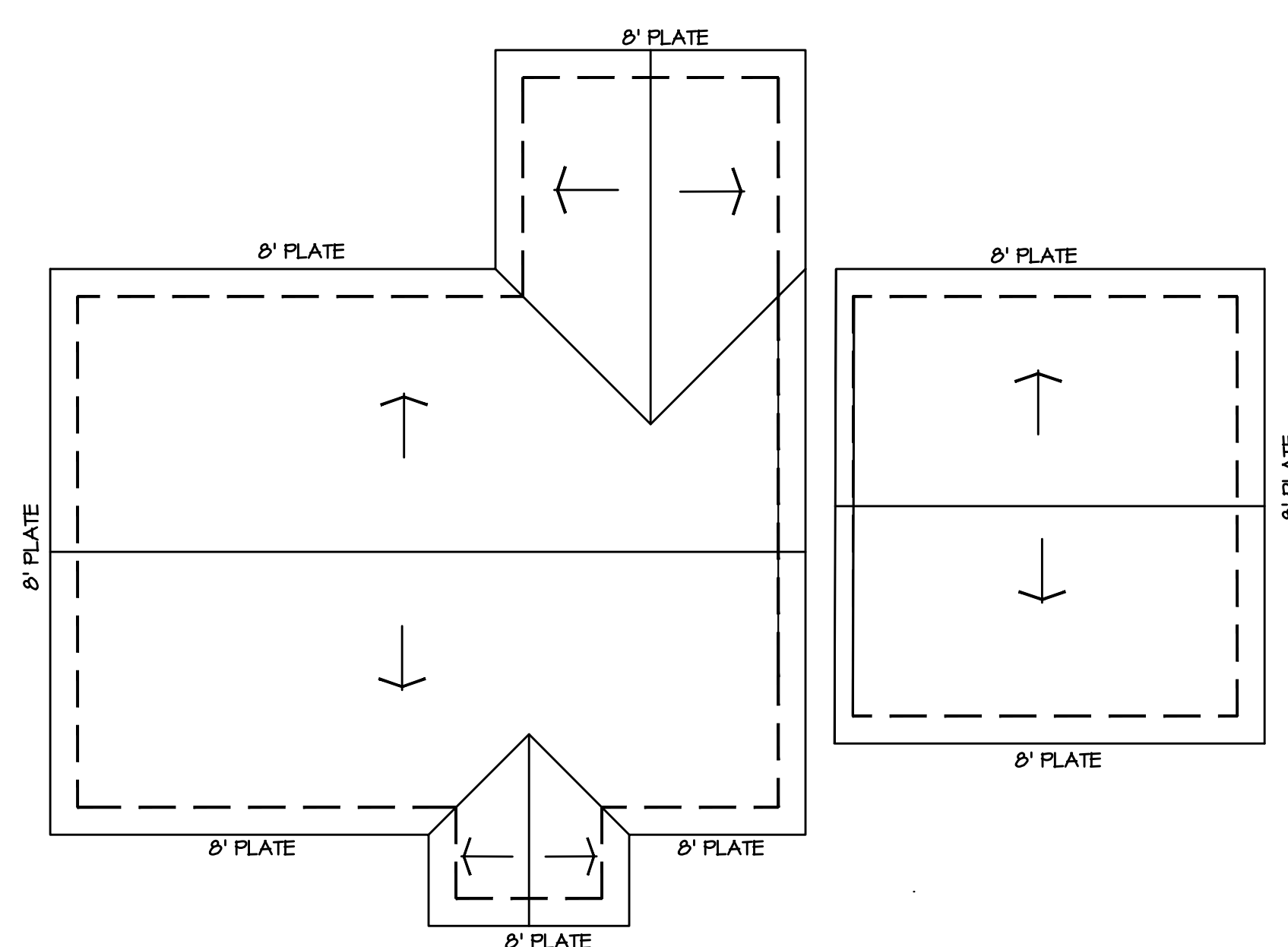
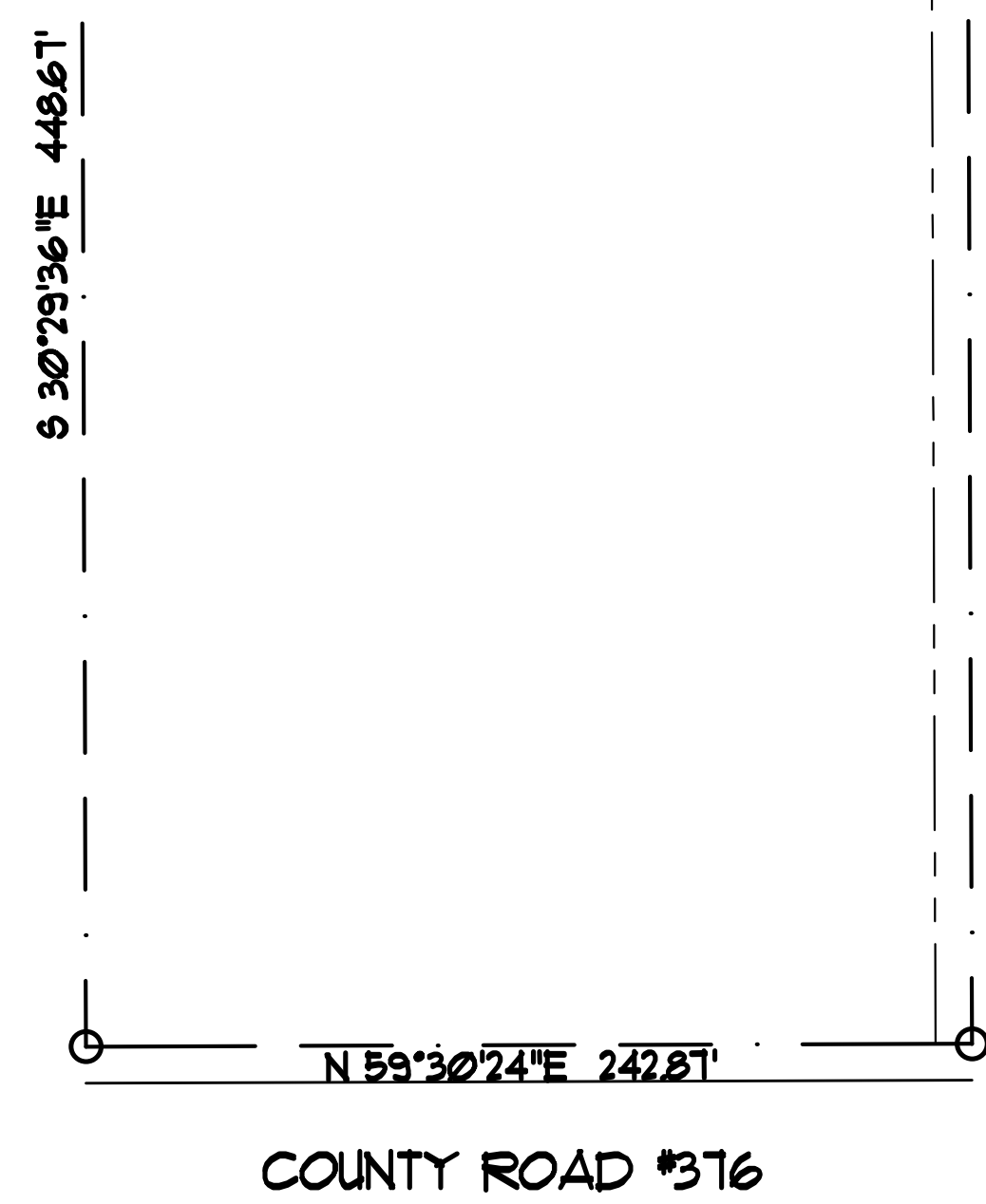
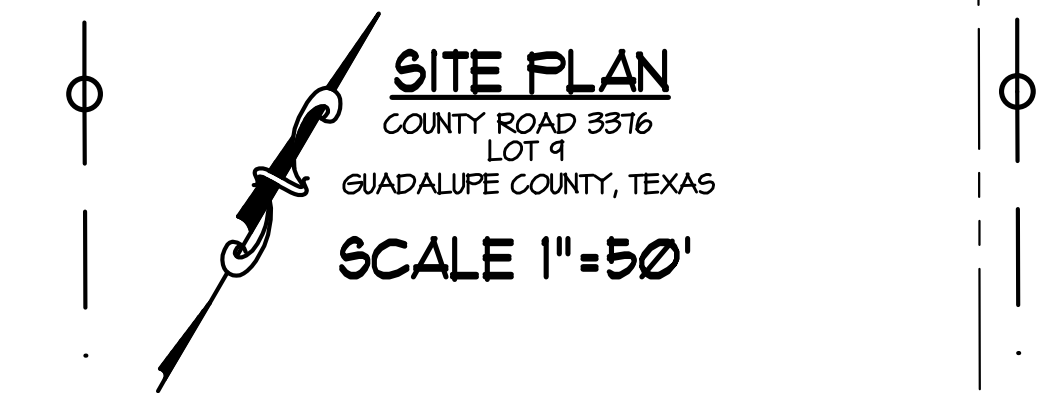
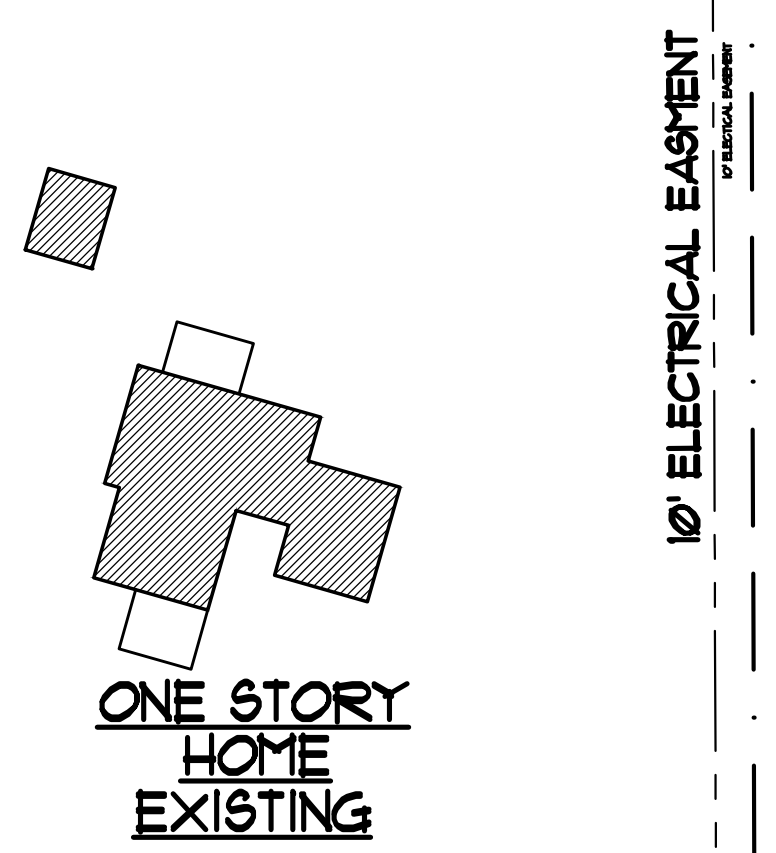
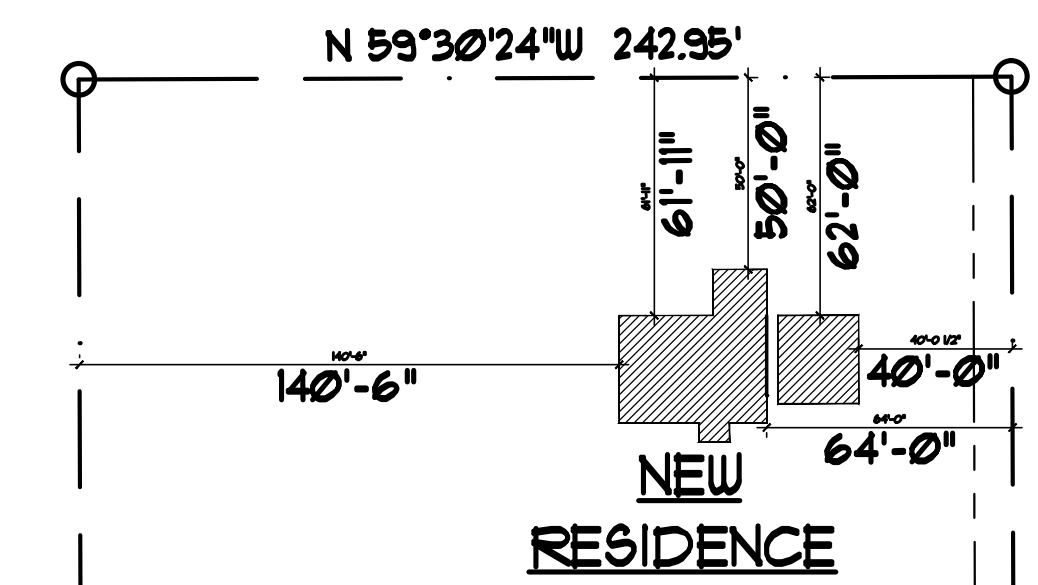
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**Sewer Service:** City of Cibolo

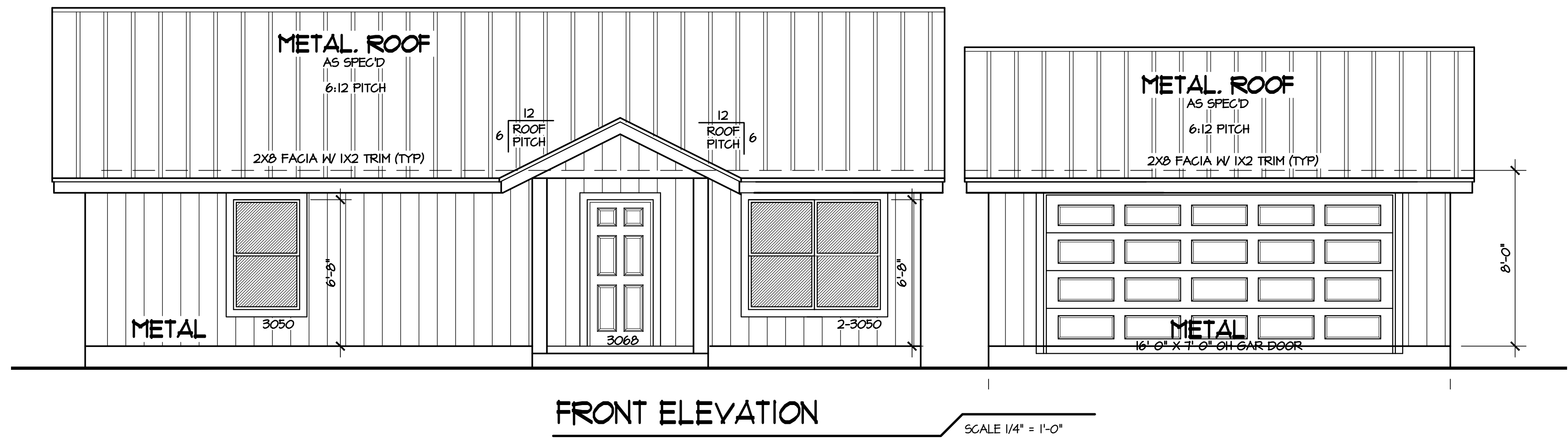
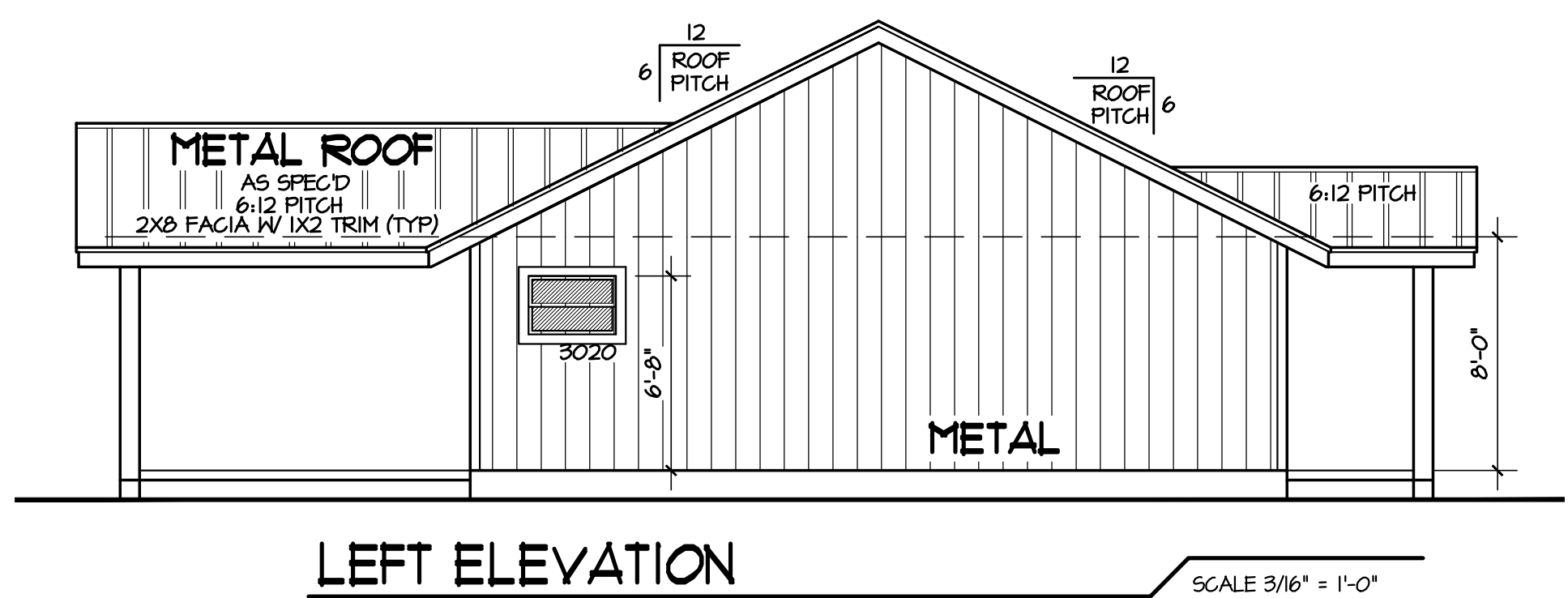
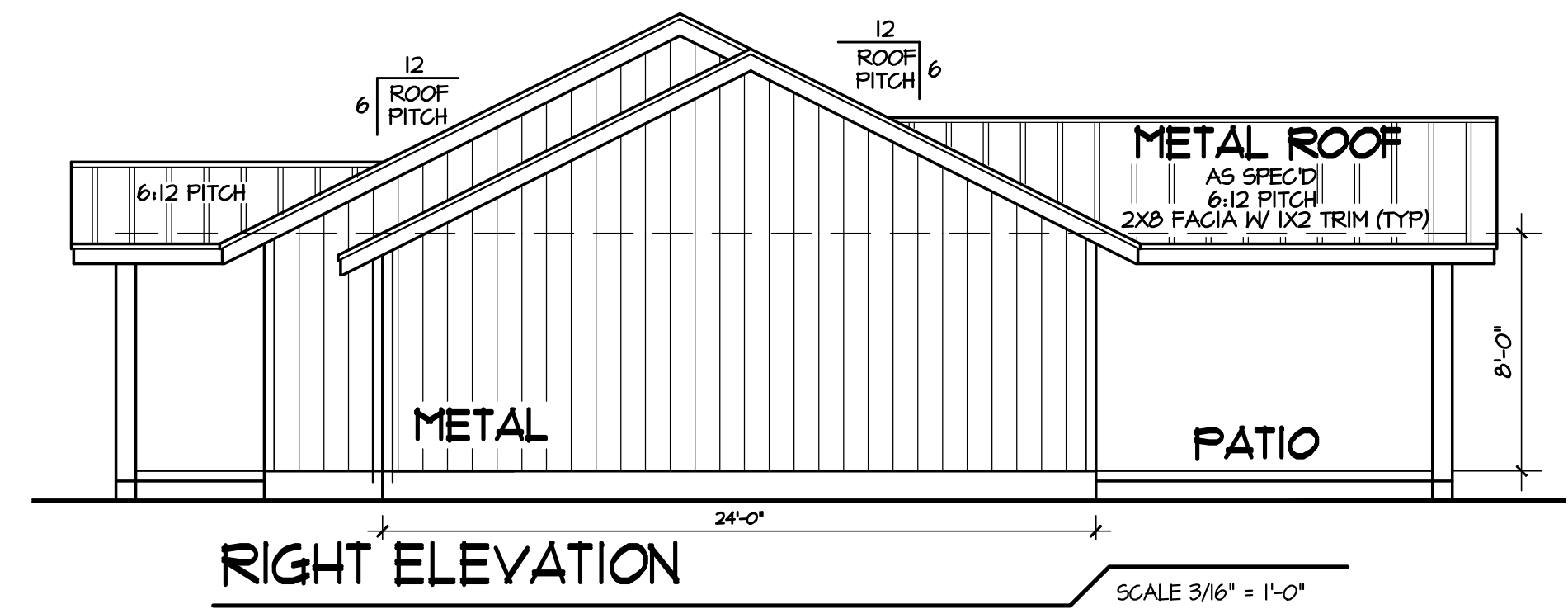
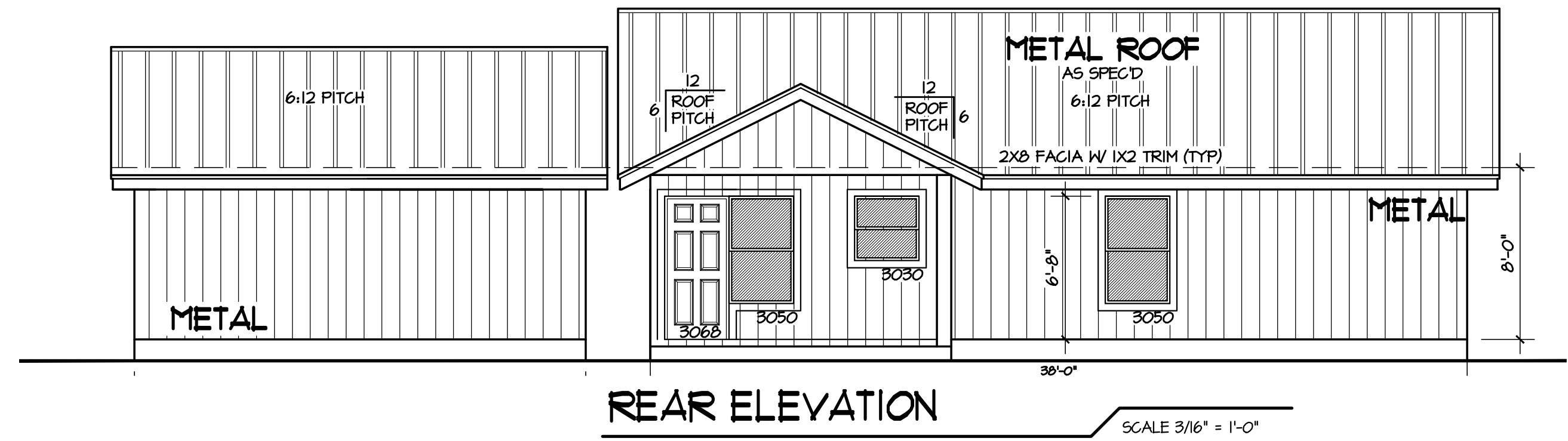
0 100 200 300  
 Feet







- ROOF PLAN**  
SCALE 1/8" = 1'-0"
1. ALL ROOF SLOPES ARE TO BE NOTED
  2. PROVIDE 2" CONTINUOUS SOFFIT VENTS
  3. ALL OVERHANGS ARE TO BE 6" FROM FRAME
  4. ATTIC SPACE VENT AREA REQUIREMENTS:  
TOTAL SQ. FT. OF ATTIC = 2046 SQ. FT.  
TOTAL FREE VENT REQUIRED 2046 / 300 = 7 SQ. FT.  
REQUIRED ATTIC ROOF VENTS.



**AREAS**

TOTAL HEATED	1071 SQFT
GARAGE	403 SQFT
PORCH	40 SQFT
PATIO	160 SQFT
TOTAL COVERED	1766 SQFT

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 THESE PLANS ARE EXCLUSIVE PROPERTY OF GONZALES & ASSOCIATES. NO REPRODUCTION OR RETAINING THE RIGHT TO DUPLICATE ANY DESIGN CONCEPTS, WORKING DRAWINGS OR DETAILED DRAWING. THESE PLANS ARE TO BE REPRODUCED WITHOUT WRITTEN PERMISSION OF GONZALES & ASSOCIATES. DESIGNER'S LIABILITY NOT TO EXCEED PRICE PAID FOR PLANS.  
 IT IS THE RESPONSIBILITY OF THE BUILDERS/GENERAL CONTRACTORS TO VERIFY ALL LOCAL BUILDING CODES. THIS STRUCTURE MEET ALL LOCAL BUILDING CODES.

**HANK RESIDENCE**  
 COUNTY ROAD 3376  
 LOT 9  
 GUADALUPE COUNTY, TEXAS

**GONZALES & ASSOCIATES**  
 BUILDING DESIGNERS & CONSULTANTS  
 FERNANDO N. GONZALES  
 OWNER/ DESIGNER  
 8546 BROADWAY SUITE 102 TELEPHONE: (210) 804-1999  
 SAN ANTONIO, TEXAS 78211 FAX: (210) 830-2504

**DRAWN BY:**  
 FG

**STARTING DATE**  
 OCTOBER 19, 2023

**REVISED DATE**  
 DEC 11, 2023  
 JAN 09 2023

**JOB#**  
 23-074

**SHEET#**  
 1 OF 3



**Conduct a public hearing regarding a variance request to Code of Ordinances Sec. 58-5 to allow a wall sign that does not face a right-of-way at 778 Cibolo Valley Drive, Suite 111.**

Meeting	Agenda Group
Wednesday, March 13, 2024, 6:30 PM	Public Hearings      Item: 5B
From	Staff Contact(s)
Lindsey Walker, Planner I	Lindsey Walker,

**PLANNING & ZONING COMMISSION ACTION:** 1. Conduct 1<sup>st</sup> Public Hearing  
2. Discussion & Recommendation to the Mayor and City Council

**PROPERTY INFORMATION:**

Project Name: **VR-24-01**  
 Owners: Endeavor Real Estate Group  
 Representative: Michelle Romano, Signtek Inc.  
 Location/Area: **778 Cibolo Valley Drive, Suite 111**  
 Location: Borgfeld Market on Cibolo Valley Drive  
 Council District: 2  
 Zoning: Retail/Office (C-3)  
 Proposed Use: Restaurant, Neighborhood

**FINDINGS:**

A variance to Code of Ordinances Chapter 58 (Signs) is processed and handled in the same manner as a zoning variance, with a recommendation from this Commission to City Council. The Planning and Zoning Commission must review the criteria for granting a Variance, per [UDC Section 4.3.5.3](#). The applicant property is located within the Borgfeld Market shopping center off the corner of Borgfeld Boulevard and Cibolo Valley Drive. It is surrounded by commercial properties within the Retail/Office (C-3) and General Commercial (C-4) zoning districts. The rear of the shopping center abuts the Walmart parking lot. The applicant is requesting a variance to allow a sign to be placed on the back of the building that faces the lot. The Sign Ordinance prohibits wall signs to be placed on facades that do not face public or private rights-of-way, of which the Walmart parking lot is neither. The sign currently on the rear elevation was approved erroneously in December 2022. All recent sign applications have been enforced in accordance with its requirements since the discovery and understanding of this section of the Sign Ordinance. The neighboring tenant in suite 107 was denied the same variance request at the January 9, 2024, City Council meeting.

**PUBLIC NOTICE:**

Public notice was published within the local newspaper (Seguin Gazette) on February 25, 2024, and the [City Website](#). Individual letters were sent by mail to nine property owners within 200' of the site. To date, Staff has received zero (0) in favor of and zero (0) in opposition. Public Hearings are scheduled on March 13, 2024 (Planning & Zoning Commission) and on March 26, 2024 (City Council). Approval/Disapproval of the zoning ordinance is tentatively scheduled for the April 9, 2024, City Council meeting.

**PLANNING & ZONING COMMISSION RECOMMENDATION:**

Recommend **approval** to City Council of the requested variance petition to Code of Ordinances Sec. 58-5 to allow a wall sign that does not face a right-of-way at 778 Cibolo Valley Drive, Suite 111.

Recommend **approval** to City Council of the requested variance petition to Code of Ordinances Sec. 58-5 to allow a wall sign that does not face a right-of-way at 778 Cibolo Valley Drive, Suite 111, **with conditions**.

**Deny** the variance petition **with findings**.

**STAFF ANALYSIS:**

**Unified Development Code (UDC) Section 4.3.1.5 – Zoning Map Amendment Process Approval Criteria**

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:** The request does not meet this criterion as the situation is not unique to the applicant's property. The oversight in issuing the permit has now been discovered and does not warrant continuation.

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

58-5 – Wall (facade). Any sign painted on, attached to or projecting from the wall surface of a building (whether permanent or portable), including signs on awnings and/or marquees. Sign must face a right-of-way be it public or private.

**STAFF FINDING:** Literal interpretation would not deprive the applicant of rights commonly enjoyed by neighboring properties. While the sign was previously approved erroneously, all recent sign applications have been enforced in accordance with its requirements since the discovery and understanding of this section of the Sign Ordinance. Consistent adherence to the correct interpretation is now enforced.

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

**STAFF FINDING:** The conditions are not a result of applicant actions.

**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 special privileges if granted the variance, as it departs from the standard Sign Ordinance requirements that have been consistently applied since the discovery of this section of the code.

Variations 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.

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**Attachments**

A. Variance Application.pdf

B. Property Map.pdf

D. ROW Exhibit.pdf



**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): 778 CIBOLO VALLEY DR. #111  
 Total Acres: 2.827 Survey Name/Subdivision: BORGFELD MARKET BLK 1 LOT 4 Abstract No.: \_\_\_\_\_  
 Project Name: (if applicable): BUFFALO WILD WINGS  
 Description of proposed Variance: ALLOW FOR REAR SIGN

Current Zoning: COMMERCIAL Overlay:  None  Old Town  FM 78  
 Proposed Zoning: COMMERCIAL # of Lots: 1 # of Units: 1  
 Please Choose One:  Single-Family  Multi-Family  Commercial  Industrial  
 Other  
 Current Use: RESTAURANT Total Proposed Square Footage: 47.31  
 Proposed Use: RESTAURANT SIGN B (Commercial/Industrial only)

**Applicant Information:**

Property Owner Name: ENDEAVOR REAL ESTATE GROUP  
 Address: 500 W 5th ST. SUITE 700 City: AUSTIN  
 State: TX Zip Code: 78701 Phone: 512.682.5548  
 Email: zzime1@endeavor-re.com Fax: N/A

\*Applicant (if different than Owner): SIGNTEK INC.  
 \* Letter of Authorization required  
 Address: 16380 N. EVANS RD, SUITE 2 City: SELMA  
 State: TX Zip Code: 78154 Phone: 210.946.5511  
 Email: permits@signtek.com Fax: N/A

Representative: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ 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  
JOSEPH S. TYO  
 Typed / Printed Name

State of TEXAS  
 County of GUADALUPE  
 Before me, MICHELLE ROMANO, on this day personally appeared  
 Name of Notary Public  
JOSEPH S. TYO, 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 25th day of JANUARY 2024

Notary Public Signature



City of Cibolo Use Only
Total Fees
Payment Method
Submittal Date
Accepted by
Case Number





16380 N. Evans Rd. Suite 2, Selma, TX 78154 | [www.SignTek.com](http://www.SignTek.com) | 210.946.5511

Jan 26, 2024

Subject: Variance Application for Buffalo Wild Wings

To Whom It May Concern:

We respectfully request support for the variance application for the installation of a rear sign at the commercial establishment. Your approval of this variance is in the best interest of both the restaurant and the local neighborhood.

Buffalo Wild Wings has become an integral part of the Cibolo community, that residents and visitors alike have come to appreciate. A well-designed and appropriately placed sign is crucial for the success and visibility of any business.

Here are some key reasons why we believe the variance permit should be approved:

- **Visibility and Marketing:** A distinctive and visible sign is essential for attracting customers and creating brand recognition. This will contribute to the success and growth, benefiting both the business and the local economy.
- **Aesthetic Harmony:** The sign design aligns with the aesthetic character of the surrounding area. It complements the overall atmosphere and adds to the visual appeal without causing any significant disruption.
- **Community Support:** The approval of this permit aligns with the desires and preferences of the community members who appreciate the establishment as a valuable addition to the neighborhood.
- **Economic Contribution:** A thriving local business contributes to the economic well-being of the community. By allowing Buffalo Wild Wings to have an effective and eye-catching sign, we encourage continued success, leading to increased economic activity and job opportunities.

We trust that the City of Cibolo, Planning & Economic Development will carefully consider the merits of this variance application and take into account the positive impact it will have on both the business and the community.

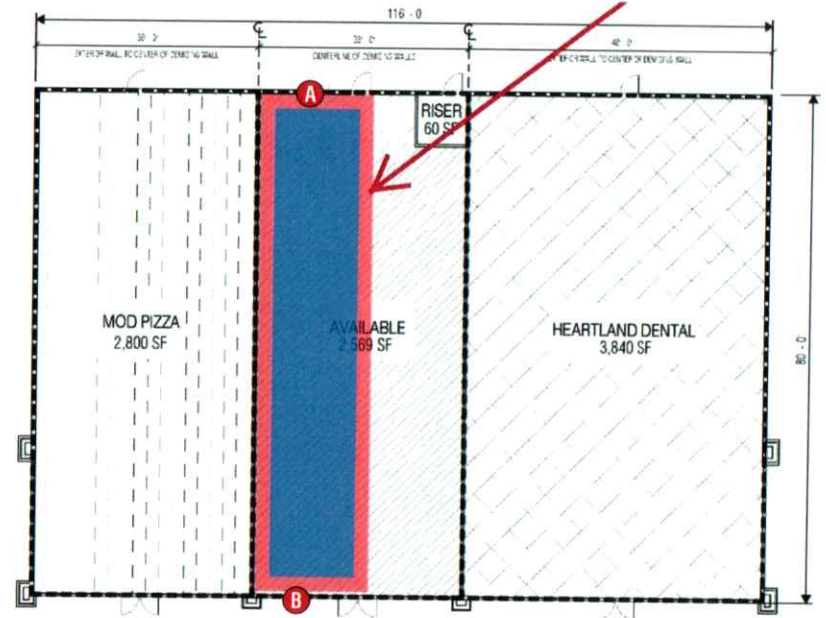
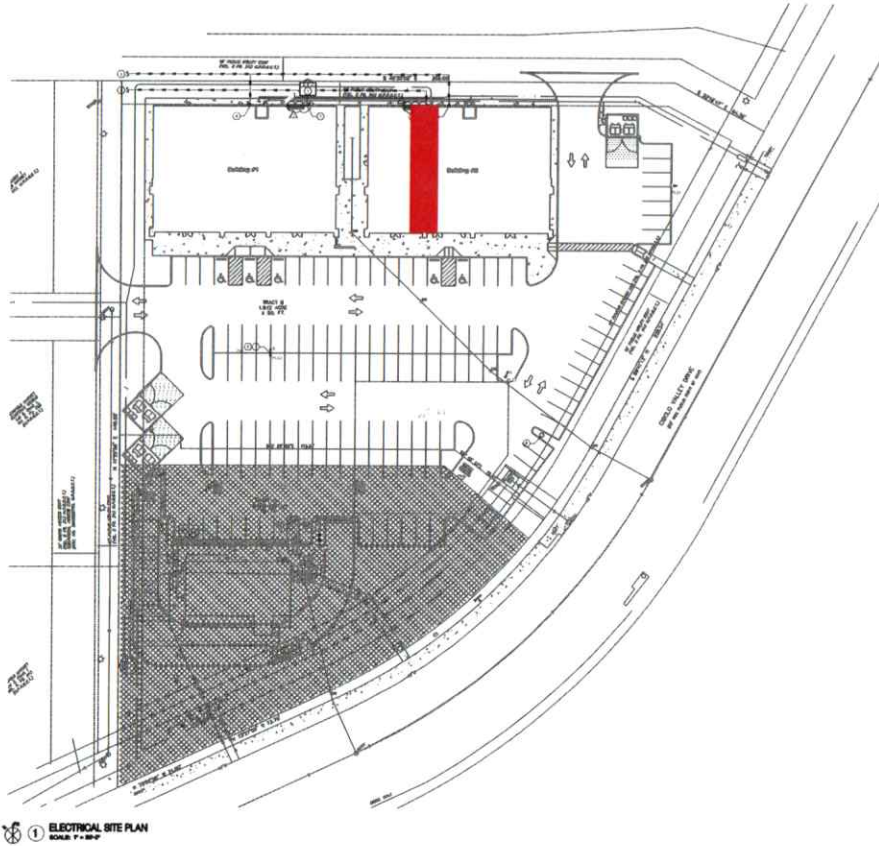
Thank you for your time and consideration. Approving this variance will contribute to the vibrancy and prosperity of the city.

Sincerely,

SignTek Inc.

**SIGN SCHEDULE**

- A CW-GO CHANNEL LOGO & LETTERSET | ONE (1) REQ**
- B CW-GO CHANNEL LOGO | ONE (1) REQ**
- D P4 POST AND PANEL | TWO (2) REQ (NOT SHOWN)**



<p><b>GENERAL NOTES</b></p> <ul style="list-style-type: none"> <li>•INSTALLER SHALL VERIFY WALL CONDITIONS IN THE FIELD</li> <li>•TYPE, SIZE &amp; QTY. OF FASTENERS TBD</li> <li>•ALL BOLT HOLES TO BE DRILLED OR PUNCHED</li> <li>•ISOLATE ALL ALUMINUM FROM STEEL</li> </ul>	<p><b>NEW &amp; REMODEL CONSTRUCTION</b></p> <p>ADDITION TO EXISTING STRUCTURE SHALL BE CONSIDERED AS NEW CONSTRUCTION FOR THE PURPOSES OF THIS AGREEMENT. CUSTOMER TO PROVIDE ALL NECESSARY PERMITS AND APPROVALS FOR THE CONSTRUCTION OF THE SIGN. INSTALLATION SHALL BE IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.</p>	<p><b>INSTALLER REQUIREMENTS:</b></p> <p>ALL INSTALLATION (INCLUDING FASTENERS AND CONNECTIONS) SHALL BE TO BE PERFORMED BY THE INSTALLATION CONTRACTOR. ALL WORK PERFORMANCE TO BE BASED ON THE FOLLOWING CRITERIA:</p> <ul style="list-style-type: none"> <li>• EXTERIOR LOCATIONS</li> <li>• ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.</li> <li>• ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH ALL APPLICABLE CODES AND REGULATIONS.</li> </ul>	<p><b>CUSTOMER TO PROVIDE:</b></p> <p>NECESSARY PERMITS AND APPROVALS FOR THE CONSTRUCTION OF THE SIGN. CUSTOMER TO PROVIDE ALL NECESSARY PERMITS AND APPROVALS FOR THE CONSTRUCTION OF THE SIGN.</p>	<p><b>WARRANTY NOTICE</b></p> <p>THIS SIGN IS PROVIDED AS IS. THE INSTALLER MAKES NO WARRANTY AS TO THE DURABILITY OR PERFORMANCE OF THE SIGN. THE CUSTOMER SHALL BE RESPONSIBLE FOR THE MAINTENANCE AND REPAIR OF THE SIGN. THE INSTALLER SHALL BE RESPONSIBLE FOR THE INSTALLATION OF THE SIGN.</p>
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www.FederalHeath.com

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(386) 255-1901 Fax (386) 258-0211

**Manufacturing Facilities:**  
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 Esters, TX - Grafton, WI - Houston, TX  
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Building Quality Signage Since 1901

Revisions:

Colors Depicted in This Rendering May Not Match Actual Finished Materials. Refer to Product Samples For Exact Color Match

Client Approval/Date: \_\_\_\_\_

Landlord Approval/Date: \_\_\_\_\_

Account Rep: Boyd Hippenstiel  
 Project Manager: Brandi Hayes Reymier  
 Drawn By: Jody Graham

Underwriters Laboratories Inc. **UL** **ETP** ELECTRICAL TO USE ALL LISTED COMPONENTS AND SHALL MEET ALL N.E.C. STANDARDS  
 ALL ELECTRICAL SIGNS ARE TO COMPLY WITH U.S. ROAD ARTICLE AND OF THE N.E.C. STANDARDS, INCLUDING THE PROPER GROUNDING AND BONDING OF ALL SIGNS.

