



**MEETING AGENDA**  
**Planning & Zoning Commission**  
**REGULAR SESSION PLANNING & ZONING COMMISSION**  
**June 3, 2026**

**HAL BALDWIN MUNICIPAL COMPLEX COUNCIL CHAMBERS**  
**1400 SCHERTZ PARKWAY BUILDING #4**  
**SCHERTZ, TEXAS 78154**

**CITY OF SCHERTZ CORE VALUES**

**Do the right thing**

**Do the best you can**

**Treat others the way you want to be treated**

**Work cooperatively as a team**

**AGENDA**

**WEDNESDAY, JUNE 3, 2026 at 6:00 p.m.**

**The Planning and Zoning Commission will hold the regularly scheduled meeting at 6:00p.m., Wednesday, June 3, 2026, at the City Council Chambers. In lieu of attending the meeting in person, residents will have the opportunity to watch the meeting via live stream on the City's YouTube Channel.**

**1. CALL TO ORDER**

**2. SEAT ALTERNATE TO ACT IF REQUIRED**

**3. HEARING OF RESIDENTS**

*This time is set aside for any person who wishes to address the Planning and Zoning Commission. Each person should fill out the Speaker's register prior to the meeting. Presentations should be limited to no more than three (3) minutes. Discussion by the Commission of any item not on the agenda shall be limited to statements of specific factual information given in response to any inquiry, a recitation of existing policy in response to an inquiry, and/or a proposal to place the item on a future agenda. The presiding officer, during the Hearing of Residents portion of the agenda, will call on those persons who have signed up to speak in the order they have registered.*

**4. CONSENT AGENDA:**

- A. Minutes for the May 6, 2026 Regular Meeting.**

**5. PUBLIC HEARING:**

*The Planning and Zoning Commission will hold a public hearing related to zone change requests, specific use permit requests, and Unified Development Code Amendments within this agenda. The public hearing will be opened to receive a report from staff, the applicant, the adjoining property owners affected by the applicant's request, and any other interested persons. Upon completion, the public hearing will be closed. The Commission will discuss and consider the application, and may request additional information from staff or the applicant, if required. After deliberation, the Commission is asked to consider and act upon the following requests and make a recommendation to the City Council if necessary.*

- A. PLCPA20260074** - Hold a public hearing and make a recommendation on a request to amend the Comprehensive Land Use Plan – Future Land Use Map from Local Corridor to Industrial Hub on approximately 2.1 acres of land, known as 6615 FM 482, specifically known as Comal County Property Identification Numbers 428461 and 78974, City of Schertz, Comal County, Texas.
- B. PLZC20260035** - Hold a public hearing and make a recommendation on a zone change request on approximately 2.1 acres of land from Pre-Development District (PRE) to General Business District-II (GB-2), known as 6615 FM 482, specifically known as Comal County Property Identification Numbers 428461 and 78974, City of Schertz, Comal County, Texas.

**6. ITEMS FOR INDIVIDUAL CONSIDERATION:**

- A. PLPP20260120 Waiver** - Consider and act upon a request for a waiver in relation to on-site sewer facilities for the Preliminary Plat of the Wood Subdivision, approximately 2.7 acres of land, known as 7530 FM 482, more specifically known as Comal County Property Identification Number 75337, City of Schertz, Comal County, Texas.
- B. PLPP20260120** - Consider and act upon a request for approval of a Preliminary Plat of the Wood Subdivision, approximately 2.7 acres of land, known as 7530 FM 482, more specifically known as Comal County Property Identification Number 75337, City of Schertz, Comal County, Texas.
- C. PLVAR20260129 Sign Waiver**- Consider and act upon a request for a waiver in relation to a freestanding ground sign on Lot 7, Block 1 of the Schertz Station Subdivision, approximately 3.04 acres of land located at 18406 IH 35 N, more specifically known as Guadalupe County Property Identification Number 203794, City of Schertz, Texas.

**7. REQUESTS AND ANNOUNCEMENTS:**

- A.** Requests by Commissioners to place items on a future Planning and Zoning Agenda
- B.** Announcements by Commissioners
  - City and community events attended and to be attended
  - Continuing education events attended and to be attended

C. Announcements by City Staff.

- City and community events attended and to be attended.

8. **INFORMATION AVAILABLE IN THE PLANNING AND ZONING COMMISSION PACKETS- NO DISCUSSION TO OCCUR**

A. Current Projects and City Council Status Update

9. **ADJOURNMENT OF THE REGULAR MEETING**

**CERTIFICATION**

I, Daisy Marquez, Senior Planner, of the City of Schertz, Texas, do hereby certify that the above agenda was posted on the official bulletin boards on this the 27th day of May, 2026 at 10:30 a.m., which is a place readily accessible to the public at all times and that said notice was posted in accordance with chapter 551, Texas Government Code.



Daisy Marquez, Senior Planner

**I certify that the attached notice and agenda of items to be considered by the Schertz Planning & Zoning Commission was removed from the official bulletin board on \_\_\_\_\_ day of \_\_\_\_\_, 2026. \_\_\_\_\_ title: \_\_\_\_\_**

*This facility is accessible in accordance with the Americans with Disabilities Act. Handicapped parking spaces are available. If you require special assistance or have a request for sign interpretative services or other services please call 619-1030 at least 24 hours in advance of meeting.*

The Planning and Zoning Commission for the City of Schertz reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by the Texas Open Meetings Act.

Executive Sessions Authorized: This agenda has been reviewed and approved by the City's legal counsel and presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.



**PLANNING AND ZONING COMMISSION MEETING: 06/03/2026**  
**Agenda Item 4 A**

TO: Planning and Zoning Commission  
PREPARED BY: Sarah Rodriguez, Administrative Assistant  
SUBJECT: Minutes for the May 6, 2026 Regular Meeting.

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**Attachments**

Draft Minutes for the May 6, 2026 Regular Meeting

# DRAFT

## PLANNING AND ZONING MINUTES

May 6, 2026

The Schertz Planning and Zoning Commission convened on May 6, 2026 at 6:00 p.m. at the Municipal Complex, Council Chambers, 1400 Schertz Parkway Building #4, Schertz, Texas.

Present: Clayton Wallace, Chair; Patrick McMaster, Vice Chair; Glen Outlaw, Commissioner; David Hughes, Commissioner; Francisco Velazquez, Commissioner; Sonya Loreda-Reyes, Commissioner; Sean Grady, Commissioner

Absent: Roderick Hector, Commissioner; Tamara Brown, Commissioner

Staff present: Brian James, Deputy City Manager; Lesa Wood, Director of Planning & Community Development; Emily Delgado, Planning Manager; Daisy Marquez, Planner; Brandon Elliott, Planner; Sarah Rodriguez, Administrative Assistant

### 1. CALL TO ORDER

Chairman Wallace called the meeting to order at 6:00 P.M.

### 2. SEAT ALTERNATE TO ACT IF REQUIRED

Commissioner Sonya Loreda-Reyes and Commissioner Sean Grady were seated as alternates.

### 3. HEARING OF RESIDENTS

*This time is set aside for any person who wishes to address the Planning and Zoning Commission. Each person should fill out the Speaker's register prior to the meeting. Presentations should be limited to no more than three (3) minutes. Discussion by the Commission of any item not on the agenda shall be limited to statements of specific factual information given in response to any inquiry, a recitation of existing policy in response to an inquiry, and/or a proposal to place the item on a future agenda. The presiding officer, during the Hearing of Residents portion of the agenda, will call on those persons who have signed up to speak in the order they have registered.*

Chairman Wallace opened up the Hearing of Residents. The following residents spoke at the meeting:

- Holly Richard -11633 Arbor Park Lane, statements made in relation to Item 5A and Item 5B.

Chairman Wallace noted that Commissioner Velazquez came in at 6:01 P.M.

### 4. CONSENT AGENDA:

#### A. Minutes for the April 1, 2026 Regular Meeting.

There was no discussion.

Motioned by Vice Chair Patrick McMaster to approve, seconded by Commissioner David Hughes

**Vote:** 7 - 0 Passed

**5. PUBLIC HEARING:**

*The Planning and Zoning Commission will hold a public hearing related to zone change requests, specific use permit requests, and Unified Development Code Amendments within this agenda. The public hearing will be opened to receive a report from staff, the applicant, the adjoining property owners affected by the applicant's request, and any other interested persons. Upon completion, the public hearing will be closed. The Commission will discuss and consider the application, and may request additional information from staff or the applicant, if required. After deliberation, the Commission is asked to consider and act upon the following requests and make a recommendation to the City Council if necessary.*

- A. PLZC20260028** - Hold a public hearing and make a recommendation on a zone change request on approximately 2.1 acres of land from Pre-Development District (PRE) to General Business District (GB), generally located at the southeast corner of the intersection of FM 1518 and Ray Corbett Dr, also known as a portion of Bexar County Property Identification Number 1103267, City of Schertz, Texas.

Mrs. Marquez gave a presentation on PLZC20260028.  
The applicant, Mr. Nuresh Maknojia, gave a presentation.

Chairman Wallace opened the Public Hearing at 6:20 P.M.

- Rod Fischer - 10224 Aurora Sky

Chairman Wallace closed the Public Hearing at 6:23 P.M.

There was a discussion regarding

- Zoning
- Landscaping

Motioned by Vice Chair Patrick McMaster to recommend approval of PLZC20260028 to City Council, seconded by Commissioner Glen Outlaw

**Vote:** 5 - 2 Passed

NAY: Commissioner David Hughes  
Commissioner Francisco Velazquez

- B. PLSPU20260030** - Hold a public hearing and make a recommendation on a Specific Use Permit to allow a convenience store with gas pumps on approximately 2.1 acres of land, generally located at the southeast corner of the intersection of FM 1518 and Ray Corbett Dr, also known as a portion of Bexar County Property Identification Number 1103267, City of Schertz, Texas.

Mrs. Marquez gave a presentation on PLSPU20260030. The applicant was present, but did not give a presentation.

Chairman Wallace opened the Public Hearing at 6:41 P.M.

The following residents spoke

- Holly Richard -11633 Arbor Park Lane
- Rod Fischer -10224 Aurora Sky

- Carlisie Jones -10317 Colonel Ridge
- Jeff Richardson- 10460 Shadowy Dusk
- Jeff Wiglesworth -11510 Hansons Forest

Chairman Wallace closed the public hearing at 6:48 P.M.

There was a discussion regarding

- Fuel tanks

Motioned by Commissioner Glen Outlaw to recommend approval of PLSPU20260030 to City Council, with a condition that a building permit is issued within 2 years, seconded by Vice Chair Patrick McMaster

**Vote:** 2 - 5 Failed

NAY: Chair Clayton Wallace  
Commissioner David Hughes  
Commissioner Francisco Velazquez  
Commissioner Sonya Loredo-Reyes  
Commissioner Sean Grady

Motioned by Commissioner David Hughes to recommend denial of PLSPU20260030 to City Council, seconded by Commissioner Sonya Loredo-Reyes

**Vote:** 5 - 2 Passed

NAY: Vice Chair Patrick McMaster  
Commissioner Glen Outlaw

- C. PLZC20260101** - Hold a public hearing and make a recommendation on a zone change request on approximately 0.2 acres of land from General Business District (GB) to Main Street Mixed Use District (MSMU), known as 502 Main Street, specifically known as Guadalupe Property Identification Number 67753, City of Schertz, Texas.

Mrs. Marquez gave a presentation on PLZC20260101. The applicant was present, but did not give a presentation.

Chairman Wallace opened the Public Hearing at 7:17 P.M.

No one spoke

Chairman Wallace closed the Public Hearing at 7:17 P.M.

There was no discussion.

Motioned by Commissioner Glen Outlaw to recommend approval of PLZC20260101 to City Council, seconded by Commissioner Francisco Velazquez

**Vote:** 7 - 0 Passed

- D. PLZC20260109** - Hold a public hearing and make a recommendation on a zone change request on approximately 0.4 acres of land from General Business District (GB) to Main Street Mixed Use District (MSMU), known as 506 Main St. and 508 Main St., specifically known as Guadalupe County Property Identification Numbers 32859 and 32861, City of Schertz, Guadalupe County, Texas.

Mrs. Marquez gave a presentation on PLZC20260109. The applicant was present, but did not give a presentation.