Project / Location:  
  
 Store #893  
 778 Cibolo Valley Drive  
 Suite 111  
 Cibolo, TX 78108

Job Number: 23-85682-10  
 Date: 11.1.23  
 Sheet Number: 1 of 7  
 Design Number: 23-85682-10

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**PROJECT INFORMATION**

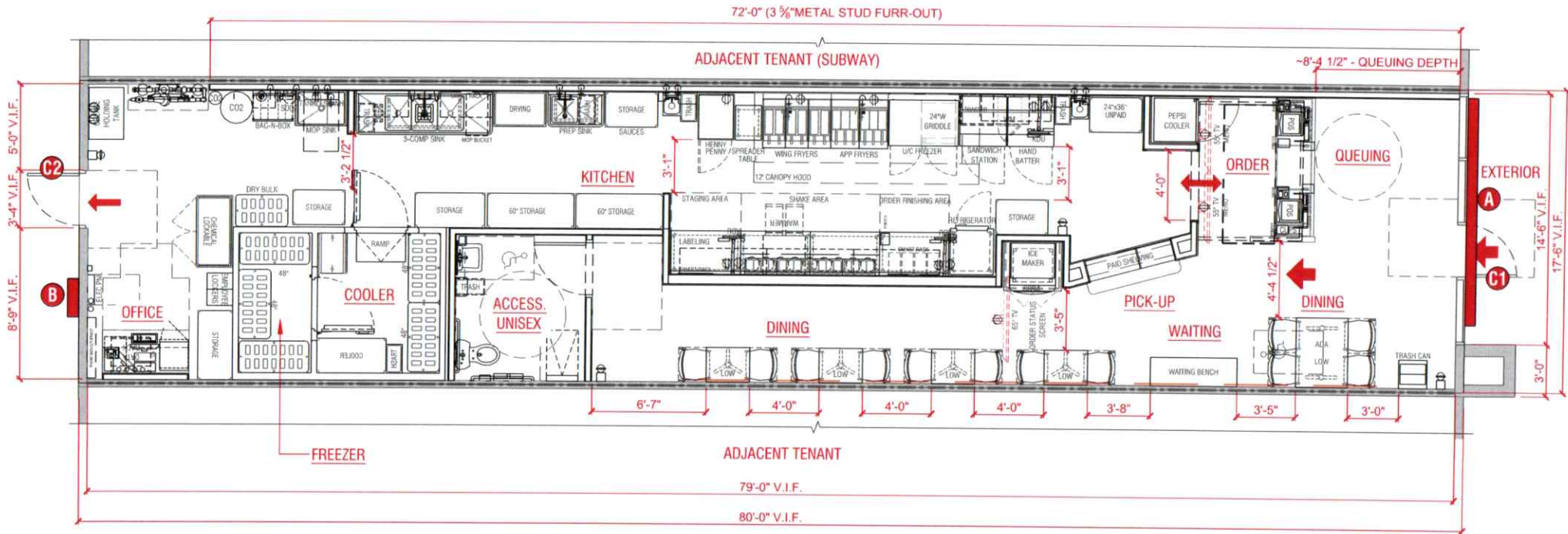
**AREA:**  
TENANT SPACE: 1,400 SQUARE FEET

**SIGNAGE:**  
FRONT AND REAR SIGN FOR THIS LOCATION

**SEAT COUNT:**  
(4) 2-TOPS = 8 SEATS  
(1) 4-TOPS-HC = 4 SEATS  
TOTAL = 12 SEATS

**SIGN SCHEDULE**

- A** CW-GO CHANNEL LOGO & LETTERSET | ONE (1) REQ
- B** CW-GO CHANNEL LOGO | ONE (1) REQ
- C** DOOR VINYL | TWO (2) REQ



FLOOR PLAN | SCALE: 3/16" = 1'-0"



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Drawn By: **Jody Graham**

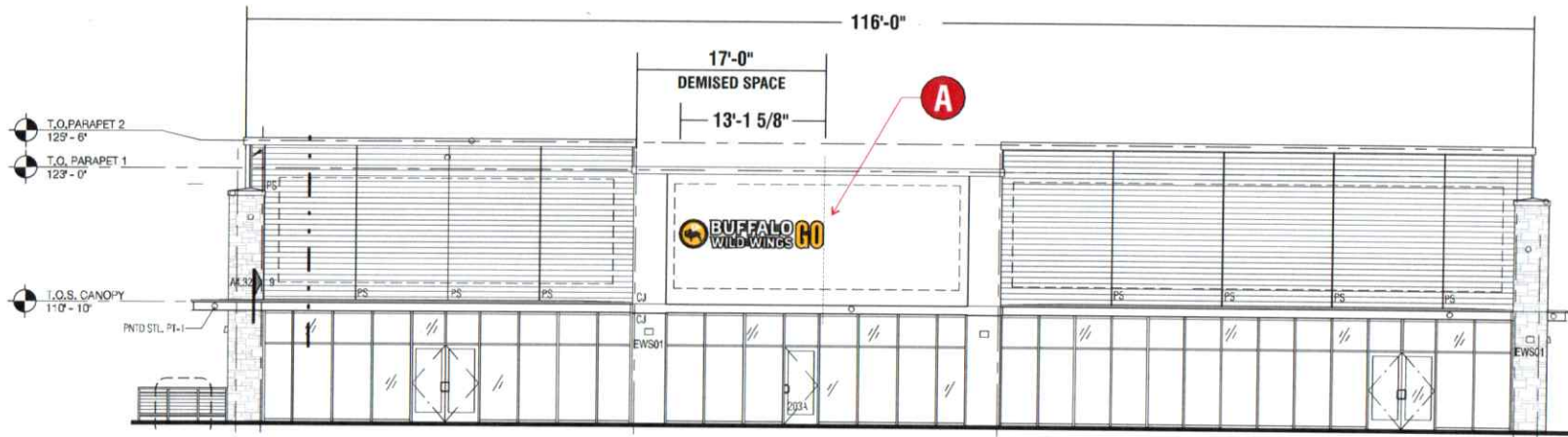
**UL Underwriters Laboratories Inc.** **nec** ELECTRICAL TO USE ALL LISTED COMPONENTS AND SHALL MEET ALL N.E.C. STANDARDS  
ALL ELECTRICAL SIGNS ARE TO COMPLY WITH U.S. KNOWN ARTICLE AND OF THE N.E.C. STANDARDS, INCLUDING THE PROPER GROUNDING AND BONDING OF ALL SIGNS!

Project / Location:

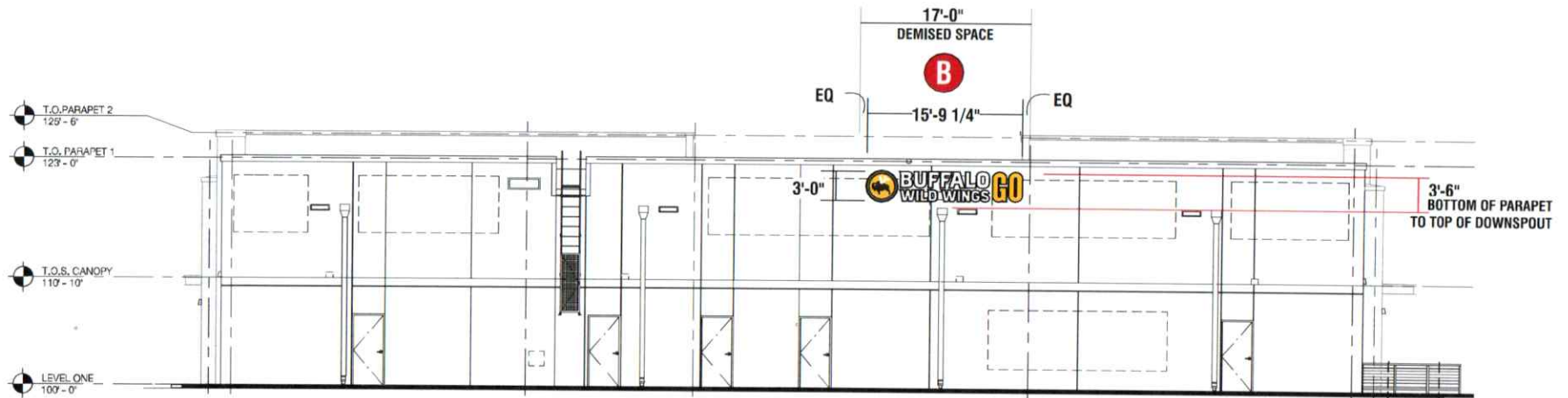
**BUFFALO WILD WINGS GO**  
Store #893  
778 Cibolo Valley Drive  
Suite 111  
Cibolo, TX 78108

Job Number: 23-85682-10  
Date: 11.1.23  
Sheet Number: 2 OF 7  
Design Number: 23-85682-10

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2 BUILDING 2 SOUTH ELEVATION  
scale 3/32" = 1'-0"



1 BUILDING 2 NORTH ELEVATION  
scale 3/32" = 1'-0"



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Client Approval/Date:

Landlord Approval/Date:

Account Rep: Boyd Hippenstiel

Project Manager: Brandi Hayes Reymier

Drawn By: Jody Graham

Underwriters Laboratories Inc. nfc

ELECTRICAL TO USE ALL LISTED COMPONENTS AND SHALL MEET ALL N.E.C. STANDARDS  
 ALL ELECTRICAL SIGNS ARE TO COMPLY WITH U.S. BRAND ARTICLE 605 OF THE N.E.C. STANDARDS, INCLUDING THE PROPER GROUNDING AND BONDING OF ALL SIGNS.

Project / Location:



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 778 Cibolo Valley Drive  
 Suite 111  
 Cibolo, TX 78108

Job Number: 23-85682-10

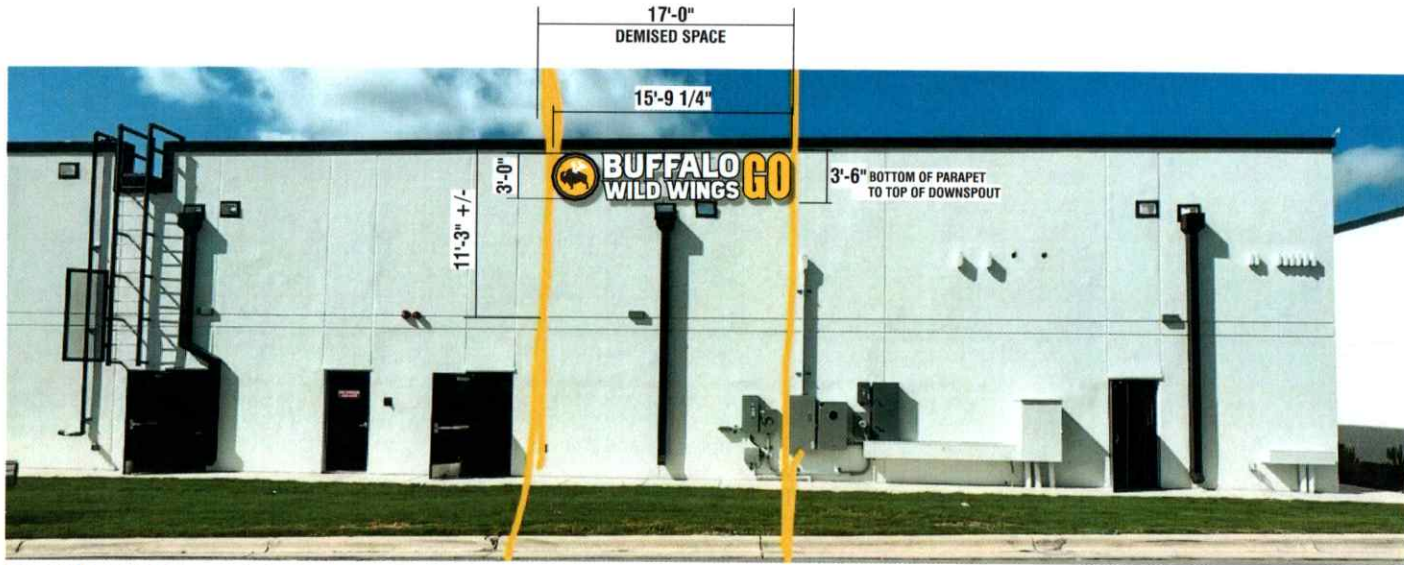
Date: 11.1.23

Sheet Number: 3 Of 7

Design Number: 23-85682-10

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**B** PROPOSED SIGNAGE (none existing) REAR ELEVATION | APPROXIMATE SCALE: 1/8" = 1'-0"



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Landlord Approval/Date: \_\_\_\_\_

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Project Manager: **Brandi Hayes Reyrer**

Drawn By: **Jody Graham**

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Project / Location:



Store #893  
778 Cibolo Valley Drive  
Suite 111  
Cibolo, TX 78108

Job Number: **23-85682-10**

Date: **11.1.23**

Sheet Number: **5** of **7**

Design Number: **23-85682-10**

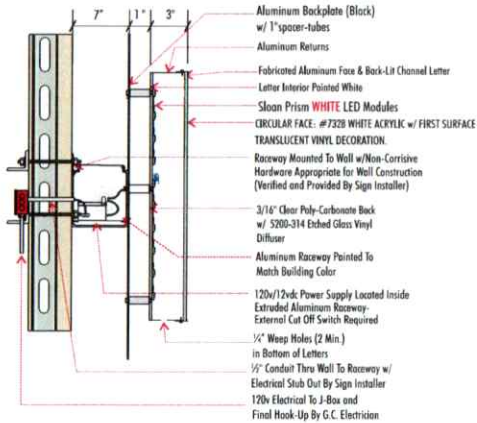
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## NON-STANDARD

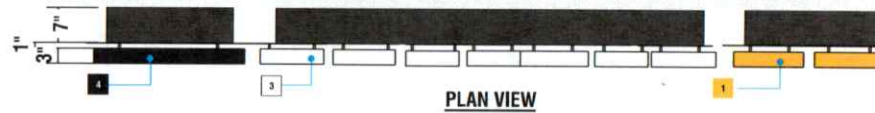
**Back-Up Panels / Face & Back-Lit / Reverse Channels  
Yellow LED Illumination (per real estate request)**

### LOW VOLTAGE L.E.D. LIGHTING SYSTEM

UL LISTED CLASS 2 - CONFORMS TO ILL. 48 NEC 400 CODE



### FACE & BACK-LIT CHANNEL LOGO & LETTERS W/ BACK-UP PLATE



### **B** CW-G036-RW CHANNEL LOGO & LETTERSET | ONE (1) REQ Scale: 1/2"=1'-0"

**LOGO CHANNEL:**  
 RETURNS, TRIM-CAP AND VINYL BORDER: BLACK  
 CIRCULAR FACE: #7328 WHITE ACRYLIC w/ FIRST SURFACE TRANSLUCENT VINYL DECORATION.  
**ILLUMINATION:** VIA SloanLED Prism (WHITE)  
 NOTE: 36" LOGO or LESS WILL HAVE 1" TRIM-CAP AND VINYL BORDER OVER 36" AND UP TO A MAXIMUM OF 48" HAVE 2" TRIMCAP AND VINYL BORDER

**CHANNEL LETTERS:**  
 BWW: RETURNS PAINTED WHITE ON ALL SURFACES.  
 BWW FACES: 7328 WHITE ACRYLIC  
 GO: RETURNS PAINTED YELLOW  
 GO FACES: 7328 WHITE ACRYLIC W/ 3630-125 Golden Yellow Overlay TO MATCH PMS 7548c (3630-125 Golden Yellow)  
**ILLUMINATION:** VIA SloanLED Prism (WHITE)

NOTE: RACEWAYS ARE EXISTING;  
PLEASE USE JOB #23-76768-10 FOR LOCATION OF ELECTRICAL  
AND MOUNTING HOLES FOR LETTERS AND LOGO.

SIGN TYPE	A	B	C	D	G (ROUND BORDERS)	H (RECT BORDERS)	I (WITH BORDER w/ TRIMCAP)	SQ.FT. (LOGO & LETTERS)
<b>B</b> CW-G036-RW	3'-0"	15'-9 1/4"	1'-7"	1'-1 3/4"	1 11/16"	7/16"	3/4"	47.31
CW-G033-RW	2'-9"	14'-5 1/2"	1'-5 3/8"	1'-0 5/8"	1 1/2"	7/16"	11/16"	39.76
CW-G030-RW	2'-6"	13'-1 5/8"	1'-3 3/4"	11 1/2"	1 3/8"	3/8"	5/8"	32.84
CW-G027-RW	2'-3"	11'-9 7/8"	1'-2 1/4"	10 1/4"	1 1/4"	3/8"	9/16"	26.60
CW-G024-RW	2'-0"	10'-6 1/8"	1'-0 5/8"	9 1/8"	1 1/8"	5/16"	1/2"	21.02
CW-G021-RW	1'-9"	9'-2 3/8"	11"	8"	1"	1/4"	7/16"	16.10
CW-G018-RW	1'-6"	7'-10 5/8"	9 1/2"	6 7/8"	13/16"	1/4"	3/8"	11.83



#### Color Breakdown | Logo



**INSTALLER NOTE:**  
 INSTALLER RESPONSIBLE TO CHOOSE THE  
 APPROPRIATE FASTENERS PER CONDITIONS



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Revisions:

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

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Client Approval/Date: \_\_\_\_\_  
 Landlord Approval/Date: \_\_\_\_\_

Account Rep: **Boyd Hippenstiel**  
 Project Manager: **Brandi Hayes Reyrer**  
 Drawn By: **Jody Graham**

Underwriters Laboratories Inc. (UL) and International Electrotechnical Commission (IEC) Electrical to use U.L. listed components and shall meet all N.E.C. standards.  
 ALL ELECTRICAL SIGNS ARE TO COMPLY WITH ALL AB AND ARTICLE 605 OF THE N.E.C. STANDARDS, INCLUDING THE PROPER GROUNDING AND BONDING OF ALL LIGHTS.





Project / Location:  
  
**Store #893**  
 778 Cibola Valley Drive  
 Suite 111  
 Cibola, TX 78108

Job Number: **23-85682-10**  
 Date: **11.1.23**  
 Sheet Number: **6** of **7**  
 Design Number: **23-85682-10**

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# Applicant Property

-  Applicant Property
-  Parcel Boundaries
-  Retail / Office (C3)
-  General Commercial (C4)

778-784 CIBOLO VALLEY DR  
District: 2  
Retail/Office (C3)  
Water Service: City of Cibolo  
Sewer Service: City of Cibolo



0 50 100 200 Feet



BlueWave  
Express Car  
Wash

Cibolo Valley Dr

Firestone  
Complete Auto  
Care

Panda Express



## RIGHT-OF-WAY (ROW)

---

A parcel of land occupied, or intended to be occupied, by a public road, street or alley or some other public purpose, such as drainage. Where appropriate, right-of-way may include other facilities and utilities such as sidewalks; electrical, communication, oil and natural gas lines and facilities; and water and sanitary and storm sewer facilities.

The use of right-of-way shall also include parkways and medians outside of the paved portion of the street. The usage of the term right-of-way for land platting purposes shall mean that every right-of-way hereafter established and shown on a final plat is to be separate and distinct from the lots or parcels adjoining such right-of-way.

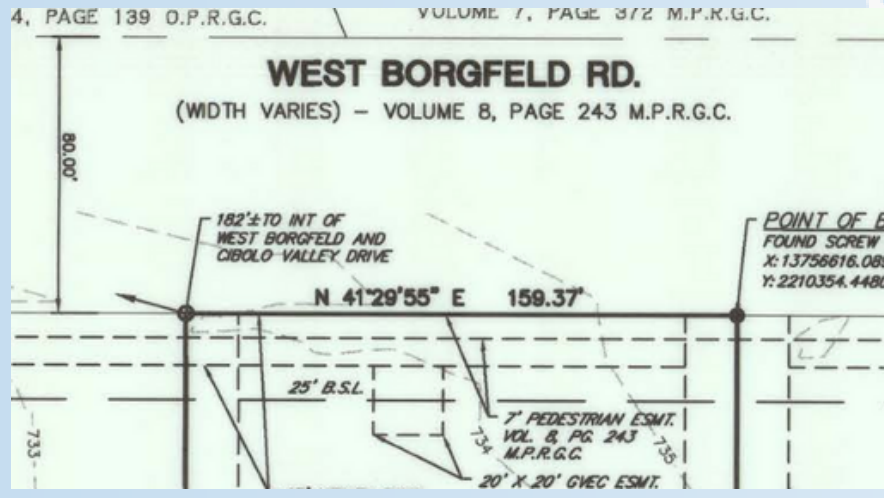
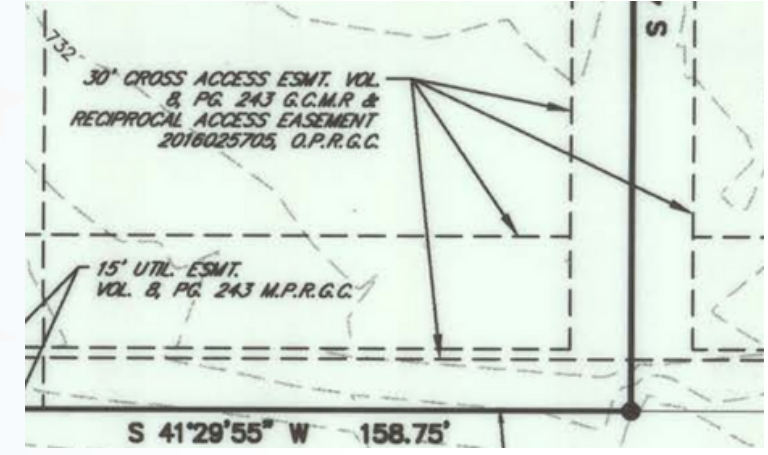
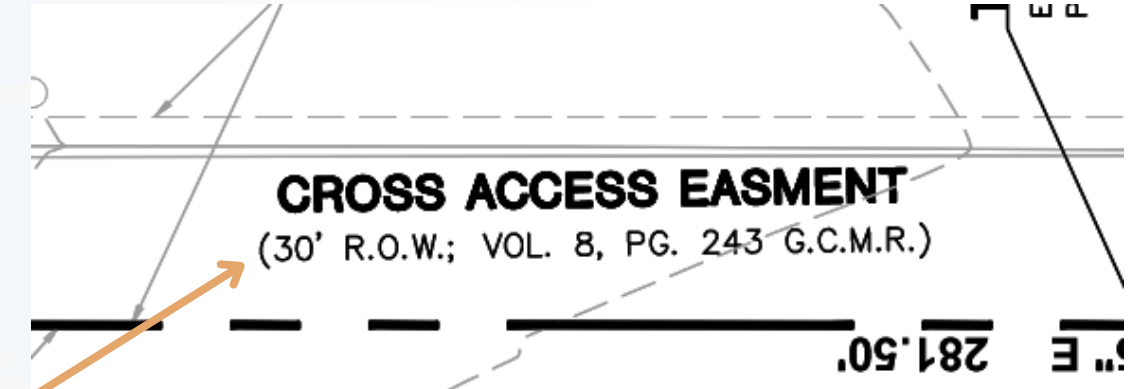
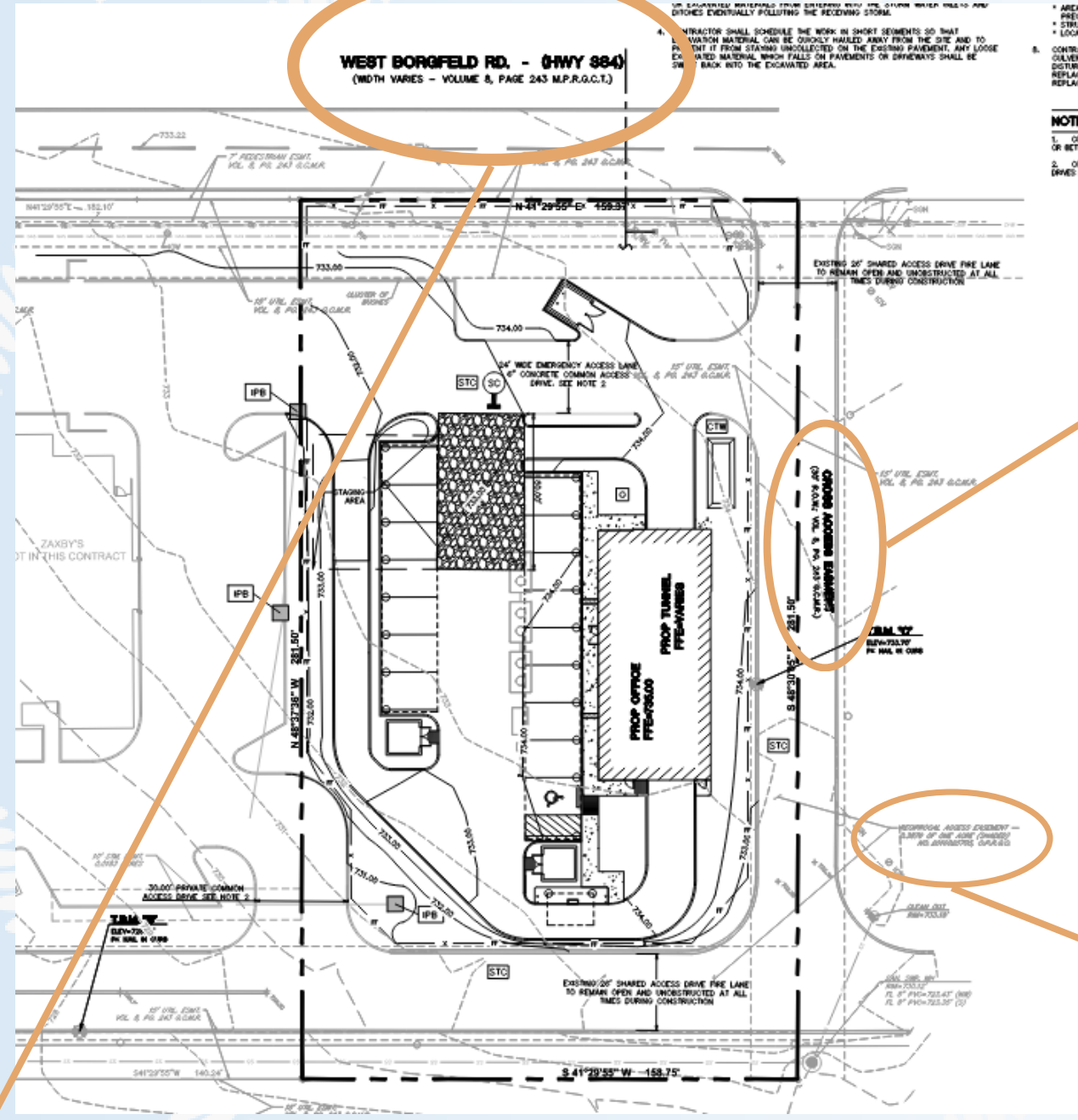




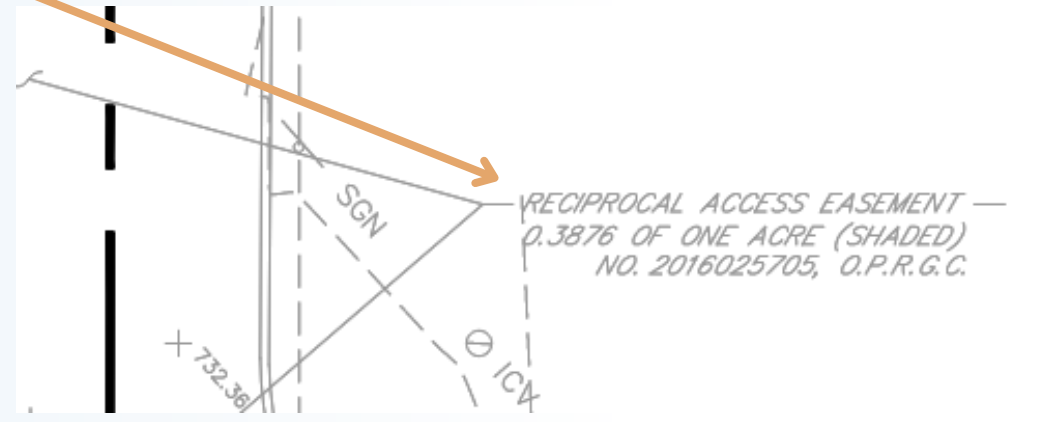
# What is a Right of Way?

## EXAMPLE

To the right is a section of a site plan. Per the UDC definition of a ROW, the ROWS shown in this plan are distinct and separate from the rest of the plan, as shown on the corresponding snippets of the plat.



**WEST BORGFELD RD. - (HWY 384)**  
(WIDTH VARIES - VOLUME 8, PAGE 243 M.P.R.G.C.T.)

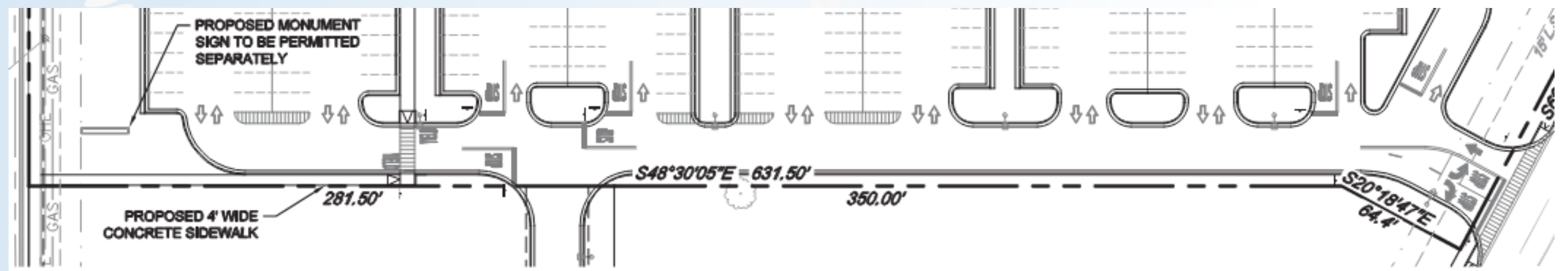
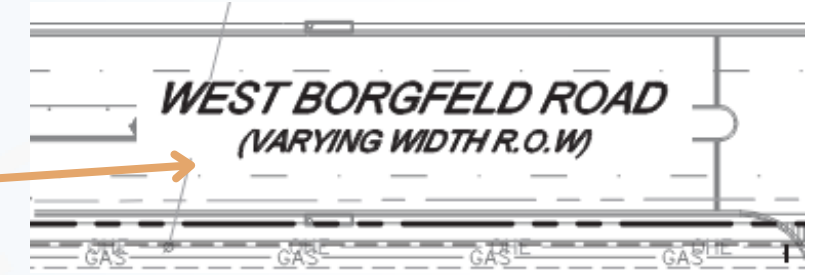
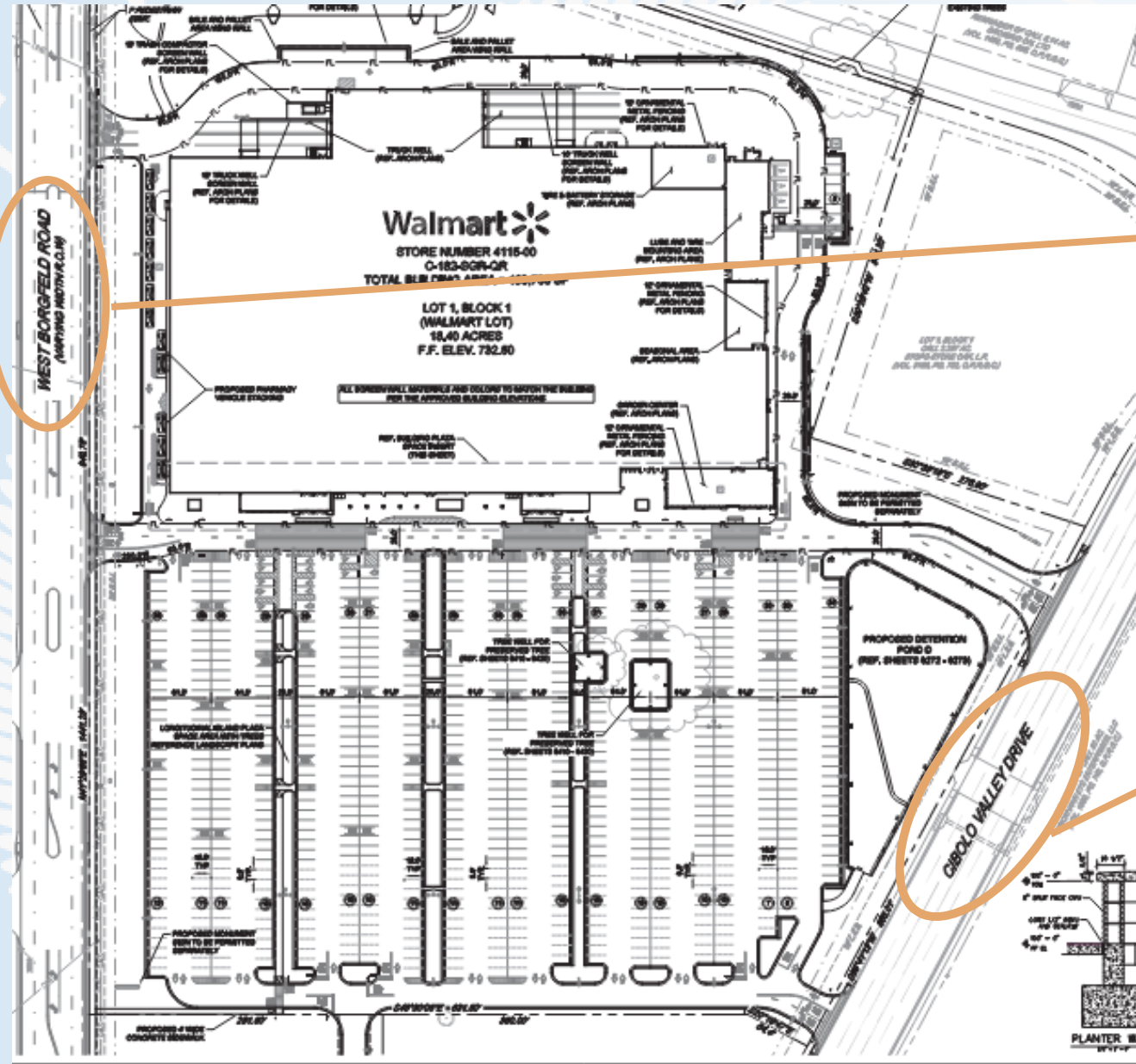




# What is a Right of Way?

## ADJACENT PROPERTY

To the right is the Walmart site plan. The area in question is a portion of the Walmart parking lot (expanded below). If this area were a ROW per the UDC definition, it would be called out as such, like the developer did with Borgfeld and Cibolo Valley Drive.







**Conduct a public hearing regarding a Unified Development Code (UDC) amendment to Article 18, to eliminate the sidewalk requirements in the Old Town District.**

Meeting	Agenda Group
Wednesday, March 13, 2024, 6:30 PM	Public Hearings      Item: 5C
From	Staff Contact(s)
Susana Huerta, Assistant Planning Director	Kelsee Jordan Lee,

**ITEM SUMMARY:**

City Council directed staff to bring forward a code amendment to the UDC excluding the properties located within the Old Town District. This request was the result of multiple property owners located within the Old Town District voicing concerns over the difficulty meeting the requirement due to the size and configuration of older lots. During the development of property, property owners are currently required to construct sidewalks along both sides of certain streets or payment in lieu in an amount to substitute for the construction of sidewalks.

Under the City’s UDC, Section 18.17. A., reads as follows: *Sidewalks shall be required along both sides of all streets throughout the City, except along Interstate Highways 35 and 10. All lots must provide access to a concrete sidewalk.*

The proposed ordinance will amend this section of the Code by removing the requirement from properties located in the Old Town District. Council has discussed looking at future fiscal years and analyzing the City’s Capital Improvement Plan (CIP) for the inclusion of sidewalk development in key areas within the Old Town District.

**PUBLIC NOTICE:**

Notice was published within the local newspaper (Seguin Gazette) on February 25, 2024, and the [City Website](#). Individual letters were sent by mail to 234 property owners within 200’ of the site. To date, Staff has received zero (0) in favor of and zero (0) in opposition. Public Hearings are scheduled on March 13, 2024 (Planning & Zoning Commission) and on March 26, 2024 (City Council). Approval/Disapproval of the zoning ordinance is tentatively scheduled for the April 9, 2024, City Council meeting.

**SUBMITTED BY:**

Susana Huerta, Assistant Planning Director

**Attachments**

Ordinance.pdf

Staffmap\_ Old Town Overlay.pdf



"City of Choice"

**ORDINANCE NO: []**

**AN ORDINANCE AMENDING SECTION 18.17.A OF THE CIBOLO UNIFIED DEVELOPMENT CODE TO EXCLUDE REAL PROPERTY WITHIN THE BOUNDARIES OF THE OLD TOWN OVERLAY DISTRICT FROM THE REQUIREMENT TO CONSTRUCT SIDEWALKS OR FUND SIDEWALKS IN LIEU OF CONSTRUCTION; DECLARING A PUBLIC PURPOSE; INCORPORATING RECITALS; PROVIDING FOR REPEAL AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Cibolo, Texas finds the City of Cibolo, Texas (the "City") is a home-rule municipality; and

**WHEREAS**, the City Council finds that Section 18.17.A of the Unified Development Code requires the construction of sidewalks along both sides of certain streets, or a payment in lieu in an amount to substitute for the construction of the sidewalks, which is applicable to real property within the Old Town Overlay District ("OTOD"); and

**WHEREAS**, the City Council finds that the layout of the roads, drainage facilities and home placement make the addition of sidewalks within the OTOD difficult and prohibitively expensive; and

**WHEREAS**, the City Council finds that excluding the OTOD from the sidewalk requirement is in furtherance of the Purpose and Intent of the District as described in Section 4.7.4.4.4 of the 2024 Unified Development Code, which states in pertinent part: "...to provide relief to smaller residential lots typical of the Overlay District and its historic nature ... to preserve [the] ability to continue use and enjoyment thereof. ..."; and

**WHEREAS**, the City Council finds that it is not in the best interest of Cibolo citizens to continue to require the addition of sidewalks within the OTOD, or require a payment in lieu for sidewalks, which will not be built, as currently required in the District; and

**WHEREAS**, two public hearings were held to discuss the amendment described herein; with the first public hearing being conducted by the Planning & Zoning Commission on [] during a posted meeting and the second public hearing being conducted by City Council on [] at a regular public meeting, each being conducted for the purpose of providing all interested persons the opportunity to be heard concerning the proposed amendment described herein; and



**WHEREAS**, the City Council finds legal notice notifying the public of both public hearings on the amendment was posted on the City's official website and published in the *Seguin Gazette*, a newspaper of general circulation in the City of Cibolo, on []; and

**WHEREAS**, the City Council finds the Planning and Zoning Commission, having the authority to review and provide recommendation on this non-zoning lot dimension and/or subdivision regulation amendment, considered the amendment requested by the City Council on [], following due notice, and a public hearing, recommending the City Council [adopt/reject] the amendment to the UDC; and

**WHEREAS**, the City Council finds upon approval, it should direct the City Manager and City Secretary to take such actions as are necessary and appropriate to effectuate this amendment.

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

**SECTION 1. AMENDMENT.** The Cibolo UDC is hereby amended by deleting subsection 18.17.A thereof and substituting therefor a new subsection 18.17.A to provide as follows:

**City of Cibolo  
Unified Development Code**

....  
**Section 18.17**

....  
**A. Requirement**

Sidewalks shall be required along both sides of all streets throughout the City, except along Interstate Highway 35, along Interstate Highway 10, and within the Old Town Overlay District. All lots, other than those excepted, must provide access to a concrete sidewalk.

**SECTION 2. PUBLIC PURPOSE.** The City Council finds that the action taken, evidenced by this ordinance, complies with all applicable rules and regulations set forth in the UDC and all other applicable law.

**SECTION 3. INCORPORATING RECITALS.** The City Council approves the recitals hereto and incorporates them herein as findings of fact as if recited verbatim.

**SECTION 4. REPEALING ORDINANCES IN CONFLICT AND SAVINGS CLAUSE.** All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict with all remaining portions not conflicting being saved from repeal herein.

**SECTION 6. EFFECTIVE DATE.** The Ordinance shall be effective immediately following approval by the City Council.

**ORDERED** on this [] day of [] 2024.

\_\_\_\_\_  
**Mark Allen, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Peggy Cimics, TRMC**  
**City Secretary**

**APPROVED AS TO FORM:**

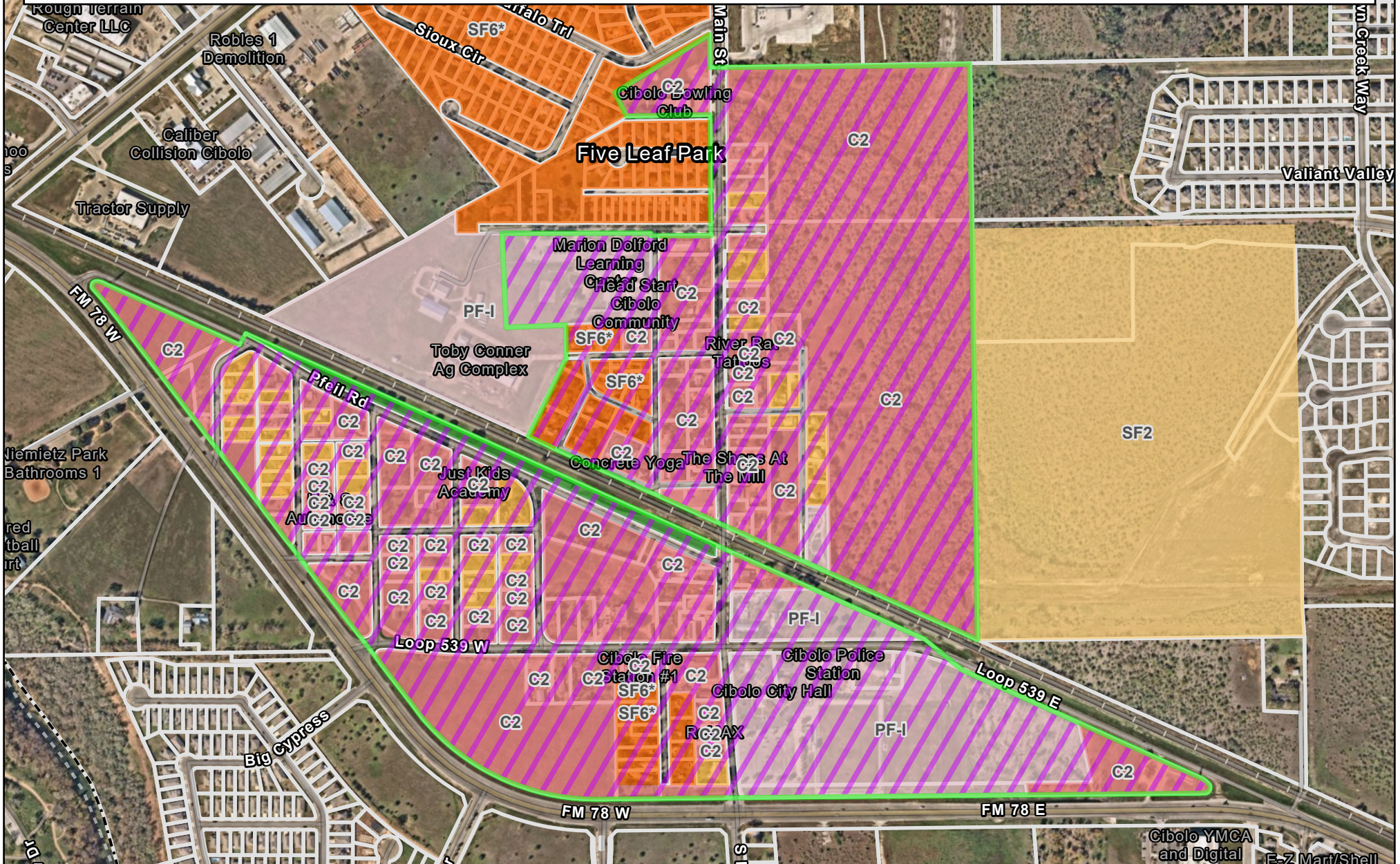
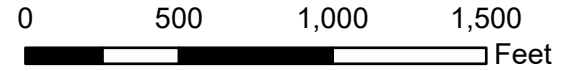
**By:** \_\_\_\_\_  
**George E. Hyde**  
**City Attorney**  
**Hyde Kelley LLP**



# Property Information Map for Old Town Overlay

- Property of Interest
- Community Retail/Service (C2)
- Low Density Single-Family Residential (SF2)
- Medium Density Residential (SF4)
- High Density Single-Family Residential (SF6)
- Public Facility (PF) - Institution
- Public Facility (PF) - Park

**Council District:** 1 and 2  
**Zoning:** SF6, SF4, and C2  
**Water Service:** City of Cibolo  
**Sewer Service:** City of Cibolo



Cibolo YMCA and Digital  
 E-Z Mart/Shell





**Conduct a public hearing regarding the repeal of Ordinance No. 1417 granting a variance for 504 Pfeil Road to eliminate the requirement for sidewalks per Sec. 18.17.A of the UDC with conditions.**

Meeting	Agenda Group
Wednesday, March 13, 2024, 6:30 PM	Public Hearings Item: 5D
From	Staff Contact(s)
Lindsey Walker, Planner I	Lindsey Walker,

**PLANNING & ZONING COMMISSION ACTION:** 1. Conduct 1<sup>st</sup> Public Hearing  
2. Discussion & Recommendation to the Mayor and City Council

**PROPERTY INFORMATION:**

Project Name: **VR-23-02**  
Owners: KOOS, LLC  
Representative: Cassandra Kearns  
Location/Area: **504 Pfeil Road**  
Council District: 2  
**Future Land Use:** Downtown  
**Existing Zoning:** Community Retail/Office (C-2) | Old Town Mixed Use Overlay  
**Proposed Use:** Commercial

**FINDINGS:**

A variance to waive the requirement for the property owner to install perimeter sidewalks along the public street surrounding 504 Pfeil Road per UDC Section 18.17.A was approved, with conditions, by the City Council on October 10, 2023. The conditions of the variance were that the property owner would enter into an agreement to “tender to the City a cash payment, in lieu of escrowed monies, for City’s construction of the otherwise required sidewalk” within 30 days of the City sending notice of the intent to construct a sidewalk, immediately upon the ten year anniversary of the ordinance, or if the property owner “divesting itself of all or part of the ownership interest of the Subject Property.”

At the January 23, 2024, City Council meeting, staff was directed to begin the process of amending the UDC to eliminate the sidewalk requirement within the Old Town Mixed Use Overlay. This direction also included revisiting Ordinance No. 1417 with the intent to remove the conditions from the approved variance.

**PUBLIC NOTICE:**

Published within the local newspaper (Seguin Gazette) on February 25, 2024, and the [City Website](#). Individual letters were sent by mail to 15 property owners within 200’ of the site. To date, Staff has received zero (0) in favor of and zero (0) in opposition. Public Hearings are scheduled on March 13, 2024 (Planning & Zoning Commission) and on March 26, 2024 (City Council). Approval/Disapproval of the ordinance repeal is tentatively scheduled for the April 9, 2024, City Council meeting.

**PLANNING & ZONING COMMISSION RECOMMENDATION:**

Recommend **approval** to City Council to repeal Ordinance No. 1417 granting a variance for 504 Pfeil Road to eliminate the requirement for sidewalks per Sec. 18.17.A of the UDC with conditions.

**Deny** the ordinance repeal **with findings**.

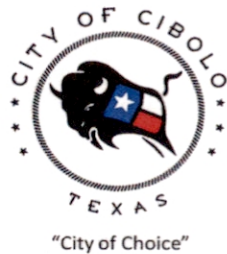
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### **Attachments**

A. ORD 1417 10\_10\_2023.pdf

B. Application.pdf

C. 504Pfeil\_Rd\_Notification\_Map.pdf



**ORDINANCE NO: 1417**

**AN ORDINANCE APPROVING A VARIANCE TO ELIMINATE THE REQUIREMENT FOR CONSTRUCTING SIDEWALKS FOR CERTAIN REAL PROPERTY LOCATED AT 504 PFEIL ROAD, CIBOLO, TEXAS, 78108; SETTING CONDITIONS OF VARIANCE; DECLARING A PUBLIC PURPOSE; INCORPORATING RECITALS; PROVIDING A REPEALER CLAUSE AND SETTING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Cibolo, Texas (the “City”) is a home-rule municipality; and

**WHEREAS**, Section 18.17.A of the City’s Unified Development Code (“UDC”) requires the installation of sidewalks for applicable developments; and

**WHEREAS**, Cassandra Kerns, as representative of KOOS, LLC, the Owner, of 504 Pfeil Lane, Cibolo, Texas, 78108 (the “Subject Property”) is seeking development which would otherwise trigger the requirement to install sidewalks, have submitted a complete application for a variance to waive the requirement to install the sidewalks; and

**WHEREAS**, two public hearings were held to discuss the variance described herein; with the first public hearing being conducted by the Planning & Zoning Commission on July 12, 2023 during a posted meeting and the second public hearing being conducted by City Council on July 25, 2023 at a regular meeting, each being conducted for the purpose of providing all interested persons the opportunity to be heard concerning the proposed variance described herein; and

**WHEREAS**, legal notice notifying the public of both public hearings on the requested variance was posted on the City’s official website and published in the *Seguin Gazette*, a newspaper of general circulation in the City of Cibolo, on June 25, 2023; and

**WHEREAS**, the Planning and Zoning Commission, having the authority to review and provide recommendation on this non-zoning lot dimension and/or subdivision regulation under Section 4.2.2 using the factors in Section 4.3.5.3 of the UDC, considered the variance request application on July 12, 2023, following due notice, and a public hearing, recommend by unanimous vote to City Council that the variance be denied; and

**WHEREAS**, the City Council, having considered this variance following due notice and a public hearing, and having considered all required factors and made all required findings set forth in Section 4.3.5.3 of the UDC, has determined that this variance should be approved on the condition that the Owners of the Subject Property may tender to the City a cash contribution in lieu of construction of the sidewalks at a later date, be paid into the City’s sidewalk fund to be used for installations of sidewalks within the City’s jurisdictional limits, including but not limited to the Subject Property; and

**WHEREAS**, upon approval, City Council directs the City Manager and City Secretary to take such actions as are necessary and appropriate to effectuate this variance approval; and

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

**SECTION 1. VARIANCE APPROVED.** A variance to the requirement to construct the perimeter sidewalk required in Sec. 18.17.A of the UDC is hereby granted, pursuant to Section 4.3.5.3 of the UDC, to waive any requirement for the property owner to install perimeter sidewalks along the public street surrounding the property located at 504 Pfeil Road, Cibolo, Texas, 78108, subject to the following conditions:

- 1) As a condition precedent to any development or construction on the Subject Property, or the issuance of any permit for improvements, demolition or construction on the Subject Property, the Owner(s) of the Subject Property will enter into an agreement to tender to the City a cash payment, in lieu of escrowed monies, for City's construction of the otherwise required sidewalk on the following terms:
  - a. Payment will be in the amount of EIGHT DOLLARS AND NO CENTS (\$8.00) per square foot of sidewalks which would otherwise be required on the Subject Property based on an approved site plan for proposed development "Payment".
  - b. Payment will be due upon the earlier of:
    - i. Thirty (30) calendar days from City sending notice to Owner of City's intent to construct a sidewalk abutting the Subject Property; or
    - ii. Seven (7) calendar days from notice that City Manager, acting in his/her sole discretion, has reason to believe Owner intends to divest all or part of its ownership interest in the Subject Property and provides notice to Owner and Owner confirms such intent to divest; or
    - iii. Immediately upon the Owner divesting itself of all or part of the ownership interest in the Subject Property; or
    - iv. Immediately upon the ten (10) year anniversary of the effective date of this Ordinance.
  - c. Cassandra Kearns, in her individual capacity, will guarantee the Payment and will be joint and severally liable with Owner for the Payment; and
  - d. Owner will secure Payment with the Subject Property.
- 2) This variance will automatically expire and become void without any action of City, upon the occurrence of either the following events:
  - a. City and Owner fail to enter into a written agreement including the above terms, or Cassandra Kearns fails to execute a personal guarantee for Payment, within six (6) months of the effective date of this Ordinance; or

- b. determination the ordinance, variance or related agreement are illegal or unenforceable in whole or in part, and any required sidewalk construction per the UDC will be immediately required.

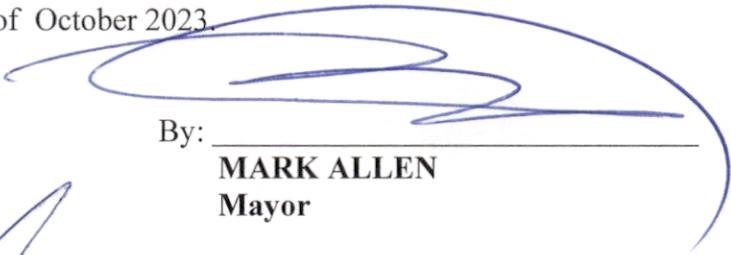
**SECTION 2. PUBLIC PURPOSE.** The City Council finds that the variance herein approved complies with all applicable rules and regulations set forth in the UDC and other law.

**SECTION 3. INCORPORATING RECITALS.** The City Council approves the recitals hereto and incorporates them herein as findings of fact.

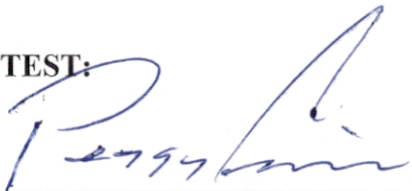
**SECTION 4. REPEALING ORDINANCES IN CONFLICT AND SAVINGS CLAUSE.** All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict with all remaining portions not conflicting being saved from repeal herein.

**SECTION 5. EFFECTIVE DATE.** The Ordinance shall be effective immediately following approval by the City Council.

**ORDERED** this 10th day of October 2023.

  
By: \_\_\_\_\_  
**MARK ALLEN**  
Mayor

**ATTEST:**

  
\_\_\_\_\_  
**PEGGY CIMICS, TRMC**  
City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**DTRG**  
City Attorney







# 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): 504 Pfeil Rd, Cibolo TX 78108  
Total Acres: 0.6177 Survey Name/Subdivision: ABS 216 SUR: AS LEWIS Abstract No.: 6-A0216-Lewis AS  
Project Name: (if applicable): Pfeil Rd property KOOS LLC  
Description of proposed Variance: Sidewalks

Current Zoning: C2 Overlay:  None  Old Town  FM 78  
Proposed Zoning: C2 # of Lots: \_\_\_\_\_ # of Units: \_\_\_\_\_  
Please Choose One:  Single-Family  Multi-Family  Commercial  Industrial  
 Other  
Current Use: Commercial Total Proposed Square Footage: 1,200  
Proposed Use: Commercial (Commercial/Industrial only)

### Applicant Information:

Property Owner Name: KOOS LLC  
Address: 555 Lower Valley Ln City: Cibolo  
State: TX Zip Code: 78108 Phone: 903-278-2678  
Email: kearns-cassie@hotmail.com Fax: \_\_\_\_\_

\*Applicant (if different than Owner): \_\_\_\_\_

\* Letter of Authorization required

Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Representative: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorization: By signing this application, you hereby grant Staff access to your property to perform work related to your application. Also, you waive the statutory time limits in accordance with Section 211, and 245 of the Texas Local Government Code.

[Signature]  
Owner or Representative's Signature

Cassandra Kearns  
Typed / Printed Name

State of Texas

County of Guadalupe

Before me, Beth A Mireles, on this day personally appeared

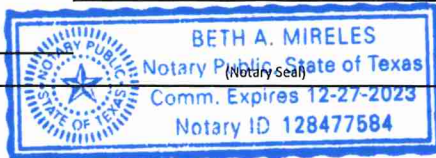
Cassandra Lynn Kearns  
Name of Notary Public  
Cassandra Lynn Kearns, to be the person(s) who is/are subscribed to the

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 9th day of June 2023

Beth A Mireles


Notary Public Signature



City of Cibolo	
Use Only	
Total Fees	\$300.00
Payment Method	Check # 109
Submittal Date	6/12/23
Accepted by	B Mireles
Case Number	

Yes	No	N/A	Checklist
<b>Variance</b>			
✓			Completed application form
✓			Standard Land Survey of lot <i>Have a copy from site plan</i>
			Identify how you are meeting the finding criteria <i>Sendy via Email</i>
✓			A non-refundable check payable to the City in the amount as specified within the Fee Schedule of the City, as amended

By signing below, I do hereby attest that the information contained in this application is true, accurate and complete.

  
Signature

6-9-23  
Date

Cassandra Kearns  
Printed Signature

KOOS LLC  
Company

*Sign will be placed on property to announce public hearing*

**City of Cibolo Use Only**

Complete Application

Incomplete Application

Accepted By: B Mireles

Date: 6/12/23

Attention:  
City Cibolo  
Planning and Zoning

Dear Members of the Planning and Zoning.

I'm writing to request a sidewalk variance for my commercial property, which is located at 504 Pfeil Rd, Cibolo TX 78108. After submitting my site plans to the city for my two tenants located at the property, I was informed that sidewalks need to be added to my site plan.

At this location there are no other sidewalks anywhere, not even for the house adjacent or behind have sidewalks. There are also no sidewalks on Pfeil Rd. The 3 other businesses that have also opened on Pfeil rd, also didn't have to put in sidewalks.

This area also has no drainage and holds water. The center of the road was built higher so that water would run to the side of the road for both South St and Pfeil Rd, because of that water sits on the sides of the property when we get a good amount of rain like we have. If sidewalks were to be put in they would have to be put at street level to keep from being covered in water. That would be a lot of cement. Also, not to mention the cost of putting in sidewalk is substantial and would take away from me being able to improve the looks and aesthetics of the property to improve downtown Cibolo.

Also, I'm sure the city has plans to redo draining in old town and if that happens, installed sidewalks would more than likely have to be removed and redon when they put in draining.

For these reasons I'm asking for a variance to not put sidewalk in at this time for this property. I have also attached photos of the property and surrounding properties.

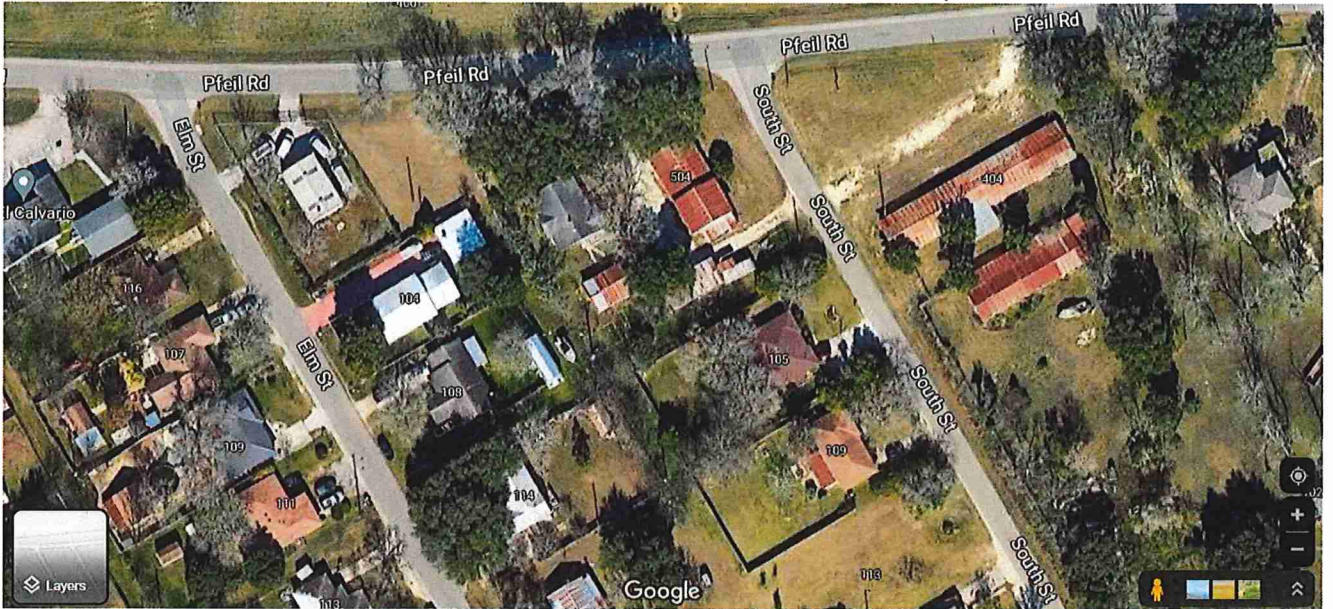
Thank you for your time in looking at my request for the sidewalk variance.

Sincerely,

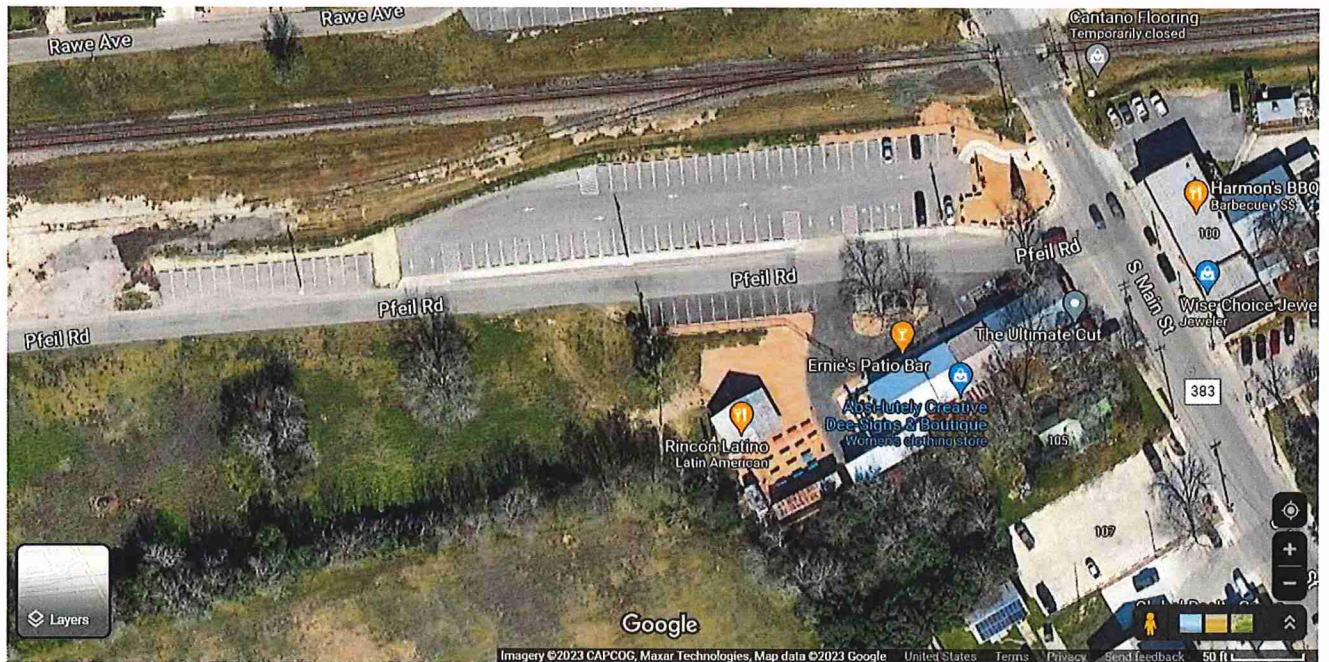
Cassandra Kearns  
KOOS, LLC  
903-278-2678



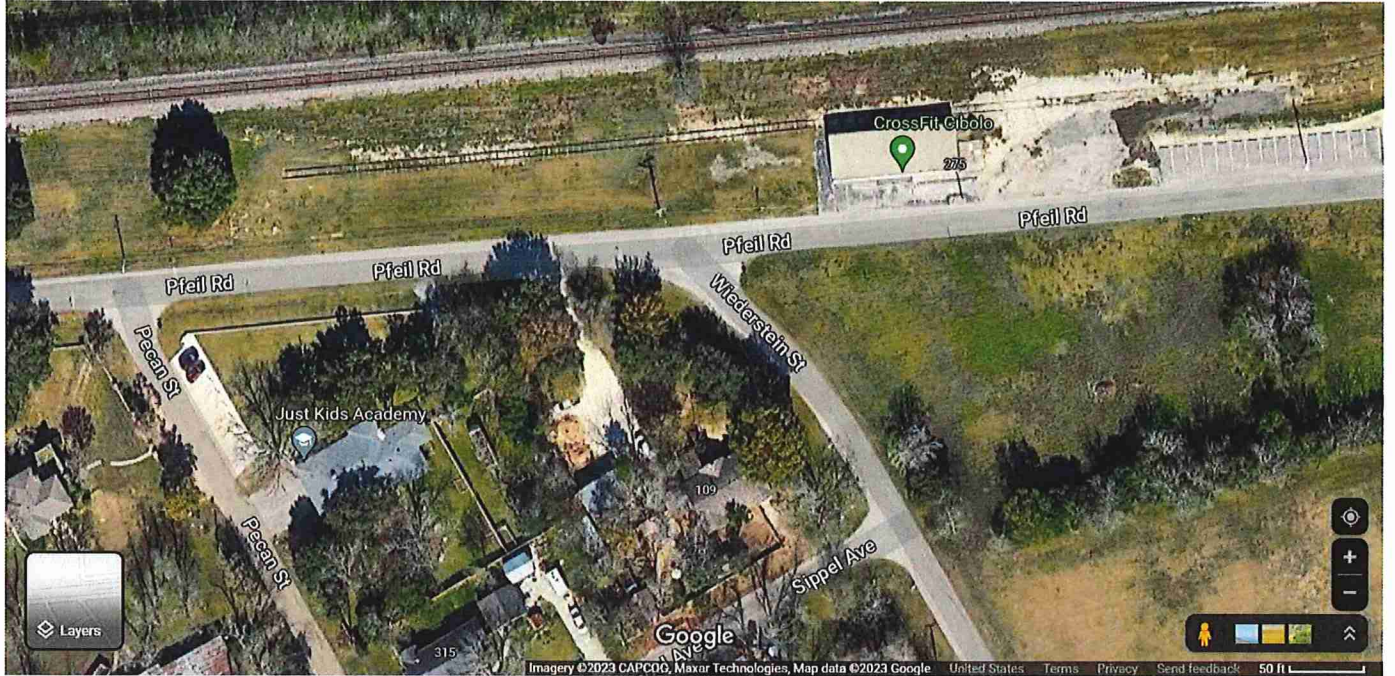
504 Pfeil Rd- located at the corner of South St and Pfeil Rd- no sidewalks located anywhere.

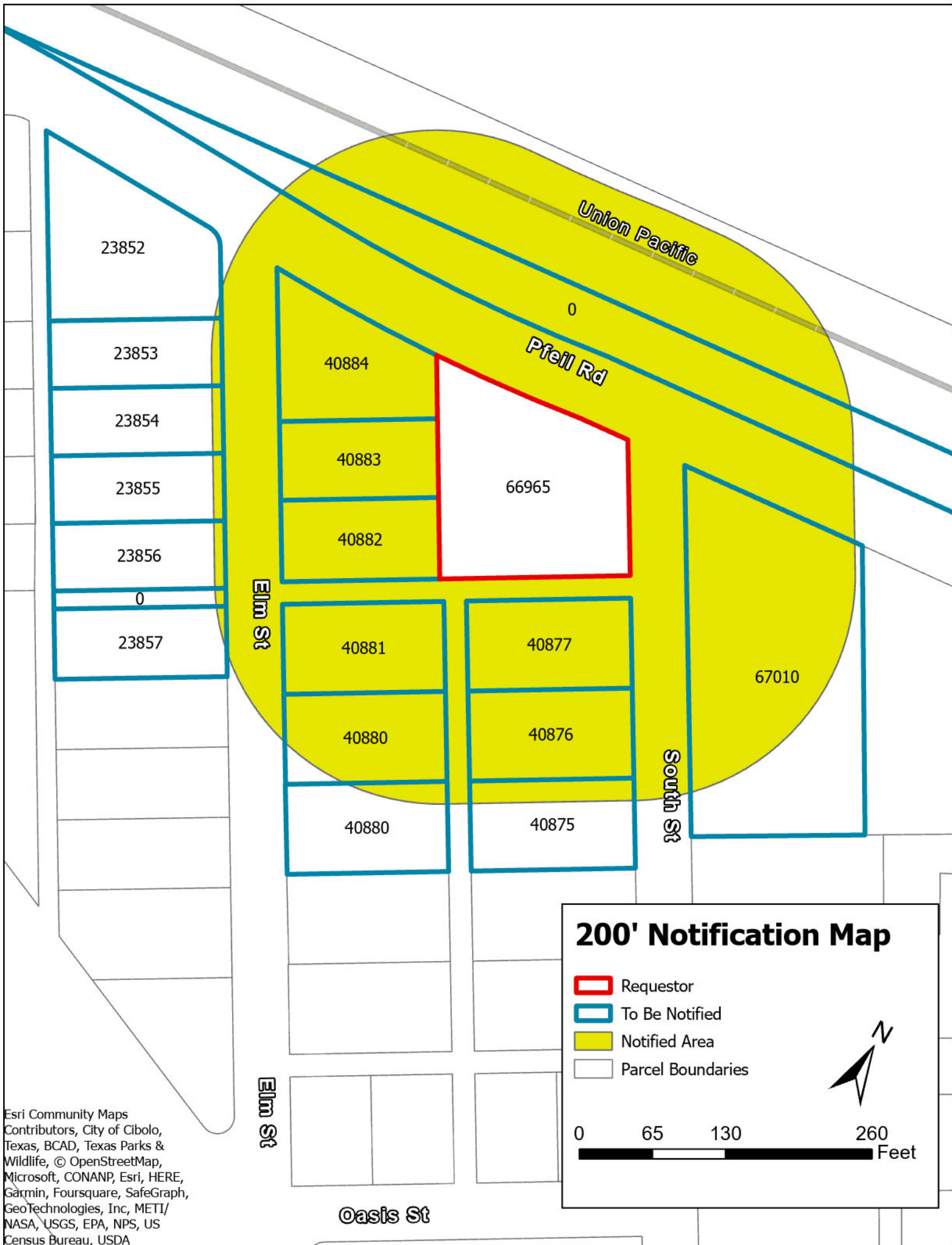


No sidewalk at current business on Pfeil Rd









## 200' Notification Map

- Requestor
- To Be Notified
- Notified Area
- Parcel Boundaries



Esri Community Maps  
 Contributors, City of Cibolo,  
 Texas, BCAD, Texas Parks &  
 Wildlife, © OpenStreetMap,  
 Microsoft, CONANP, Esri, HERE,  
 Garmin, Foursquare, SafeGraph,  
 GeoTechnologies, Inc, METI/  
 NASA, USGS, EPA, NPS, US  
 Census Bureau, USDA

Elm St

Oasis St

Elm St

South St

Union Pacific

Pfeil Rd

23852

23853

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23857

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40880

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40877

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67010



# City of Cibolo

## Planning and Zoning Commission Staff Report

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### **Approval of the minutes from the February 14, 2024, Planning & Zoning Commission Meeting**

Meeting	Agenda Group
Wednesday, March 13, 2024, 6:30 PM	Consent Agenda      Item: 7A
From	Staff Contact(s)
Peggy Cimics, City Secretary	Peggy Cimics,

### **PRIOR CITY COUNCIL ACTION:**

N/A

### **BACKGROUND:**

N/A

### **STAFF RECOMMENDATION:**

N/A

### **FINANCIAL IMPACT:**

N/A

### **MOTION(S):**

N/A

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### **Attachments**

021424 PZ Minutes.pdf



**PLANNING AND ZONING MEETING**  
**City of Cibolo City Hall**  
**200 S. Main Street**  
**February 14, 2024**  
**6:30 PM - 10:30 PM**

**MINUTES**

1. **Call to Order** – The meeting was called to order by Vice Chairman Ms. Zimmermann at 6:32 p.m.
2. **Oath of Office** – The item was tabled.
3. **Roll call and Excused Absences** – Members Present: Ms. Zimmermann, Ms. Dodd, Ms. Garcia, Ms. Fishback. Ms. Beaver, and Mr. Hinze. Members Absent: Ms. Greve and Ms. Hubbard. Ms. Garcia made the motion to excuse the absence of Ms. Greve and Ms. Hubbard. The motion was seconded by Ms. Fishback. For: All; Against: None. Motion carried 6 to 0.
4. **Invocation/Moment of Silence** – Ms. Garcia gave the Invocation.
5. **Pledge of Allegiance** – All those in attendance recited the Pledge of Allegiance.
6. **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.**

No individuals signed up to speak during this item.

7. **Consent Agenda**
  - A. Approval of the minutes from the January 10, 2024, Planning & Zoning Commission Meeting.



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

8. **Discussion/Action Items**

- A. Discussion/Action and Recommendation to the Mayor and City Council regarding the Preliminary Plat of Grace Valley Ranch Phase 3 Street Extension.

Mr. Hinze made the motion to recommend denial to the Mayor and City Council regarding the Preliminary Plat of Grace Valley Ranch Phase 3 Street Extension due to pending comments. The motion was seconded by Ms. Garcia. For: All; Against: None. The motion carried 6 to 0.

- B. Discussion/Action and Recommendation to the Mayor and City Council regarding the Replat of Lot 1, Cibolo Business Park.

Ms. Zimmermann made the motion to recommend denial to the Mayor and City Council regarding the Replat of Lot 1, Business Park due to pending comments. The motion was seconded by Ms. Beaver. For: All; Against: None. The motion carried 6 to 0.

- C. Discussion/Action and Recommendation to the Mayor and City Council regarding the Final Plat of Buffalo Crossing II Knights Crossing.

Mr. Hinze made the motion to recommend approval to the Mayor and City Council regarding the Final Plat of Buffalo Crossing II Knights Crossing. The motion was seconded by Ms. Garcia. For: All; Against: None. The motion carried 6 to 0.

- D. Discussion/Action and Recommendation to the Mayor and City Council regarding the Replat of Mesa at Turning Stone – C7 – Lot 3.

Mr. Hinze made the motion to recommend denial to the Mayor and City Council regarding the Replat of Mesa at Turning Stone C7 – Lot 3 due to comments pending. The motion was seconded by Ms. Fishback. For: All; Against: None. The motion carried 6 to 0.

- E. Discussion/Action and Recommendation to the Mayor and City Council regarding the Final Plat of Venado Crossing Unit 5.

Mr. Hinze made the motion to recommend denial to the Mayor and City Council regarding the Final Plat of Venado Crossing Unit 5 due to pending comments. The motion was seconded by Ms. Beaver. For: All; Against: None. The motion carried 6 to 0.

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

Ms. Huerta briefed the commission on Site Plans currently in review, Site Plans recently approved, Plats currently in review, and P&Z recommendations and City Council action.

10. **Items for future agendas**

Oath of Office for new member and training opportunities.

11. **Executive Session**

The Commission will recess its regular meeting and reconvene in Executive Session as authorized by the Texas Government Code Section 551.071, Consultation with Attorney, to deliberate and seek legal advice regarding the role and responsibilities of the Planning and Zoning Commission. Commission will return to Open Session and take action, if necessary.

The Planning and Zoning Commission convened into Executive Session to deliberate and seek legal advice regarding the role and responsibilities of the Planning and Zoning Commission.  
Time: 7:08 p.m.

The Planning and Zoning Commission reconvened into open session at 7:38 p.m. No action was taken.

12. **Adjournment**

Ms. Fishback made the motion to adjourn the meeting at 7:39 p.m. The motion was seconded by Ms. Beaver. For: All; Against: None. Motion carried 6 to 0.

PASSED AND APPROVED THIS 14<sup>TH</sup> DAY OF MARCH 2024.

Jennifer Greve  
Chairman  
Planning & Zoning Commission



Discussion/Action and recommendation regarding the Final Plat of Cibolo Creek Center

Table with 2 columns: Meeting, Agenda Group. Meeting: Wednesday, March 13, 2024, 6:30 PM. Agenda Group: Discussion/Action Items, Item: 8A. From: Lindsey Walker, Planner I. Staff Contact(s): Lindsey Walker,

PLANNING & ZONING ACTION: Discussion/Action and Recommendation regarding the above referenced petition

PROPERTY INFORMATION:

Project Name: PC-24-07-FP
Owner: Cibolo Property, LLC
Representative: Century Engineering, Inc., Anthony Lewis
Area: 4.0253 acres
Location: Intersection of FM 1103, Weil Rd, & Brite Rd
Council District: 7
Zoning (map): General Retail/Office (C-3)
Proposed Use: One (1) Commercial Lot

FINDINGS/CURRENT ACTIVITY:

Per Unified Development Code (UDC) Article 20.3.5., 'Final Plat' Property is required to be platted prior to development of a site within or outside the City Limits. The plat or subdivision of land must comply with the Land Study, if applicable, and meet all requirements of the Unified Development Code and the Design and Construction Manual.

Cibolo Creek Center is located at the bend of FM 1103, where FM 1103 intersects with both Weil Road and Brite Road. The land is currently undeveloped. UDC Sec. 14.4 – Lot Design Standards (Commercial) allow the lot, which is within the C-3 zoning district, to be a minimum of 70' in width with no minimum square footage. This property is identified as Commercial on the City of Cibolo Future Land Use Map (FLUM).

STREETS/FUTURE THOROUGHFARE PLAN (FTP):

Cibolo Creek Center is located on FM 1103, which is a Major Arterial according to the Future Thoroughfare Plan. Brite Road to the east is also identified as a Major Arterial. Weil Road is a Minor Arterial. Rights-of-way dedications were provided on both Brite and Weil Roads. No additional right-of-way dedication was required on FM 1103.

Cibolo Creek Center obtained a driveway permit from TXDOT for a driveway on FM 1103.

UTILITIES:

The development of the water and sewer utilities within this unit are to be constructed and served by Green Valley Special Utility District (GVSUD). Electricity is to be provided by Guadalupe Valley Electric Coop (GVEC).

DRAINAGE:

The Drainage Plan was approved on May 15, 2023. No portion of the property is located within the 100-year floodplain per FEMA maps. The developer is proposing a detention pond on the south end of the property.

PARKLAND:

Due to the commercial nature of this plat, this development is exempt from dedicating parkland or any parkland fees.

STAFF RECOMMENDATION:

Staff and the City Engineer have reviewed the Final Plat and associated documents. Per the review letters attached; comments are pending. Therefore, Staff recommends DENIAL of this Final Plat.

---

**Attachments**

A. PC-24-07-FP-FP-project letter.pdf

MGO Application.pdf

B. Plat.pdf

C. PC-24-07-FP-240228 - Cibolo Creek Center -Final Plat - KFW Letter.pdf

D. Staff Map.pdf





# CENTURY ENGINEERING, INC.

3030 SOUTH GESSNER • SUITE100 • HOUSTON, TEXAS 77063

TEL (713) 780-8871 • FAX (713) 780-7662

TBPE No.F-380 • TBPLS No.F-100965-0

www.centuryengineering.com

DATE: September 17, 2021

TO: Planning Department  
City of Cibolo  
200 South Main Street  
Cibolo, Texas 78108  
Phone: 210-658-9900

RE: CIBOLO CREEK CENTER  
CITY OF CIBOLO, GUADALUPE COUNTY, TEXAS  
C.E.I. JOB NO. 21048-00.00

Planning Department,

Century Engineering, Inc., as surveyor of record, is submitting to your office the above referenced plat for review and comment. The property is a 4.0253 acre tract of land situated in the Trinidad Garcia Survey No. 54, Abstract No. 137, in the City of Cibolo, Guadalupe County, Texas.

The property has been cleared of small trees and brush with no mature or protected trees on site due to the prior use of the property.

Our client, CVR Investors, LLC, intends to build a gas station with additional leased retail space.

Sincerely,

Tony Lewis  
Engineering Technician  
tlewis@centuryengineering.com  
Office: 713-780-8871x2226  
Cell: 281-236-2092

**Cibolo**  
**Final Plat Application**  
PC-24-07-FP

Submitted by Tony Lewis  
tlewis@centuryengineering.com  
(281) 236-2092

Address of Proposed Work: **0 FM 1103**

City: **Cibolo** State: **TX** Zip: **78108**

**Contact Information**

**Applicant's Contact Information**

Title: \_\_\_\_\_ First Name: **Anthony** Last Name: **Lewis** Suffix: \_\_\_\_\_

Business Name: **Century Engineering, Inc.**

Mailing Address: **2455 BRIARWEST BLVD**

City: **Houston** State: **TX** Zip: **77077**

Email Address: **alewisiphone@gmail.com**

Cell Phone: **(281) 236-2092** Work Phone: **(713) 780-8871** Home Phone: **(281) 236-2092**

**Property Owner's Contact Information**

Title: \_\_\_\_\_ First Name:    Last Name: \_\_\_\_\_ Suffix: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State:    Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_



You can complete this application and view application updates online at  
[MyGovernmentOnline.org](http://MyGovernmentOnline.org)

## Representative's Contact Information

Title: \_\_\_\_\_ First Name: \_ Last Name: \_\_\_\_\_ Suffix: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_ Zip: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

## Application Questionnaire (\* denotes required question)

### Final Plat

<b>Project Name *</b>	<u>Cibolo Creek Center</u>
<b>Total Acres *</b>	<u>4.0253</u>
<b>Survey Name/Subdivision *</b>	<u>Trinidad Garcia</u>
<b>Abstract No. *</b>	<u>137</u>
<b>Current Zoning *</b>	<u>C-3 General Retail/Office</u>
<b>Proposed Zoning *</b>	<u>C-3 General Retail/Office</u>
<b>Overlay *</b>	<u>FM 78</u>
<b># of Lots *</b>	<u>1</u>



You can complete this application and view application updates online at [MyGovernmentOnline.org](http://MyGovernmentOnline.org)

<b># of Units *</b>	<u>1</u>
<b>Work Type *</b>	<u>Commercial</u>
<b>Total Proposed Square Footage *</b>	<u>6850</u>
<b>Current Use *</b>	<u>Vacant</u>
<b>Proposed Use *</b>	<u>Gas Station / Convience Store / Leased Area</u>

**By typing my name below, I do hereby attest that Tony Lewis the information contained in this application is true, accurate, and complete. \***

## Documents Uploaded

The following documents are attached to the Application.