Chairman Wallace opened the Public Hearing at 7:21 P.M.

No one spoke.

Chairman Wallace closed the Public Hearing at 7:21 P.M.

There was no discussion.

Motioned by Vice Chair Patrick McMaster to recommend approval of PLZC20260109 to City Council, seconded by Commissioner David Hughes

**Vote:** 7 - 0 Passed

## **6. REQUESTS AND ANNOUNCEMENTS:**

- A.** Requests by Commissioners to place items on a future Planning and Zoning Agenda

Commissioner Outlaw requested a workshop on signage. Chairman Wallace also requested a workshop on Unified Development Codes amendment on Data Centers and requiring a Specific Use Permit.

- B.** Announcements by Commissioners

- City and community events attended and to be attended
- Continuing education events attended and to be attended

Chairman Wallace announced that he had attended the National APA Conference.

- C.** Announcements by City Staff.

- City and community events attended and to be attended.

City Staff did not have any announcements.

## **7. INFORMATION AVAILABLE IN THE PLANNING AND ZONING COMMISSION PACKETS- NO DISCUSSION TO OCCUR**

- A.** Current Projects and City Council Status Update

## **8. ADJOURNMENT OF THE REGULAR MEETING**

Chairman Wallace adjourned the regular meeting at 7:27 P.M.

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Chairman, Planning and Zoning Commission

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Recording Secretary, City of Schertz



**PLANNING AND ZONING COMMISSION MEETING: 06/03/2026**

**Agenda Item 5 A**

TO: Planning and Zoning Commission  
 PREPARED BY: Daisy Marquez, Senior Planner  
 SUBJECT: **PLCPA20260074** - Hold a public hearing and make a recommendation on a request to amend the Comprehensive Land Use Plan – Future Land Use Map from Local Corridor to Industrial Hub on approximately 2.1 acres of land, known as 6615 FM 482, specifically known as Comal County Property Identification Numbers 428461 and 78974, City of Schertz, Comal County, Texas.

**BACKGROUND**

The applicant is proposing to amend approximately 2.1 acres of the Comprehensive Land Use Plan- Future Land Use Map from Local Corridor to Industrial Hub. This Comprehensive Land Use Plan Amendment is accompanied by a zone change application, PLZC20260035.

On May 21, 2026, seven (7) public hearing notices were mailed to the surrounding property owners within two hundred (200) feet of the subject property. At the time of the staff report, staff received zero (0) responses in favor, zero (0) responses neutral, and zero (0) responses in opposition to the proposed amendment. A public hearing notice will be published in the "San Antonio Express" prior to the City Council meeting. A sign was placed on the property by the applicant.

**Subject Property:**

	<b>Future Land Use Designation</b>	<b>Intent of Future Land Use Designation</b>
<b>Existing</b>	Local Corridor	This land use type describes locally oriented commercial and entertainment areas typically situated along medium- to high-volume collector roads with neighborhoods at their perimeter. Local Corridors contain conventional retail centers, small-scale mixed-use, multifamily development, and residential uses that are of a scale and intensity compatible with the surrounding residential neighborhoods.
<b>Proposed</b>	Industrial Hub	The Industrial Hub land use category includes all light and heavy industrial activities, including manufacturing warehouses, processing, and distribution centers. Optimizing transportation and supply chain logistics, industrial hubs are typically located near major roads, highways, and railways. Industrial hubs are often buffered from surrounding development by transitional uses, such as flex buildings or R&D, that mitigate potential impacts to other lower-intensity commercial and residential areas.

**Adjacent Properties:**

	<b>Future Land Use Designation</b>
<b>North</b>	Local Corridor
<b>South</b>	Local Corridor and Regional Corridor
<b>East</b>	Local Corridor
<b>West</b>	Local Corridor

## **GOAL**

The goal is to amend the Comprehensive Land Use Plan for approximately 2.1 acres of the Future Land Use Map from Local Corridor to Industrial Hub.

## **COMMUNITY BENEFIT**

It is the City's desire to promote safe, orderly, efficient development and ensure compliance with the City's vision of future growth.

## **SUMMARY OF RECOMMENDED ACTION**

The City of Schertz Comprehensive Land Use Plan and Future Land Use Map and its amendments were adopted in April of 2024, via Ordinance 24-S-06.

**When evaluating Comprehensive Land Use Plan Amendments, Staff uses the criteria listed in Unified Development Code (UDC) Section 21.4.6.D. The criteria are listed below.**

### **1. The proposed amendment promotes the health, safety, or general welfare of the City;**

The Comprehensive Plan has objectives to create a rational and reasonable basis for making decisions about the community. As per UDC Section 21.1.5, the UDC is intended to implement the policies and objectives of the Comprehensive Land Plan to promote the general welfare of the community. The Comprehensive Plan is the shared vision of the community that is used by staff to make recommendations on zone changes based on the shared adopted vision. The subject property is located on FM 482, is adjacent to and in proximity to rural residential uses, older commercial buildings, and in proximity to Comal Elementary School. The subject area along FM 482 is designated as Local Corridor in the Future Land Use Map. The proposed Comprehensive Plan Amendment to Industrial Hub on approximately 2.1 acres, at the specified location, does not implement the policies and strategies of the Comprehensive Plan for Focus Area 5, is not compatible or appropriate with existing Future Land Use Designations, and thus does not promote the general welfare of the City.

### **2. An amendment to the text is consistent with the goals, objectives, and other policies of the Comprehensive Land Plan;**

The proposed amendment is not consistent with the objectives and policies of the Comprehensive Land Plan. The primary objectives of the Comprehensive Land Plan are to accomplish efficient delivery of public services, coordinate public and private investment, minimize potential land use conflicts, manage growth in an orderly manner, make cost-effective public investments, and provide a rational and reasonable basis for making decisions about the community. Additionally, the market snapshot of the Comprehensive Plan listed emerging goals that included incorporating retail with placemaking and destinations to increase significance and aligning development outcomes with the broader goals of the community in context with current market conditions.

The proposed Future Land Use Map amendment to Industrial Hub permits zoning districts that allow for light and heavy industrial uses. Within the Industrial Hub Land Use Designation, General Business District-II (GB-2), Manufacturing (Light) District (M-1), and Manufacturing (Heavy) District (M-1) would be compatible. The uses permitted within these zoning districts are not compatible with the existing characteristics of the area or Focus Area 5, adjacent residential uses, and do not minimize land use conflicts. Instead, the proposed Industrial Hub Land Use Designation increases conflicts between land uses by allowing and promoting zoning districts that allow for heavy industrial uses that require appropriate buffering through zoning and transitional land uses.

The closest existing Industrial Hub Land Use Designation is located west of FM 2252, approximately 2.5 miles away from the subject location. Additionally, in this area, to the north of the railroad tracks and east of the subject property is designated as Local Corridor. South of the railroad tracks and east of the subject property is designated as Regional Corridor. To the west of the subject property and south of the railroad tracks, the area is designated as Local Corridor. The railroad acts as a dividing line for the Comprehensive Land Use Plan - Future Land Use Map, and for any existing industrial or warehouse development. The intent of the subject property and larger area, is to utilize the major transportation corridors to provide retail and commercial destinations that not only serve local residents, but bring visitors to Schertz. There is no existing Industrial Hub Land Use Designation immediately adjacent or within proximity to the proposed amendment area.

With the existing Local Corridor Land Use Designation, the area has the potential to utilize the existing buildings for commercial uses to emphasize the character of the area to create a destination as proposed in the Comprehensive Land Use Plan policies, objectives, and strategies.

**3. An amendment to the Future Land Use Map, Master Thoroughfare Plan or any other applicable maps contained in the Comprehensive Land Plan is consistent with the policies of the Comprehensive Land Plan that apply to the Map being amended;**

The subject area is within Focus Area 5 of the Comprehensive Plan. The Comprehensive Plan describes the character of Area 5 as having existing schools and historical assets that should be celebrated and incorporated into future developments to enhance the quality of life for existing and future residents of this area. Commercial and mixed land uses were proposed in this area to ensure improved access to necessary services and amenities to improve the livability of the adjacent residential areas. The recommended strategies for Focus Area 5 include ensuring development is appropriate with the floodplain, attracting restaurants, entertainment, and retail uses to support the adjacent residential areas, providing destinations for visitors, creating access to commercial destinations, and creating a mix of residential densities. The proposed Industrial Hub Land Use Designation does not help meet the strategies of Focus Area 5, which is not consistent with the policies of the Comprehensive Land Plan.

**4. Any proposed amendment addresses circumstances that have been changed since the last time the plan map or text was considered, implements plan policies better than the current plan map or text corrects a mapping error, or addresses a deficiency in the plan; and**

The proposed Comprehensive Plan- Future Land Use Map amendment does not address changing circumstances, does not implement the Comprehensive Plan policies better, and does not address errors or deficiencies.

**5. Other factors which are deemed relevant and important in the consideration of the amendment.**

Staff has reviewed the proposed Comprehensive Land Use Plan Amendment and has ensured it has met all the UDC requirements. The proposed amendment was sent to the City of Schertz Fire, EMS, and Police Departments for review, and they have not provided objections.

**RECOMMENDATION**

The proposed Comprehensive Land Use Plan - Future Land Use Map Amendment to Industrial Hub on approximately 2.1 acres of land, at the subject location, is not consistent with the objectives and policies of the Comprehensive Land Plan and does not correct mapping errors or deficiencies in the adopted Comprehensive Land Use Plan. Staff recommends denial of PLCPA20260074.

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**Attachments**

Aerial Exhibit  
200-Foot Notification Map  
Comprehensive Land Use Plan Amendment Exhibit  
Applicant Letter of Intent

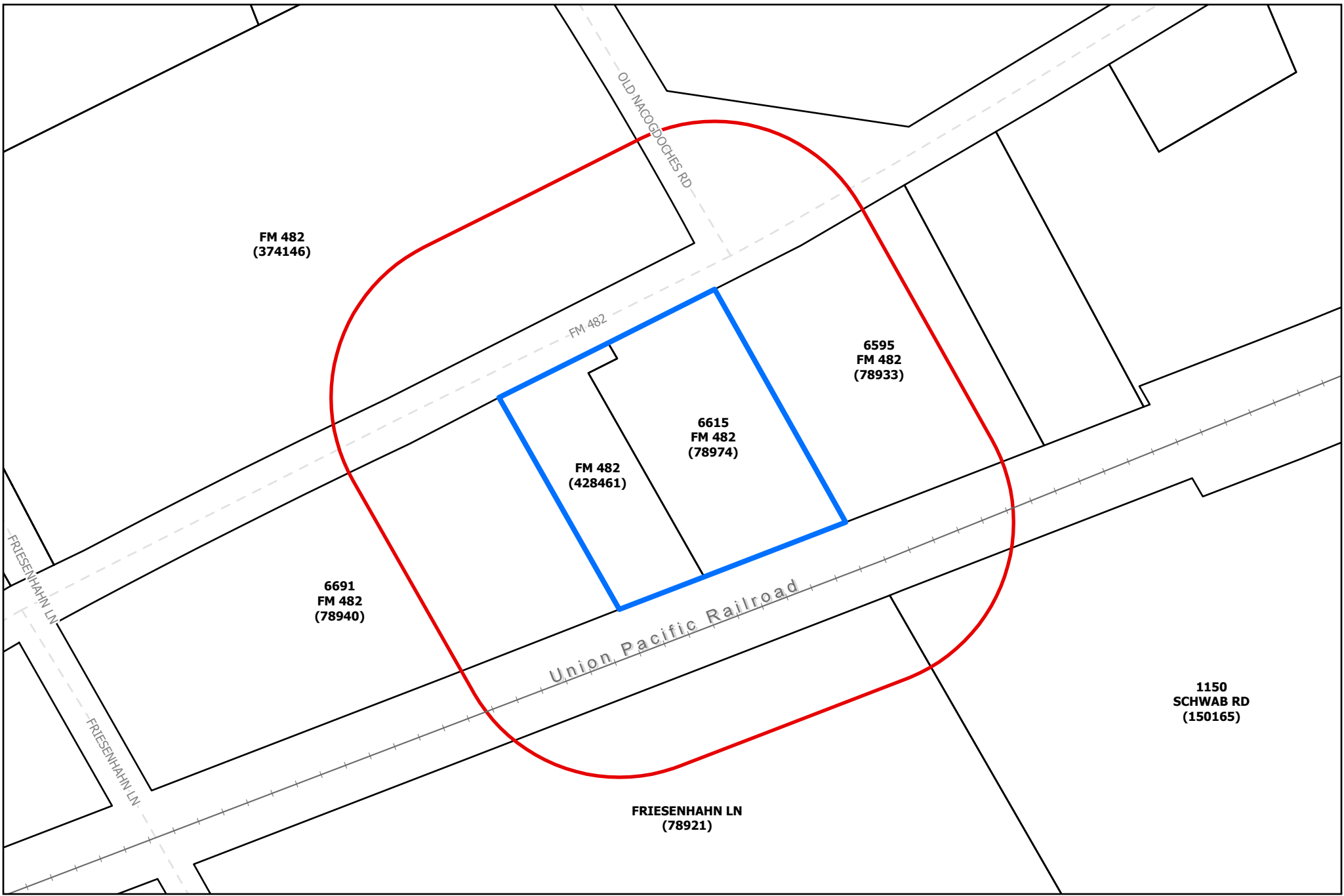


**SCHERTZ**  
COMMUNITY • SERVICE • OPPORTUNITY

Proposed Comprehensive  
Plan Change  
6615 FM 482  
PLCPA20260074

<ul style="list-style-type: none"> <li> County Boundaries</li> <li> Schertz Municipal Boundary</li> <li> ETJ</li> <li> Project Boundary</li> </ul>	<ul style="list-style-type: none"> <li> Highways</li> <li> Major Roads</li> <li> Minor Roads</li> <li> Freeway</li> <li> Principal Arterial</li> </ul>	<ul style="list-style-type: none"> <li> Planned Principal Arterial</li> <li> Secondary Arterial</li> <li> Planned Secondary Arterial</li> <li> Secondary Rural Arterial</li> <li> Planned Secondary Rural Arterial</li> </ul>	<ul style="list-style-type: none"> <li> Residential Collector</li> <li> Planned Residential Collector</li> <li> Planned Commercial Collector B</li> <li> Commercial Collector A</li> <li> Planned Commercial Collector A</li> </ul>	<ul style="list-style-type: none"> <li> 1"</li> <li> 2"</li> <li> 3"</li> <li> 4"</li> <li> 6"</li> </ul>	<ul style="list-style-type: none"> <li> 8"</li> <li> 10"</li> <li> 12"</li> <li> 16"</li> <li> 18"</li> </ul>	<ul style="list-style-type: none"> <li> 20"</li> <li> 24"</li> <li> 30"</li> <li> 36"</li> <li> Unknown</li> </ul>	<ul style="list-style-type: none"> <li> Hydrant</li> <li> Manholes</li> <li> CCMA Lift Station</li> <li> Private Lift Station</li> </ul>	<ul style="list-style-type: none"> <li> Schertz Lift Station</li> <li> CCMA Treatment Plant</li> <li> Schertz Treatment Plant</li> <li> Neighboring Gravity</li> <li> Private Pressure</li> </ul>	<ul style="list-style-type: none"> <li> Sewer Main</li> <li> Schertz Gravity</li> <li> Schertz Pressure</li> <li> Neighboring Gravity</li> <li> Private Pressure</li> </ul>
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0 75 150 300 Feet

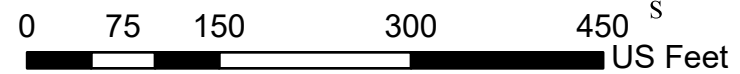


Last update: March 26, 2026  
 City of Schertz, GIS Specialist: Bill Gardner, gis@schertz.com (210) 619-1185

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**City of Schertz**  
 Proposed Comprehensive Plan  
 Change  
 6615 FM 482  
 (PLCPA20260074)

-  Project Boundary
-  Parcels
-  200' Buffer



**CURRENT**

**PROPOSED**

**Development Deferment**

**Development Deferment**

**Local Corridor**

**Local Corridor**

**Local Corridor**

**Industrial Hub**

**Regional Corridor**

**Regional Corridor**

OLD NAGGDDOGHES RD

OLD NAGGDDOGHES RD

FM 482

FM 482

Union Pacific Railroad

Union Pacific Railroad

**SCHERTZ**  
COMMUNITY ★ SERVICE ★ OPPORTUNITY

Last update: March 26, 2026

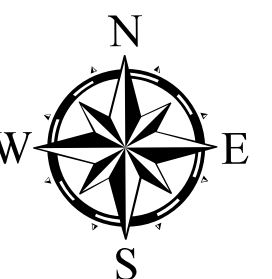
City of Schertz, GIS Specialist: Bill Gardner,  
gis@schertz.com (210) 619-1185

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**Proposed  
Comprehensive Plan Change  
6615 FM 482  
(PLCPA20260074)**

**Comprehensive Land Use**

- Complete Neighborhood
- Development Deferment
- Industrial Hub
- Local Corridor
- Main Street
- Mixed Use Center
- Public Use
- Regional Corridor
- Rural Living





419 Marshall St.  
San Antonio, Texas 78212  
sflores@bendicion.companies.com  
www.bendicion-companies.com  
(210) 392-0036

### **Letter of Intent**

March 17, 2026

City of Schertz Planning Department  
1400 Schertz Parkway Bldg. 1  
Attn Development Services - **6615 FM 482 New Braunfels, TX 78132**

The proposed amendment to the City of Schertz Comprehensive Land Use Plan to reclassify the property located at 6615 FM 482 from Local Corridor to Industrial Hub is appropriate and consistent with the existing development pattern. The requested amendment is being made in conjunction with a rezoning request to General Business District (GB-2) from PRE to allow for office warehouse and outdoor storage use.

The subject property is situated along FM 482. The property is currently zoned PRE and there is M-1 & GB zoning to the rear of the property. While the Local Corridor designation is intended to support retail and mixed-use development, the surrounding context and traffic characteristics of FM 482 are more conducive to industrial uses. As such, the Industrial Hub designation more accurately reflects both the existing conditions and the planned future development pattern of the area.

The proposed amendment will facilitate a cohesive land use pattern by aligning the subject property with adjacent and nearby industrial and commercial developments. The requested Industrial Hub designation is intended to support employment-generating uses, including office warehouse and outdoor storage, which are compatible with the proposed GB-2 zoning district.

Thank you for your time and have a great day.  
Sincerely,

*Ethan Bracy*

Ethan Bracy.  
Engineer-in-Training  
Bendicion Engineering, LLC



GB-2	General Business District-II	10,000	100	100	25	0 adj to non-res. 25 adj to res.	0 adj to non-res. 25 adj to res.	120	80%
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**GOAL**

The applicant is requesting to rezone approximately 2.1 acres of land from Pre-Development District (PRE) to General Business District-II (GB-2) for office-warehouse and outdoor storage.

**COMMUNITY BENEFIT**

It is the City’s desire to promote safe, orderly, efficient development and ensure compliance with the City’s vision of future growth.

**SUMMARY OF RECOMMENDED ACTION**

**When evaluating zone changes, staff uses the criteria listed in UDC Section 21.5.4.D. The criteria are listed below.**

**1. Whether the proposed zoning change implements the policies of the adopted Comprehensive Land Plan, or any other applicable adopted plans;**

The proposed zone change to General Business District -II (GB-2), does not implement the policies of the current Local Corridor Future Land Use Designation. The subject property is identified as Local Corridor Land Use Designation in the Comprehensive Land Use Plan Future Land Use Map. The local corridor land use designation is intended for locally oriented commercial and entertainment areas typically along medium to high-volume collector roads with neighborhoods at their perimeter. These areas are characterized by conventional retail centers, small-scale mixed-use, multifamily, and residential uses of a scale and intensity compatible with the surrounding residential neighborhoods. General Business District-II (GB-2) is intended for non-residential and light industrial uses. The uses permitted within the General Business District-II, allow for industrial uses that are not compatible in Local Corridor.

This zone change application is accompanied by a Comprehensive Land Use Plan- Future Land Use Map Amendment to Industrial Hub. The proposed Industrial Hub is intended for light and heavy industrial uses, located along major roadways that are buffered from surrounding development by transitional uses that mitigate the impacts to other low-intensity commercial and residential uses. The proposed zone change to General Business District-II (GB-2) does meet the intent of the proposed Industrial Hub Land Use Designation.

The future land use map currently has this area designated as Local Corridor and the proposed General Business District-II (GB-2) zoning does not align with the policies and intent of the future land use designation.

**2. Whether the proposed zoning change promotes the health, safety, and general welfare of the City.**

The change in traffic from the proposed zone change will not impact the safety of the City. As part of the zone change application, a traffic impact analysis summary was submitted. The Engineering Department reviewed the summary and provided the following conclusion:

"While the proposed zone change would increase traffic on the transportation system, the amount of the increase is relatively minor and can be mitigated. The transportation system would continue to function at an acceptable level."

The City of Schertz Strategic Plan lists in its goals and objectives to effectively plan and manage land use. The subject property is adjacent to a rural residence and within proximity to residential developments. Light industrial uses are not appropriate immediately adjacent to residential uses, as it does not promote the effective management of land use. Typically, residential uses and developments should be appropriately buffered from industrial uses by large areas of green space or adjacent commercial uses that act as a transition. The proposed zone change impacts the general welfare of the community, as it does not provide transitional uses or appropriate zoning buffers immediately adjacent to residential uses that promote effective land use management.

**3. Whether the uses permitted by the proposed change will be consistent and appropriate with existing uses in the immediate area;**

The proposed General Business District-II (GB-2) is not consistent or appropriate with existing uses in the immediate area. General Business District -II (GB-2) is intended for non-residential and light industrial uses typically located on appropriately designed and attractively landscaped sites along principal transportation corridors. As per UDC Section 21.5.8.- Permitted Use Table, GB-2 permits for Bottling Works, General Manufacturing/ Industrial Uses, Mixed-Use Self Storage, Office-Warehouse/ Distribution Center, Commercial Stables, Truck Sales/ Heavy Equipment, and Welding/ Machine Shop by right. These uses would not be appropriate immediately adjacent to residential uses.

To the west of the subject property, the property is zoned Single-Family Residential/ Agricultural District (R-A), where there is an existing residence going through the platting process. To the east, the property is zoned Pre-Development District (PRE). To the north of FM 482, the subject property is zoned Agricultural District (AD) and is used for agricultural purposes. Within proximity of the proposed zone change and along FM 482 are Comal Elementary School and rural residences. The Union Pacific Railroad acts as a physical barrier and transitional area to the existing industrial uses to the south of the subject property. The proposed zone change is not an immediate extension of the existing industrial.

The light industrial uses permitted by right in General Business District-II (GB-2) are not appropriate or consistent with the existing uses in the immediate area.

**4. Whether other factors are deemed relevant and important in the consideration of the amendment.**

The proposed zone change was sent to the City of Schertz Police, Fire, and EMS Departments for review and no objections were provided.

**RECOMMENDATION**

Staff recommends denial of PLZC20260035 due to the incompatibility with the Comprehensive Land Use Plan-Future Land Use Map, and uses permitted in the proposed zoning district.