<b>Copy of a Final Tree Survey</b>	<b>4.025 ac topo cibolo tx tree survey final.pdf</b>
<b>Copy of the Final Plat Encompassing All Land Owned by the Subdivider</b>	<b>2-2-24 cibolo creek center plat 1 of 2_020224.pdf</b> <b>2-2-24 cibolo creek center plat 2 of 2_020224.pdf</b>
<b>Copy of the Final Traffic Impact Analysis Report</b>	<b>gua22-fm1103-537 driveway permit.pdf</b> <b>gua22-fm1103-537 re txdot plat review request - cibolo creek center.pdf</b>
<b>Copy of the Final Utility and Final Storm Water Management Report</b>	<b>new_2023 (80% discharge) storm water detention drainage report.pdf</b>



You can complete this application and view application updates online at [MyGovernmentOnline.org](http://MyGovernmentOnline.org)



<b>Copy of the Final Utility and Final Storm Water Management Report</b>	<p>3 of 17 - site existing conditions drainage plan.pdf</p> <p>4 of 17 - site drainage plan.pdf</p> <p>5 of 17 - water and san, swr, plan.pdf</p>
<b>Letter of Authorization</b>	letter of authorization_020224.pdf
<b>Narrative of Application Request</b>	project letter_cibolo creek center_091721.pdf
<b>Project Applicable LOC Approvals</b>	<p>city of cibolo application for letter of certification_charter_080123.pdf</p> <p>city of cibolo application for letter of certification_cpe_092221.pdf</p> <p>city of cibolo application for letter of certification_gvec_091021.pdf</p> <p>city of cibolo application for letter of certification_gvsud_091721.pdf</p> <p>city of cibolo application for letter of certification_spectrum_072823.pdf</p>
<b>Proof of Tax Certification</b>	2g0137-0000-03420-0-00 tax certificate_guadalupe county_020224.pdf
<b>Signed Notarized Authorization Form</b>	signed notarized authorization form_020624.pdf



You can complete this application and view application updates online at [MyGovernmentOnline.org](http://MyGovernmentOnline.org)

TEXAS DEPARTMENT OF TRANSPORTATION NOTES:

- FOR RESIDENTIAL DEVELOPMENT DIRECTLY ADJACENT TO STATE RIGHT-OF-WAY, THE DEVELOPER SHALL BE RESPONSIBLE FOR ADEQUATE SET-BACK AND/OR SOUND ABATEMENT MEASURES FOR FUTURE NOISE MITIGATION.
- OWNER/DEVELOPER IS RESPONSIBLE FOR PREVENTING ANY ADVERSE IMPACT TO THE EXISTING DRAINAGE SYSTEM WITHIN THE HIGHWAY RIGHT-OF-WAY.
- MAXIMUM ACCESS POINTS TO STATE HIGHWAY FROM THIS PROPERTY WILL BE REGULATED AS DIRECTED BY "REGULATIONS FOR ACCESS DRIVEWAYS TO STATE HIGHWAYS". THIS PROPERTY IS ELIGIBLE FOR A MAXIMUM COMBINED TOTAL OF ONE (1) ACCESS POINT ALONG FM 1103, BASED ON THE OVERALL PLATTED HIGHWAY FRONTAGE OF 872.66'.
- IF SIDE WALKS ARE REQUIRED BY APPROPRIATE CITY ORDINANCE, A SIDEWALK PERMIT MUST BE APPROVED BY TXDOT, PRIOR TO CONSTRUCTION WITHIN STATE RIGHT-OF-WAY. LOCATIONS OF SIDEWALKS WITHIN STATE RIGHT-OF-WAY SHALL BE AS DIRECTED BY TXDOT.
- ANY TRAFFIC CONTROL MEASURES (LEFT-TURN LANE, RIGHT-TURN LANE, ACCEL. LANE, SIGNAL, ETC.) FOR ANY ACCESS FRONTING A STATE MAINTAINED ROADWAY SHALL BE THE RESPONSIBILITY OF THE DEVELOPER/OWNER.

CVR INVESTORS, L.P.  
CALLED 9.0502 AC.  
G.C.C.A.D. NO. 63797  
VOL. 2115, PG. 839  
(2005002381)

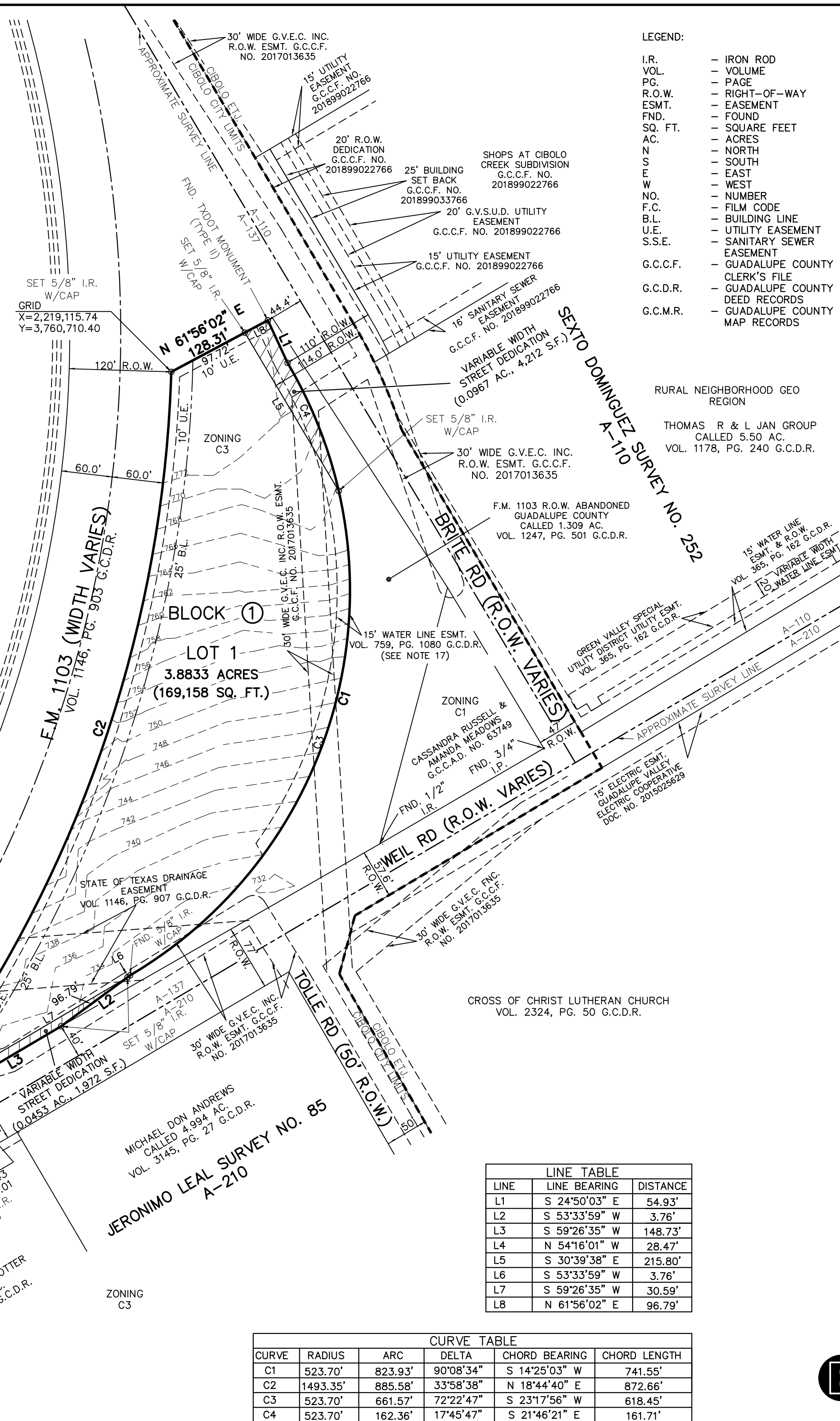
TRINIDAD GARCIA SURVEY NO. 538, A-137

LOT 2  
BLOCK ⑥  
CIBOLO VALLEY RANCH ①  
SUBDIVISION UNIT 8  
(VOL. 7, PG(S). 697-700 G.C.P.R.)

UNPLATTED  
PORTION OF  
A 1.55.012 ACRE TRACT  
(VOL. 556, PG. 677 G.C.D.R.)  
CVR INVESTORS, L.P.

10' ELECTRIC ESMT.  
GUADALUPE VALLEY  
ELECTRIC COOPERATIVE  
VOL. 1794, PG. 168  
G.C.D.R.  
ADRIAN & CONCSUELO POTTER  
CALLED 17.138 AC.  
VOL. 1453, PG. 891 G.C.D.R.

UTILITY PROVIDERS:  
WATER: CITY OF CIBOLO  
SEWER: CITY OF CIBOLO  
ELECTRIC: GUADALUPE VALLEY ELECTRIC COOPERATIVE, INC.



LEGEND:

- I.R. — IRON ROD
- VOL. — VOLUME
- PG. — PAGE
- R.O.W. — RIGHT-OF-WAY
- ESMT. — EASEMENT
- FND. — FOUND
- SQ. FT. — SQUARE FEET
- AC. — ACRES
- N — NORTH
- S — SOUTH
- E — EAST
- W — WEST
- NO. — NUMBER
- F.C. — FILM CODE
- B.L. — BUILDING LINE
- U.E. — UTILITY EASEMENT
- S.S.E. — SANITARY SEWER EASEMENT
- G.C.C.F. — GUADALUPE COUNTY CLERK'S FILE
- G.C.D.R. — GUADALUPE COUNTY DEED RECORDS
- G.C.M.R. — GUADALUPE COUNTY MAP RECORDS

RURAL NEIGHBORHOOD GEO REGION  
THOMAS R & L JAN GROUP  
CALLED 5.50 AC.  
VOL. 1178, PG. 240 G.C.D.R.

F.M. 1103 R.O.W. ABANDONED  
GUADALUPE COUNTY  
CALLED 1.309 AC.  
VOL. 1247, PG. 501 G.C.D.R.

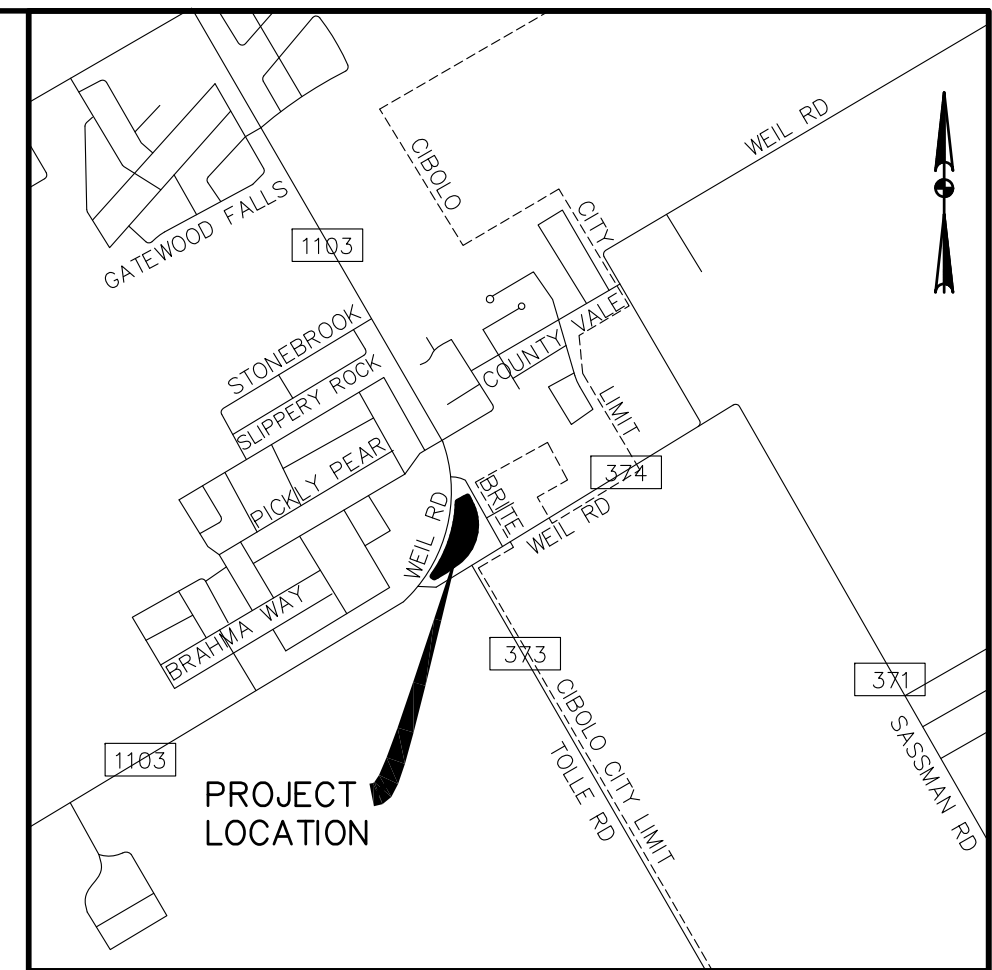
15' WATER LINE  
ESMT. & R.O.W.  
VOL. 365, PG. 162 G.C.D.R.  
VARIABLE WIDTH  
WATER LINE ESMT.

GREEN VALLEY SPECIAL  
UTILITY DISTRICT UTILITY ESMT.  
VOL. 365, PG. 162 G.C.D.R.

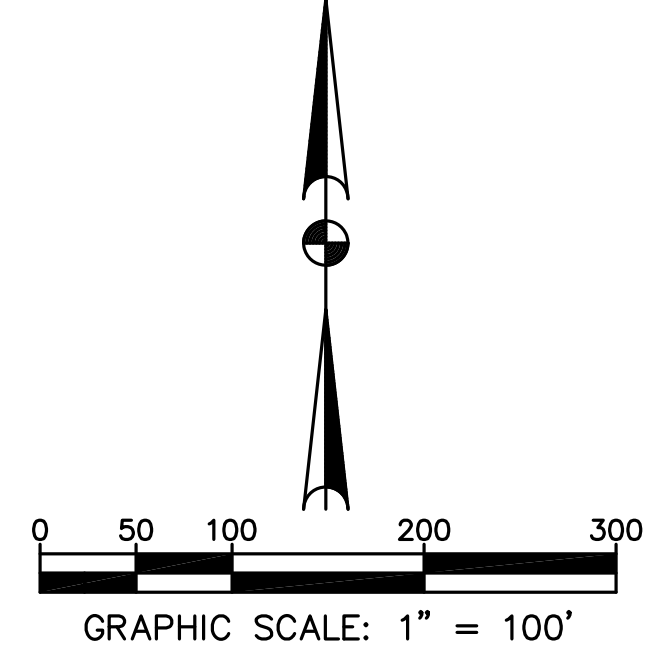
15' ELECTRIC ESMT.  
GUADALUPE VALLEY  
ELECTRIC COOPERATIVE  
DOC. NO. 2015025829

CROSS OF CHRIST LUTHERAN CHURCH  
VOL. 2324, PG. 50 G.C.D.R.

MICHAEL DON ANDREWS  
CALLED 4.994 AC.  
VOL. 3145, PG. 27 G.C.D.R.  
JERONIMO LEAL SURVEY NO. 85  
A-210



VICINITY MAP N.T.S.



FINAL PLAT  
**CIBOLO CREEK CENTER**

A SUBDIVISION OF 4.0253 ACRES OF LAND, OUT OF THE TRINIDAD GARCIA SURVEY, NO. 538, ABSTRACT NO. 137, GUADALUPE COUNTY, TEXAS

1 BLOCK 1 COMMERCIAL LOT

DATE: FEB. 2, 2024 SCALE: 1" = 100'

OWNER:  
**CIBOLO PROPERTY, LLC**  
A TEXAS LIMITED LIABILITY COMPANY  
12505 REED ROAD, SUITE 100, SUGAR LAND, TX. 77479, 713-780-8871

SURVEYOR:  
**CENTURY ENGINEERING, INC.**  
3030 S. GESSNER SUITE 100, HOUSTON, TEXAS 77063  
OFFICE: (713) 780-8871 FAX: (713) 780-7662  
Email: dmassiatte@centuryengineering.com SHEET 1 OF 2  
T.B.P.E. FIRM REGISTRATION NO. F-380 T.B.P.L.S. FIRM REGISTRATION NO. 100965-0

LINE TABLE			
LINE	LINE BEARING	DISTANCE	
L1	S 24°50'03" E	54.93'	
L2	S 53°33'59" W	3.76'	
L3	S 59°26'35" W	148.73'	
L4	N 54°16'01" W	28.47'	
L5	S 30°39'38" E	215.80'	
L6	S 53°33'59" W	3.76'	
L7	S 59°26'35" W	30.59'	
L8	N 61°56'02" E	96.79'	

CURVE TABLE					
CURVE	RADIUS	ARC	DELTA	CHORD BEARING	CHORD LENGTH
C1	523.70'	823.93'	90°08'34"	S 14°25'03" W	741.55'
C2	1493.35'	885.58'	33°58'38"	N 18°44'40" E	872.66'
C3	523.70'	661.57'	72°22'47"	S 23°17'56" W	618.45'
C4	523.70'	162.36'	17°45'47"	S 21°46'21" E	161.71'

STATE OF TEXAS  
COUNTY OF GUADALUPE

WHEREAS, CIBOLO PROPERTY, LLC, A TEXAS LIMITED LIABILITY COMPANY, ACTING BY AND THROUGH THE UNDER SIGNED, IT'S DULY AUTHORIZED AGENT, IS THE SOLE OWNER OF A TRACT OF LAND LOCATED IN THE TRINIDAD GARCIA SURVEY NO. 538, ABSTRACT NO. 137, CITY OF CIBOLO, GUADALUPE COUNTY, TEXAS, RECORDED UNDER G.C.C.F. NO. 202199015001 OF THE DEED RECORDS OF GUADALUPE COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: A SUBDIVISION OF 4.0253 ACRES OF LAND, OUT OF THE TRINIDAD GARCIA SURVEY NO. 538, ABSTRACT NO 137, GUADALUPE COUNTY, TEXAS.

OWNER: SHAHEEN MOMIN, PRESIDENT OR DULY AUTHORIZED AGENT  
CIBOLO PROPERTY, LLC  
12505 REED ROAD  
SUGAR LAND, TEXAS 77479

STATE OF TEXAS  
COUNTY OF HARRIS

BEFORE ME, THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED SHAHEEN MOMIN, PRESIDENT, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED. GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

APPROVED ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BY THE CITY ENGINEER, CITY OF CIBOLO, TEXAS.

CITY ENGINEER, CITY OF CIBOLO

THIS PLAT OF CIBOLO CREEK CENTER HAS BEEN SUBMITTED TO AND CONSIDERED BY THE CITY COUNCIL OF THE CITY OF CIBOLO, TEXAS, AND IS HERE BY APPROVED BY SUCH CITY COUNCIL.

DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

BY: \_\_\_\_\_  
MAYOR

BY: \_\_\_\_\_  
CITY SECRETARY

THIS PLAT OF CIBOLO CREEK CENTER HAS BEEN SUBMITTED TO AND CONSIDERED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF CIBOLO, TEXAS, AND IS HEREBY APPROVED BY SUCH COMMISSION.

DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

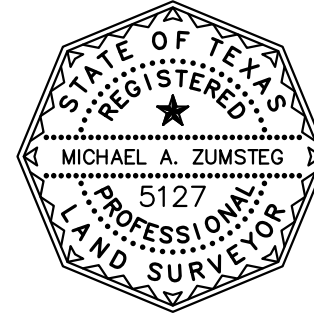
BY: \_\_\_\_\_  
CHAIR

BY: \_\_\_\_\_  
VICE CHAIR

STATE OF TEXAS  
COUNTY OF HARRIS

I HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE ON THE GROUND UNDER MY SUPERVISION.

MICHAEL A. ZUMSTEG, R.P.L.S.  
REGISTERED PUBLIC LAND SURVEYOR  
CENTURY ENGINEERING, INC.  
3030 S. GESSNER ROAD, SUITE 100  
HOUSTON, TEXAS 77063  
TBPLS FIRM REGISTRATION NO. 100965-0



SWORN TO AND SUBSCRIBED BEFORE ME THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

STATE OF TEXAS  
COUNTY OF HARRIS

I HEREBY CERTIFY THAT PROPER ENGINEERING CONSIDERATION HAS BEEN GIVEN IN THIS PLAT TO THE MATTERS OF STREETS, LOTS AND DRAINAGE LAYOUT. TO THE BEST OF MY KNOWLEDGE THIS PLAT CONFORMS TO ALL REQUIREMENTS OF THE SUBDIVISION REGULATIONS OF THE UNIFIED DEVELOPMENT CODE, EXCEPT FOR THOSE VARIANCES GRANTED BY THE CITY COUNCIL OF THE CITY OF CIBOLO.

MARIO LANZA, P.E.  
REGISTERED PROFESSIONAL ENGINEER  
M LANZA ENGINEERING, PLLC  
11603 SPRING CYPRESS ROAD, SUITE B  
TOMBALL, TEXAS 77377  
TBPE FIRM REGISTRATION NO. F-13716

SWORN TO AND SUBSCRIBED BEFORE ME THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

WE, PROSPERTY BANK, OWNERS AND HOLDERS OF A LIEN AGAINST THE PROPERTY DESCRIBED IN THE PLAT KNOWN AS CIBOLO CREEK CENTER SAID LIEN BEING EVIDENCED BY INSTRUMENT OF RECORD IN CLERK'S FILE NO. RP-2021-99015002 OF THE REAL PROPERTY RECORDS OF GUADALUPE COUNTY, TEXAS, DO HEREBY IN ALL THINGS SUBORDINATE TO SAID PLAT SAID LIEN AND WE CONFIRM THAT WE ARE THE PRESENT OWNERS OF SAID LIEN AND HAVE NOT ASSIGNED THE SAME OR ANY PART THEREOF.

PROSPERTY BANK

BY: \_\_\_\_\_  
NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_

STATE OF TEXAS  
COUNTY OF GUADALUPE

BEFORE ME, THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED \_\_\_\_\_ KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE/SHE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED. GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

UTILITY PROVIDERS:

WATER: CITY OF CIBOLO  
SEWER: CITY OF CIBOLO  
ELECTRIC: GUADALUPE VALLEY ELECTRIC COOPERATIVE, INC.

GVEC NOTES:

ALL TRACTS ARE SUBJECT TO A 15' ELECTRIC AND COMMUNICATION EASEMENT ALONG ALL SIDE, FRONT AND REAR PROPERTY LINES.

EACH LOT IS SUBJECT TO A FLOATING 10' WIDE BY 40' LONG GUY WIRE EASEMENT TO BE LOCATED BY GVEC.

ALL EXISTING GVEC OVERHEAD LINES POSSESS A 30' CENTERLINE EASEMENT, 15' ON EACH SIDE OF THE LINE.

WHERE UNDERGROUND SERVICES ARE UTILIZED GVEC WILL POSSESS A 5-FOOT WIDE EASEMENT TO THE SERVICE METER LOCATION. EASEMENT TO FOLLOW SERVICE LINE AND WILL VARY DEPENDING ON LOCATION OF BUILDING OR STRUCTURE.

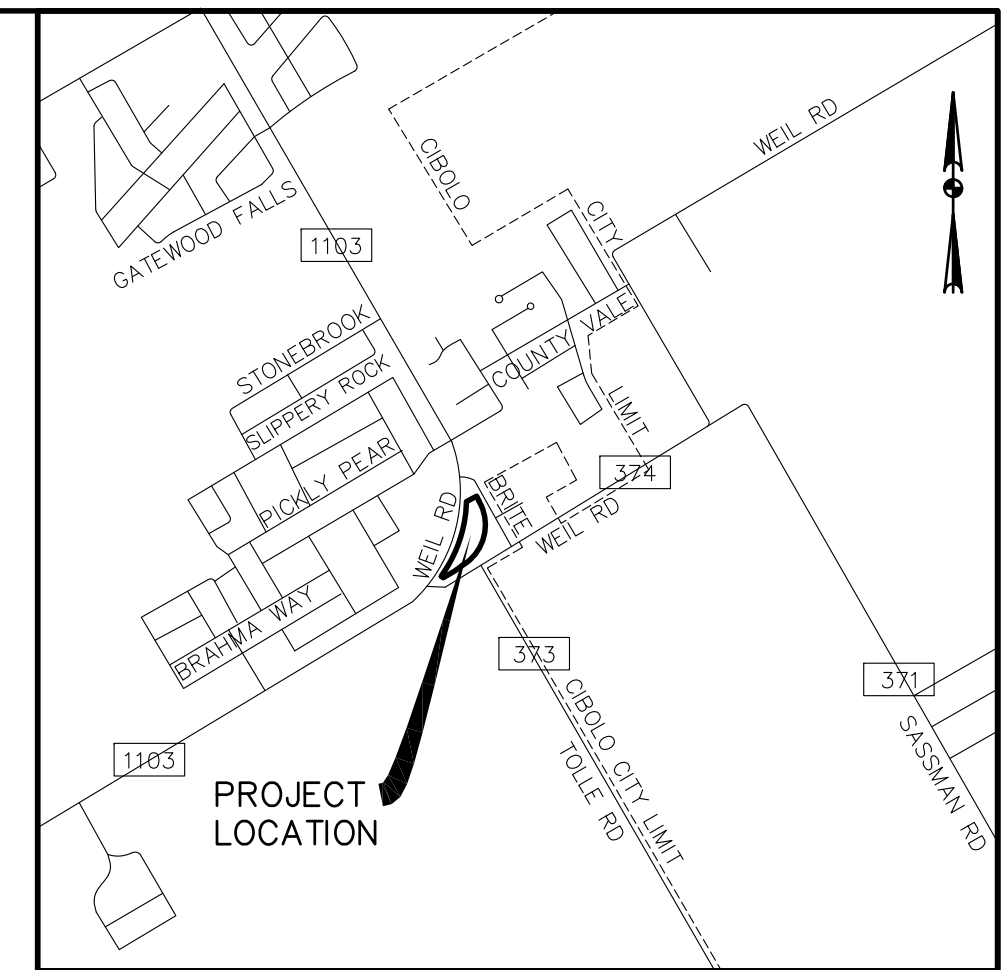
ALL UTILITY EASEMENTS ARE FOR THE CONSTRUCTION, MAINTENANCE (INCLUDING BUT NOT LIMITED TO REMOVAL OF TREES AND OTHER OBSTRUCTIONS), READING OF METERS, AND REPAIR OF ALL OVERHEAD AND UNDERGROUND UTILITIES.

THIS SUBDIVISION PLAT OF CIBOLO CREEK CENTER SUBMITTED TO AND APPROVED BY GUADALUPE VALLEY ELECTRIC COOPERATIVE, INC. FOR EASEMENTS.

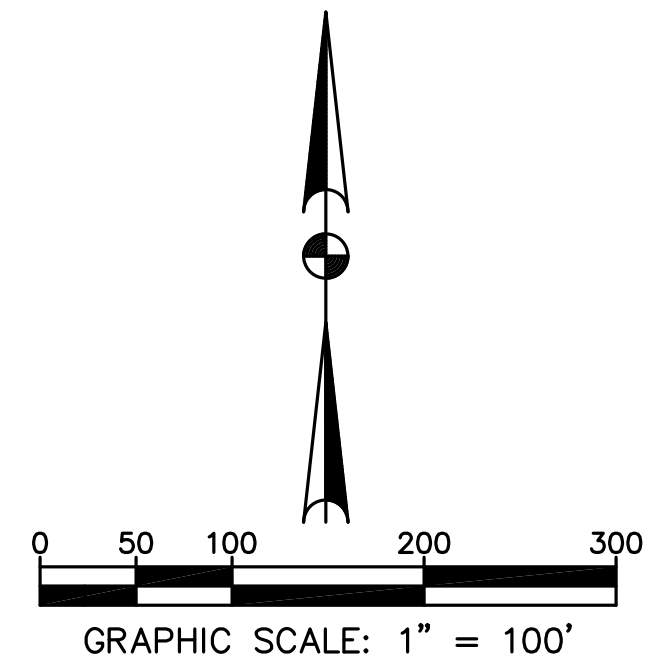
BY: \_\_\_\_\_  
AGENT FOR GUADALUPE VALLEY ELECTRIC COOP., INC.

GENERAL NOTES:

- BENCHMARK: TXDOT GEODETIC CONTROL STATION: NT76367294, IS A ROD IN CONCRETE LOCATED AT THE SOUTHEAST CORNER OF THE INTERSECTION OF FM 1103 AT BRITE ROAD. ELEVATION= 774.07 FEET (NAVD88).
- BEARINGS AND COORDINATES SHOWN HEREON ARE BASED ON TEXAS STATE PLANE COORDINATES, SOUTH CENTRAL ZONE, NO. 4204 STATE PLANE GRID, (NAD83), AND MAY BE CONVERTED TO GRID BY APPLYING THE FOLLOWING SCALE FACTOR OF 0.99988117.
- THIS PROPERTY DOES NOT LIE WITHIN A SPECIAL FLOOD HAZARD AREA, UNSHADED ZONE "X", AREAS DETERMINED TO BE OUTSIDE THE 500 YEAR FLOOD ZONE, AS DEFINED BY THE FLOOD INSURANCE RATE MAP FOR GUADALUPE COUNTY, TEXAS, ON COMMUNITY PANEL NO. 48187C0230 F, EFFECTIVE DATE NOVEMBER 2, 2007, AS PREPARED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY.
- SELLING A PORTION OF THIS ADDITION BY METES AND BOUNDS IS A VIOLATION OF THE UNIFIED DEVELOPMENT CODE OF THE CITY OF CIBOLO AND STATE PLATTING STATUTES AND IS SUBJECT TO FINES AND WITH HOLDING OF UTILITIES AND BUILDING PERMITS.
- PLAT APPROVAL SHALL NOT BE DEEMED TO OR PRESUMED TO GIVE AUTHORITY TO VIOLATE, NULLIFY, VOID, OR CANCEL ANY PROVISIONS OF LOCAL, STATE, OR FEDERAL LAWS, ORDINANCES, OR CODES.
- APPROVAL OF THIS PLAT DOES NOT CONSTITUTE A VERIFICATION OF ALL DATA, INFORMATION AND CALCULATIONS SUPPLIED BY THE APPLICANT. THE ENGINEER OF RECORD OR REGISTERED PUBLIC LAND SURVEYOR IS SOLELY RESPONSIBLE FOR THE COMPLETENESS, ACCURACY AND ADEQUACY OF HIS/HER SUBMITTAL WHETHER OR NOT THE APPLICATION IS REVIEWED FOR CODE COMPLIANCE BY THE CITY ENGINEERS.
- ALL RESPONSIBILITY FOR THE ADEQUACY OF THIS PLAT REMAINS WITH THE ENGINEER OR SURVEYOR WHO PREPARED THEM. IN APPROVING THESE PLANS, THE CITY OF CIBOLO MUST RELY ON THE ADEQUACY OF THE WORK OF THE ENGINEER AND/OR SURVEYOR OF RECORD.
- ROUTINE MAINTENANCE OF WEEDS AND GRASS IN ALL EASEMENTS SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNER, HOA, OR PROPERTY OWNER ASSOCIATION ON WHICH THE EASEMENT IS LOCATED IN ACCORDANCE WITH CITY OF CIBOLO CODE OF ORDINANCES PROVISIONS FOR HIGH WEEDS AND GRASS.
- NO FENCING OR STRUCTURES THAT WILL INTERFERE WITH ADEQUATE DRAINAGE FLOW WILL BE ALLOWED ON OR SUCH LINES.
- NO STRUCTURES, WALLS, OR OTHER OBSTRUCTION OF ANY KIND SHALL BE PLACED WITHIN THE BOUNDARIES OF DRAINAGE EASEMENTS. NO LANDSCAPING, FENCES, OR OTHER TYPE OF MODIFICATIONS WHICH ALTER THE CROSS SECTIONS OF THE DRAINAGE EASEMENT OR DECREASES THE HYDRAULIC CAPACITY OF THE EASEMENT SHALL BE ALLOWED.
- IN ORDER TO PROMOTE SAFE USE OF STREETS AND PRESERVE THE CONDITION OF PUBLIC STREETS, NO DRIVEWAY CONSTRUCTED ON ANY LOT WITHIN THIS SUBDIVISION SHALL BE PERMITTED ACCESS ONTO A PUBLICLY DEDICATED COUNTY RIGHT-OF-WAY UNLESS A DRIVEWAY PERMIT HAS BEEN ISSUED BY THE GUADALUPE COUNTY ROAD AND BRIDGE DEPARTMENT.
- ALL OF THIS SUBDIVISION IS IN THE JURISDICTION OF THE CITY OF CIBOLO.
- THE SUBDIVISION IS WITHIN THE SCHERTZ-CIBOLO-U.C. INDEPENDENT SCHOOL DISTRICT, GUADALUPE VALLEY ELECTRIC COOPERATIVE.
- THERE ARE 0 EXISTING HERITAGE TREES AND 0 PROTECTED TREES LOCATED ON THE LOT.
- THE CITY OF CIBOLO RESERVES THE RIGHT TO RENAME STREETS AND/OR CHANGE HOUSE/BUILDING NUMBERS DUE TO INCOMPATIBILITY WITH EXISTING NAME LAYOUT, EMERGENCY VEHICLE RESPONSE, AND MAIL DELIVERY.
- THE APPLICANT IS RESPONSIBLE FOR SECURING ANY FEDERAL PERMITS THAT MAY BE NECESSARY OF PROPOSED DEVELOPMENT ACTIVITY. THE CITY OF CIBOLO IS NOT RESPONSIBLE FOR DETERMINING THE ENSURING, COMPLIANCE WITH ANY FEDERAL PERMIT.
- 15' WATER LINE ESMT. CITY OF CIBOLO, PER DRAWING PREPARED KLEIN ENG., INC. DATED 7/2/07 (LOCATION VERIFIED BY SOFT DIG 11/01/22)
- ABSENT WRITTEN AUTHORIZATION BY THE AFFECTED UTILITIES, ALL UTILITY AND AERIAL EASEMENTS MUST BE KEPT UNOBSTRUCTED FROM ANY NON-UTILITY IMPROVEMENTS OR OBSTRUCTIONS BY THE PROPERTY OWNER. ANY UNAUTHORIZED IMPROVEMENTS OR OBSTRUCTIONS MAY BE REMOVED BY ANY PUBLIC UTILITY AT THE PROPERTY OWNER'S EXPENSE. WHILE WOODEN POSTS AND paneled wooden fences along the perimeter and back to back easements and alongside rear lot lines are permitted, they too may be removed by public utilities at the property owner's expense should they be an obstruction. PUBLIC UTILITIES MAY PUT SAID WOODEN POSTS AND paneled wood fences back up, BUT GENERALLY WILL NOT REPLACE WITH NEW FENCING.



VICINITY MAP N.T.S.



# FINAL PLAT CIBOLO CREEK CENTER

A SUBDIVISION OF 4.0253 ACRES OF  
LAND, OUT OF THE TRINIDAD GARCIA  
SURVEY, NO. 538, ABSTRACT NO. 137,  
GUADALUPE COUNTY, TEXAS

1 BLOCK 1 COMMERCIAL LOT  
DATE: FEB. 2, 2024 SCALE: 1" = 100'

OWNER:  
**CIBOLO PROPERTY, LLC**  
A TEXAS LIMITED LIABILITY COMPANY  
12505 REED ROAD, SUITE 100, SUGAR LAND, TX. 77479, 713-780-8871

SURVEYOR:  
**CENTURY ENGINEERING, INC.**  
3030 S. GESSNER SUITE 100, HOUSTON, TEXAS 77063  
OFFICE: (713) 780-8871 FAX: (713) 780-7662  
email: dmassiatte@centuryengineering.com SHEET 2 OF 2  
T.B.P.E. FIRM REGISTRATION NO. F-380 T.B.P.L.S. FIRM REGISTRATION NO. 100965-0

On behalf of the:



February 28, 2024

City of Cibolo  
Attn: Lindsey Walker  
200 S. Main Street  
Cibolo, Texas 78108

Re: Final Plat Review  
Cibolo Creek Center

Ms. Walker,

KFW Engineers has completed its review of the referenced subdivision as submitted by Century Engineering and has the following comments.

General Note –

1. Please include as part of your resubmittal a comment response letter addressing all comments.

Plat –

1. There was previously a 15' water easement that was removed from plat. Please explain why. Is note 17 still applicable with this easement removed?
2. The approved set of construction plans have a proposed 5' X 10' water easement. If this is not added to the plat it will need to be dedicated to the City by separate instrument.

Our review of this subdivision 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".

Andy Carruth, P.E.  
Plan Reviewer for the City of Cibolo



# Cibolo Creek Center (Council District 7) Retail / Office Zone (C3)

-  Cibolo Creek Center
-  City of Cibolo Sewer Service Area
-  City of Cibolo Water Service Area
-  Parcel Boundaries



0 750 1,500 3,000  
US Feet







**Discussion/Action regarding a Conditional Use Permit (CUP) request to allow Accessory Residential Units, Residential District use for certain real property located at 165 Elaine Schlather Parkway, legally described as ABS: 194 SUR: JAMES JONES TRACT #6, 5.01 AC.**

Meeting	Agenda Group	
Wednesday, March 13, 2024, 6:30 PM	Discussion/Action Items	Item: 8B
From		
Lindsey Walker, Planner I		

**PLANNING & ZONING COMMISSION COMMISSION ACTION:** 1. Conduct 1<sup>st</sup> Public Hearing  
2. Discussion/Action and Recommendation regarding the above referenced petition

**PROPERTY INFORMATION:**

Project Name: **CUP-24-02**  
 Owners: Henry & Jintana Alves  
 Representative: Henry & Jintana Alves  
 Location/Area: **165 Elaine Schlather Pkwy, 5.01 acres**  
 Location: Elaine Schlather Pkwy, north of Green Valley Dr  
 Council District: 1  
 Future Land Use: Neighborhood Residential  
 Existing Zoning: High Density Single-Family Residential (SF-6)  
 Requested Zoning: Conditional Use Permit (CUP)  
 Proposed Use: Accessory Residential Units, Residential District

**FINDINGS:**

A zoning request is specifically about land use, not the future engineering of the land itself, and should meet criteria per [UDC Article 4.3.1.5](#). Decisions regarding future engineering of the land occur with the platting process, where the property’s design is known. The applicant lot is within the High Density Single-Family Residential (SF-6) zoning district. The southeast portion of the property is zoned Neighborhood Commercial (C-1) however, this section of the property is not included in the request. The applicant property is directly adjacent, to the west, to Veteran’s Park and Cibolo Fire Station 2, within the PF-P and PF-I, respectively. To the northwest of the applicant property is Elaine Schlather Intermediate School, zoned PF-I. East is another 5-acre property zoned SF-6. South is the C-1 zoning district. Currently on the applicant property is one primary residence, and an accessory structure. The applicant is requesting a CUP to place a third accessory structure to be used as a mother-in-law flat.

**PUBLIC NOTICE:**

Notice was published within the local newspaper (Seguin Gazette) on February 25, 2024, and the [City Website](#). Individual letters were sent by mail to 12 property owners within 200’ of the site. To date, Staff has received zero (0) in favor of and zero (0) in opposition. Public Hearings are scheduled on March 13, 2024 (Planning & Zoning Commission) and on March 26, 2024 (City Council). Approval/Disapproval of the zoning ordinance is tentatively scheduled for the April 9, 2024, City Council meeting.

**STAFF CONCLUSIONS:**

Staff recommends, should Council approve the CUP for Accessory Residential Units, Residential District located at 165 Elaine Schlather Parkway, that it be subject to the following conditions:

- Off-Street Parking – One (1) additional parking space is required to comply with UDC Sec. 10.2 off-street parking requirements.