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**Attachments**

Aerial Exhibit

200-foot Notification Map

Zone Change Exhibit

Engineering TIA Summary Memo

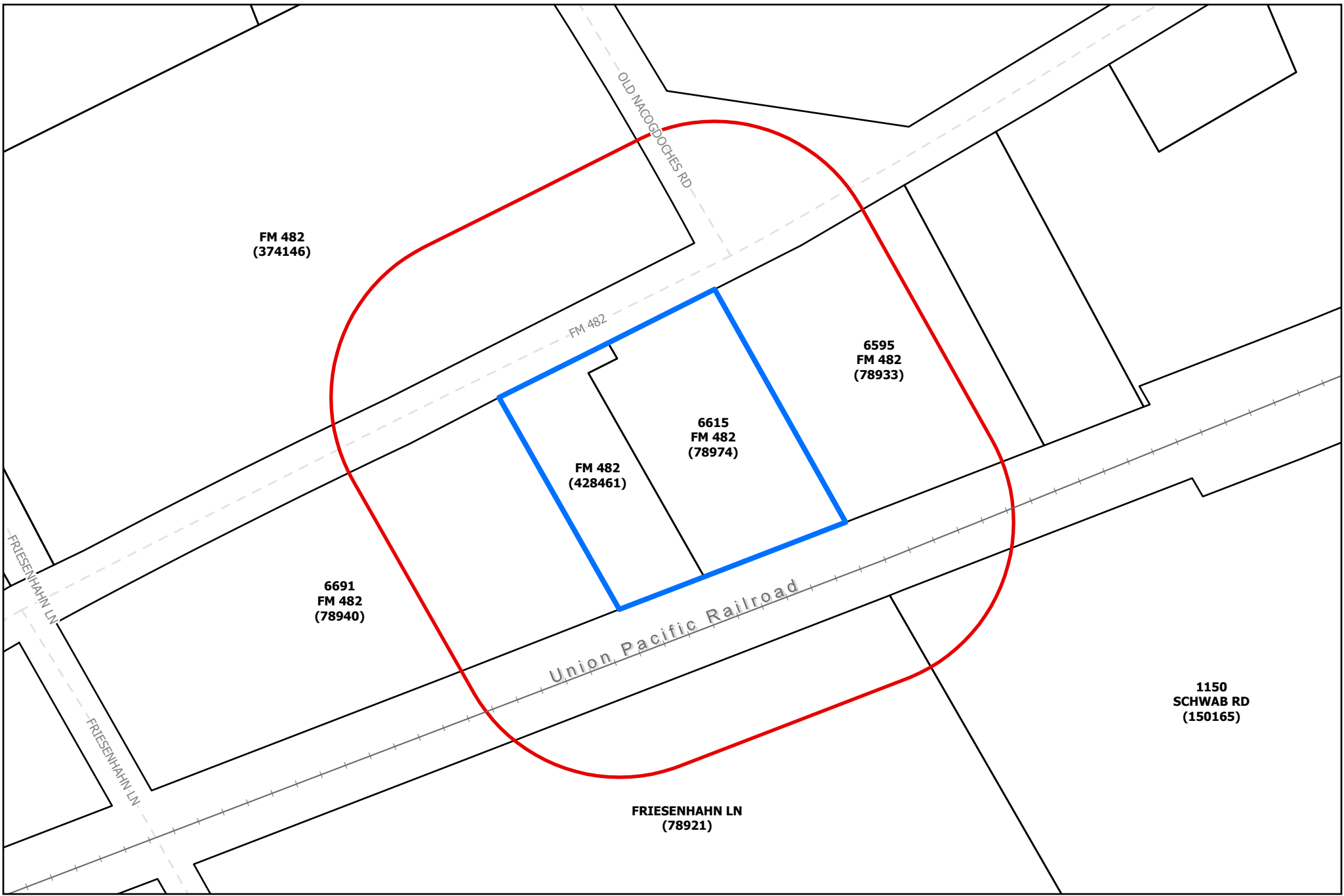


**SCHERTZ**  
COMMUNITY • SERVICE • OPPORTUNITY




Proposed Zone Change  
6615 FM 482  
PLZC20260035

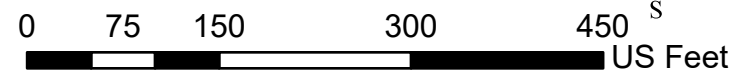
<ul style="list-style-type: none"> <li> County Boundaries</li> <li> Schertz Municipal Boundary</li> <li> ETJ</li> <li> Project Boundary</li> </ul>	<ul style="list-style-type: none"> <li> Highways</li> <li> Major Roads</li> <li> Minor Roads</li> <li> Freeway</li> <li> Principal Arterial</li> </ul>	<ul style="list-style-type: none"> <li> Planned Principal Arterial</li> <li> Secondary Arterial</li> <li> Planned Secondary Arterial</li> <li> Secondary Rural Arterial</li> <li> Planned Secondary Rural Arterial</li> </ul>	<ul style="list-style-type: none"> <li> Residential Collector</li> <li> Planned Residential Collector</li> <li> Planned Commercial Collector B</li> <li> Commercial Collector A</li> <li> Planned Commercial Collector A</li> </ul>	<ul style="list-style-type: none"> <li> 1"</li> <li> 2"</li> <li> 3"</li> <li> 4"</li> <li> 6"</li> </ul>	<ul style="list-style-type: none"> <li> 8"</li> <li> 10"</li> <li> 12"</li> <li> 16"</li> <li> 18"</li> </ul>	<ul style="list-style-type: none"> <li> 20"</li> <li> 24"</li> <li> 30"</li> <li> 36"</li> <li> Unknown</li> </ul>	<ul style="list-style-type: none"> <li> Hydrant</li> <li> Manholes</li> <li> CCMA Lift Station</li> <li> Private Lift Station</li> </ul>	<ul style="list-style-type: none"> <li> Schertz Lift Station</li> <li> CCMA Treatment Plant</li> <li> Schertz Treatment Plant</li> </ul>	<ul style="list-style-type: none"> <li> Sewer Main</li> <li> Schertz Gravity</li> <li> Schertz Pressure</li> <li> Neighboring Gravity</li> <li> Private Pressure</li> </ul>
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0 75 150 300 Feet



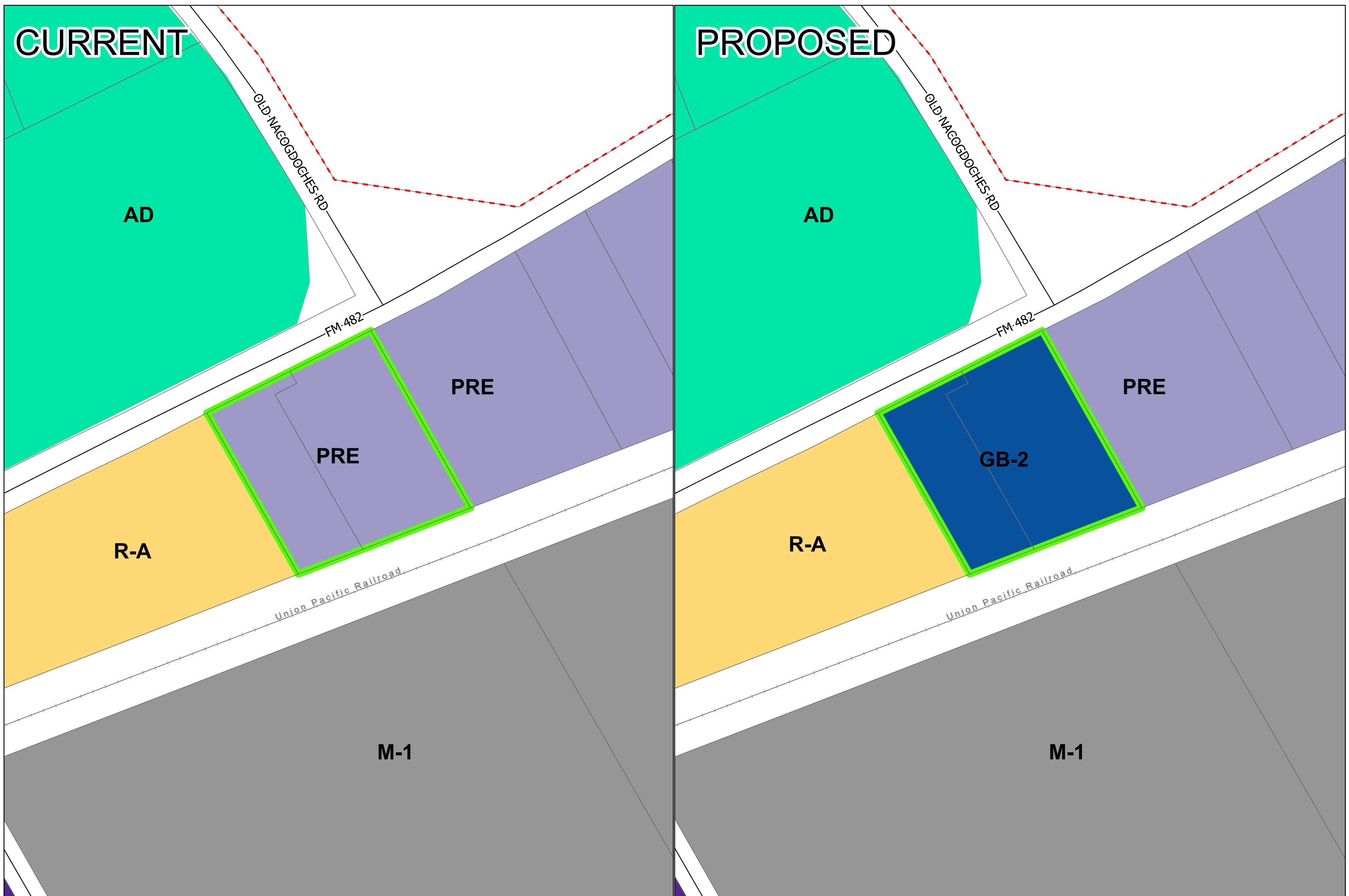
**City of Schertz**  
 Proposed Zone Change  
 6615 FM 482  
 (PLZC20260035)

-  Project Boundary
-  Parcels
-  200' Buffer



CURRENT

PROPOSED



**SCHERTZ**  
 COMMUNITY ★ SERVICE ★ OPPORTUNITY  
 Last update: March 26, 2026

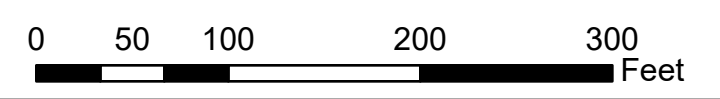
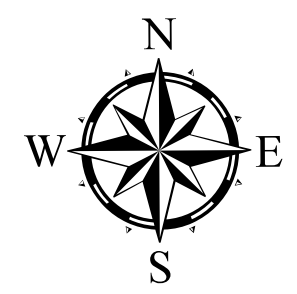
City of Schertz, GIS Specialist: Bill Gardner,  
 gis@schertz.com (210) 619-1185

\*The City of Schertz provides this Geographic Information System product "as is" without any express or implied warranty of any kind including but not limited to the implied warranties of merchantability and fitness for a particular purpose. In no event shall The City of Schertz be liable for any special, indirect, or consequential damages or any damages whatsoever arising out of or in connection with the use of or performance of these materials. Information published in this product could include technical inaccuracies or typographical errors. Periodical changes may be added to the information herein. The City of Schertz may make improvements and/or changes in the product(s) described herein at any time.\*

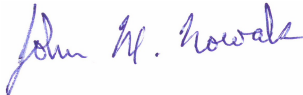
**Proposed  
 Zoning Change**  
**6615 FM 482**  
**(PLZC20260035)**

**Classification**

- (PRE) Pre-Development
- (PDD) Planned Development
- (PUB) Public Use
- (R-A) Single-Family Residential/Agricultural
- (R-1) Single-Family Residential
- (R-2) Single-Family Residential
- (R-3) Two-Family Residential
- (R-4) Apartment/Multi-Family Residential
- (R-6) Single-family Residential
- (R-7) Single-family Residential
- (AD) Agricultural District
- (GH) Garden Home/Single-Family Residential (Zero Lot Line)
- (TH) Townhome
- (MHS) Manufactured Home Subdivision
- (MHP) Manufactured Home Parks
- (GB) General Business
- (GB-2) General Business II
- (NS) Neighborhood Services
- (OP) Office and Professional
- (MSMU) Main Street Mixed Use
- (MSMU-ND) Main Street Mixed Use New Development
- (M-1) Manufacturing (Light)
- (M-2) Manufacturing (Heavy)
- (DVL) Development Agreement (Delayed Annexation)



# Memo

**To:** Planning and Zoning Commission via Daisy Marquez, Senior Planner  
**From:** John Nowak, P.E., Engineer   
**Date:** May 18, 2026  
**Re:** Traffic Impact Summary for Proposed Zone Change for 6615 FM482

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The approximately 2-acre site at 6615 FM 482 is currently zoned PRE. The PRE zoning designation doesn't provide for any development, so there really isn't any peak hour trips associated with the current zoning.

The proposed zoning designation of GB-2 would allow a variety of commercial uses on the site. Developed to its maximum potential for this zoning designation, the maximum peak hour trips could be 102. Therefore, the maximum traffic impact (the difference between the two zoning classifications, is 102 peak hour trips. The applicant proposes a use on the site that would result in a far lower amount of peak hour trips.

This amount of peak hour trips is just barely above the threshold for requiring a Traffic Impact Analysis (TIA). The proposed zone change would increase traffic to some degree, but increase can be accommodated by the existing transportation system. The TIA would identify any needed, localized improvements needed to mitigate the effects of the additional traffic. Such improvements could be the installation of a right turn/deceleration lane or left turn lane at the access point for the site.

While the proposed zone change would increase traffic on the transportation system, the amount of the increase is relatively minor and can be mitigated. The transportation system would continue to function at an acceptable level.



**PLANNING AND ZONING COMMISSION MEETING: 06/03/2026**

**Agenda Item 6 A**

TO: Planning and Zoning Commission  
PREPARED BY: Brandon Elliott, Planner  
CASE: PLPP20260120 Waiver  
SUBJECT: **PLPP20260120 Waiver** - Consider and act upon a request for a waiver in relation to on-site sewer facilities for the Preliminary Plat of the Wood Subdivision, approximately 2.7 acres of land, known as 7530 FM 482, more specifically known as Comal County Property Identification Number 75337, City of Schertz, Comal County, Texas.

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**GENERAL INFORMATION:**

Owner: David Wood and Jacqueline Wood  
Applicant: Fae Hunter, Stephen G. Cook Engineering

**ITEM SUMMARY:**

The applicant is proposing to preliminary plat approximately 2.7 acres of land in order to establish one (1) buildable lot. The subject property is currently zoned Manufacturing (Light) District (M-1). The applicant is seeking approval of a waiver to UDC Article 15, Easements and Utilities, Section 21.15.3.A: Wastewater Systems - Wastewater Connection Required and Section 21.15.3.D: Wastewater Systems - Future Extension of Lines.

**GENERAL LOCATION AND SITE DESCRIPTION:**

The site is currently used as a residence located at 7530 FM 482, and is generally located northwest of the intersection of Hubertus Road and FM 482.

**PUBLIC IMPROVEMENTS:**

The applicant is seeking approval of a waiver to bring the already existing, privately owned on-site sewer facility (OSSF) servicing the subject property into compliance with the UDC. The property is located within the City of Schertz Sewer CCN. In accordance with UDC Article 15, Easements and Utilities, Section 21.15.3.A: Wastewater Systems - Wastewater Connection Required and Section 21.15.3.D: Wastewater Systems - Future Extension of Lines, all lots within a subdivision are required to extend sewer across the property frontage and to connect to public sanitary sewer systems unless otherwise approved by the City.

Based on the requirements of the UDC, not connecting to a public sanitary sewer system, not extending a wastewater line across the frontage of the property, and the use of an on-site sewer facility (OSSF) requires a waiver to be granted by the Planning and Zoning Commission, as detailed in UDC Section 21.12.5: Waivers.

**STAFF ANALYSIS AND RECOMMENDATION:**

The proposed plat is for the continued use of a residence with an existing on-site sewer facility (OSSF). The closest sewer connection is approximately 2,506 feet away. The applicant shows a 15-foot-wide sewer easement for future extension and connection on the proposed plat across the rear of their property.

The City of Schertz Engineering Department has conducted a review of the waiver and recommends conditional approval of the request, as the closest gravity sewer connection is approximately 2,506 feet away. There is planned development within proximity of the subject property. Those developments are building and extending sewer within proximity to the subdivision in the future.

The City of Schertz Engineering Department recommends approval of the proposed sewer waiver with the following conditions:

1. Once the sewer main is extended in the future to be able to provide service to the proposed subdivision, the property owner will cease operation of the septic system and connect to the sewer system at the rear of the subdivision boundary in the easement provided.

Staff recommends approval of the proposed waiver with the following conditions:

1. Once the sewer main is extended in the future to be able to provide service to the proposed subdivision, the property owner will cease operation of the septic system and connect to the sewer system at the rear of the subdivision boundary in the easement provided.

<b>Planning Department Recommendation</b>	
	Approve as submitted
X	Approve with conditions*
	Denial

\* While the Commission can impose conditions; conditions should only be imposed to meet requirements of the UDC.

**COMMISSIONERS CRITERIA FOR CONSIDERATION:**

Section 21.12.15- Waivers:

A. General. The Planning and Zoning Commission may authorize waivers from the provisions of this Article when, in its opinion, undue hardship will result from requiring strict compliance. In granting a waiver, the Planning and Zoning Commission shall prescribe only conditions that it deems necessary or desirable to the public interest. In making their findings, the Planning and Zoning Commission shall take into account the nature of the proposed use of the land involved and existing uses of land in the vicinity, the number of persons who will reside or work in the proposed subdivision, and the probable effect of such waivers upon traffic conditions and upon the public health, safety, convenience, and welfare in the vicinity. Waivers shall not be granted unless the Planning and Zoning Commission finds.

1. That granting of the waiver will not be detrimental to the public health, safety, or welfare, or injurious to other property in the area; and
2. That the granting of the waiver will not have effect of preventing the orderly subdivision of land in the area in accordance with the provisions of this UDC.

Such findings of the Planning and Zoning Commission, together with the specified facts upon which such findings are based, shall be incorporated into the official minutes of the Planning and Zoning Commission meeting at which the waiver is granted. Waivers may be granted only when in harmony with the general purpose and intent of this UDC so that the public health, safety, and welfare may be secured and justice done.

B. The Planning and Zoning Commission may establish a time period for execution of each granted waiver.

C. Such findings together with the specific facts on which such findings are based shall be incorporated into the official minutes of the Planning and Zoning Commission meeting at which such exception is granted.

D. Planning and Zoning Commission shall not authorize a waiver that would constitute a violation of a valid law, ordinance, code or regulation of the City.

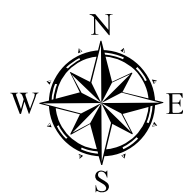
E. Any decision of the Planning and Zoning Commission regarding waivers to the provisions of this Article may be appealed to the City Council. When considering an appeal, the City Council shall consider the same standards as the Planning and Zoning Commission as outlined above.

**Attachments**

Aerial Exhibit

Preliminary Plat Exhibit

Waiver Request Letter  
Engineering Memo



**SCHERTZ**  
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Wood Subdivision  
CCAD - Property ID 75337  
(PLPP20260120)

- County Boundaries
- Schertz Municipal Boundary
- ETJ
- Project Boundary
- Highways
- Major Roads
- Minor Roads
- Freeway
- Principal Arterial

- Planned Principal Arterial
- Secondary Arterial
- Planned Secondary Arterial
- Secondary Rural Arterial
- Planned Secondary Rural Arterial
- Residential Collector
- Planned Residential Collector
- Planned Commercial Collector B
- Commercial Collector A
- Planned Commercial Collector A

- 1"
- 2"
- 3"
- 4"
- 6"

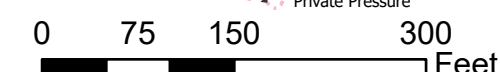
- 8"
- 10"
- 12"
- 16"
- 18"

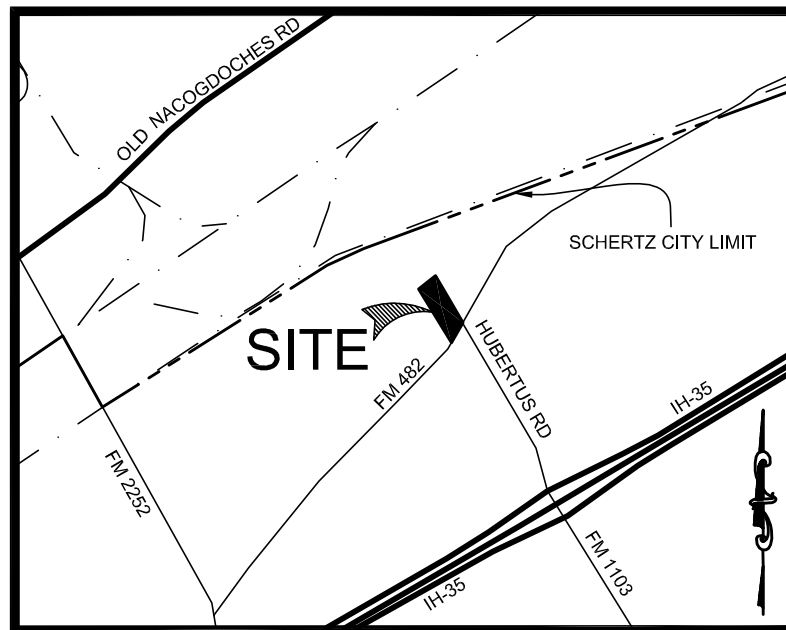
- 20"
- 24"
- 30"
- 36"
- Unknown

- Hydrant
- Manholes
- CCMA Lift Station
- Private Lift Station

- Schertz Lift Station
- CCMA Treatment Plant
- Schertz Treatment Plant

- Sewer Main
- Schertz Gravity
- Schertz Pressure
- Neighboring Gravity
- Private Pressure





LOCATION MAP  
NOT TO SCALE

LEGEND

○	FOUND PROPERTY CORNER MONUMENTATION
○	SET PROPERTY CORNER MONUMENTATION (SGCE)
E.G.T.CA	ELECTRIC, GAS, TELEPHONE, CABLE
O.P.R.	OFFICIAL PUBLIC RECORDS OF COMAL COUNTY
R.O.W.	RIGHT-OF-WAY
DOC.	DOCUMENT
VOL.	VOLUME
PG.	PAGE
---	PROPERTY LINE
---	R.O.W. CENTERLINE
---	EASEMENT LINE
---	EXISTING CONTOURS
---	TRAIN TRACKS
---	EXISTING WATER LINE
---	MUNICIPAL BOUNDARY
---	R.O.W. DEDICATION

ENGINEER / SURVEYOR  
STEPHEN G. COOK, ENG.  
13302 THORNBRIDGE LANE  
SAN ANTONIO, TX 78232  
(210) 481-2533

LAND OWNER / DEVELOPER  
JACQUELINE WOOD AND DAVE WOOD  
7530 FM 482  
NEW BRAUNFELS, TX 78132  
(210) 844-3054

- PLAT NOTES:
1. MONUMENTATION OR CONTROL INFORMATION AVAILABLE AT THE OFFICE OF STEPHEN G. COOK ENGINEERING, INC.
  2. THIS PLAT DOES NOT AMEND, ALTER, RELEASE OR OTHERWISE AFFECT ANY EXISTING ELECTRIC, GAS, WATER, SEWER, DRAINAGE, TELEPHONE, CABLE EASEMENTS OR ANY OTHER EASEMENTS FOR UTILITIES UNLESS THE CHANGES TO SUCH EASEMENTS ARE DESCRIBED BELOW.
  3. 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.
  4. ACCORDING TO FLOOD INSURANCE RATE MAP NO. 48091C0440F, DATED SEPTEMBER 2, 2009, THE BOUNDARY OF THIS PLAT IS LOCATED IN ZONE X AND IS NOT WITHIN THE 100-YEAR FLOODPLAIN.
  5. ANY CONSTRUCTION WITHIN THE 100-YEAR FLOOD ELEVATION SHALL BE DONE IN CONFORMANCE WITH THE FLOOD DAMAGE PREVENTION ORDINANCE IN EFFECT AT THE TIME OF CONSTRUCTION APPLICATION.
  6. ALL OPEN SPACES, COMMON AREAS, GREENBELTS, DRAINAGE EASEMENTS OR OTHER AREAS IDENTIFIED AS PRIVATE SHALL BE THE RESPONSIBILITY OF OWNER OR OWNER'S SUCCESSORS AND/OR ASSIGNS PROVIDED SUCH SUCCESSOR OR ASSIGN IS APPROVED BY THE CITY.
  7. SELLING A PORTION OF THIS ADDITION BY METES & BOUNDS IS A VIOLATION OF CITY ORDINANCE AND STATE LAW AND IS SUBJECT TO FINES AND WITHHOLDING OF UTILITIES AND PERMITS.
  8. THIS SUBDIVISION CREATES A TOTAL OF ONE (1) BUILDABLE LOTS.
  9. THIS SUBDIVISION IS ZONED (M-1) MANUFACTURING (LIGHT).
  10. THE THOROUGHFARE ALIGNMENTS SHOWN ON THIS EXHIBIT ARE FOR ILLUSTRATION PURPOSES AND DO NOT SET THE ALIGNMENT. ALIGNMENT IS DETERMINED AT THE TIME OF THE FINAL PLAT.
  11. THIS PLAT REQUESTS A WAIVER FOR SEWER CONNECTION AS THERE ARE NO SEWER LINES WITHIN 850 FEET OF THE SITE AND THE EXISTING SEPTIC TANK IS SUFFICIENT FOR THE EXISTING AND PROPOSED USE.