Building & Fire Codes – Applicant must comply with all Building and Fire Code requirements.

Owner Occupied – The owner of the Property must occupy one of the premises on the Property.

Permits & Inspections – All required building permits and Certificate of Occupancy must be obtained. All permit applications submitted for this property are subject to the requirements of the Code.

Additional Uses – No other conditional uses are allowed under this conditional use permit.

Recordation of Plat – A subdivision plat must be submitted for review and approval with the City of Cibola and recorded upon completion.

SF-6 Regulations - All regulations of the SF-6 Zoning District, other than those amended by the Conditional Use Permit, apply to the Property.

#### **PLANNING & ZONING COMMISSION RECOMMENDATION:**

1. Recommend **Approval** to City Council for the requested CUP for an Accessory Residential Unit, Residential District use, located at 165 Elaine Schlather Parkway, legally described as ABS: 194 SUR: JAMES JONES TRACT#6 5.01 AC.
2. Recommend **Approval** of the requested CUP for an Accessory Residential Units, Residential District use for property located at 165 Elaine Schlather Parkway, legally described as ABS: 194 SUR: JAMES JONES TRACT#6 5.01 AC, *and any additional conditions Planning & Zoning may require.*
3. Recommend **Denial** to City Council for the requested CUP for an Accessory Residential Units, Residential District use, *with findings.*

#### **STAFF ANALYSIS:**

##### **Unified Development Code (UDC) Section 4.3.2 – Conditional Use Permit Approval Considerations**

A CUP is intended to provide some flexibility to traditional zoning by offering a mechanism to balance specific site constraints and development plans with the larger interest of the community and the integrity of the UDC. An application for a CUP follows the same process as a Zoning Map Amendment Process (rezoning). The Permit, if granted, may include conditions placed upon the development of the property. The Planning & Zoning Commission and City Council shall consider the following, at a minimum, in conjunction with its deliberations for approval or denial of the application and the establishment of conditions: *(for reference, UDC and Comprehensive/Master Plan)*

##### **A. Consistency with the Comprehensive Master Plan;**

Comprehensive/Master Plan – Future Land Use Categories – Neighborhood Residential

Appropriate Land Use Types: The appropriate primary uses allowed in areas designated as neighborhood residential include single-family residential, accessory residential units, home professions, large scale assembly, community recreation, local utility services, park and recreation services, primary and secondary education facilities, and safety services. Appropriate secondary uses include such things as accessory living quarters and residential units, greenhouses, life care services, day-care services, and nursery schools.

Compatible Zoning Districts (P.43 from Comp Plan):

Single-Family Residential (SF-2) | Planned Unit Development (PUD)

**STAFF FINDING:** The Comprehensive Master Plan calls out this parcel as Neighborhood Residential, with compatible zoning districts such as SF-4, which more closely aligns with the 2013 classification of SF-2 used in the Comprehensive Plan. Although the current zoning implies higher density than outlined by the master plan, the request for accessory residential units aligns with the appropriate use types. It is important to note the applicant lot is 5 acres, while typical SF-6 properties are roughly a sixth of that size.

##### **B. Conformance with applicable regulation in this UDC and standards established by the UDC;**

Comprehensive/Master Plan – Future Land Use Categories – Neighborhood Residential

Intent & Character - The neighborhood residential future land use category is intended for areas that will be primarily developed with new single-family detached residential subdivisions. Development reflects a suburban to auto-oriented character; meaning that these areas are predominantly dominated by streets, driveways, and garages. Lot sizes and architectural styles are fairly uniform; but generally, new development density is between two and six units per acre.

**STAFF FINDING:** The Zoning Map Amendment will promote the health, safety, or general welfare of the City and the safe and orderly development of the City as it complies with the intent of the Comprehensive Master Plan.

**C. Compatibility with existing or permitted uses on abutting sites, in terms of building height, bulk, scale, setbacks and open spaces, landscaping and site development, and access/circulation.**

(2018) UDC Section 14.2.N.7. Low Density Residential District (SF-6)

- a. Intent - The high-density residential district enables higher density (up to 5.5 units per acre) housing types, such as townhomes, garden homes, or duplex/triplex to be developed in closer proximity to collector streets. The district is intended to complement the suburban district and in infill areas of the Town Center, serving as a transitional use between commercial and single family uses. Mobile/ manufactured/modular homes are not permitted.
- b. Permitted uses -one (1) dwelling unit per lot, and community recreational facilities.
- c. Specific uses - subject to Site Plan approval, private recreational amenities, places of worship, schools.

Lot Area	Lot Width	Front Setback	Rear Setback	Side Setback	Max Impervious Coverage	Maximum Height
6,600 sq ft	60'	25'	10'	10'	60%	35'

**STAFF FINDING:** The UDC provides lot design guidelines within the High Density Single-Family Residential (SF-6) Zoning District that are designed in scale for compatibility with surrounding mix of residential areas. The applicant property far exceeds the lot requirements for SF-6 properties, as it is 5 acres.

**D. Potential unfavorable impacts on existing or permitted uses on abutting sites, the extent that such impacts exceed those which reasonably may result from use of the site by a permitted use;**

(2018) UDC Section 13.1 Residential Uses allowed by right and with a Conditional Use Permit (CUP).



<u>SF-6 uses allowed by right</u>	<u>SF-6 allowed with CUP</u>
Greenhouse*	Accessory Living Quarters
Home Occupation*	Accessory Residential Units, Residential District
Manufactured Modular Housing	Condominium Residential
Single-family Residential	Group Residential
Assembly	Patio Home
Community Recreation	Day Care Services (Family)*
Local Utility Services	Day Care Services (Group)*
Park and Recreation Services	Day Care Services (General Commercial)*
Primary Educational Facilities	Life Care Services*
Safety Services	Nursery School*
Secondary Educational Facilities	Concrete/Asphalt Batching Plant (Temporary)

\*Subject to supplemental use regulations of UDC Article 6.

**STAFF FINDING:** This zoning district is suitable for uses permitted by the district provided the CUP is approved.

**E. Modifications to the site plan which would result in increased compatibility or would mitigate potentially unfavorable impacts or would be necessary to conform to applicable regulations and standards and to protect the public health, safety, morals and general welfare.**

Comprehensive/Master Plan - Future Land Use Categories - Neighborhood Residential

Moving Forward - The following recommendations should be considered as part of rezonings, development approvals, or improvements to existing regulations: New neighborhood residential developments with a planned large number of lots (e.g., 250 lots or greater) should be required to have at least two points of access to a collector roadway or greater in functional classification. Development approvals for new residential or nonresidential development should include dedication of thoroughfares and trails as within the adopted thoroughfare plan and trail plan maps. New neighborhoods should be served by roads with urban cross-sections and should serve vehicular, bicycle, and pedestrian users.

**STAFF FINDING:** The addition of the accessory building conforms with all applicable regulations as well as the intent of the Comprehensive Master Plan. The proposed mother-in-law flat is not likely to cause any foreseeable unfavorable impacts.

**F. Safety and convenience of vehicular and pedestrian circulation in the vicinity, including traffic reasonably expected to be generated by the proposed use.**

**STAFF FINDING:** Staff do not foresee major impacts to traffic as a result of granting the CUP.

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## **Attachments**

- A. CUP-24-02-Signed Application.pdf
- B. Staff Map.pdf
- C. CUP-24-02-SHT\_1\_OF\_3\_SITE\_PLAN.pdf



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

**UNIVERSAL APPLICATION - CONDITIONAL USE PERMIT**

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 Name: ALVES Residence  
 Total Acres: 5 Survey Name: JAMES JONES Abstract No.: A-194  
 Project Location (address): 165 ELAINE SCHLATHER PKWY, CIBOLO, TX 78108  
 Current Zoning: SF6 Overlay:  None  Old Town  FM 78  
 Proposed Zoning: SF6 # of Lots: \_\_\_\_\_ # of Units: \_\_\_\_\_  
 Please Choose One:  Single-Family  Multi-Family  Commercial  Industrial  
 Other MOTHER-IN-LAW FLAT  
 Current Use: RESIDENTIAL C Total Proposed Square Footage: \_\_\_\_\_  
 Proposed Use: RESIDENTIAL C (Commercial/Industrial only)

**Applicant Information:**

Property Owner Name: HENRY E JINTANA ALVES  
 Address: 165 ELAINE SCHLATHER PKWY City: CIBOLO  
 State: TX Zip Code: 78108 Phone: 210-825-0577  
 Email: HALVES1@att.net Fax: \_\_\_\_\_

\*Applicant (if different than Owner): \_\_\_\_\_

\* Letter of Authorization required

Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Representative:**

Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Fax: \_\_\_\_\_

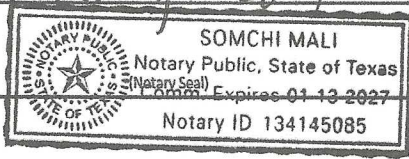
Authorization: By signing this application, you hereby grant Staff access to your property to perform work related to your application.

[Signature]  
 Owner or Representative's Signature  
HENRY ALVES  
 Typed / Printed Name

State of TEXAS  
 County of Bexar  
 Before me, Somchi Mali, on this day personally appeared  
Name of Notary Public  
HENRY ALVES, 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 10 day of February 2024

[Signature]  
 Notary Public Signature



City of Cibolo Use Only
Total Fees
Payment Method
Submittal Date
Accepted by
Case Number

Henry Alves  
165 Elaine Schlather Pkwy  
Cibolo, TX 78108

February 12, 2024

I Henry Alves, am requesting a Conditional Use Permit to build a mother-in-law flat on the same lot as the existing principal residence.



Henry Alves






Verify the home meets size requirements per Sec. 13.1. Accessory Residential Units may not exceed 33% of the GFA of the primary structure.

$GFA - 3273sf \times .33\% = 1080sf$

New structure 1079sf < 1080sf



# Property Information Map for 165 Elaine Schlather Pkwy


-  Property of Interest
-  Neighborhood Commercial (C1)
-  High Density Single-Family Residential (SF6)
-  Public Facility (PF) - Institution
-  Public Facility (PF) - Park

**Council District:** 1

**Zoning District:** 4 Acre of SF6 and  
1 Acre of C1

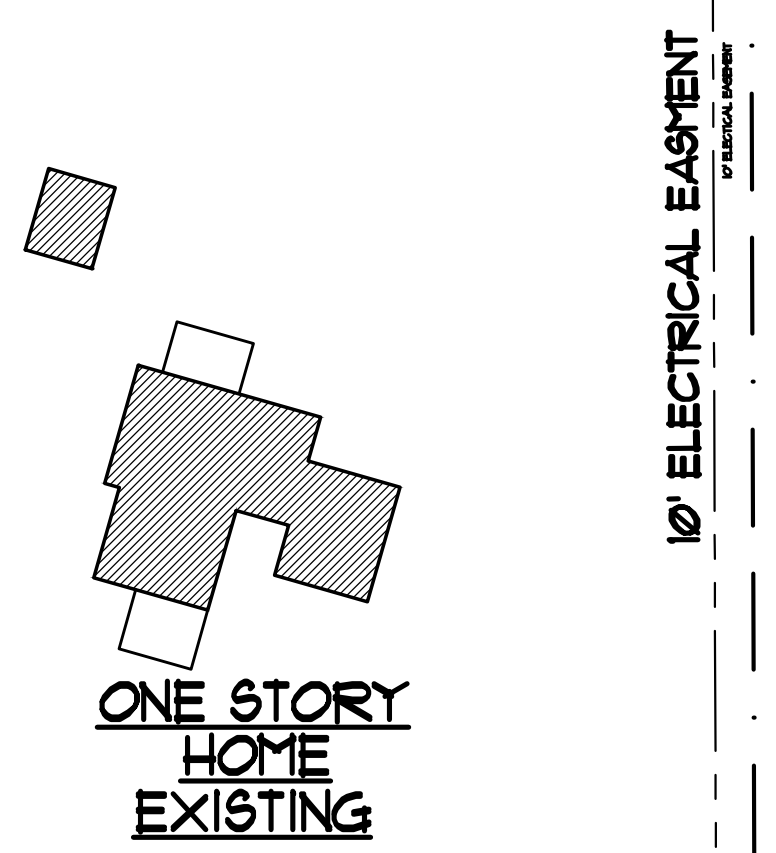
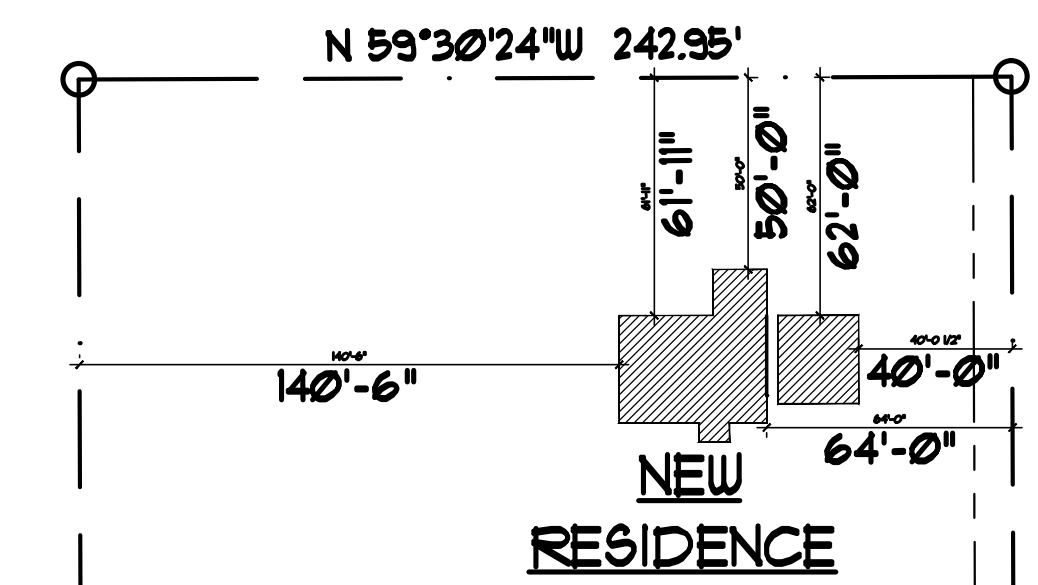
**Water Service:** City of Cibolo

**Sewer Service:** City of Cibolo

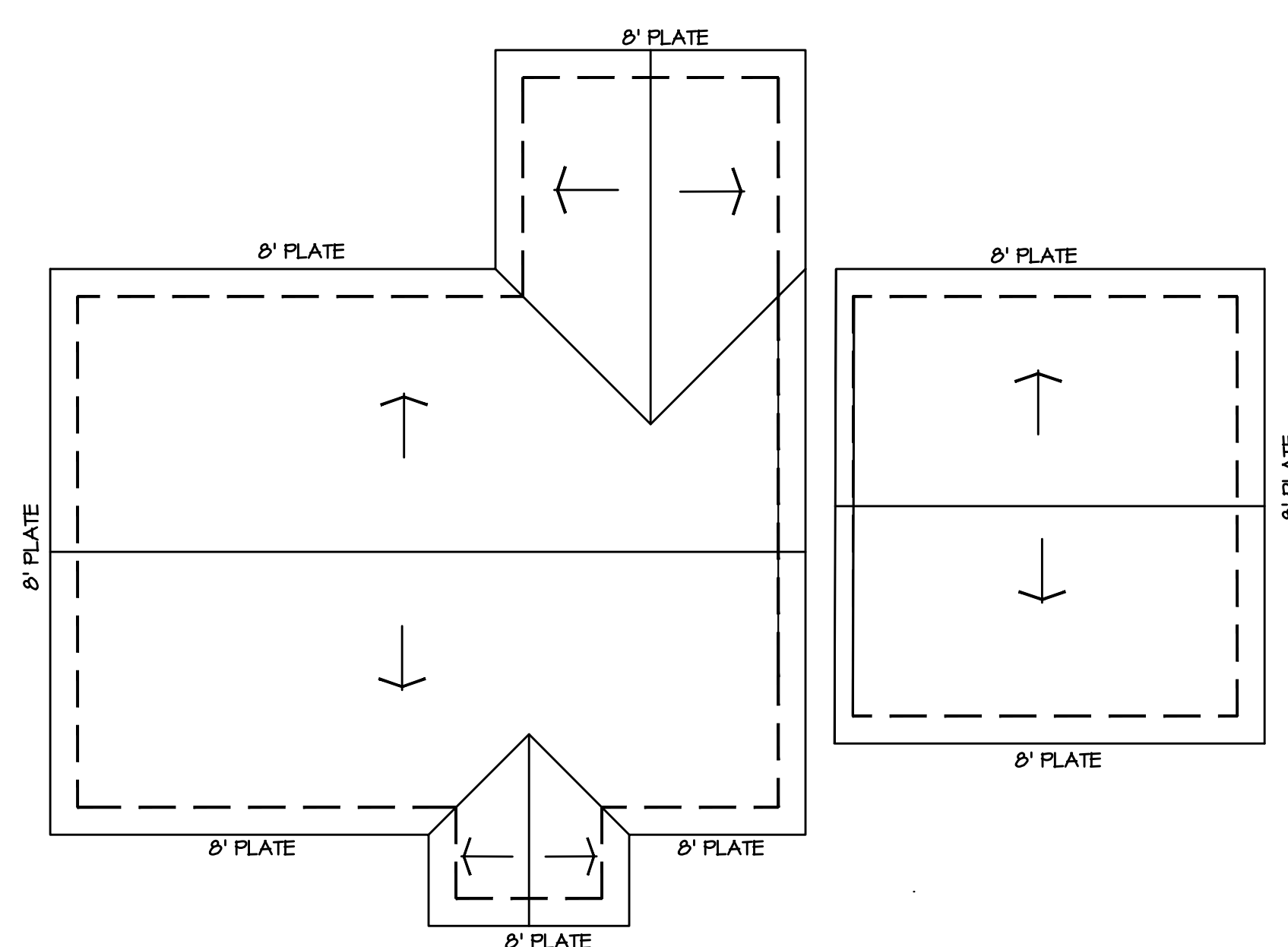
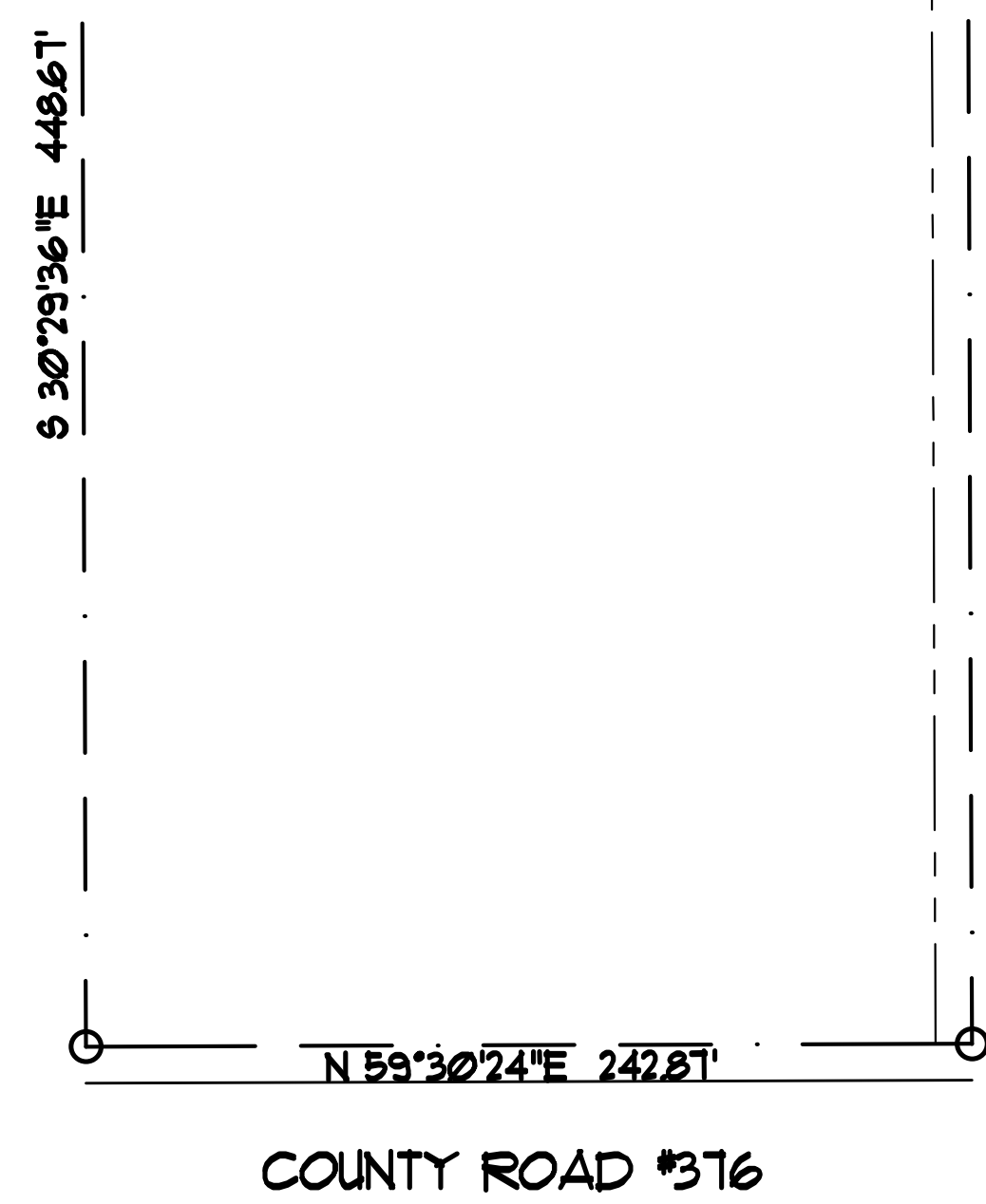
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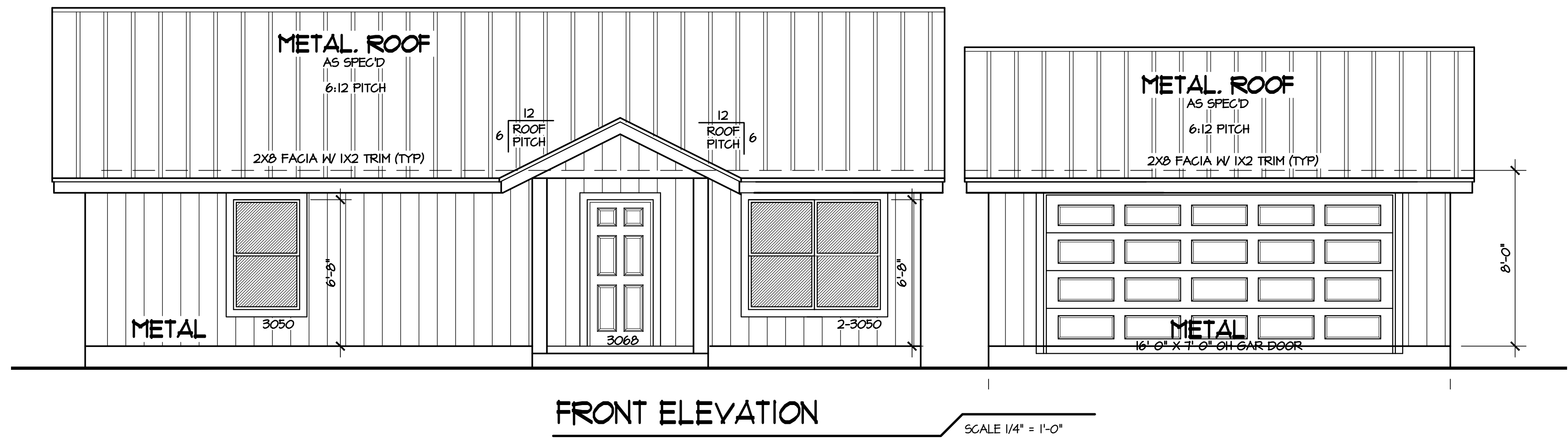
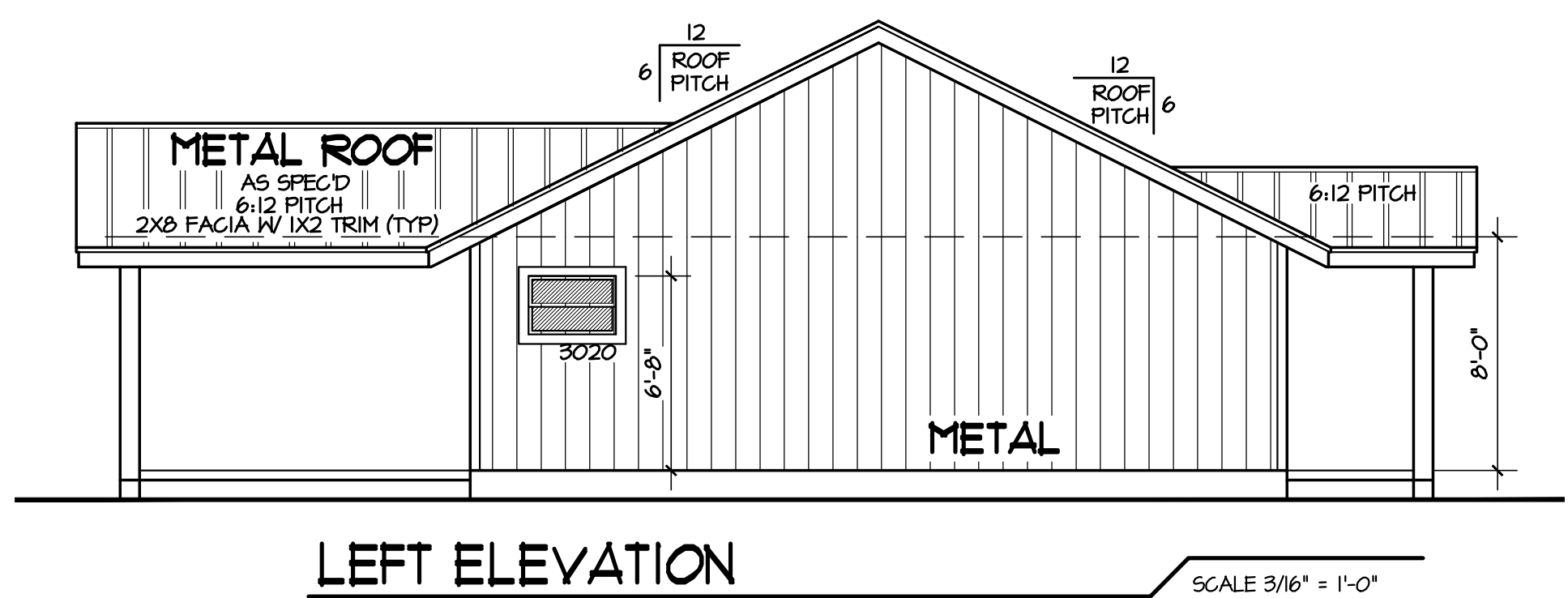
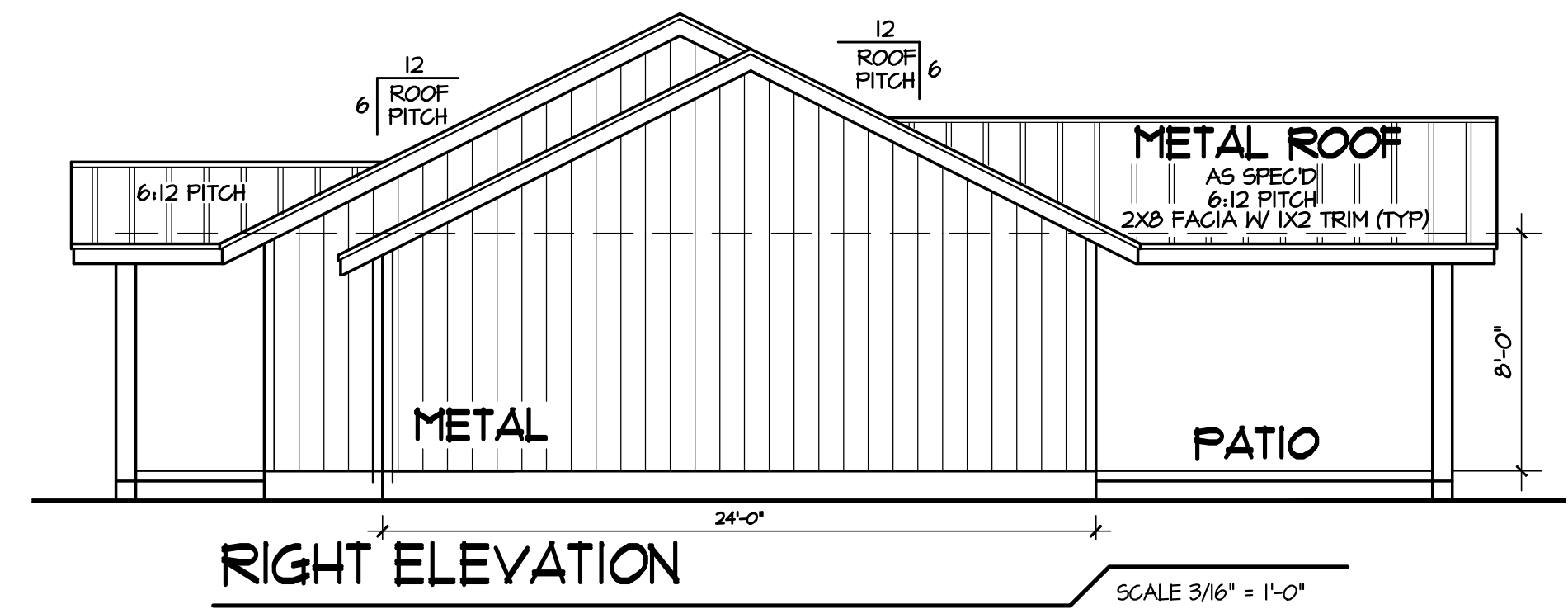
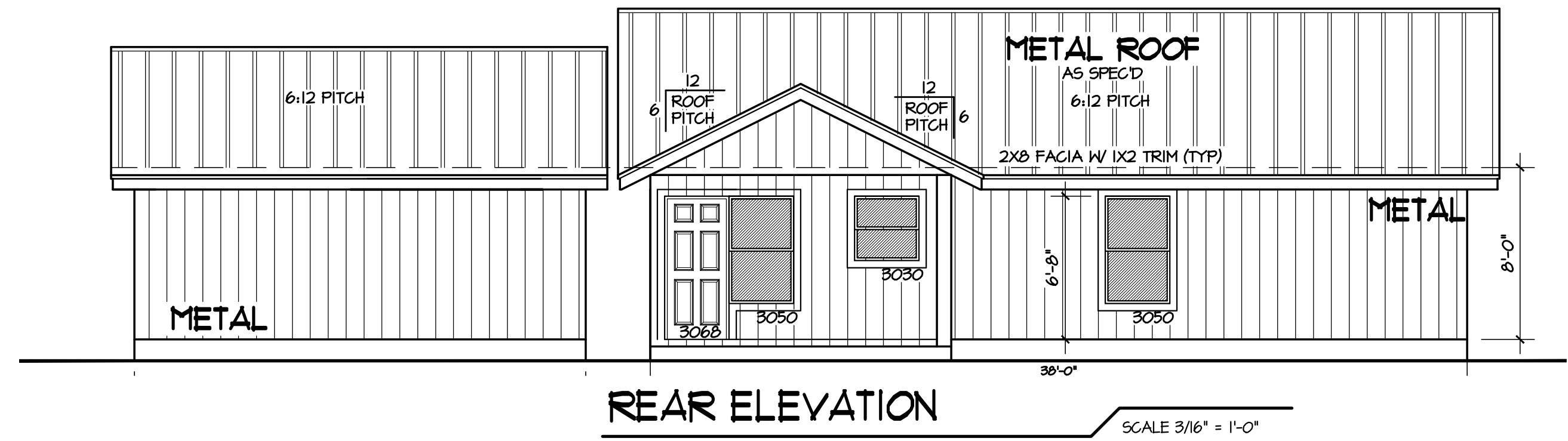


**SITE PLAN**  
 COUNTY ROAD 3376  
 LOT 4  
 GUADALUPE COUNTY, TEXAS  
 SCALE 1"=50'



**ROOF PLAN**  
 SCALE 1/8" = 1'-0"

1. ALL ROOF SLOPES ARE TO BE NOTED
2. PROVIDE 2" CONTINUOUS SOFFIT VENTS
3. ALL OVERHANGS ARE TO BE 6" FROM FRAME
4. ATTIC SPACE VENT AREA REQUIREMENTS:  
 TOTAL SQ. FT. OF ATTIC = 2046 SQ. FT.  
 TOTAL FREE VENT REQUIRED  $2046 / 300 = 7$  SQ. FT.  
 REQUIRED ATTIC ROOF VENTS.



**AREAS**

TOTAL HEATED	1071 SQFT
GARAGE	403 SQFT
PORCH	40 SQFT
PATIO	160 SQFT
TOTAL COVERED	1766 SQFT

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 THESE PLANS ARE EXCLUSIVE PROPERTY OF GONZALES & ASSOCIATES. NO REPRODUCTION OR RETAINING THE RIGHT TO DUPLICATE ANY DESIGN CONCEPTS, WORKING DRAWINGS OR DETAILED DRAWING, PERMITS, OR TO BE REPRODUCED WITHOUT WRITTEN PERMISSION OF GONZALES & ASSOCIATES. DESIGNER'S LIABILITY NOT TO EXCEED PRICE PAID FOR PLANS.  
 IT IS THE RESPONSIBILITY OF THE BUILDERS/GENERAL CONTRACTORS TO VERIFY ALL LOCAL BUILDING CODES. THIS STRUCTURE MEET ALL LOCAL BUILDING CODES.

**HANK RESIDENCE**  
 COUNTY ROAD 3376  
 LOT 9  
 GUADALUPE COUNTY, TEXAS

**GONZALES & ASSOCIATES**  
 BUILDING DESIGNERS & CONSULTANTS  
 FERNANDO N. GONZALES  
 OWNER/ DESIGNER  
 8546 BROADWAY SUITE 102 TELEPHONE: (210) 804-1999  
 SAN ANTONIO, TEXAS 78211 FAX: (210) 830-2504

**DRAWN BY:**  
 FG

**STARTING DATE**  
 OCTOBER 19, 2023

**REVISED DATE**  
 DEC 11, 2023  
 JAN 09 2023

**JOB#**  
 23-074

**SHEET#**  
 1 OF 3



**Discussion/Action regarding a variance request to Code of Ordinances Sec. 58-5 to allow a wall sign that does not face a right-of-way at 778 Cibolo Valley Drive, Suite 111.**

Meeting	Agenda Group	
Wednesday, March 13, 2024, 6:30 PM	Discussion/Action Items	Item: 8C
From	Staff Contact(s)	
Lindsey Walker, Planner I	Lindsey Walker,	

**PLANNING & ZONING COMMISSION ACTION:** 1. Conduct 1<sup>st</sup> Public Hearing  
2. Discussion & Recommendation to the Mayor and City Council

**PROPERTY INFORMATION:**

Project Name: **VR-24-01**  
 Owners: Endeavor Real Estate Group  
 Representative: Michelle Romano, Signtek Inc.  
 Location/Area: **778 Cibolo Valley Drive, Suite 111**  
 Location: Borgfeld Market on Cibolo Valley Drive  
 Council District: 2  
 Zoning: Retail/Office (C-3)  
 Proposed Use: Restaurant, Neighborhood

**FINDINGS:**

A variance to Code of Ordinances Chapter 58 (Signs) is processed and handled in the same manner as a zoning variance, with a recommendation from this Commission to City Council. The Planning and Zoning Commission must review the criteria for granting a Variance, per [UDC Section 4.3.5.3](#). The applicant property is located within the Borgfeld Market shopping center off the corner of Borgfeld Boulevard and Cibolo Valley Drive. It is surrounded by commercial properties within the Retail/Office (C-3) and General Commercial (C-4) zoning districts. The rear of the shopping center abuts the Walmart parking lot. The applicant is requesting a variance to allow a sign to be placed on the back of the building that faces the lot. The Sign Ordinance prohibits wall signs to be placed on facades that do not face public or private rights-of-way, of which the Walmart parking lot is neither. The sign currently on the rear elevation was approved erroneously in December 2022. All recent sign applications have been enforced in accordance with its requirements since the discovery and understanding of this section of the Sign Ordinance. The neighboring tenant in suite 107 was denied the same variance request at the January 9, 2024, City Council meeting.

**PUBLIC NOTICE:**

Public notice was published within the local newspaper (Seguin Gazette) on February 25, 2024, and the [City Website](#). Individual letters were sent by mail to nine property owners within 200' of the site. To date, Staff has received zero (0) in favor of and zero (0) in opposition. Public Hearings are scheduled on March 13, 2024 (Planning & Zoning Commission) and on March 26, 2024 (City Council). Approval/Disapproval of the zoning ordinance is tentatively scheduled for the April 9, 2024, City Council meeting.

**PLANNING & ZONING COMMISSION RECOMMENDATION:**

Recommend **approval** to City Council of the requested variance petition to Code of Ordinances Sec. 58-5 to allow a wall sign that does not face a right-of-way at 778 Cibolo Valley Drive, Suite 111.

Recommend **approval** to City Council of the requested variance petition to Code of Ordinances Sec. 58-5 to allow a wall sign that does not face a right-of-way at 778 Cibolo Valley Drive, Suite 111, **with conditions**.

**Deny** the variance petition **with findings**.

**STAFF ANALYSIS:**

**Unified Development Code (UDC) Section 4.3.1.5 – Zoning Map Amendment Process Approval Criteria**

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:** The request does not meet this criterion as the situation is not unique to the applicant's property. The oversight in issuing the permit has now been discovered and does not warrant continuation.

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

58-5 – Wall (facade). Any sign painted on, attached to or projecting from the wall surface of a building (whether permanent or portable), including signs on awnings and/or marquees. Sign must face a right-of-way be it public or private.

**STAFF FINDING:** Literal interpretation would not deprive the applicant of rights commonly enjoyed by neighboring properties. While the sign was previously approved erroneously, all recent sign applications have been enforced in accordance with its requirements since the discovery and understanding of this section of the Sign Ordinance. Consistent adherence to the correct interpretation is now enforced.

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

**STAFF FINDING:** The conditions are not a result of applicant actions.

**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 special privileges if granted the variance, as it departs from the standard Sign Ordinance requirements that have been consistently applied since the discovery of this section of the code.

Variations 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.

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**Attachments**

A. Variance Application.pdf

B. Property Map.pdf

C. ROW Exhibit.pdf



**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): 778 CIBOLO VALLEY DR. #111  
 Total Acres: 2.827 Survey Name/Subdivision: BORGFELD MARKET BLK 1 LOT 4 Abstract No.: \_\_\_\_\_  
 Project Name: (if applicable): BUFFALO WILD WINGS  
 Description of proposed Variance: ALLOW FOR REAR SIGN

Current Zoning: COMMERCIAL Overlay:  None  Old Town  FM 78  
 Proposed Zoning: COMMERCIAL # of Lots: 1 # of Units: 1  
 Please Choose One:  Single-Family  Multi-Family  Commercial  Industrial  
 Other  
 Current Use: RESTAURANT Total Proposed Square Footage: 47.31  
 Proposed Use: RESTAURANT SIGN B (Commercial/Industrial only)

**Applicant Information:**

Property Owner Name: ENDEAVOR REAL ESTATE GROUP  
 Address: 500 W 5th ST. SUITE 700 City: AUSTIN  
 State: TX Zip Code: 78701 Phone: 512.682.5548  
 Email: zzime1@endeavor-re.com Fax: N/A

\*Applicant (if different than Owner): SIGNTEK INC.  
 \* Letter of Authorization required  
 Address: 16380 N. EVANS RD, SUITE 2 City: SELMA  
 State: TX Zip Code: 78154 Phone: 210.946.5511  
 Email: permits@signtek.com Fax: N/A

Representative: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ 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  
JOSEPH S. TYO  
 Typed / Printed Name

State of TEXAS  
 County of GUADALUPE  
 Before me, MICHELLE ROMANO, on this day personally appeared  
 Name of Notary Public  
JOSEPH S. TYO, 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 25th day of JANUARY 2024

Notary Public Signature



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





16380 N. Evans Rd. Suite 2, Selma, TX 78154 | [www.SignTek.com](http://www.SignTek.com) | 210.946.5511

Jan 26, 2024

Subject: Variance Application for Buffalo Wild Wings

To Whom It May Concern:

We respectfully request support for the variance application for the installation of a rear sign at the commercial establishment. Your approval of this variance is in the best interest of both the restaurant and the local neighborhood.

Buffalo Wild Wings has become an integral part of the Cibolo community, that residents and visitors alike have come to appreciate. A well-designed and appropriately placed sign is crucial for the success and visibility of any business.