- SURVEYOR NOTES:
1. ELEVATION DATUM TO TEXAS SOUTH CENTRAL ZONE 4204 NAD 83 NAVD88 (GEOID12).
  2. "X, Y" COORDINATES SHOWN ARE STATE COORDINATE PLANE AS DETERMINED BY GPS.
  3. BEARINGS ESTABLISHED BASED ON NAD83 GPS OBSERVATIONS FOUND IN THE TEXAS SOUTH CENTRAL STATE PLANE COORDINATE SYSTEM.

- TXDOT NOTES:
1. FOR RESIDENTIAL DEVELOPMENT DIRECTLY ADJACENT TO STATE RIGHT-OF-WAY, THE DEVELOPER SHALL BE RESPONSIBLE FOR ADEQUATE SETBACK AND/OR SOUND ABATEMENT MEASURES FOR FUTURE NOISE MITIGATION.
  2. THE OWNER/DEVELOPER IS RESPONSIBLE FOR PREVENTING ANY ADVERSE IMPACT TO THE EXISTING DRAINAGE SYSTEM WITHIN THE HIGHWAY RIGHT-OF-WAY. OUTFALLS FOR WATER QUALITY AND/OR DETENTION PONDS TREATING IMPROVISED COVER RELATED TO THE DEVELOPMENT AND STRUCTURES FOR REDUCTION OF DISCHARGE VELOCITY WILL NOT ENCRoACH BY STRUCTURE OR GRADING INTO STATE ROW OR INTO AREAS OF ROW RESERVATION OR DEDICATION. FOR PROJECTS IN THE EDWARDS AQUIFER RECHARGE, TRANSITION OR CONTRIBUTING ZONES, PLACEMENT OF PERMANENT STRUCTURAL BEST MANAGEMENT PRACTICE DEVICES OR VEGETATIVE FILTER STRIPS WITHIN STATE ROW OR INTO AREAS OF ROW RESERVATION OR DEDICATION WILL NOT BE ALLOWED. NO NEW EASEMENTS OF ANY TYPE SHOULD BE LOCATED IN AREAS OF ROW RESERVATION OR DEDICATION.
  3. MAXIMUM ACCESS POINTS TO STATE HIGHWAY FROM THIS PROPERTY WILL BE REGULATED AS DIRECTED BY TXDOTS, "ACCESS MANAGEMENT MANUAL", WHERE TOPOGRAPHY OR OTHER EXISTING CONDITIONS MAKE IT INAPPROPRIATE OR NOT FEASIBLE TO CONFORM TO THE CONNECTION SPACING INTERVALS. THE LOCATION OF REASONABLE ACCESS WILL BE DETERMINED WITH CONSIDERATION GIVEN TO TOPOGRAPHY, ESTABLISHED PROPERTY OWNERSHIPS, UNIQUE PHYSICAL LIMITATIONS, AND/OR PHYSICAL DESIGN CONSTRAINTS. THE SELECTED LOCATION SHOULD SERVE AS MANY PROPERTIES AND INTERESTS AS POSSIBLE TO REDUCE THE NEED FOR ADDITIONAL DIRECT ACCESS TO THE HIGHWAY. IN SELECTING LOCATIONS FOR FULL MOVEMENT INTERSECTIONS, PREFERENCE WILL BE GIVEN TO PUBLIC ROADWAYS THAT ARE ON LOCAL THOROUGHFARE PLANS.
  4. IF SIDEWALKS 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.
  5. ANY TRAFFIC CONTROL MEASURES (LEFT-TURN LANE, RIGHT-TURN LANE SIGNAL, ETC.) FOR ANY ACCESS FRONTING A STATE MAINTAINED ROADWAY SHALL BE THE RESPONSIBILITY OF THE DEVELOPER/OWNER.
- NBU NOTES:
1. MAINTENANCE OF DEDICATED UTILITY EASEMENTS IS THE RESPONSIBILITY OF THE PROPERTY OWNER. ANY USE OF AN EASEMENT, OR ANY PORTION OF IT, INCLUDING LANDSCAPING OR DRAINAGE FEATURES, IS SUBJECT TO AND SHALL NOT CONFLICT WITH THE TERMS AND CONDITIONS IN THE EASEMENT. MUST NOT ENDANGER OR INTERFERE WITH THE RIGHTS GRANTED BY THE EASEMENT TO NEW BRAUNFELS UTILITIES, ITS SUCCESSORS AND ASSIGNS, AND SHALL BE SUBJECT TO APPLICABLE PERMIT REQUIREMENTS OF THE CITY OF NEW BRAUNFELS OR ANY OTHER GOVERNING BODY. THE PROPERTY OWNER MUST OBTAIN, IN ADVANCE, WRITTEN AGREEMENT WITH THE UTILITIES TO UTILIZE THE EASEMENT, OR ANY PART OF IT.
  2. UTILITIES WILL POSSESS A 5-FOOT WIDE SERVICE EASEMENT TO THE BUILDING STRUCTURE ALONG THE SERVICE LINE TO THE SERVICE ENTRANCE. THIS EASEMENT WILL VARY DEPENDING UPON LOCATION OF BUILDING STRUCTURE AND SERVICE.
  3. UTILITIES SHALL HAVE ACCESS TO THE METER LOCATIONS FROM THE FRONT YARD AND METER LOCATIONS SHALL NOT BE LOCATED WITHIN A FENCED AREA.
  4. EACH LOT MUST HAVE ITS OWN WATER AND SEWER SERVICE AT THE OWNER/DEVELOPER'S EXPENSE.
  5. DO NOT COMBINE ANY NEW UTILITY EASEMENTS (UE) WITH DRAINAGE EASEMENTS (DE) OR MAKE CHANGES IN GRADE WITHIN THE UTILITY EASEMENTS (UE) WITHOUT WRITTEN APPROVAL FROM NEW BRAUNFELS UTILITIES.
  6. NBU IS NOT RESPONSIBLE FOR DAMAGES TO PROPERTY IMPROVEMENTS (I.E. LANDSCAPING, TREES, PAVEMENT, SIGNS, DRAINAGE STRUCTURES, PRIVATE UTILITIES, ETC.) THAT ARE PLACED IN ANY TYPE OF UTILITY EASEMENT. TO ENSURE NO CONFLICTS EXIST WITH UTILITY INFRASTRUCTURE IN THE EASEMENT, ALL SUCH IMPROVEMENTS PLACED IN ANY TYPE OF UTILITY EASEMENT MUST BE REVIEWED AND APPROVED THROUGH THE NBU EASEMENT ENCROACHMENT PROCESS. NBU EASEMENTS & ROW FACILITATES THE EASEMENT ENCROACHMENT APPLICATION PROCESS.

STATE OF TEXAS  
COUNTY OF COMAL

I (WE) THE UNDERSIGNED, OWNER(S) OF THE LAND SHOWN ON THIS PLAT, AND DESIGNATED HEREIN AS WOOD SUBDIVISION TO THE CITY SCHERTZ, TEXAS AND WHOSE NAME IS SUBSCRIBED HERETO, HEREBY DEDICATE FOR THE USE OF THE PUBLIC FOREVER ALL STREETS, ALLEYS, PARKS, WATERCOURSES, DRAINS, EASEMENTS AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

JACQUELINE WOOD, OWNER

DAVE WOOD, OWNER

STATE OF TEXAS  
COUNTY OF COMAL

BEFORE ME, THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED

JACQUELINE WOOD, 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 STATED, GIVEN UNDER MY HAND AND SEAL OF OFFICE

THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D. 20\_\_

NOTARY PUBLIC, STATE OF TEXAS

STATE OF TEXAS  
COUNTY OF COMAL

BEFORE ME, THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED

DAVE WOOD, 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 STATED, GIVEN UNDER MY HAND AND SEAL OF OFFICE

THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D. 20\_\_

NOTARY PUBLIC, STATE OF TEXAS

PLANNING AND ZONING COMMISSION:

THIS PLAT OF WOOD SUBDIVISION HAS BEEN SUBMITTED TO AND CONSIDERED BY THE PLANNING & ZONING COMMISSION OF THE CITY OF SCHERTZ AND HEREBY APPROVED BY SUCH COMMISSION.

THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D. 20\_\_

BY: CHAIRMAN

BY: SECRETARY

CERTIFICATION BY CITY ENGINEER:

I, THE UNDERSIGNED, CITY ENGINEER OF THE CITY OF SCHERTZ, TEXAS HEREBY CERTIFY THAT THIS SUBDIVISION PLAT CONFORMS TO ALL REQUIREMENTS OF THE SUBDIVISION REGULATIONS OF THE CITY AS TO WHICH THIS APPROVAL IS REQUIRED.

CITY ENGINEER

STATE OF TEXAS

COUNTY OF COMAL

I, \_\_\_\_\_ COUNTY CLERK OF SAID COUNTY DO HEREBY

CERTIFY THAT THIS PLAT WAS FILED FOR RECORD IN MY OFFICE, ON THE \_\_\_\_ DAY OF \_\_\_\_\_, A.D. 20\_\_ AT \_\_\_\_ M. AND DULY RECORDED THE \_\_\_\_ DAY

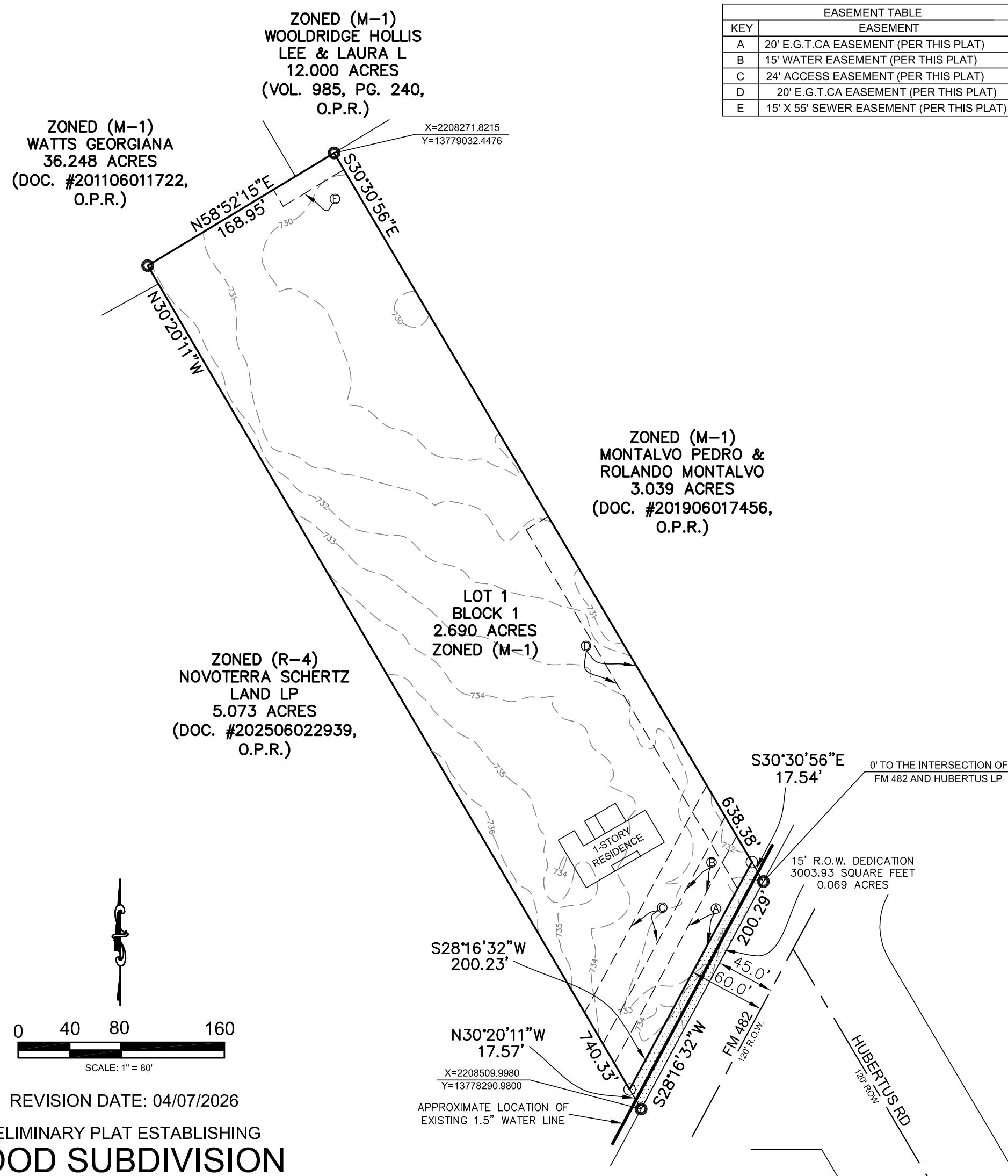
OF \_\_\_\_\_, A.D. 20\_\_ AT \_\_\_\_ M. IN PAGE \_\_\_\_ IN TESTIMONY WHEREOF,

WITNESS MY HAND AND OFFICIAL SEAL OF OFFICE THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D. 20\_\_.