Here are some key reasons why we believe the variance permit should be approved:

- **Visibility and Marketing:** A distinctive and visible sign is essential for attracting customers and creating brand recognition. This will contribute to the success and growth, benefiting both the business and the local economy.
- **Aesthetic Harmony:** The sign design aligns with the aesthetic character of the surrounding area. It complements the overall atmosphere and adds to the visual appeal without causing any significant disruption.
- **Community Support:** The approval of this permit aligns with the desires and preferences of the community members who appreciate the establishment as a valuable addition to the neighborhood.
- **Economic Contribution:** A thriving local business contributes to the economic well-being of the community. By allowing Buffalo Wild Wings to have an effective and eye-catching sign, we encourage continued success, leading to increased economic activity and job opportunities.

We trust that the City of Cibolo, Planning & Economic Development will carefully consider the merits of this variance application and take into account the positive impact it will have on both the business and the community.

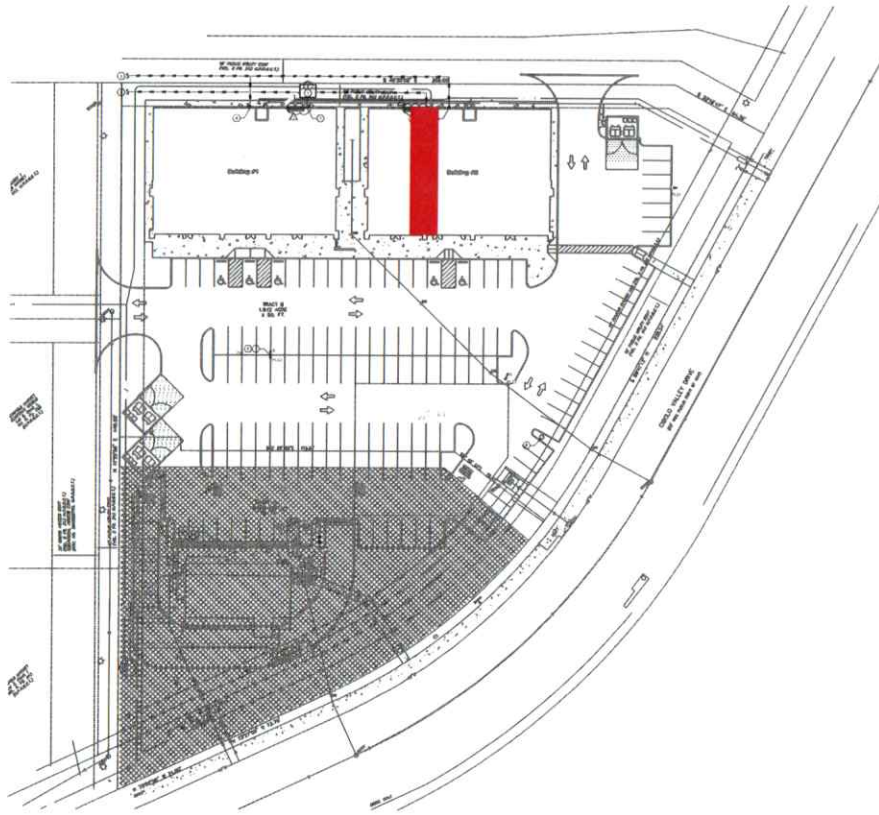
Thank you for your time and consideration. Approving this variance will contribute to the vibrancy and prosperity of the city.

Sincerely,

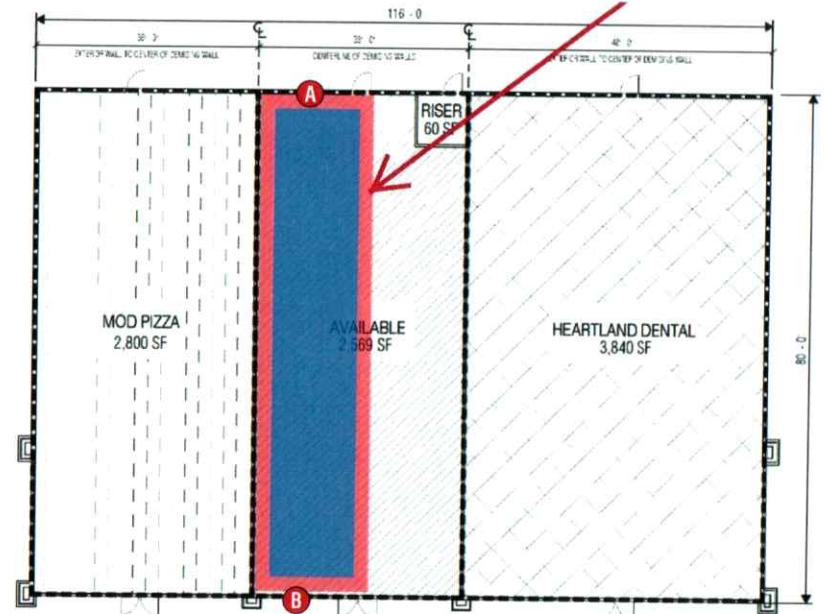
SignTek Inc.

**SIGN SCHEDULE**

- A** CW-GO CHANNEL LOGO & LETTERSET | ONE (1) REQ
- B** CW-GO CHANNEL LOGO | ONE (1) REQ
- D** P4 POST AND PANEL | TWO (2) REQ (NOT SHOWN)



**1 ELECTRICAL SITE PLAN**  
SCALE: 1" = 20'



**1 LEASE OUTLINE - BUILDING TWO**

<p><b>GENERAL NOTES</b></p> <ul style="list-style-type: none"> <li>•INSTALLER SHALL VERIFY WALL CONDITIONS IN THE FIELD</li> <li>•TYPE, SIZE &amp; QTY. OF FASTENERS TBD</li> <li>•ALL BOLT HOLES TO BE DRILLED OR PUNCHED</li> <li>•ISOLATE ALL ALUMINUM FROM STEEL</li> </ul>	<p><b>NEW &amp; REMODEL CONSTRUCTION</b></p> <p>ADDITIONAL WORKING TIME FOR THE INSTALLATION OF NEW SIGNS. CUSTOMER TO FURNISH APPROVED SIGNAGE DRAWINGS TO THE INSTALLER TO ALLOW FOR THE REQUIRED PREP WORK FOR THE SIGN INSTALLATION.</p> <p>REVISIONS/REWORKS FOR THE SIGNAGE TO BE THE RESPONSIBILITY OF THE INSTALLATION CONTRACTOR TO PROVIDE AND HAVE SIGNED BEFORE TO BE USED FOR THE INSTALLATION. SIGN CONTRACTOR SHALL NOT BE RESPONSIBLE FOR ANY REWORKS REQUIRED TO BE DONE FOR THE INSTALLATION.</p>	<p><b>INSTALLER REQUIREMENTS:</b></p> <p>ALL INSTALLATION (INCLUDING FASTENERS AND CONNECTIONS) SHALL BE TO BE PERFORMED BY THE INSTALLATION CONTRACTOR.</p> <p>ALL WORK PERFORMANCE TO BE BASED UPON THE SIGN CONTRACTOR'S BEST PRACTICES AND FIELD EXPERIENCE.</p> <p>INSTALLER SHALL VERIFY THE SIGN CONTRACTOR'S BEST PRACTICES AND FIELD EXPERIENCE.</p> <p>INSTALLER SHALL VERIFY THE SIGN CONTRACTOR'S BEST PRACTICES AND FIELD EXPERIENCE.</p>	<p><b>CUSTOMER TO PROVIDE</b></p> <p>NECESSARY BRANCHED CIRCUITS FOR SIGNAGE AND POWER CODES SHALL BE PROVIDED BY THE CUSTOMER TO THE INSTALLATION CONTRACTOR.</p> <p>ALL POWER CIRCUITS FOR SIGNAGE SHALL BE INSTALLED IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE (NEC) AND ALL APPLICABLE LOCAL, STATE AND FEDERAL REGULATIONS.</p> <p>ALL ELECTRICAL WORK SHALL BE PERFORMED BY A LICENSED ELECTRICIAN.</p> <p>ALL ELECTRICAL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE (NEC) AND ALL APPLICABLE LOCAL, STATE AND FEDERAL REGULATIONS.</p>	<p><b>WARRANTY NOTICE</b></p> <p>THIS ORIGINAL DRAWING IS PROVIDED AS PART OF A PLANNED PROJECT AND IS NOT TO BE EXHIBITED, COPIED OR REPRODUCED WITHOUT THE WRITTEN PERMISSION OF FEDERAL HEALTH SIGN COMPANY, LLC OR ITS AUTHORIZED AGENT. ©FHSC</p>
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Revisions: \_\_\_\_\_

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Client Approval/Date: \_\_\_\_\_

Landlord Approval/Date: \_\_\_\_\_

Account Rep: Boyd Hippenstiel

Project Manager: Brandi Hayes Reymier

Drawn By: Jody Graham

Underwriters Laboratories Inc. **UL** **ETC** ELECTRICAL TO USE ALL LISTED COMPONENTS AND SHALL MEET ALL N.E.C. STANDARDS

ALL ELECTRICAL SIGNS ARE TO COMPLY WITH U.S. ROAD ARTICLE AND OF THE N.E.C. STANDARDS, INCLUDING THE PROPER GROUNDING AND BONDING OF ALL SIGNS.

Project / Location: **BUFFALO WILD WINGS GO**  
Store #893  
778 Cibolo Valley Drive  
Suite 111  
Cibolo, TX 78108

Job Number: 23-85682-10

Date: 11.1.23

Sheet Number: 1 of 7

Design Number: 23-85682-10

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**PROJECT INFORMATION**

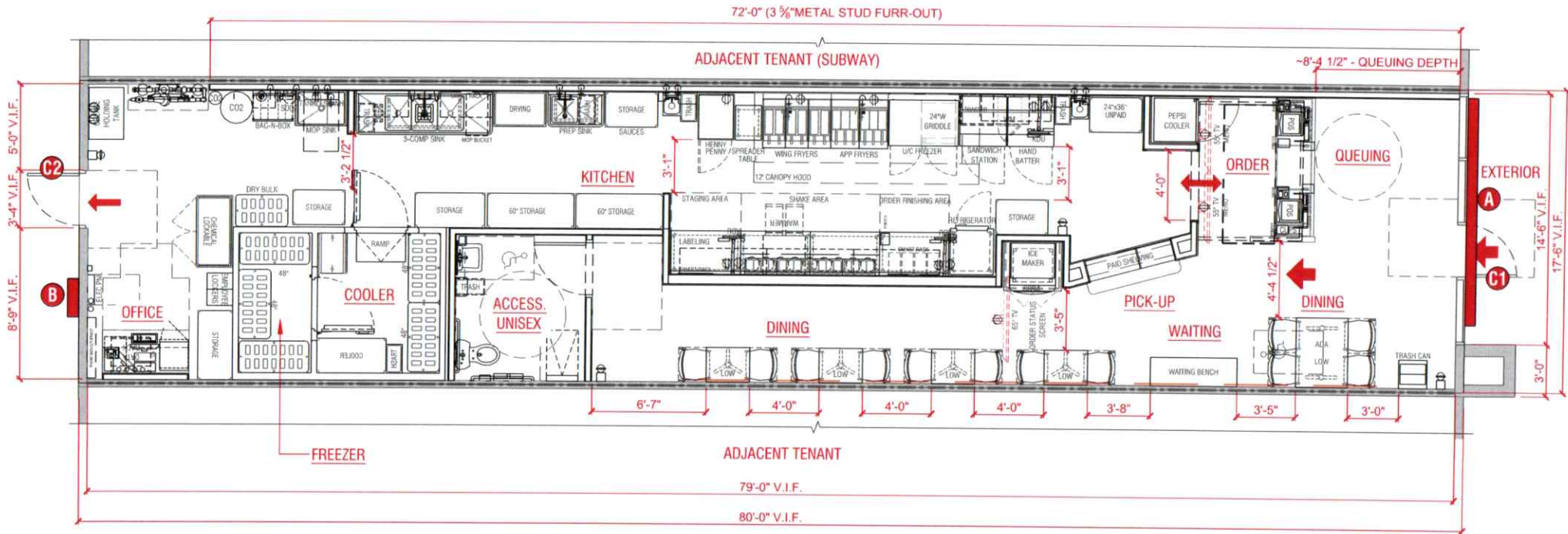
**AREA:**  
TENANT SPACE: 1,400 SQUARE FEET

**SIGNAGE:**  
FRONT AND REAR SIGN FOR THIS LOCATION

**SEAT COUNT:**  
(4) 2-TOPS = 8 SEATS  
(1) 4-TOPS-HC = 4 SEATS  
TOTAL = 12 SEATS

**SIGN SCHEDULE**

- A** CW-GO CHANNEL LOGO & LETTERSET | ONE (1) REQ
- B** CW-GO CHANNEL LOGO | ONE (1) REQ
- C** DOOR VINYL | TWO (2) REQ



FLOOR PLAN | SCALE: 3/16" = 1'-0"



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Project Manager: **Brandi Hayes Reymier**  
Drawn By: **Jody Graham**

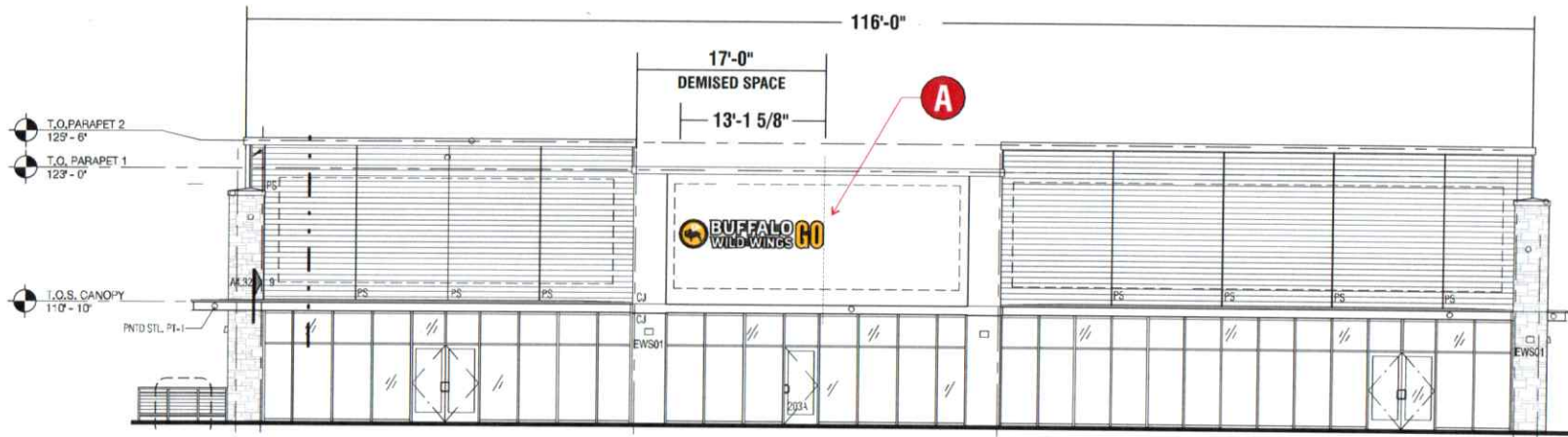
**UL Underwriters Laboratories Inc.** **nec** ELECTRICAL TO USE ALL LISTED COMPONENTS AND SHALL MEET ALL N.E.C. STANDARDS  
ALL ELECTRICAL SIGNS ARE TO COMPLY WITH U.S. HEAD ARTICLE AND OF THE N.E.C. STANDARDS, INCLUDING THE PROPER GROUNDING AND BONDING OF ALL SIGNS!

Project / Location:

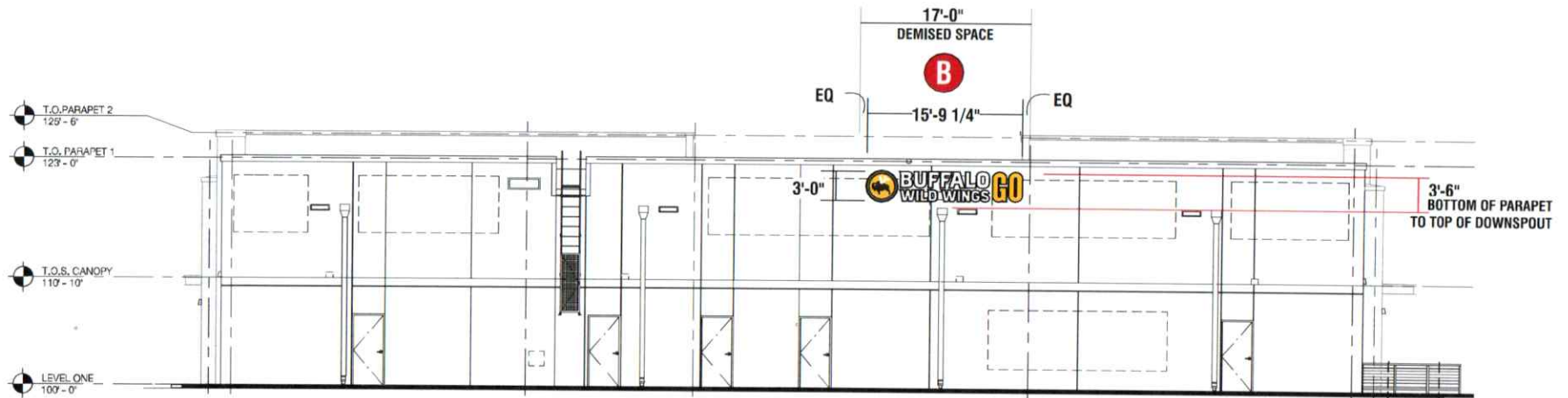
**BUFFALO WILD WINGS GO**  
Store #893  
778 Cibolo Valley Drive  
Suite 111  
Cibolo, TX 78108

Job Number: 23-85682-10  
Date: 11.1.23  
Sheet Number: 2 OF 7  
Design Number: 23-85682-10

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2 BUILDING 2 SOUTH ELEVATION  
scale 3/32" = 1'-0"



1 BUILDING 2 NORTH ELEVATION  
scale 3/32" = 1'-0"



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Drawn By: Jody Graham

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Project / Location:



Store #893  
778 Cibolo Valley Drive  
Suite 111  
Cibolo, TX 78108

Job Number: 23-85682-10

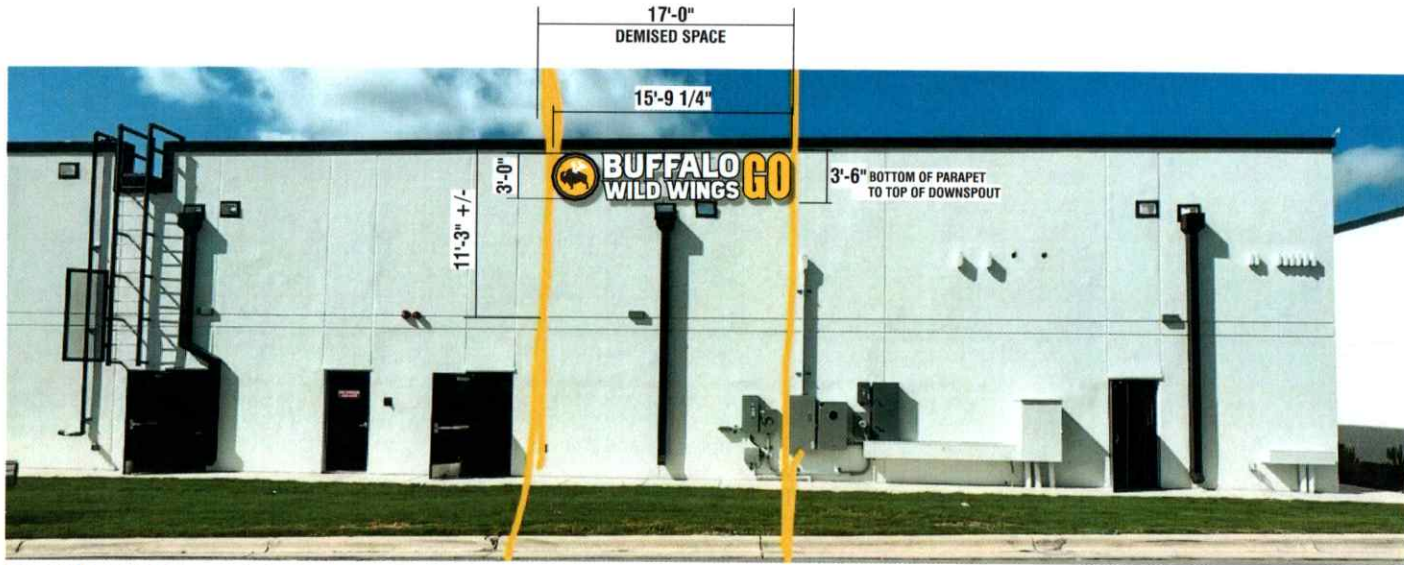
Date: 11.1.23

Sheet Number: 3 Of 7

Design Number: 23-85682-10

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**B** PROPOSED SIGNAGE (none existing) REAR ELEVATION | APPROXIMATE SCALE: 1/8" = 1'-0"



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Landlord Approval/Date: \_\_\_\_\_

Account Rep: **Boyd Hippenstiel**

Project Manager: **Brandi Hayes Reyrer**

Drawn By: **Jody Graham**

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Project / Location:

**Store #893**  
778 Cibolo Valley Drive  
Suite 111  
Cibolo, TX 78108

Job Number: **23-85682-10**

Date: **11.1.23**

Sheet Number: **5** of **7**

Design Number: **23-85682-10**

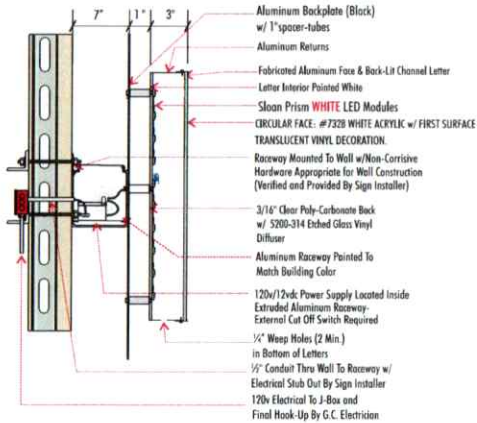
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## NON-STANDARD

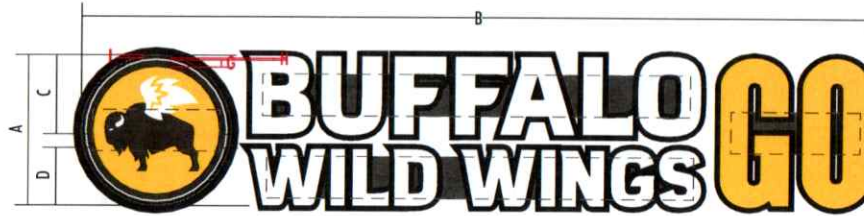
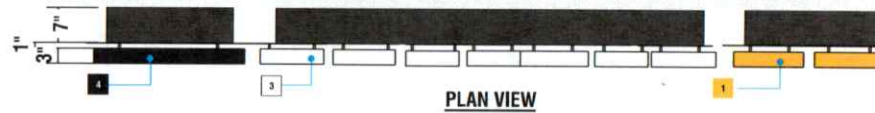
Back-Up Panels / Face & Back-Lit / Reverse Channels  
Yellow LED Illumination (per real estate request)

### LOW VOLTAGE L.E.D. LIGHTING SYSTEM

UL LISTED CLASS 2 - CONFORMS TO ILL. 48 NEC 400 CODE



### FACE & BACK-LIT CHANNEL LOGO & LETTERS W/ BACK-UP PLATE



### **B** CW-G036-RW CHANNEL LOGO & LETTERSET | ONE (1) REQ

Scale: 1/2"=1'-0"

LOGO CHANNEL:  
 RETURNS, TRIM-CAP AND VINYL BORDER: BLACK  
 CIRCULAR FACE: #7328 WHITE ACRYLIC w/ FIRST SURFACE TRANSLUCENT VINYL DECORATION.  
 ILLUMINATION: VIA SloanLED Prism (WHITE)  
 NOTE: 36" LOGO or LESS WILL HAVE 1" TRIM-CAP AND VINYL BORDER OVER 36" AND UP TO A MAXIMUM OF 48" HAVE 2" TRIMCAP AND VINYL BORDER

CHANNEL LETTERS:  
 BWW: RETURNS PAINTED WHITE ON ALL SURFACES.  
 BWW FACES: 7328 WHITE ACRYLIC  
 GO: RETURNS PAINTED YELLOW  
 GO FACES: 7328 WHITE ACRYLIC W/ 3630-125 Golden Yellow Overlay TO MATCH PMS 7548c (3630-125 Golden Yellow)  
 ILLUMINATION: VIA SloanLED Prism (WHITE)

NOTE: RACEWAYS ARE EXISTING;  
 PLEASE USE JOB #23-76768-10 FOR LOCATION OF ELECTRICAL AND MOUNTING HOLES FOR LETTERS AND LOGO.

**INSTALLER NOTE:**  
 INSTALLER RESPONSIBLE TO CHOOSE THE APPROPRIATE FASTENERS PER CONDITIONS

SIGN TYPE	A	B	C	D	G (ROUND BORDERS)	H (RECT BORDERS)	I (WITH BORDER w/ TRIMCAP)	SQ.FT. (LOGO & LETTERS)
<b>B</b> CW-G036-RW	3'-0"	15'-9 1/4"	1'-7"	1'-1 3/4"	1 11/16"	7/16"	3/4"	47.31
CW-G033-RW	2'-9"	14'-5 1/2"	1'-5 3/8"	1'-0 5/8"	1 1/2"	7/16"	11/16"	39.76
CW-G030-RW	2'-6"	13'-1 5/8"	1'-3 3/4"	11 1/2"	1 3/8"	3/8"	5/8"	32.84
CW-G027-RW	2'-3"	11'-9 7/8"	1'-2 1/4"	10 1/4"	1 1/4"	3/8"	9/16"	26.60
CW-G024-RW	2'-0"	10'-6 1/8"	1'-0 5/8"	9 1/8"	1 1/8"	5/16"	1/2"	21.02
CW-G021-RW	1'-9"	9'-2 3/8"	11"	8"	1"	1/4"	7/16"	16.10
CW-G018-RW	1'-6"	7'-10 5/8"	9 1/2"	6 7/8"	13/16"	1/4"	3/8"	11.83



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Revisions:

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Account Rep: **Boyd Hippenstiel**

Project Manager: **Brandi Hayes Reyrer**

Drawn By: **Jody Graham**

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Project / Location:

**BUFFALO WILD WINGS GO**

Store #893  
 778 Cibolo Valley Drive  
 Suite 111  
 Cibolo, TX 78108

Job Number: **23-85682-10**

Date: **11.1.23**





Sheet Number: **6** of **7**

Design Number: **23-85682-10**

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# Applicant Property

-  Applicant Property
-  Parcel Boundaries
-  Retail / Office (C3)
-  General Commercial (C4)

778-784 CIBOLO VALLEY DR  
District: 2  
Retail/Office (C3)  
Water Service: City of Cibolo  
Sewer Service: City of Cibolo



0 50 100 200 Feet



BlueWave  
Express Car  
Wash

Cibolo Valley Dr

Firestone  
Complete Auto  
Care

Panda Express



## RIGHT-OF-WAY (ROW)

---

A parcel of land occupied, or intended to be occupied, by a public road, street or alley or some other public purpose, such as drainage. Where appropriate, right-of-way may include other facilities and utilities such as sidewalks; electrical, communication, oil and natural gas lines and facilities; and water and sanitary and storm sewer facilities.

The use of right-of-way shall also include parkways and medians outside of the paved portion of the street. The usage of the term right-of-way for land platting purposes shall mean that every right-of-way hereafter established and shown on a final plat is to be separate and distinct from the lots or parcels adjoining such right-of-way.

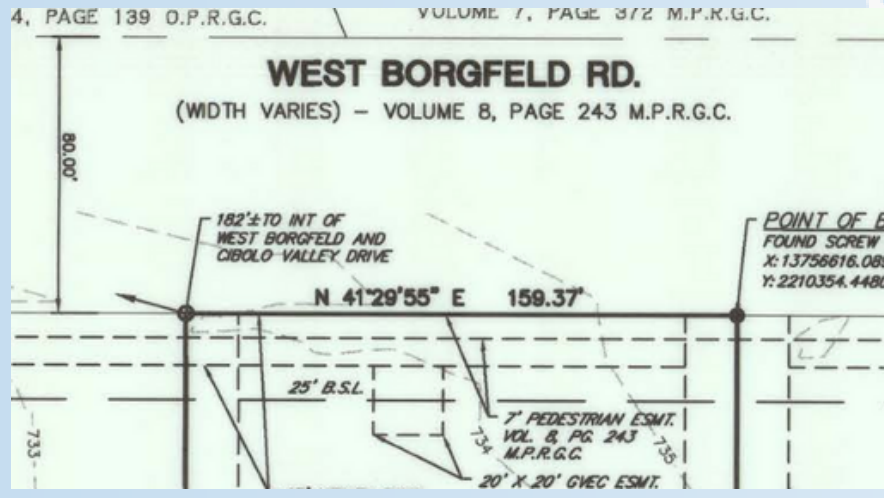
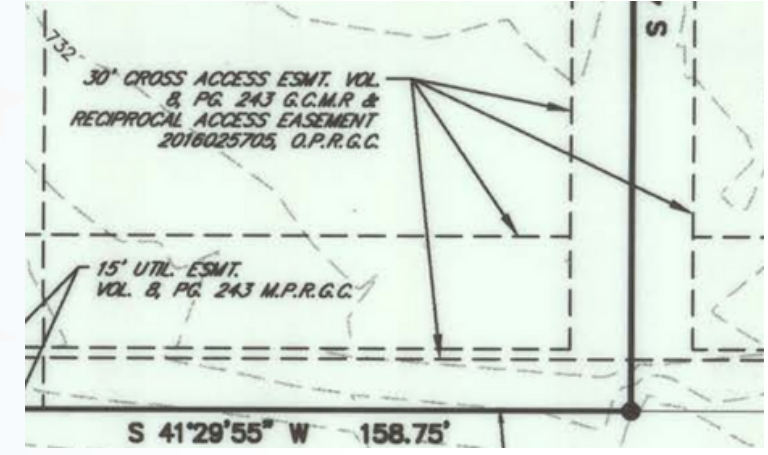
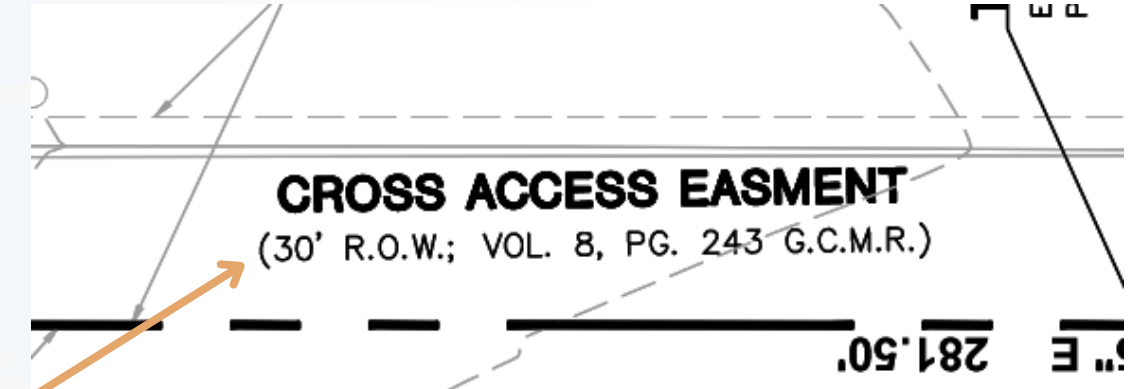
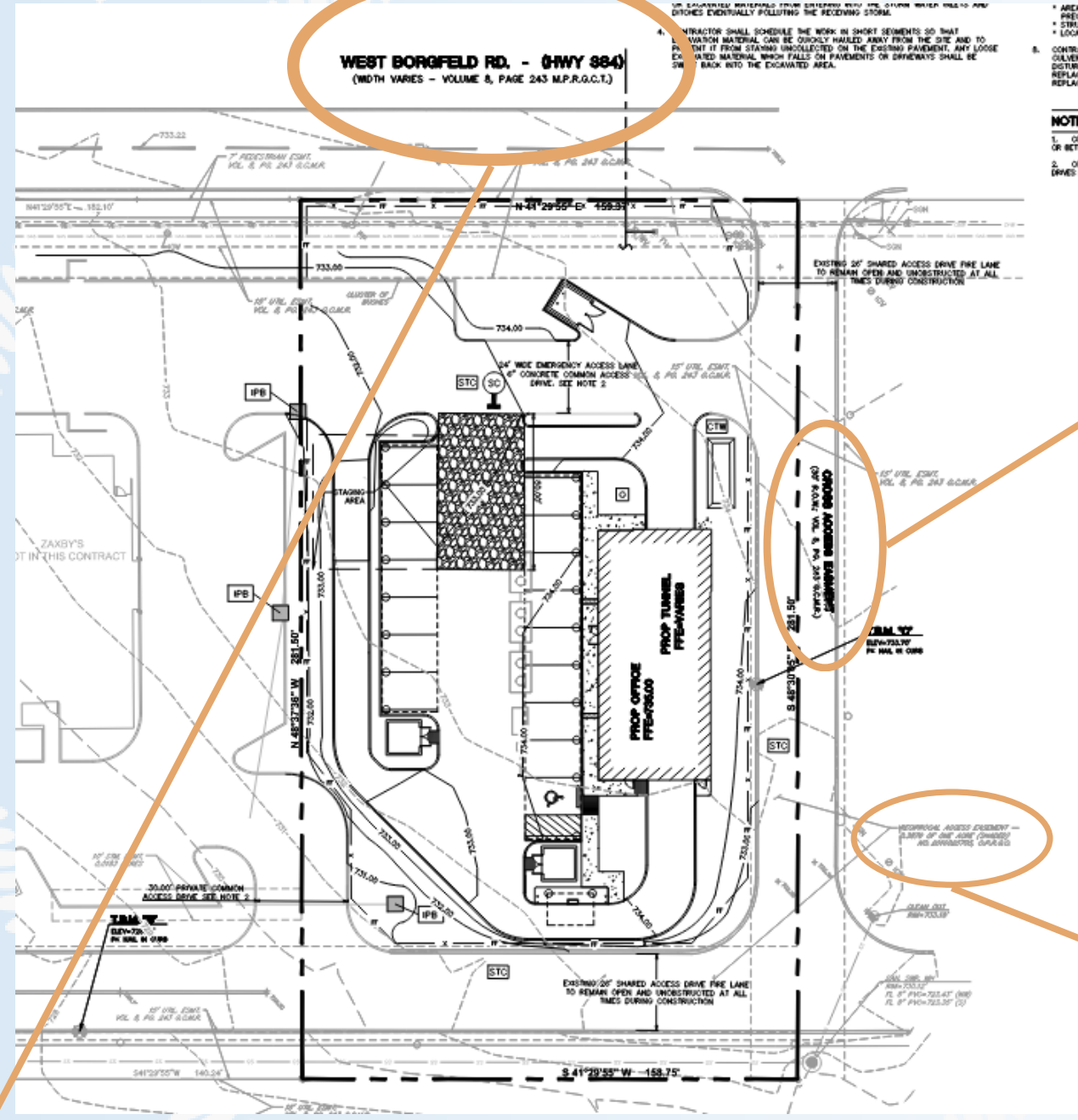




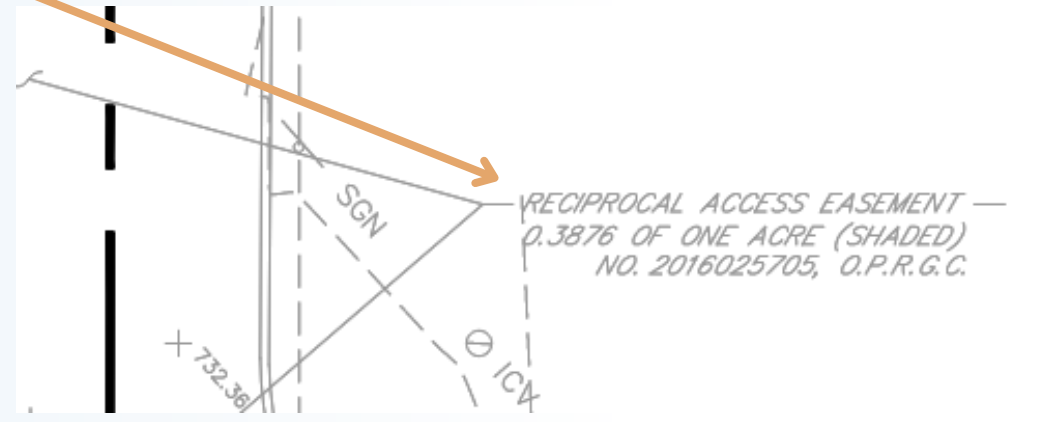
# What is a Right of Way?

## EXAMPLE

To the right is a section of a site plan. Per the UDC definition of a ROW, the ROWS shown in this plan are distinct and separate from the rest of the plan, as shown on the corresponding snippets of the plat.



**WEST BORGFELD RD. - (HWY 384)**  
(WIDTH VARIES - VOLUME 8, PAGE 243 M.P.R.G.C.T.)

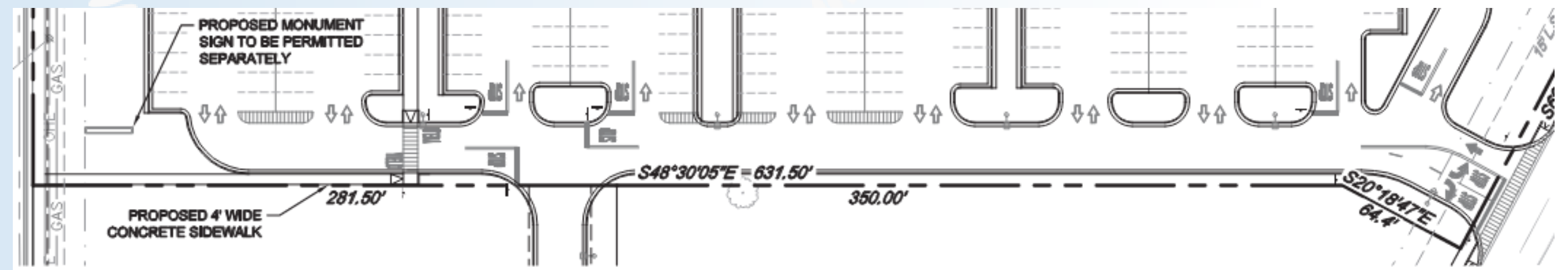
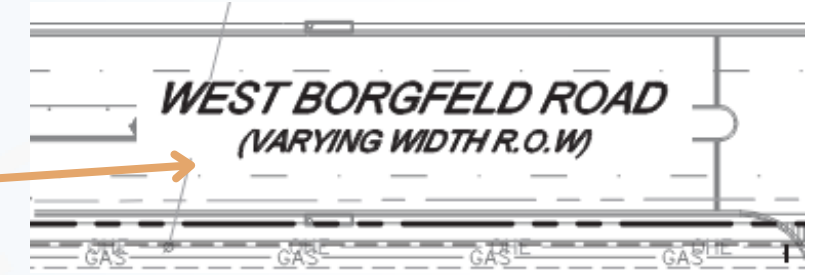
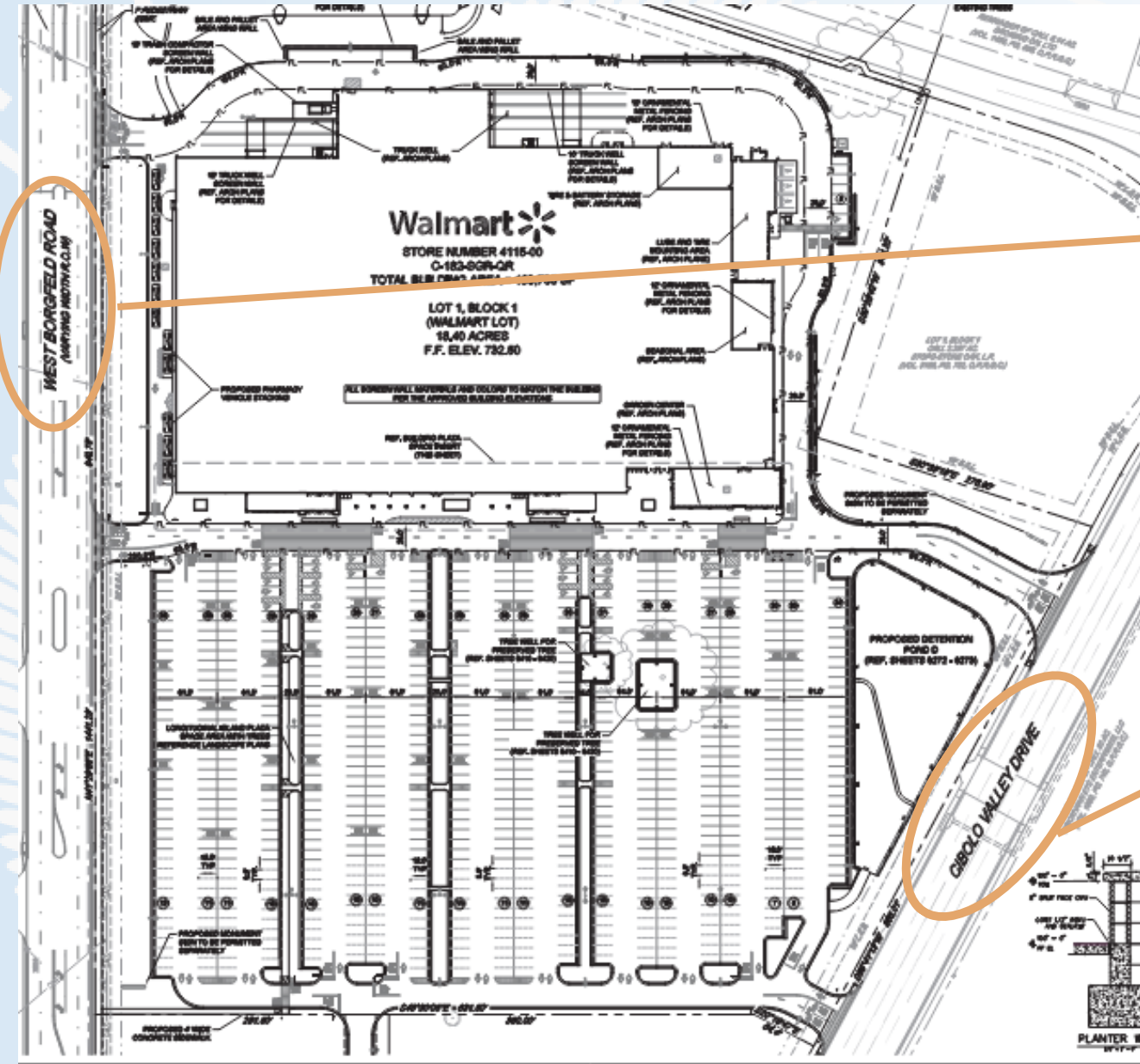




# What is a Right of Way?

## ADJACENT PROPERTY

To the right is the Walmart site plan. The area in question is a portion of the Walmart parking lot (expanded below). If this area were a ROW per the UDC definition, it would be called out as such, like the developer did with Borgfeld and Cibolo Valley Drive.







**Discussion/Action regarding a Unified Development Code (UDC) amendment to Article 18, to eliminate the sidewalk requirements in the Old Town District.**

Meeting	Agenda Group	
Wednesday, March 13, 2024, 6:30 PM	Discussion/Action Items	Item: 8D
From	Staff Contact(s)	
Susana Huerta, Assistant Planning Director	Kelsee Jordan Lee,	

**ITEM SUMMARY:**

City Council directed staff to bring forward a code amendment to the UDC excluding the properties located within the Old Town District. This request was the result of multiple property owners located within the Old Town District voicing concerns over the difficulty meeting the requirement due to the size and configuration of older lots. During the development of property, property owners are currently required to construct sidewalks along both sides of certain streets or payment in lieu in an amount to substitute for the construction of sidewalks.

Under the City’s UDC, Section 18.17. A., reads as follows: *Sidewalks shall be required along both sides of all streets throughout the City, except along Interstate Highways 35 and 10. All lots must provide access to a concrete sidewalk.*

The proposed ordinance will amend this section of the Code by removing the requirement from properties located in the Old Town District. Council has discussed looking at future fiscal years and analyzing the City’s Capital Improvement Plan (CIP) for the inclusion of sidewalk development in key areas within the Old Town District.

**PUBLIC NOTICE:**

Notice was published within the local newspaper (Seguin Gazette) on February 25, 2024, and the [City Website](#). Individual letters were sent by mail to 234 property owners within 200’ of the site. To date, Staff has received zero (0) in favor of and zero (0) in opposition. Public Hearings are scheduled on March 13, 2024 (Planning & Zoning Commission) and on March 26, 2024 (City Council). Approval/Disapproval of the zoning ordinance is tentatively scheduled for the April 9, 2024, City Council meeting.

**SUBMITTED BY:**

Susana Huerta, Assistant Planning Director

**Attachments**

Ordinance.pdf

Staffmap\_ Old Town Overlay.pdf



"City of Choice"

**ORDINANCE NO: []**

**AN ORDINANCE AMENDING SECTION 18.17.A OF THE CIBOLO UNIFIED DEVELOPMENT CODE TO EXCLUDE REAL PROPERTY WITHIN THE BOUNDARIES OF THE OLD TOWN OVERLAY DISTRICT FROM THE REQUIREMENT TO CONSTRUCT SIDEWALKS OR FUND SIDEWALKS IN LIEU OF CONSTRUCTION; DECLARING A PUBLIC PURPOSE; INCORPORATING RECITALS; PROVIDING FOR REPEAL AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Cibolo, Texas finds the City of Cibolo, Texas (the "City") is a home-rule municipality; and

**WHEREAS**, the City Council finds that Section 18.17.A of the Unified Development Code requires the construction of sidewalks along both sides of certain streets, or a payment in lieu in an amount to substitute for the construction of the sidewalks, which is applicable to real property within the Old Town Overlay District ("OTOD"); and

**WHEREAS**, the City Council finds that the layout of the roads, drainage facilities and home placement make the addition of sidewalks within the OTOD difficult and prohibitively expensive; and

**WHEREAS**, the City Council finds that excluding the OTOD from the sidewalk requirement is in furtherance of the Purpose and Intent of the District as described in Section 4.7.4.4.4 of the 2024 Unified Development Code, which states in pertinent part: "...to provide relief to smaller residential lots typical of the Overlay District and its historic nature ... to preserve [the] ability to continue use and enjoyment thereof. ..."; and

**WHEREAS**, the City Council finds that it is not in the best interest of Cibolo citizens to continue to require the addition of sidewalks within the OTOD, or require a payment in lieu for sidewalks, which will not be built, as currently required in the District; and

**WHEREAS**, two public hearings were held to discuss the amendment described herein; with the first public hearing being conducted by the Planning & Zoning Commission on [] during a posted meeting and the second public hearing being conducted by City Council on [] at a regular public meeting, each being conducted for the purpose of providing all interested persons the opportunity to be heard concerning the proposed amendment described herein; and



**WHEREAS**, the City Council finds legal notice notifying the public of both public hearings on the amendment was posted on the City's official website and published in the *Seguin Gazette*, a newspaper of general circulation in the City of Cibolo, on []; and

**WHEREAS**, the City Council finds the Planning and Zoning Commission, having the authority to review and provide recommendation on this non-zoning lot dimension and/or subdivision regulation amendment, considered the amendment requested by the City Council on [], following due notice, and a public hearing, recommending the City Council [adopt/reject] the amendment to the UDC; and

**WHEREAS**, the City Council finds upon approval, it should direct the City Manager and City Secretary to take such actions as are necessary and appropriate to effectuate this amendment.

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

**SECTION 1. AMENDMENT.** The Cibolo UDC is hereby amended by deleting subsection 18.17.A thereof and substituting therefor a new subsection 18.17.A to provide as follows:

**City of Cibolo  
Unified Development Code**

....  
**Section 18.17**

....  
**A. Requirement**

Sidewalks shall be required along both sides of all streets throughout the City, except along Interstate Highway 35, along Interstate Highway 10, and within the Old Town Overlay District. All lots, other than those excepted, must provide access to a concrete sidewalk.

**SECTION 2. PUBLIC PURPOSE.** The City Council finds that the action taken, evidenced by this ordinance, complies with all applicable rules and regulations set forth in the UDC and all other applicable law.

**SECTION 3. INCORPORATING RECITALS.** The City Council approves the recitals hereto and incorporates them herein as findings of fact as if recited verbatim.

**SECTION 4. REPEALING ORDINANCES IN CONFLICT AND SAVINGS CLAUSE.** All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict with all remaining portions not conflicting being saved from repeal herein.

**SECTION 6. EFFECTIVE DATE.** The Ordinance shall be effective immediately following approval by the City Council.

**ORDERED** on this [] day of [] 2024.

\_\_\_\_\_  
**Mark Allen, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Peggy Cimics, TRMC**  
**City Secretary**

**APPROVED AS TO FORM:**

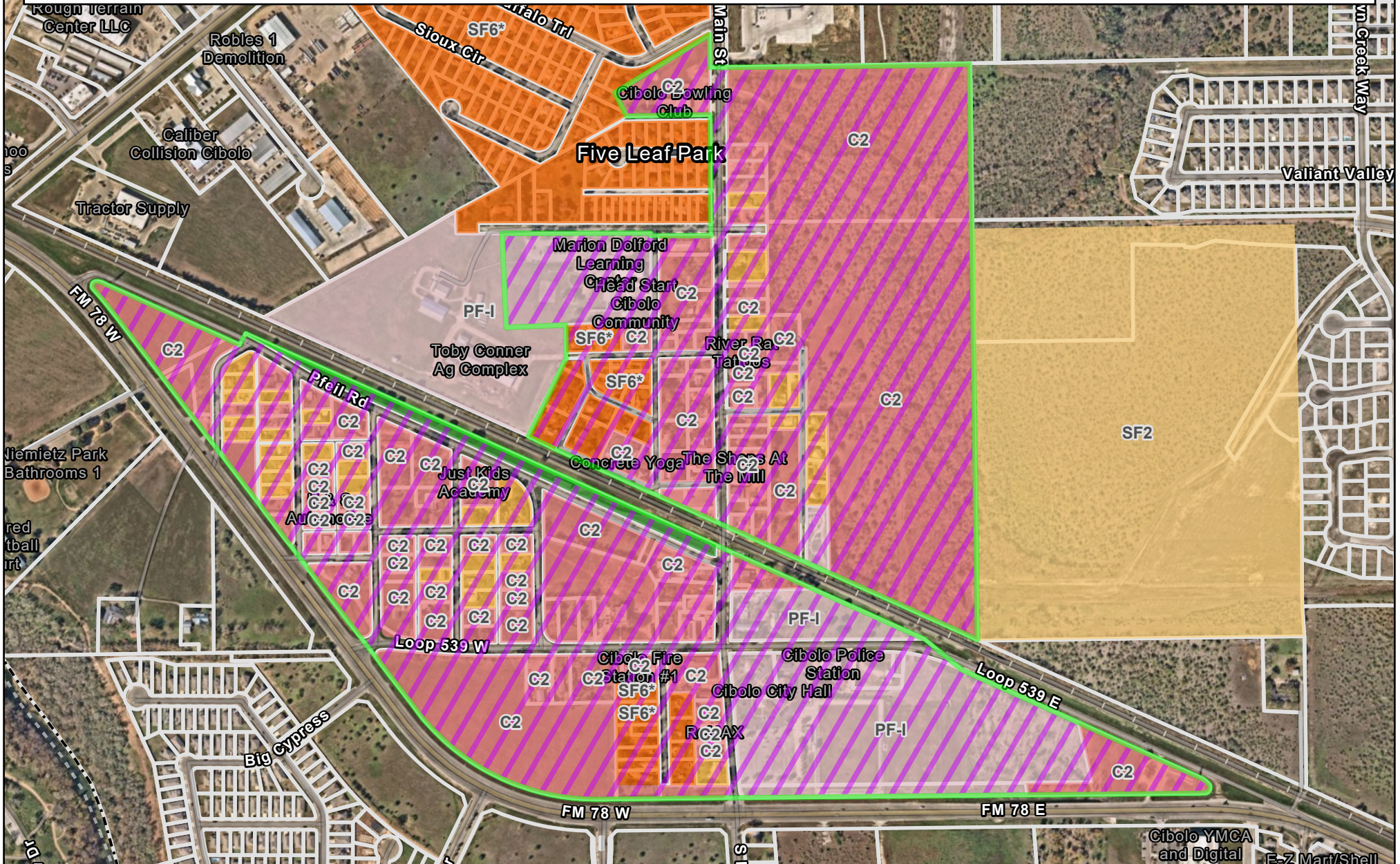
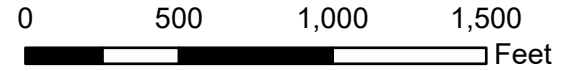
**By:** \_\_\_\_\_  
**George E. Hyde**  
**City Attorney**  
**Hyde Kelley LLP**



# Property Information Map for Old Town Overlay

- Property of Interest
- High Density Single-Family Residential (SF6)
- Community Retail/Service (C2)
- Public Facility (PF) - Institution
- Low Density Single-Family Residential (SF2)
- Public Facility (PF) - Park
- Medium Density Residential (SF4)

**Council District:** 1 and 2  
**Zoning:** SF6, SF4, and C2  
**Water Service:** City of Cibolo  
**Sewer Service:** City of Cibolo







**Discussion/Action regarding the repeal of Ordinance No. 1417 granting a variance for 504 Pfeil Road to eliminate the requirement for sidewalks per Sec. 18.17.A of the UDC with conditions.**

Meeting	Agenda Group	
Wednesday, March 13, 2024, 6:30 PM	Discussion/Action Items	Item: 8E
From	Staff Contact(s)	
Lindsey Walker, Planner I	Lindsey Walker,	

**PLANNING & ZONING COMMISSION ACTION:** 1. Conduct 1<sup>st</sup> Public Hearing  
2. Discussion & Recommendation to the Mayor and City Council

**PROPERTY INFORMATION:**

Project Name: **VR-23-02**  
 Owners: KOOS, LLC  
 Representative: Cassandra Kearns  
 Location/Area: **504 Pfeil Road**  
 Council District: 2  
 Future Land Use: Downtown  
 Existing Zoning: Community Retail/Office (C-2) | Old Town Mixed Use Overlay  
 Proposed Use: Commercial

**FINDINGS:**

A variance to waive the requirement for the property owner to install perimeter sidewalks along the public street surrounding 504 Pfeil Road per UDC Section 18.17.A was approved, with conditions, by the City Council on October 10, 2023. The conditions of the variance were that the property owner would enter into an agreement to “tender to the City a cash payment, in lieu of escrowed monies, for City’s construction of the otherwise required sidewalk” within 30 days of the City sending notice of the intent to construct a sidewalk, immediately upon the ten year anniversary of the ordinance, or if the property owner “divesting itself of all or part of the ownership interest of the Subject Property.”

At the January 23, 2024, City Council meeting, staff was directed to begin the process of amending the UDC to eliminate the sidewalk requirement within the Old Town Mixed Use Overlay. This direction also included revisiting Ordinance No. 1417 with the intent to remove the conditions from the approved variance.

**PUBLIC NOTICE:**

Published within the local newspaper (Seguin Gazette) on February 25, 2024, and the [City Website](#). Individual letters were sent by mail to 15 property owners within 200’ of the site. To date, Staff has received zero (0) in favor of and zero (0) in opposition. Public Hearings are scheduled on March 13, 2024 (Planning & Zoning Commission) and on March 26, 2024 (City Council). Approval/Disapproval of the ordinance repeal is tentatively scheduled for the April 9, 2024, City Council meeting.

**PLANNING & ZONING COMMISSION RECOMMENDATION:**

Recommend **approval** to City Council to repeal Ordinance No. 1417 granting a variance for 504 Pfeil Road to eliminate the requirement for sidewalks per Sec. 18.17.A of the UDC with conditions.

**Deny** the ordinance repeal **with findings**.

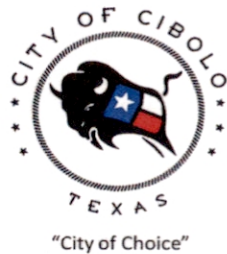
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### **Attachments**

A. ORD 1417 10\_10\_2023.pdf

B. Application.pdf

C. 504Pfeil\_Rd\_Notification\_Map.pdf



**ORDINANCE NO: 1417**

**AN ORDINANCE APPROVING A VARIANCE TO ELIMINATE THE REQUIREMENT FOR CONSTRUCTING SIDEWALKS FOR CERTAIN REAL PROPERTY LOCATED AT 504 PFEIL ROAD, CIBOLO, TEXAS, 78108; SETTING CONDITIONS OF VARIANCE; DECLARING A PUBLIC PURPOSE; INCORPORATING RECITALS; PROVIDING A REPEALER CLAUSE AND SETTING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Cibolo, Texas (the “City”) is a home-rule municipality; and

**WHEREAS**, Section 18.17.A of the City’s Unified Development Code (“UDC”) requires the installation of sidewalks for applicable developments; and

**WHEREAS**, Cassandra Kerns, as representative of KOOS, LLC, the Owner, of 504 Pfeil Lane, Cibolo, Texas, 78108 (the “Subject Property”) is seeking development which would otherwise trigger the requirement to install sidewalks, have submitted a complete application for a variance to waive the requirement to install the sidewalks; and

**WHEREAS**, two public hearings were held to discuss the variance described herein; with the first public hearing being conducted by the Planning & Zoning Commission on July 12, 2023 during a posted meeting and the second public hearing being conducted by City Council on July 25, 2023 at a regular meeting, each being conducted for the purpose of providing all interested persons the opportunity to be heard concerning the proposed variance described herein; and

**WHEREAS**, legal notice notifying the public of both public hearings on the requested variance was posted on the City’s official website and published in the *Seguin Gazette*, a newspaper of general circulation in the City of Cibolo, on June 25, 2023; and

**WHEREAS**, the Planning and Zoning Commission, having the authority to review and provide recommendation on this non-zoning lot dimension and/or subdivision regulation under Section 4.2.2 using the factors in Section 4.3.5.3 of the UDC, considered the variance request application on July 12, 2023, following due notice, and a public hearing, recommend by unanimous vote to City Council that the variance be denied; and

**WHEREAS**, the City Council, having considered this variance following due notice and a public hearing, and having considered all required factors and made all required findings set forth in Section 4.3.5.3 of the UDC, has determined that this variance should be approved on the condition that the Owners of the Subject Property may tender to the City a cash contribution in lieu of construction of the sidewalks at a later date, be paid into the City’s sidewalk fund to be used for installations of sidewalks within the City’s jurisdictional limits, including but not limited to the Subject Property; and



**WHEREAS**, upon approval, City Council directs the City Manager and City Secretary to take such actions as are necessary and appropriate to effectuate this variance approval; and

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

**SECTION 1. VARIANCE APPROVED.** A variance to the requirement to construct the perimeter sidewalk required in Sec. 18.17.A of the UDC is hereby granted, pursuant to Section 4.3.5.3 of the UDC, to waive any requirement for the property owner to install perimeter sidewalks along the public street surrounding the property located at 504 Pfeil Road, Cibolo, Texas, 78108, subject to the following conditions:

- 1) As a condition precedent to any development or construction on the Subject Property, or the issuance of any permit for improvements, demolition or construction on the Subject Property, the Owner(s) of the Subject Property will enter into an agreement to tender to the City a cash payment, in lieu of escrowed monies, for City's construction of the otherwise required sidewalk on the following terms:
  - a. Payment will be in the amount of EIGHT DOLLARS AND NO CENTS (\$8.00) per square foot of sidewalks which would otherwise be required on the Subject Property based on an approved site plan for proposed development "Payment".
  - b. Payment will be due upon the earlier of:
    - i. Thirty (30) calendar days from City sending notice to Owner of City's intent to construct a sidewalk abutting the Subject Property; or
    - ii. Seven (7) calendar days from notice that City Manager, acting in his/her sole discretion, has reason to believe Owner intends to divest all or part of its ownership interest in the Subject Property and provides notice to Owner and Owner confirms such intent to divest; or
    - iii. Immediately upon the Owner divesting itself of all or part of the ownership interest in the Subject Property; or
    - iv. Immediately upon the ten (10) year anniversary of the effective date of this Ordinance.
  - c. Cassandra Kearns, in her individual capacity, will guarantee the Payment and will be joint and severally liable with Owner for the Payment; and
  - d. Owner will secure Payment with the Subject Property.
- 2) This variance will automatically expire and become void without any action of City, upon the occurrence of either the following events:
  - a. City and Owner fail to enter into a written agreement including the above terms, or Cassandra Kearns fails to execute a personal guarantee for Payment, within six (6) months of the effective date of this Ordinance; or

- b. determination the ordinance, variance or related agreement are illegal or unenforceable in whole or in part, and any required sidewalk construction per the UDC will be immediately required.

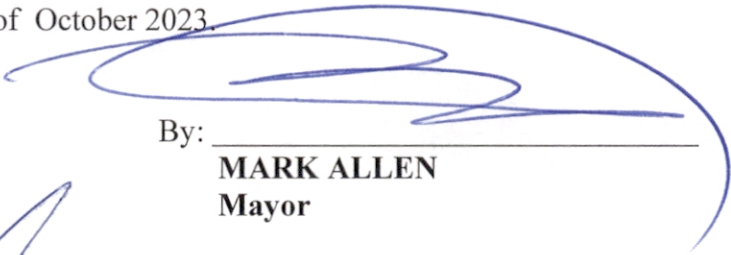
**SECTION 2. PUBLIC PURPOSE.** The City Council finds that the variance herein approved complies with all applicable rules and regulations set forth in the UDC and other law.

**SECTION 3. INCORPORATING RECITALS.** The City Council approves the recitals hereto and incorporates them herein as findings of fact.

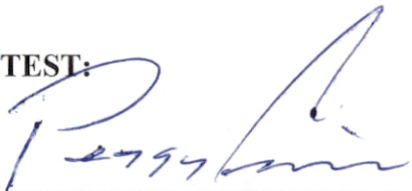
**SECTION 4. REPEALING ORDINANCES IN CONFLICT AND SAVINGS CLAUSE.** All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict with all remaining portions not conflicting being saved from repeal herein.

**SECTION 5. EFFECTIVE DATE.** The Ordinance shall be effective immediately following approval by the City Council.

**ORDERED** this 10th day of October 2023.

  
By: \_\_\_\_\_  
**MARK ALLEN**  
Mayor

**ATTEST:**

  
\_\_\_\_\_  
**PEGGY CIMICS, TRMC**  
City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**DTRG**  
City Attorney





# 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): 504 Pfeil Rd, Cibolo TX 78108  
Total Acres: 0.6177 Survey Name/Subdivision: ABS 216 SUR: AS LEWIS Abstract No.: 6-A0216-Lewis AS  
Project Name: (if applicable): Pfeil Rd property KOOS LLC  
Description of proposed Variance: Sidewalks

Current Zoning: C2 Overlay:  None  Old Town  FM 78  
Proposed Zoning: C2 # of Lots: \_\_\_\_\_ # of Units: \_\_\_\_\_  
Please Choose One:  Single-Family  Multi-Family  Commercial  Industrial  
 Other  
Current Use: Commercial Total Proposed Square Footage: 1,200  
Proposed Use: Commercial (Commercial/Industrial only)

### Applicant Information:

Property Owner Name: KOOS LLC  
Address: 555 Lower Valley Ln City: Cibolo  
State: TX Zip Code: 78108 Phone: 903-278-2678  
Email: kearns-cassie@hotmail.com Fax: \_\_\_\_\_

\*Applicant (if different than Owner): \_\_\_\_\_

\* Letter of Authorization required

Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Representative: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorization: By signing this application, you hereby grant Staff access to your property to perform work related to your application. Also, you waive the statutory time limits in accordance with Section 211, and 245 of the Texas Local Government Code.

[Signature]  
Owner or Representative's Signature

Cassandra Kearns  
Typed / Printed Name

State of Texas

County of Guadalupe

Before me, Beth A Mireles, on this day personally appeared

Name of Notary Public

Cassandra Lynn Kearns, to be the person(s) who is/are subscribed to the

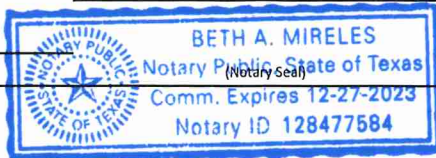
Name of signer(s)

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 9th day of June 2023

Beth A Mireles

Notary Public Signature




City of Cibolo	
Use Only	
Total Fees	\$300.00
Payment Method	Check # 109
Submittal Date	6/12/23
Accepted by	B Mireles
Case Number	



Yes	No	N/A	Checklist
<b>Variance</b>			
✓			Completed application form
✓			Standard Land Survey of lot <i>Have a copy from site plan</i>
			Identify how you are meeting the finding criteria <i>Sendy via Email</i>
✓			A non-refundable check payable to the City in the amount as specified within the Fee Schedule of the City, as amended

By signing below, I do hereby attest that the information contained in this application is true, accurate and complete.

  
Signature

6-9-23  
Date

Cassandra Kearns  
Printed Signature

KOOS LLC  
Company

*Sign will be placed on property to announce public hearing*

**City of Cibolo Use Only**

Complete Application

Incomplete Application

Accepted By: B Mireles

Date: 6/12/23

Attention:  
City Cibolo  
Planning and Zoning

Dear Members of the Planning and Zoning.

I'm writing to request a sidewalk variance for my commercial property, which is located at 504 Pfeil Rd, Cibolo TX 78108. After submitting my site plans to the city for my two tenants located at the property, I was informed that sidewalks need to be added to my site plan.

At this location there are no other sidewalks anywhere, not even for the house adjacent or behind have sidewalks. There are also no sidewalks on Pfeil Rd. The 3 other businesses that have also opened on Pfeil rd, also didn't have to put in sidewalks.

This area also has no drainage and holds water. The center of the road was built higher so that water would run to the side of the road for both South St and Pfeil Rd, because of that water sits on the sides of the property when we get a good amount of rain like we have. If sidewalks were to be put in they would have to be put at street level to keep from being covered in water. That would be a lot of cement. Also, not to mention the cost of putting in sidewalk is substantial and would take away from me being able to improve the looks and aesthetics of the property to improve downtown Cibolo.

Also, I'm sure the city has plans to redo draining in old town and if that happens, installed sidewalks would more than likely have to be removed and redon when they put in draining.

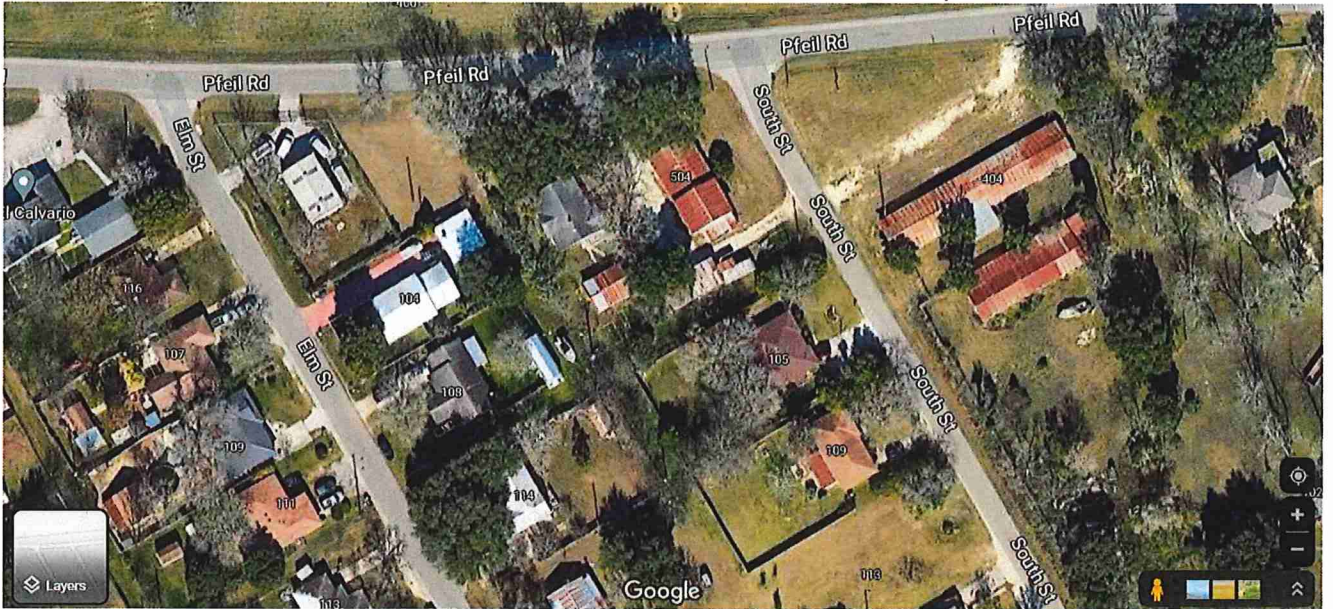
For these reasons I'm asking for a variance to not put sidewalk in at this time for this property. I have also attached photos of the property and surrounding properties.

Thank you for your time in looking at my request for the sidewalk variance.

Sincerely,

Cassandra Kearns  
KOOS, LLC  
903-278-2678

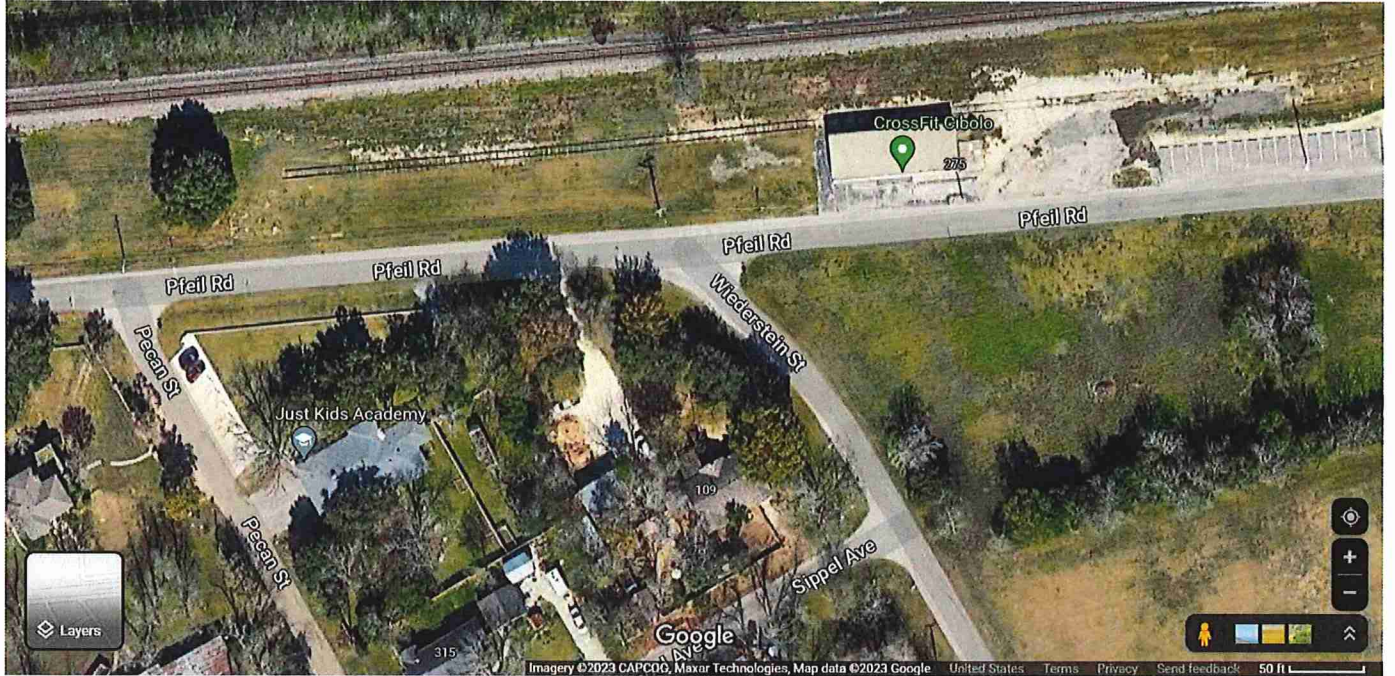
504 Pfeil Rd- located at the corner of South St and Pfeil Rd- no sidewalks located anywhere.

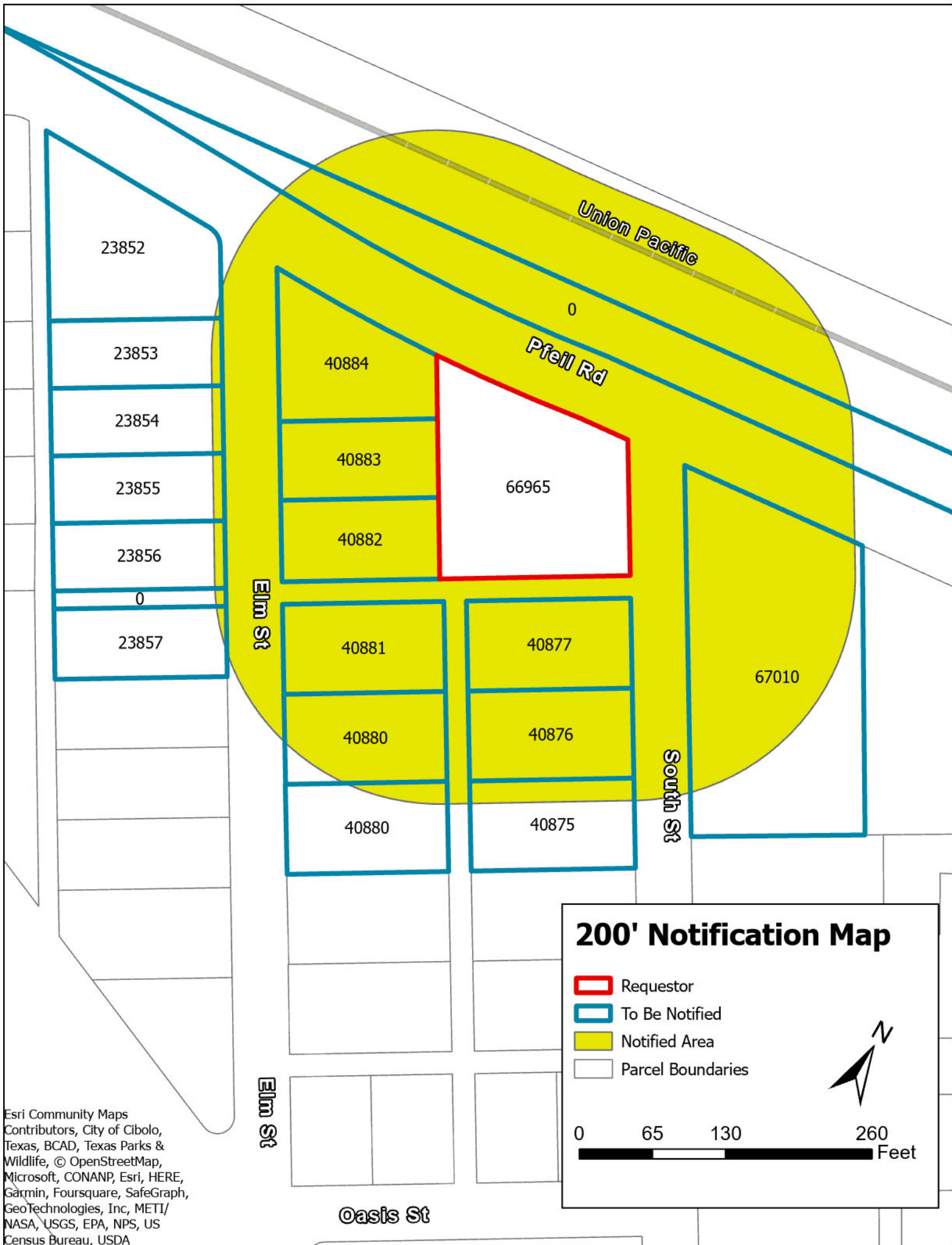


No sidewalk at current business on Pfeil Rd









## 200' Notification Map

- Requestor
- To Be Notified
- Notified Area
- Parcel Boundaries



Esri Community Maps  
 Contributors, City of Cibolo,  
 Texas, BCAD, Texas Parks &  
 Wildlife, © OpenStreetMap,  
 Microsoft, CONANP, Esri, HERE,  
 Garmin, Foursquare, SafeGraph,  
 GeoTechnologies, Inc, METI/  
 NASA, USGS, EPA, NPS, US  
 Census Bureau, USDA

Elm St

Oasis St

Elm St

South St

Union Pacific

Pfeil Rd

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66965

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40875

67010



**Discussion/Presentation regarding plan elements of the 2024 Cibolo Tomorrow Comprehensive Plan and IH-10 Corridor Plan**

Meeting	Agenda Group	
Wednesday, March 13, 2024, 6:30 PM	Discussion/Action Items	Item: 8F
From		
Eron Spencer, Senior Planner		

**SUBJECT:**

Discussion/Presentation regarding plan elements of the 2024 Cibolo Tomorrow Comprehensive Plan and IH-10 Corridor Plan

**ITEM SUMMARY:**

This item is a presentation on progress being made by the Master Plan Advisory Committee (MPAC) regarding the Comprehensive Master Plan, including key elements that are incorporated into the IH-10 Corridor Plan. This presentation will cover four key elements of the 2024 Cibolo Tomorrow Comprehensive Plan and IH-10 Corridor Plan. These are the plan vision statement, the plan guiding principles, PlaceTypes, and Future Land Use Map (FLUM).

**VISION STATEMENT**

A vision statement communicates a community’s aspirations and should inspire residents about the place they live. It sets the bar high in terms of how the city wants to be perceived by the world in the future. Below are the main elements of an effective vision statement:

- Forward-looking and strategic
- Motivating and inspirational
- Intended to describe the community’s benefits and improvements in the future
- Defines a community’s reason for existence and where it is heading
- Communicate what makes your community unique or different from other communities.
- Helps guide your community through changing times.

In the 2016 Cibolo Comprehensive Master Plan, the vision statement read as follows:

“Cibolo is committed to enhancing the quality and characteristic typical of a City of Choice, from excellent police and fire protection to quality of life issues. The city endeavors to be cognizant of its businesses and citizens first and foremost.”

Over the course of five meetings/workshops (March 30, 2023, August 28, 2023, November 9, 2023, November 30, 2023, and December 19, 2023), the Master Plan Advisory Committee (MPAC) discussed and worked together to create a new vision statement. At its March 5, 2024, regular meeting, the MPAC voted to recommend approval of the vision statement and that it be presented to the EDC for concurrence in the IH-10 Corridor Plan. The vision statement is noted below.

**“Cibolo is a community where residents collaborate to shape their civic future by promoting its rich history, preserving a small-town feel, and investing in balanced development.”**

**GUIDING PRINCIPLES**

The guiding principles provide overall guidance across all plan components and explain the most important general principles that should be followed to achieve the vision described in the plan. Guiding principles apply at the city-wide level and for smaller geographic areas in the city (i.e., IH-10 Corridor, Old Town, etc.). They also shape more detailed strategies that apply to specific elements of the plan, such as mobility or infrastructure.

In the 2016 Cibolo Comprehensive Master Plan, the following six plan goals were recognized:



- Provide adequate infrastructure to support projected growth.
- Provide for the health, safety, security, and general welfare of all citizens.
- Provide a community environment which will draw new families and businesses into the City, and encourage existing families and businesses to make long-term investments in Cibolo.
- Manage the growth of jobs and businesses in harmony with residential development.
- Provide parks, recreation, trails, and open space to serve existing and prospective citizens and visitors to Cibolo.
- Identify and preserve the character of Cibolo which sets itself apart as a City of Choice.

Over the course of five meetings/workshops (March 30, 2023, August 28, 2023, November 9, 2023, November 30, 2023, and December 19, 2023), the Master Plan Advisory Committee (MPAC) discussed and worked together to create new guiding principles. At its March 5, 2024, regular meeting, the MPAC voted to recommend approval of the guiding principles and that it be presented to the EDC for concurrence in the IH-10 Corridor Plan. The five guiding principles are listed below.

- Prioritize infrastructure to support existing needs and future growth.
- Plan for and promote the health, safety, security, and general welfare of all residents.
- Balance growth through responsible planning of city assets and land to promote a community environment.
- Provide parks, recreation, trails, and open space to serve citizens and visitors while protecting the natural environment and wildlife.
- Preserve the history of Cibolo and promote the friendly small town feel through community programs and events.

## **PLACETYPES**

The 2024 Cibolo Tomorrow Comprehensive Plan will define future land use and development using a place-based approach, “PlaceTypes”. PlaceTypes identify primary land uses, as well as supporting uses allowed within each PlaceType. In addition to future land use, PlaceTypes also reflect the character and scale of development in a specific area. Unlike traditional future land use categories used in the 2016 Comprehensive Master Plan, PlaceTypes are not focused on the use of a specific parcel, but rather they portray a collective mix of uses that establish a place within the community. PlaceTypes provide a land use and development “palette” that classifies places in Cibolo by their unique identity and character.