BY: \_\_\_\_\_  
COUNTY CLERK, COMAL COUNTY TEXAS

PRELIMINARY PLAT ESTABLISHING  
**WOOD SUBDIVISION**  
LOT 1, BLOCK 1

BEING 2.690 ACRES OF LAND AND A 0.069 ACRE R.O.W. DEDICATION OUT OF THE RAFAEL GARZA SURVEY NO. 98, ABSTRACT NO. 175, IN COMAL COUNTY, SCHERTZ, TEXAS, BEING THE SAME AS A 2.737 ACRE TRACT OF LAND RECORDED IN DOCUMENT NO. 20200607739, OFFICIAL PUBLIC RECORDS, COMAL COUNTY, TEXAS.



EASEMENT TABLE	
KEY	EASEMENT
A	20' E.G.T.CA EASEMENT (PER THIS PLAT)
B	15' WATER EASEMENT (PER THIS PLAT)
C	24' ACCESS EASEMENT (PER THIS PLAT)
D	20' E.G.T.CA EASEMENT (PER THIS PLAT)
E	15' X 55' SEWER EASEMENT (PER THIS PLAT)

THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INTERIM REVIEW UNDER THE AUTHORITY OF:

STEPHEN G. COOK  
STEPHEN G. COOK ENGINEERING, INC.  
TBPE FIRM NO. F-184

DATE: 04/07/2026

IT IS NOT TO BE USED IN REFERENCE TO CONSTRUCTION, BIDDING AND PERMITTING.

AGENT FOR CIBOLO CREEK MUNICIPAL AUTHORITY

GREEN VALLEY SPECIAL UTILITY DISTRICT PLAT NOTES:

- 1.) GREEN VALLEY SPECIAL UTILITY DISTRICT (GVSUD) IS HEREBY DEDICATED THE EASEMENTS AND RIGHTS-OF-WAY IN THE AREAS DESIGNATED ON THIS PLAT AS "WATER" FOR THE PURPOSE OF INSTALLING, CONSTRUCTING, RECONSTRUCTING, OPERATING, MAINTAINING, INSPECTING, REPAIRING, REMOVING, AND RELOCATING BURIED AND/OR EXPOSED WATER AND/OR WASTEWATER FACILITIES AND APPURTENANCES.
- 2.) TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS, GVSUD SHALL HAVE THE RIGHT TO REMOVE SAID WATER EASEMENT OF ALL TREES OR PARTS THEREOF, OR ANY OTHER OBSTRUCTIONS WHICH MAY ENDANGER, OR INTERFERE WITH MAINTENANCE OF, THE FACILITIES AND APPURTENANCES.
- 3.) OTHER UTILITIES, STRUCTURES, GRADING, DRAINAGE CHANNELS, DETENTION/RETENTION PONDS, LANDSCAPING, TREES, ROADS, PARKING LOTS, FENCES, WALLS, CONSTRUCTION OF ANY TYPE, OR ANY OTHER IMPROVEMENTS OR OBSTRUCTIONS, ARE NOT ALLOWED WITHIN GVSUD EASEMENTS, OTHER UTILITIES, DRAINAGE CHANNELS, ROADS, AND FENCES MAY CROSS GVSUD UTILITY EASEMENTS AT OR NEAR A 90-DEGREE ANGLE TO THE LONGITUDINAL SIDE OF THE EASEMENT. DESIGNS FOR ANY PROPOSED ALTERATIONS OR CROSSINGS OF GVSUD EASEMENTS MUST BE APPROVED IN WRITING BY GVSUD AND THE INSTALLATION OF SUCH MUST BE INSPECTED AND APPROVED BY GVSUD.
- 4.) THE PROPERTY OWNER MUST INSTALL 16-FOOT GATES IN ANY FENCES THAT CROSS GVSUD EASEMENTS. GATES MUST BE CENTERED ACROSS GVSUD UTILITIES.
- 5.) MAINTENANCE OF EASEMENTS IS THE RESPONSIBILITY OF THE PROPERTY OWNER; HOWEVER, GVSUD MAY ELECT TO MAINTAIN THE EASEMENT AS PROVIDED IN THE EASEMENT AGREEMENT.
- 6.) GVSUD MAY REMOVE ALL TREES AND SHRUBBERY FROM EASEMENTS WITHOUT NOTICE OR COMPENSATION.

AGENT FOR GREEN VALLEY SPECIAL UTILITY DISTRICT

STATE OF TEXAS  
COUNTY OF COMAL

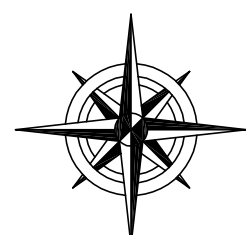
I, THE UNDERSIGNED, A REGISTERED PROFESSIONAL ENGINEER IN THE STATE OF TEXAS, HEREBY CERTIFY THAT PROPER ENGINEERING CONSIDERATION HAS BEEN GIVEN THIS PLAT.

STEPHEN G. COOK, REGISTERED PROFESSIONAL ENGINEER      DATE

STATE OF TEXAS  
COUNTY OF COMAL

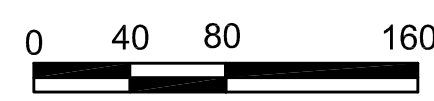
I, THE UNDERSIGNED, A REGISTERED PROFESSIONAL SURVEYOR IN THE STATE OF TEXAS, HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE UNDER MY SUPERVISION ON THE GROUND.

STEPHEN G. COOK, REGISTERED PROFESSIONAL SURVEYOR      DATE



SGCE

STEPHEN G. COOK ENGINEERING, INC.  
REGISTERED LAND SURVEYORS  
TBPE FIRM # F-184 / TBPLS # 10005400  
13302 THORNBRIDGE LANE  
SAN ANTONIO, TEXAS 78232  
PHONE: (210) 481-2533  
EMAIL: COOKENG@SGCE.NET



REVISION DATE: 04/07/2026

PRELIMINARY PLAT ESTABLISHING  
**WOOD SUBDIVISION**



Stephen G. Cook Engineering  
Registered Land Surveyors

13302 Thornridge Lane  
San Antonio, TX 78232  
TBPE Firm#: F-184  
TBPLS Firm#: 10005400  
Phone: 210-481-253  
[cookeng@sgce.net](mailto:cookeng@sgce.net)  
[www.sgce.net](http://www.sgce.net)

December 23, 2025

Planning & Community Development  
City of Schertz  
1400 Schertz Parkway  
Schertz, TX 78154

RE: 7530 FM 482, New Braunfels, TX 78132

To Whom It May Concern:

The nearest sewer mains are approximately 850 feet from this property. As this project submittal pertains solely to platting, with no proposed development at this time, we respectfully request a waiver from the requirement to connect to the sewer system. We acknowledge that if sewer is brought to this site at a future time, the City of Schertz expects us to connect to the sewer system at that time.

If you have any questions please contact Fae Hunter at [cookeng@sgce.net](mailto:cookeng@sgce.net) or at 210-695-0656.

Sincerely,

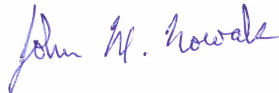
Jacqueline Wood  
7530 FM 482  
New Braunfels, TX 78132  
Email: JackieJaxWood@gmail.com  
Phone: 210-844-3054

---

Dave Wood  
PO Box 311252  
New Braunfels, TX 78131  
Email: [dave@patriot-tx.com](mailto:dave@patriot-tx.com)  
Phone: 830-456-8500

# Memo

**To:** Planning and Zoning Commission via Brandon Elliot, Planner

**From:** John Nowak, P.E., Assistant City Engineer 

**Date:** May 13, 2026

**Re:** Recommendation for Waiver to Requirement to Extend and Connect to Public Sanitary Sewer to Serve the Proposed Approximately 2.78 acre Wood Subdivision at 7530 FM 482

---

The request for a waiver to the requirement to extend and connect to public sanitary sewer to serve the proposed approximately 2.78 acre Wood Subdivision located at 7530 FM 482 has been reviewed by the Engineering Department. The proposed subdivision is located in the sewer basin that would be served by a sewer main extension from the existing sewer main at Abbey Road and the railroad tracks, putting the nearest sewer connection point approximately 2,506 feet away from the proposed subdivision.

There is some planned development in the vicinity of the property and a planned sewer that will bring sewer adjacent to the subdivision in the future.

Because of these future sewer main extensions, the Engineering Department recommends conditional approval of the waiver request to extend and connect to public sanitary sewer for the proposed subdivision. The condition attached to the waiver should be:

- Once the sewer main is extended in the future to be able to provide service to the proposed subdivision, the property owner will cease operation of the septic system and connect to the sewer system at the rear of the subdivision boundary in the easement provided.



**PLANNING AND ZONING COMMISSION MEETING: 06/03/2026**  
**Agenda Item 6 B**

TO: Planning and Zoning Commission  
 PREPARED BY: Brandon Elliott, Planner  
 CASE: PLPP20260120 Preliminary Plat  
 SUBJECT: **PLPP20260120** - Consider and act upon a request for approval of a Preliminary Plat of the Wood Subdivision, approximately 2.7 acres of land, known as 7530 FM 482, more specifically known as Comal County Property Identification Number 75337, City of Schertz, Comal County, Texas.

**GENERAL INFORMATION:**

Owner: David Wood and Jacqueline Wood  
 Applicant: Fae Hunter, Stephen G Cook Engineering

**APPLICATION SUBMITTAL DATE:**

Date: May 13, 2026                      Application Submittal Type: Preliminary Plat Application

**ITEM SUMMARY:**

The applicant is proposing to preliminary plat approximately 2.7 acres of land to establish one (1) buildable lot, identified as Lot 1, Block 1. The subject property is currently zoned Manufacturing (Light) District (M-1).

There is an existing residence on the property, and no change in use is being proposed by the applicant. Any additional developments must adhere to the design requirements as dictated by the Unified Development Code.

Table 21.5.7.B Dimensional Requirements Non-Residential Zoning Districts

		Minimum Lot Size And Dimensions			Minimum Yard Setback (Ft.)					Miscellaneous Lot Requirements	
Code	Zoning District	Area sq. ft.	Width	Depth	Front Setback	Rear Adj. Non-Res Zone	Rear Setback Adj. Res Zone	Side Setback Adj. Non-Res Zone	Side Setback Adj. Res Zone	Max Height (ft.)	Imp. Coverage
M-1	Manufacturing (Light) District	10,000	100	100	25	0	50	0	25	120	80%

**GENERAL LOCATION AND SITE DESCRIPTION:**

The property is currently used as a residence located at 7530 FM 482, otherwise generally located northwest of the intersection of FM 482 and Hubertus Road.

**ACCESS AND CIRCULATION:**

The property is located along FM 482 and has existing access. The applicant has dedicated 15-feet of right-of-way along FM 482 and is providing a 24-foot Access Easement across their property.