Nine future land use categories were identified in the 2016 Cibolo Comprehensive Master Plan.

- Parks & Open Space
- Rural Residential
- Neighborhood Residential
- Transitional Residential
- Neighborhood Commercial
- Commercial
- Business Park & Industrial
- Downtown
- Public / Institutional

Over the course of six meetings/workshops (August 28, 2023, November 9, 2023, November 30, 2023, December 19, 2023, January 16, 2024, and January 24, 2024), Kimley-Horn and staff have brought the PlaceTypes before the Master Plan Advisory Committee (MPAC) for discussion and input. At its March 5, 2024, regular meeting, the MPAC voted to recommend approval of the vision statement. The eleven PlaceTypes are listed below, and attached is a document with additional details.

- **Rural Residential/ Agricultural**
- **Estate Residential**
- **Community Residential**
- **Compact Residential**
- **Neighborhood Commercial**
- **Regional Activity Center**

- **Mixed-Use Centers**
- **Old Town**
- **Light Industrial/Business Park**
- **Heavy Industrial**
- **Parks and Open Space**

#### **FUTURE LAND USE MAP**

The Future Land Use Map (FLUM) is a community's visual guide to future planning. It can serve as a guide for development decisions and includes the logical and orderly placement of the previous PlaceTypes. It does not constitute zoning regulations or establish zoning district boundaries.

At its March 5, 2024, regular meeting, the MPAC voted to recommend approval of the Future Land Use Map. A copy of the recommended FLUM is attached to this report.

#### **SUBMITTED BY:**

Eron Spencer, Senior Planner

#### **ATTACHMENTS:**

- Presentation

---

#### **Attachments**

Comp Plan & IH-10 Plan Update.pdf



# 2024 Cibolo Tomorrow Comprehensive Plan and IH-10 Corridor Plan Update

Presented By: Eron Spencer

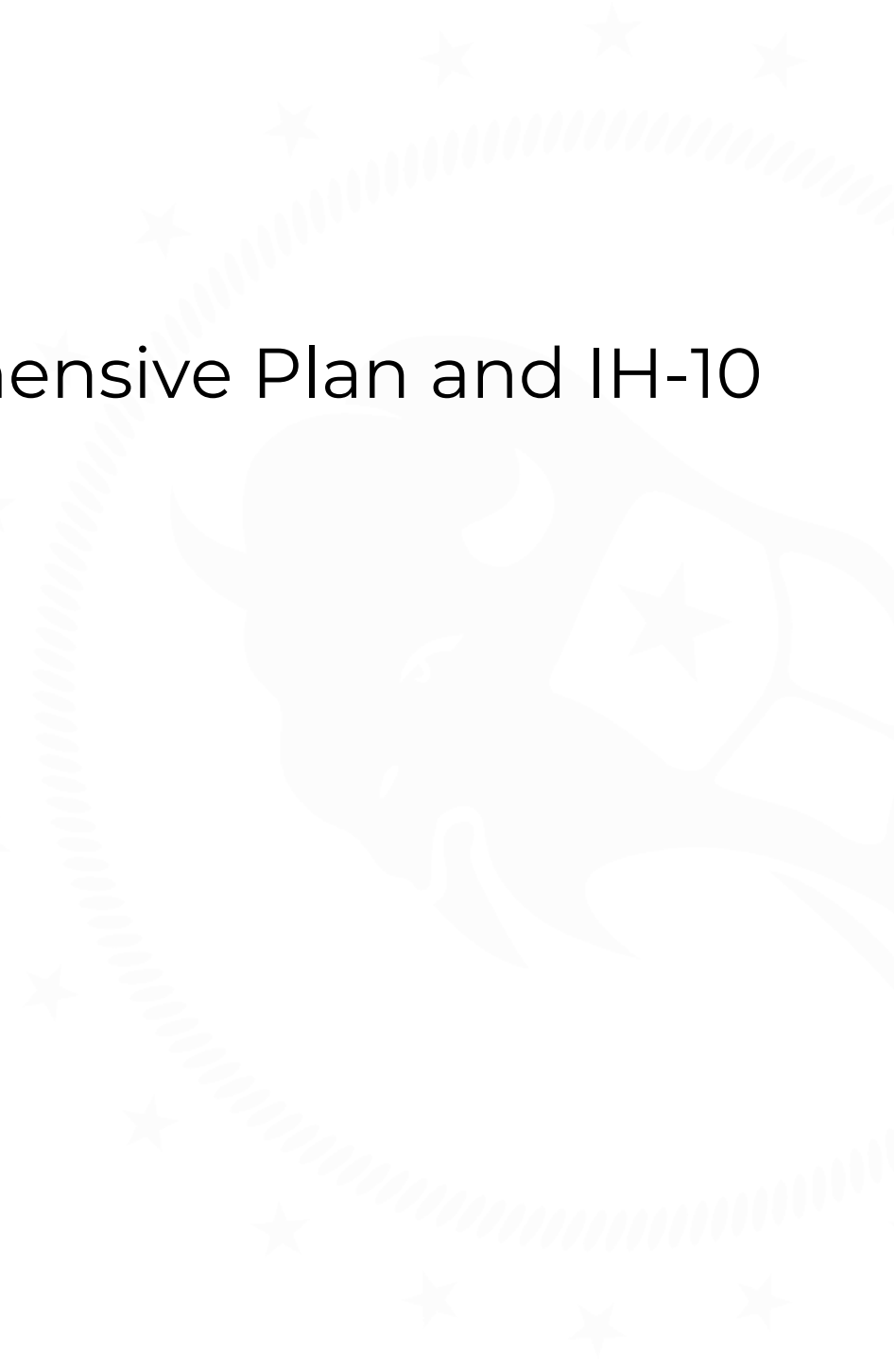




# OVERVIEW

Plan components in the 2024 Comprehensive Plan and IH-10 Corridor Plan include the following:

- Vision Statement
- Guiding Principles
- PlaceTypes
- Future Land Use Map (FLUM)
- Master Throughfare Plan (MTP)
- Implementation/Action Items





# VISION STATEMENT





# VISION STATEMENT

Cibolo is a community where residents collaborate to shape their civic future by promoting its rich history, preserving a small-town feel, and investing in balanced development.



# GUIDING PRINCIPLES







# 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.



# PLACETYPES





# PLACETYPES

- A place-based approach to define future land use and development
- Reflect a land use and development “color palette” that illustrates places in Cibolo by their unique identity and character
- Describe the desired character of a place
  - Mix of land uses
  - Scale
  - Other aspects that establish character
- Do not indicate single land uses
- PlaceTypes are not zoning categories

PlaceTypes	Land Uses										
	Single-Family Detached	Missing Middle Housing	Multifamily	Retail & Commercial	Office	Civic & Institutional	Entertain	Industrial	Agricultural	Parks & Open Space	Hotel
Rural Residential/ Agricultural	●					○			●	●	
Estate Residential	●			○		○				●	
Community Residential	●			○		○				○	
Compact Residential	●	●	●	○	○	○				○	
Neighborhood Commercial				●	●	○				○	
Regional Activity Center				●	○	○				○	○
Mixed-Use Centers		●	●	●	○	○	●			○	●
Old Town	●			●	●	○	○			○	
Light Industrial/ Business Park				○	●	○		●		○	○
Heavy Industrial						○		●		○	
Parks and Open Space										●	

● Primary Use    ○ Secondary Use



# Rural Residential/Agricultural

## **Character and Intent:**

Rural Residential/Agricultural is intended for areas within the city which will maintain a rural character during the plan horizon and beyond. These areas are comprised of natural undeveloped area, agriculture, and large lots with large lot minimums.

## **Land Use Considerations**

**Primary Land Use:** Single-Family Detached Homes, Agricultural, Parks and Open Space

**Secondary Land Use:** Civic and Institutional, Agricultural Business

**Indicators and Assumptions:** Lot size (range) more than 2 acres

## **Example Locations**

Large tracts of undeveloped land between FM 78 & IH-10, Borgfeld property on Cibolo Valley Drive.







# Estate Residential

## Character and Intent:

Predominantly single-family housing on large lots located throughout the community. Residential uses are oriented with the front of the home facing the street and typically in a subdivision layout with access to some utilities and may include farm and livestock uses. Cluster development, which involves the conservation of shared open space, natural areas, and scenic views, in exchange for smaller lot sizes, may be an alternative approach in certain circumstances.

## Land Use Considerations

**Primary Land Use:** Single-Family Detached Homes, Cluster Development, Parks and Open Space

**Secondary Land Use:** Civic and Institutional, Small-Scale Retail

**Indicators and Assumptions:** Lot size (range) ½ to 2 acres

## Example Location

Single-Family Detached Homes: Persimmon Drive (south of Green Valley Road)

Cluster Development: Spring Mesa in Arvada, CO





# Community Residential

## Character and Intent:

Predominantly single-family housing developments located throughout the community. Homes are in subdivisions with all utilities, residential streets, sidewalks, and parks/or connections to neighborhood parks. May have an elementary or middle school in the neighborhood. Convenience commercial businesses may be found around the perimeter with appropriate transitions to support the neighborhood. Homes are typically buffered from non-residential developments via transitional uses or landscaping.

## Land Use Considerations

**Primary Land Uses:** Single-Family Detached Homes

**Secondary Land Uses:** Civic and Institutional, Small Scale Retail, Parks and Open Space

**Indicators and Assumptions:** Lot size (range) 9,000 sq ft to ½ acre (21,780 sq ft)

## Example Locations

Mesa Western







# Compact Residential

## Character and Intent:

Provides a variety of housing types, including small-lot single-family detached, patio homes, townhomes, and duplexes in a compact network of complete, walkable streets that are easy to navigate by car, bicycle, or foot. This PlaceType also supports multifamily. Homes are in subdivisions with all utilities, residential streets, sidewalks, and parks/or connections to neighborhood parks. Neighborhoods may be adjacent to neighborhood-oriented businesses. Key intersections (i.e., FM 78 and FM 1103), and areas within walking distance of local commercial, are the most appropriate locations for this PlaceType, except between residential neighborhoods and communities (infill development).

## Land Use Considerations

**Primary Land Uses:** Single-family Detached Homes, Single-Family Attached Homes, Patio Homes, Townhomes, Multifamily Complex

**Secondary Land Uses:** Neighborhood-oriented businesses, Civic and Institutional, Small Scale Office, Parks and Open Space.

**Indicators and Assumptions:** Single Family lot size (range) up to 9,000 sq ft

## Example Locations

Single Family Detached Homes: Bentwood Ranch, Cibolo Valley Ranch

Duplexes: Sydney Cove

Multifamily Complexes: Grand at Cibolo, Trophy Oak





# Neighborhood Commercial

## Character and Intent:

Neighborhood Commercial development is characterized by small, free-standing buildings containing one or more businesses. Neighborhood Commercial primarily provides family-oriented services for the surrounding neighborhoods and city. They are generally located within walking distance of surrounding residential uses and neighborhoods. Business types may include restaurants, local retail, medical offices, banks, and other retail and service uses.

## Land Use Considerations

**Primary Land Uses:** Neighborhood Retail, Office

**Secondary Land Uses:** Civic and Institutional, Parks and Open Space

## Example Locations

Cibolo Valley Square, Shops at Cibolo Bend, Chipotle/City Vet Complex







# Regional Activity Center

## Character and Intent:

Regional Activity Center developments are larger in scale and attract regional traffic for shopping and retail needs. These commercial centers are anchored by mid-to-big box retailers located along major thoroughfares (i.e., freeways and arterial roads). National retailers and grocery stores would typically be located in this PlaceType. Regional Activity Center can also contain smaller retail or office destinations as well, such as medical offices or boutiques, but are typically anchored by several national vendors. Business types may include restaurants, national retailers, discount stores, grocery stores, fast food, and other retail and service uses.

## Land Use Considerations

**Primary Land Uses:** Community and regional-serving retail and commercial

**Secondary Land Uses:** Civic and Institutional, Medical, Small Scale Retail, Hotel, Parks and Open Space, Office

## Example Locations

Cibolo Crossing Shopping Center, Walmart, HEB







# Mixed-Use Center

## Character and Intent:

Mixed-Use Centers are master planned to offer the ability to live, work, and play in one geographically compact area with a high intensity of uses organized around nodes of activity. This PlaceType includes a mixture of different housing options within close proximity to goods and services and may serve as an employment center and shopping destination for adjacent neighborhoods. Buildings are typically built to the sidewalk located on internal local streets to create a pedestrian-oriented environment, and can be one, two or more stories with residences or offices located above the street-level storefronts. Includes a space for recreation and gathering. The design and scale of development in a Mixed-Use Center encourage active living through a comprehensive network of walkable, complete streets.

## Land Use Considerations

**Primary Land Uses:** Retail, Large Scale Commercial, Condominiums, Mixed-Use Multifamily, Offices, Hotel, Entertainment Venues

**Secondary Land Uses:** Civic and Institutional, Offices, Parks and Open Space

## Example Locations

City of Southlake Town Center, The Quarry







# Old Town

## Character and Intent:

Centrally located area containing a mix of residential, commercial, civic and entertainment uses. It is a destination for shopping and entertainment that promotes independently owned, family-friendly businesses that attract patrons from surrounding neighborhoods and cities, that has a traditional, small-scale downtown built form that coexists harmoniously with surrounding residential uses. The design and scale of development is pedestrian-oriented, can be one to two stories, and encourages active living and a mix of uses within an interconnected network of blocks and streets.

## Land Use Considerations

**Primary Land Uses:** Single-Family Detached Homes, Garden Homes, Small Scale Retail, Office, Bed and Breakfast

**Secondary Land Uses:** Civic and Institutional, Parks and Open Space, Small Scale Entertainment Venues, Personal Services

## Example Locations

Old Town





# Light Industrial/ Business Park

## Character and Intent:

Light Industrial/Business Park includes business and office-related land uses, warehousing, and light industrial and manufacturing uses that occur indoors and do not include the processing of raw materials. Office and business park land uses may be supported by nearby retail and restaurant uses.



## Land Use Considerations

**Primary Land Uses:** Business Parks, Technology/Data Centers, Flex Offices/Warehousing, Office, Light Manufacturing (i.e., Clothing and Fabric Manufacturing, Electronics and Appliance Manufacturing, Food and Beverage Product Manufacturing, etc.), Call Centers, Logistics

**Secondary Land Uses:** Small Scale Retail, Civic and Institutional, Parks and Open Space, Hotel

## Example Locations

AISIN, Schneider Industrial Park, Jorgensen Industrial Park







# Heavy Industrial

## Character and Intent:

Heavy Industrial areas provide jobs and keep people in the city. This PlaceType is generally found near major transportation corridors (i.e., highways and railways) and may include heavy manufacturing and production uses that occur outdoors and involve the processing of raw materials.

## Land Use Considerations

**Primary Land Uses:** Manufacturing, Major Utility Facilities, Mining, Extraction Services, etc.

**Secondary Land Uses:** Civic and Institutional, Parks and Open Space

## Example Locations

Heavy manufacturing and industrial uses on FM 78, FM 1518, IH-10, etc.





# Parks and Open Space

## Character and Intent:

Open Space indicates existing and future planned parks. Future parks are allowed in all PlaceTypes, but this designation protects existing parks and recreational facilities as such and preserves land that is intended to be dedicated for parkland development in the future or areas that may be preserved due to the influence water may have on development in the area.

## Land Use Considerations

**Primary Land Uses:** Parks and Open Space, Trails, Floodplain Management

**Secondary Land Uses:**

## Example Locations

Schlather Park, Neimietz Park, Veterans Memorial Park, Al Rich Park, Cibolo Sports Complex, Ron Pedde Community Garden

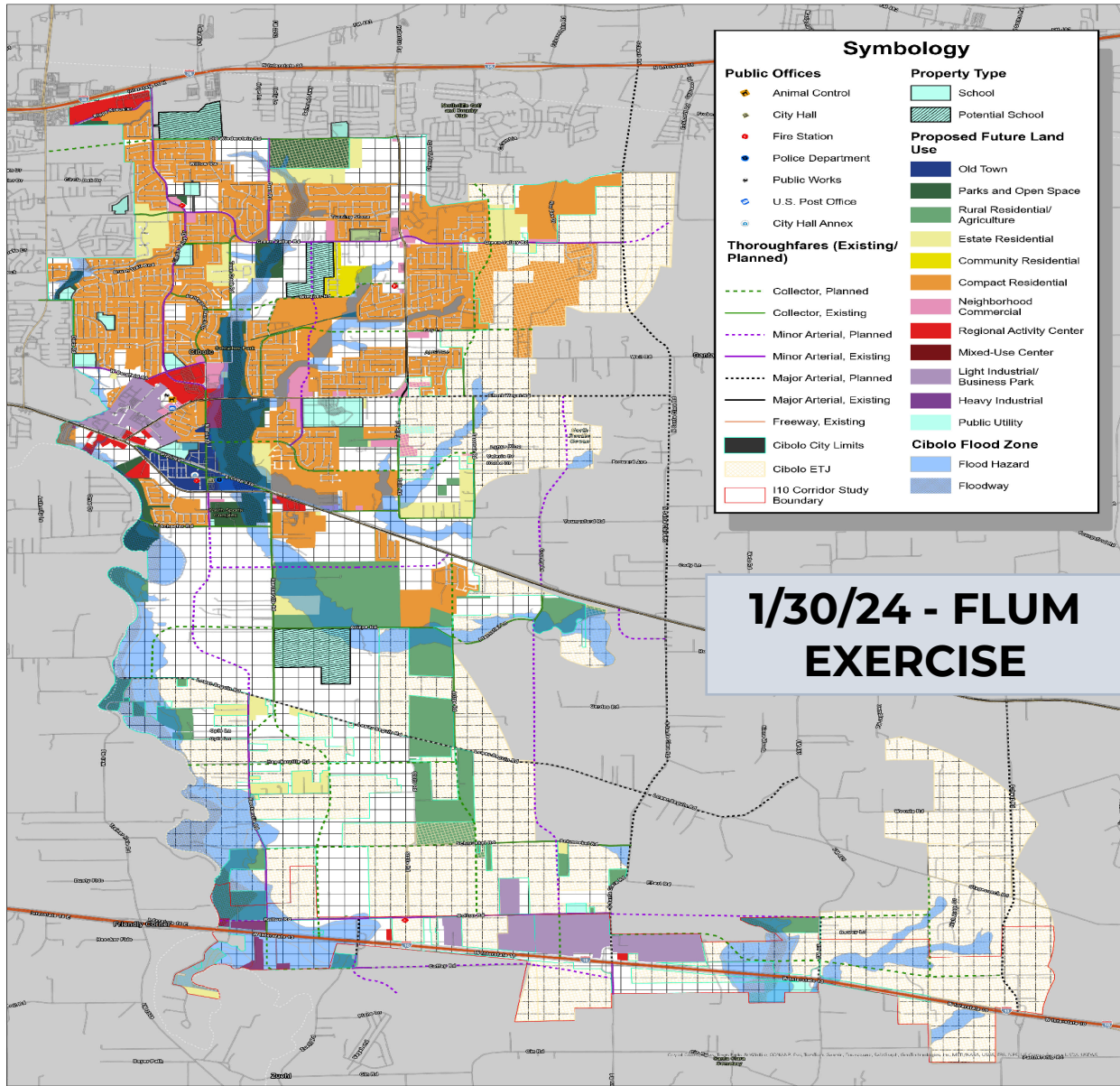






# FUTURE LAND USE MAP (FLUM)





### Symbology

Public Offices	Property Type
Animal Control	School
City Hall	Potential School
Fire Station	Proposed Future Land Use
Police Department	Old Town
Public Works	Parks and Open Space
U.S. Post Office	Rural Residential/ Agriculture
City Hall Annex	Estate Residential
	Compact Residential
	Neighborhood Commercial
	Regional Activity Center
	Mixed-Use Center
	Light Industrial/ Business Park
	Heavy Industrial
	Public Utility
	<b>Cibolo Flood Zone</b>
	Flood Hazard
	Floodway

Thoroughfares (Existing/Planned)
Collector, Planned
Collector, Existing
Minor Arterial, Planned
Minor Arterial, Existing
Major Arterial, Planned
Major Arterial, Existing
Freeway, Existing
Cibolo City Limits
Cibolo ETJ
I10 Corridor Study Boundary

**1/30/24 - FLUM EXERCISE**

**Future Land Use Exercise**

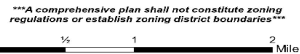
City of Cibolo

January, 30th 2024

**DRAFT**

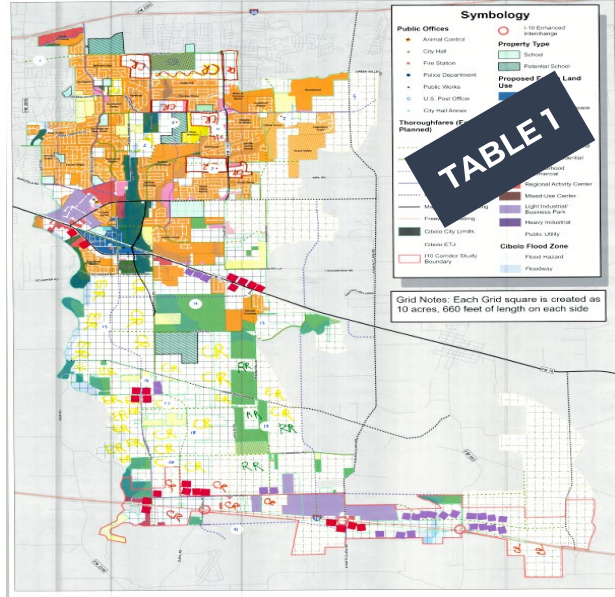


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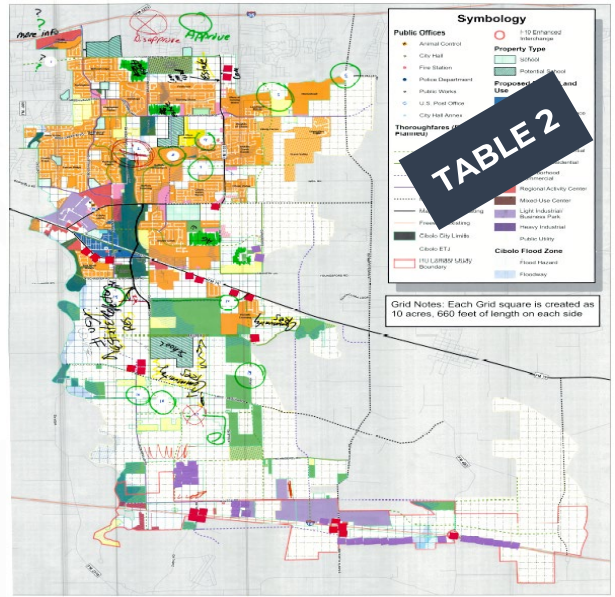
\*\*\*A comprehensive plan shall not constitute zoning regulations or establish zoning district boundaries\*\*\*

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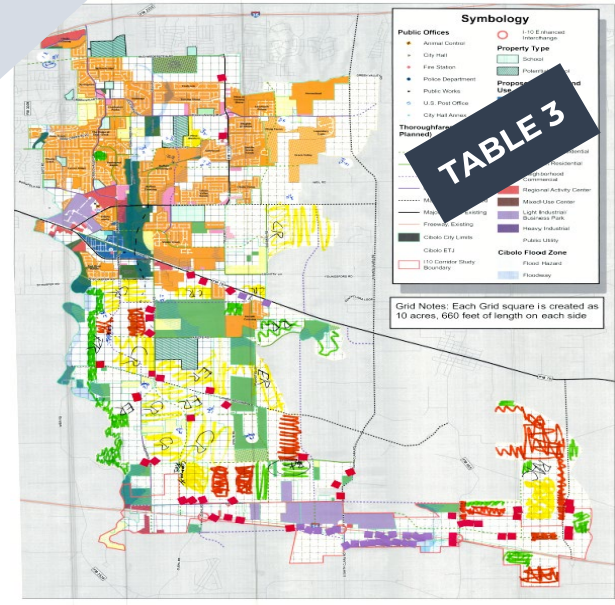
Grid Notes: Each Grid square is created as 10 acres, 660 feet of length on each side

City of Cibolo  
January 30th 2024  
**DRAFT**



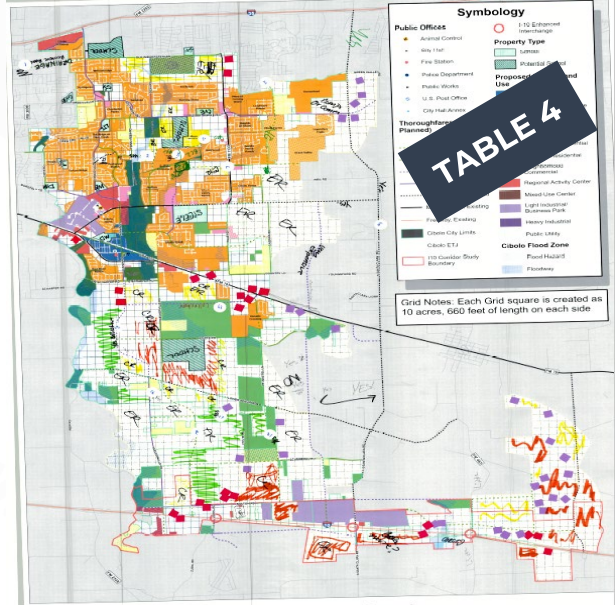
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City of Cibolo  
January 30th 2024  
**DRAFT**



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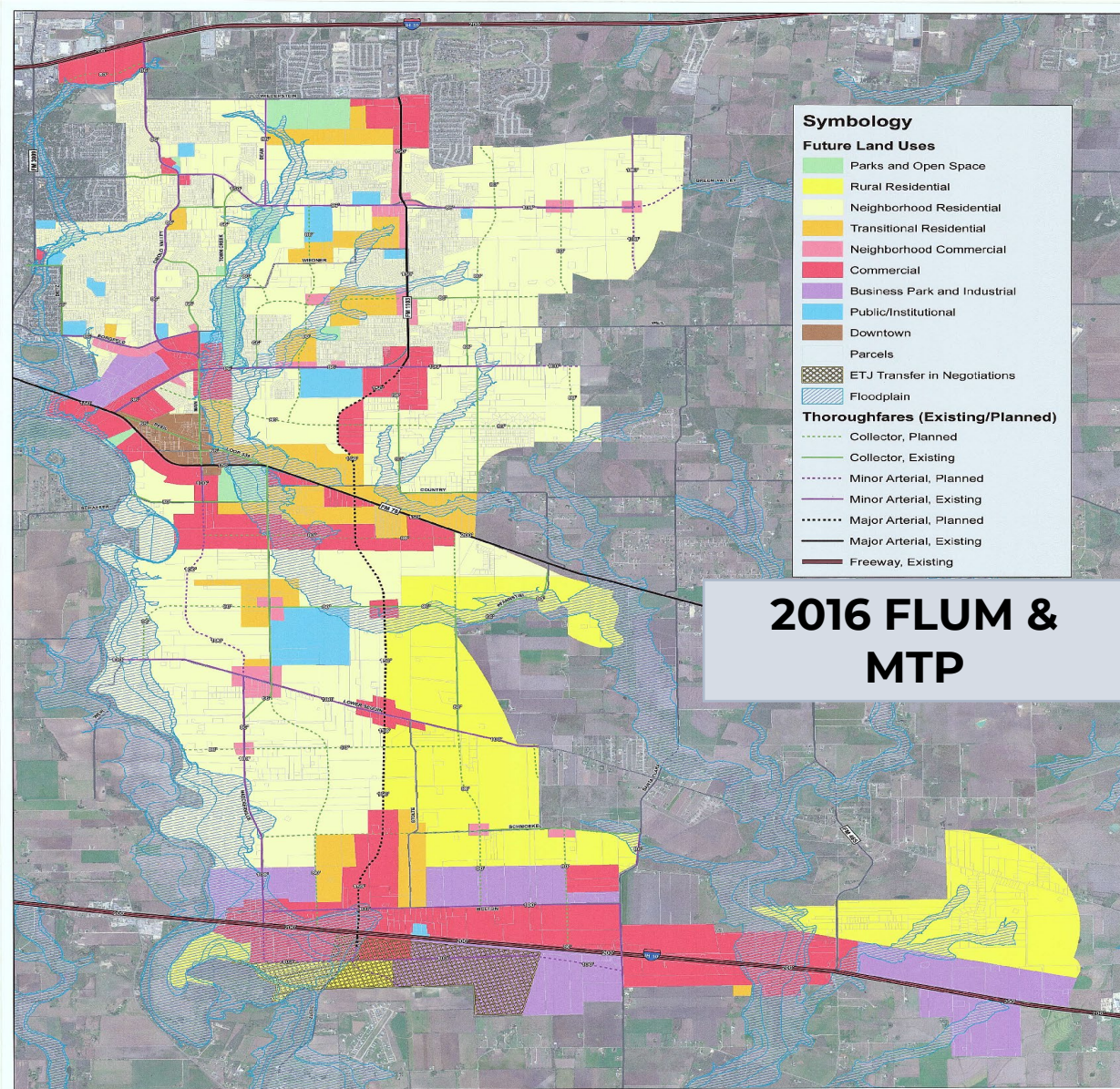
City of Cibolo  
January 30th 2024  
**DRAFT**



Grid Notes: Each Grid square is created as 10 acres, 660 feet of length on each side

City of Cibolo  
January 30th 2024  
**DRAFT**





Symbology	
<b>Future Land Uses</b>	
	Parks and Open Space
	Rural Residential
	Neighborhood Residential
	Transitional Residential
	Neighborhood Commercial
	Commercial
	Business Park and Industrial
	Public/Institutional
	Downtown
<b>Parcels</b>	
	ETJ Transfer in Negotiations
	Floodplain
<b>Thoroughfares (Existing/Planned)</b>	
	Collector, Planned
	Collector, Existing
	Minor Arterial, Planned
	Minor Arterial, Existing
	Major Arterial, Planned
	Major Arterial, Existing
	Freeway, Existing

## 2016 FLUM & MTP



### Future Land Use and Thoroughfare Map

City of Cibolo

November 15, 2016

\*\*\*A comprehensive plan shall not constitute zoning regulations or establish zoning district boundaries\*\*\*

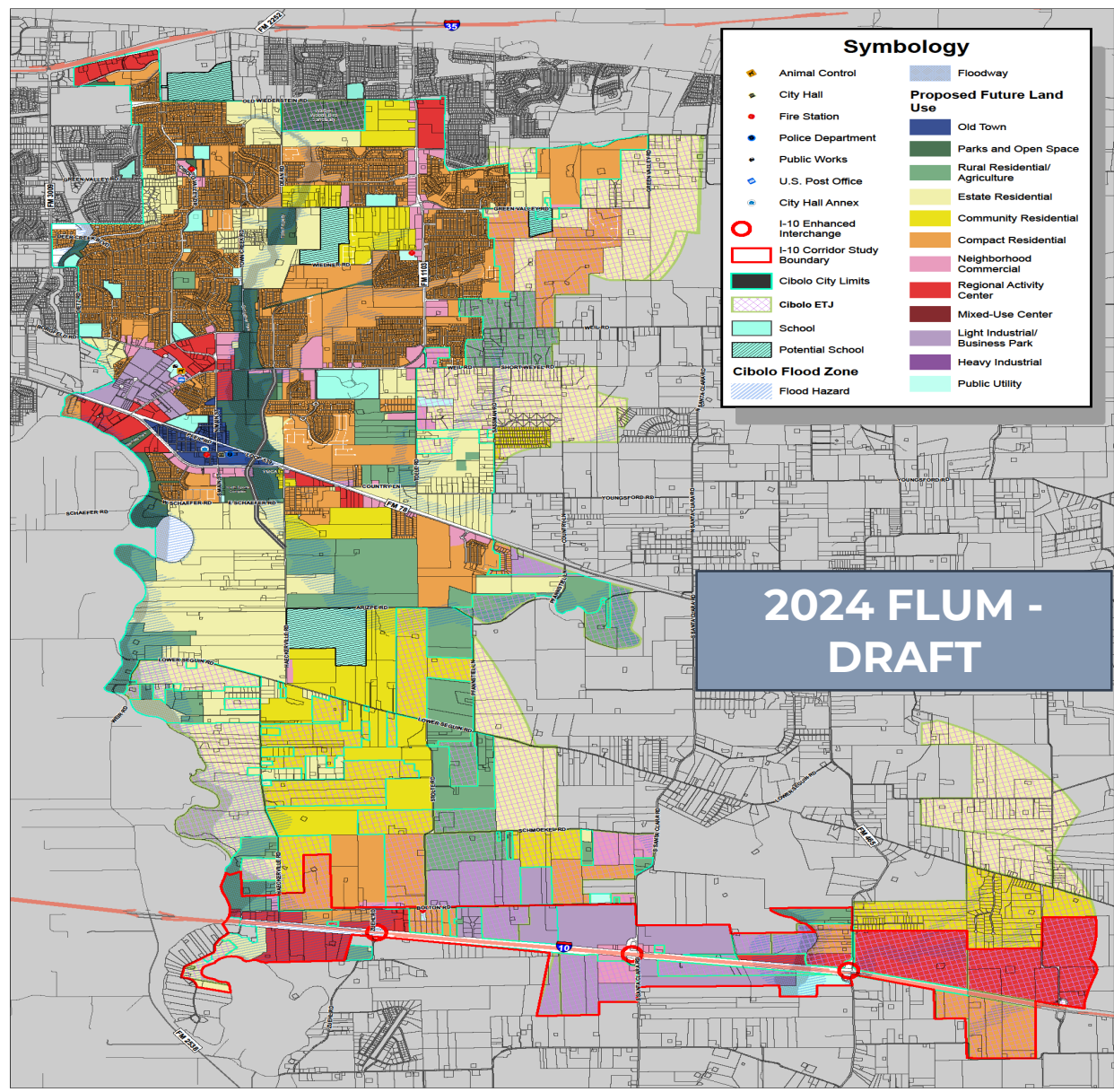
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This is to certify this map as the Official Future Land Use Map/Future Thoroughfare Plan adopted on 11-15-16 by the City Council of the City of Cibolo, Texas.

SIGNED: Allen Dunn, Mayor

ATTEST: Peggy Cimics, City Secretary



Symbology			
	Animal Control		Floodway
	City Hall		Old Town
	Fire Station		Parks and Open Space
	Police Department		Rural Residential/ Agriculture
	Public Works		Community Residential
	U.S. Post Office		Compact Residential
	City Hall Annex		Neighborhood Commercial
	I-10 Enhanced Interchange		Regional Activity Center
	I-10 Corridor Study Boundary		Mixed-Use Center
	Cibolo City Limits		Light Industrial/ Business Park
	Cibolo ETJ		Heavy Industrial
	School		Public Utility
	Potential School		
	Cibolo Flood Zone		
	Flood Hazard		

## 2024 FLUM - DRAFT



### City of Cibolo 2024 FLUM

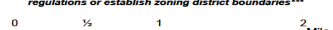
City of Cibolo

March 7th 2024



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# DRAFT





# NEXT STEPS







# NEXT STEPS

MPAC meeting – March 27<sup>th</sup>

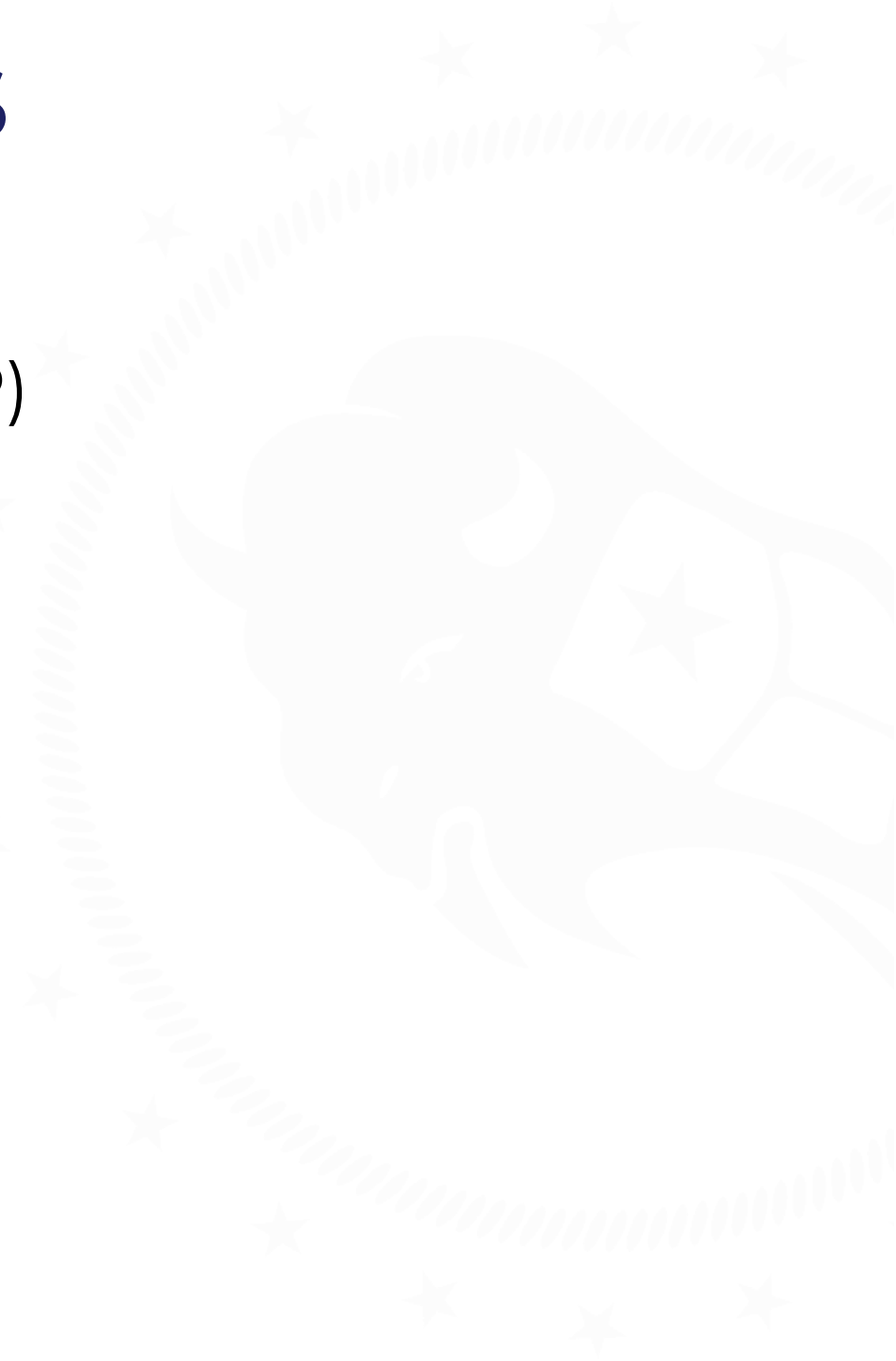
- Master Thoroughfare Plan (MTP)
- Implementation/Action Items

Draft chapters

- 2024 Comprehensive Plan
- IH-10 Corridor Plan

Public hearings

- Recommendation
- Adoption





**QUESTIONS?**





# City of Cibolo

## Planning and Zoning Commission Staff Report

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### Staff Update

Meeting	Agenda Group
Wednesday, March 13, 2024, 6:30 PM	UDC, CIP, Master Plan and Staff Updates      Item: 9A
From	Staff Contact(s)
Susana Huerta, Assistant Planning Director	Susana Huerta,

Type...

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### Attachments

2024-3-13 Planning Update.pdf



# Planning Department - Staff Update

March 13, 2024

## Site Plans currently in review

Project	Description
504 Pfeil	Tattoo Studio
Dorado Multi-Family	Multi-Family development
Everyday Christian Fellowship	Structure
Turning Stone C7 Lot 3	Retail center
Signature Plating	Building Expansion
Scooter's Coffee	Drive-thru

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

## Site Plans recently approved

Project	Description
-	-

## Plats currently in review

Project	Application Type
Saddle Creek Unit 8	Amending Plat
Cibolo Business Park	Replat
Cibolo Creek Center (agenda item)	Final Plat

## P&Z Recommendations/City Council Action

Agenda item	P&Z recommendation	date	City Council action	date
Turning Stone C7 Lot 3	Denial	2/14/2024	Approved	2/27/2024
Grace Valley Unit 3A	Denial	2/14/2024	Approved	2/27/2024
Venado Crossing Unit 5	Denial	2/14/2024	Tabled	2/27/2024
Buffalo Crossing II Knights Crossing	Approval	2/14/2024	Approved	2/27/2024
Cibolo Business Park	Denial	2/14/2024	TBD	3/12/2024