**TREE MITIGATION AND PRESERVATION:**

The applicant will be responsible for complying with Unified Development Code (UDC), Section 21.9.9 Tree Preservation and Mitigation. At this time the applicant has indicated no intention of removing trees.

**PUBLIC SERVICES:**

The proposed Wood Subdivision will be serviced by Green Valley SUD for water. The property is within the City of Schertz Sewer CCN. The applicant has requested a waiver to not connect to the public sanitary sewer system or extend the public sanitary sewer. There is an existing on-site sewage facility (OSSF) currently being used, and if the waiver is granted, the site will continue to be serviced by that OSSF.

**PUBLIC IMPROVEMENTS:**

All public improvements required for this subdivision are required to be installed prior to recording of the final plat per UDC, Section 21.4.15., unless otherwise specified in an approved improvement agreement.

Water: This subdivision currently has water service from Green Valley SUD through a 1.5-inch water line that runs along FM 482.

Sewer: The applicant has provided a waiver request to the requirement to extend public sanitary sewer to serve the proposed Wood Subdivision and to bring the already existing on-site sewer facility (OSSF) into compliance with the UDC. The Engineering Department has reviewed the waiver request and recommends approval of the waiver with conditions, given that the closest possible sewer connection is approximately 2,506 feet away, and there is no proposed change in use of the existing home. Once public infrastructure has been extended to the area, the subdivision will be required to connect to the sanitary sewer system in accordance with Section 90-78 of the Code of Ordinances. Until that time, per approval of the waiver request, the property will continue to utilize the existing on-site sewer facility (OSSF).

Drainage: The applicant is responsible for all drainage associated with the subject property, and for compliance with Stormwater regulations. A preliminary Stormwater Management Plan has been reviewed and approved by the City Engineer.

Sidewalks, Hike and Bike Trails: No sidewalks or hike and bike trails are required to be constructed by the applicant at this time.

Road Improvements: No road improvements will be required to be completed by the applicant. The applicant is dedicating 15 feet of right-of-way along FM 482. The applicant has submitted the plat to TxDOT for review, and TxDOT stated they have no objection to the proposed plat.

**STAFF ANALYSIS AND RECOMMENDATION:**

The proposed preliminary plat is generally consistent with the applicable requirements, ordinances, and regulations. The proposed preliminary plat has been reviewed with no objections by the Engineering, Fire, and Planning Departments. Staff recommends approval of the preliminary plat as proposed.

Planning Department Recommendation	
X	Approve as submitted
	Approve with conditions*
	Denial

\* While the Commission can impose conditions; conditions should only be imposed to meet the requirements of the UDC.

**COMMISSIONERS CRITERIA FOR CONSIDERATION:**

The Planning and Zoning Commission is the final approval authority of the proposed preliminary plat. In considering final action on a preliminary plat, the Commission should consider the criteria within UDC, Section 21.12.8 D.

**Attachments**

- Aerial Exhibit
- Preliminary Plat Exhibit



**SCHERTZ**  
COMMUNITY \* SERVICE \* OPPORTUNITY

Wood Subdivision  
CCAD - Property ID 75337  
(PLPP20260120)

- County Boundaries
- Schertz Municipal Boundary
- ETJ
- Project Boundary
- Highways
- Major Roads
- Minor Roads
- Freeway
- Principal Arterial

- Planned Principal Arterial
- Secondary Arterial
- Planned Secondary Arterial
- Secondary Rural Arterial
- Planned Secondary Rural Arterial
- Residential Collector
- Planned Residential Collector
- Planned Commercial Collector B
- Commercial Collector A
- Planned Commercial Collector A

- 1"
- 2"
- 3"
- 4"
- 6"

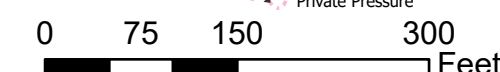
- 8"
- 10"
- 12"
- 16"
- 18"

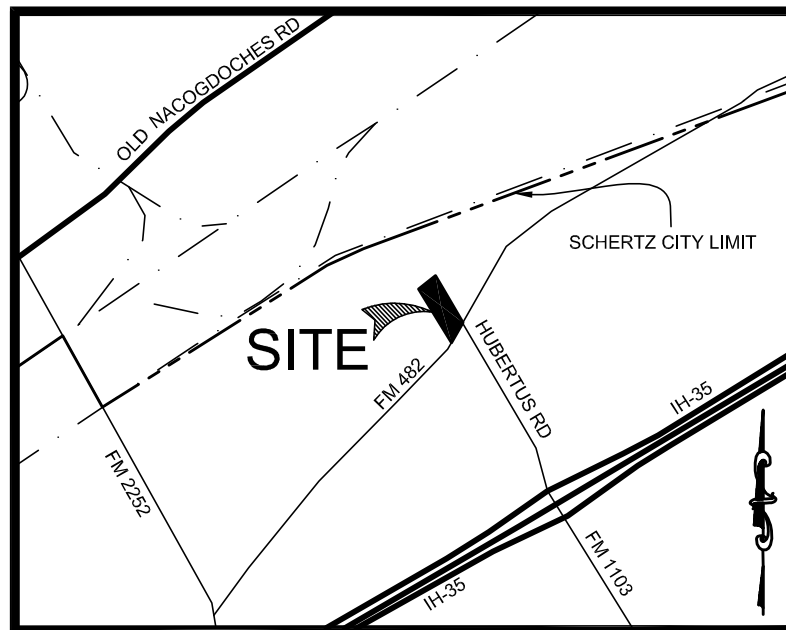
- 20"
- 24"
- 30"
- 36"
- Unknown

- Hydrant
- Manholes
- CCMA Lift Station
- Private Lift Station

- Schertz Lift Station
- CCMA Treatment Plant
- Schertz Treatment Plant
- Private Pressure

- Sewer Main
- Schertz Gravity
- Schertz Pressure
- Neighboring Gravity
- Private Pressure





**LOCATION MAP**  
NOT TO SCALE

**LEGEND**

○	FOUND PROPERTY CORNER MONUMENTATION
○	SET PROPERTY CORNER MONUMENTATION (SGCE)
E.G.T.CA	ELECTRIC, GAS, TELEPHONE, CABLE
O.P.R.	OFFICIAL PUBLIC RECORDS OF COMAL COUNTY
R.O.W.	RIGHT-OF-WAY
DOC.	DOCUMENT
VOL.	VOLUME
PG.	PAGE
---	PROPERTY LINE
---	R.O.W. CENTERLINE
---	EASEMENT LINE
---	EXISTING CONTOURS
---	TRAIN TRACKS
---	EXISTING WATER LINE
---	MUNICIPAL BOUNDARY
---	R.O.W. DEDICATION

ENGINEER / SURVEYOR  
STEPHEN G. COOK, ENG.  
13302 THORNBRIDGE LANE  
SAN ANTONIO, TX 78232  
(210) 481-2533

LAND OWNER / DEVELOPER  
JACQUELINE WOOD AND DAVE WOOD  
7530 FM 482  
NEW BRAUNFELS, TX 78132  
(210) 844-3054

- PLAT NOTES:**
1. MONUMENTATION OR CONTROL INFORMATION AVAILABLE AT THE OFFICE OF STEPHEN G. COOK ENGINEERING, INC.
  2. THIS PLAT DOES NOT AMEND, ALTER, RELEASE OR OTHERWISE AFFECT ANY EXISTING ELECTRIC, GAS, WATER, SEWER, DRAINAGE, TELEPHONE, CABLE EASEMENTS OR ANY OTHER EASEMENTS FOR UTILITIES UNLESS THE CHANGES TO SUCH EASEMENTS ARE DESCRIBED BELOW.
  3. 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.
  4. ACCORDING TO FLOOD INSURANCE RATE MAP NO. 48091C0440F, DATED SEPTEMBER 2, 2009, THE BOUNDARY OF THIS PLAT IS LOCATED IN ZONE X AND IS NOT WITHIN THE 100-YEAR FLOODPLAIN.
  5. ANY CONSTRUCTION WITHIN THE 100-YEAR FLOOD ELEVATION SHALL BE DONE IN CONFORMANCE WITH THE FLOOD DAMAGE PREVENTION ORDINANCE IN EFFECT AT THE TIME OF CONSTRUCTION APPLICATION.
  6. ALL OPEN SPACES, COMMON AREAS, GREENBELTS, DRAINAGE EASEMENTS OR OTHER AREAS IDENTIFIED AS PRIVATE SHALL BE THE RESPONSIBILITY OF OWNER OR OWNER'S SUCCESSORS AND/OR ASSIGNS PROVIDED SUCH SUCCESSOR OR ASSIGN IS APPROVED BY THE CITY.
  7. SELLING A PORTION OF THIS ADDITION BY METES & BOUNDS IS A VIOLATION OF CITY ORDINANCE AND STATE LAW AND IS SUBJECT TO FINES AND WITHHOLDING OF UTILITIES AND PERMITS.
  8. THIS SUBDIVISION CREATES A TOTAL OF ONE (1) BUILDABLE LOTS.
  9. THIS SUBDIVISION IS ZONED (M-1) MANUFACTURING (LIGHT).
  10. THE THOROUGHFARE ALIGNMENTS SHOWN ON THIS EXHIBIT ARE FOR ILLUSTRATION PURPOSES AND DO NOT SET THE ALIGNMENT. ALIGNMENT IS DETERMINED AT THE TIME OF THE FINAL PLAT.
  11. THIS PLAT REQUESTS A WAIVER FOR SEWER CONNECTION AS THERE ARE NO SEWER LINES WITHIN 850 FEET OF THE SITE AND THE EXISTING SEPTIC TANK IS SUFFICIENT FOR THE EXISTING AND PROPOSED USE.

- SURVEYOR NOTES:**
1. ELEVATION DATUM TO TEXAS SOUTH CENTRAL ZONE 4204 NAD 83 NAVD88 (GEOID12).
  2. "X, Y" COORDINATES SHOWN ARE STATE COORDINATE PLANE AS DETERMINED BY GPS.
  3. BEARINGS ESTABLISHED BASED ON NAD83 GPS OBSERVATIONS FOUND IN THE TEXAS SOUTH CENTRAL STATE PLANE COORDINATE SYSTEM.

- TXDOT NOTES:**
1. FOR RESIDENTIAL DEVELOPMENT DIRECTLY ADJACENT TO STATE RIGHT-OF-WAY, THE DEVELOPER SHALL BE RESPONSIBLE FOR ADEQUATE SETBACK AND/OR SOUND ABATEMENT MEASURES FOR FUTURE NOISE MITIGATION.
  2. THE OWNER/DEVELOPER IS RESPONSIBLE FOR PREVENTING ANY ADVERSE IMPACT TO THE EXISTING DRAINAGE SYSTEM WITHIN THE HIGHWAY RIGHT-OF-WAY. OUTFALLS FOR WATER QUALITY AND/OR DETENTION PONDS TREATING IMPERVIOUS COVER RELATED TO THE DEVELOPMENT AND STRUCTURES FOR REDUCTION OF DISCHARGE VELOCITY WILL NOT ENCRoACH BY STRUCTURE OR GRADING INTO STATE ROW OR INTO AREAS OF ROW RESERVATION OR DEDICATION. FOR PROJECTS IN THE EDWARDS AQUIFER RECHARGE, TRANSITION OR CONTRIBUTING ZONES, PLACEMENT OF PERMANENT STRUCTURAL BEST MANAGEMENT PRACTICE DEVICES OR VEGETATIVE FILTER STRIPS WITHIN STATE ROW OR INTO AREAS OF ROW RESERVATION OR DEDICATION WILL NOT BE ALLOWED. NO NEW EASEMENTS OF ANY TYPE SHOULD BE LOCATED IN AREAS OF ROW RESERVATION OR DEDICATION.
  3. MAXIMUM ACCESS POINTS TO STATE HIGHWAY FROM THIS PROPERTY WILL BE REGULATED AS DIRECTED BY TXDOTS, "ACCESS MANAGEMENT MANUAL", WHERE TOPOGRAPHY OR OTHER EXISTING CONDITIONS MAKE IT INAPPROPRIATE OR NOT FEASIBLE TO CONFORM TO THE CONNECTION SPACING INTERVALS. THE LOCATION OF REASONABLE ACCESS WILL BE DETERMINED WITH CONSIDERATION GIVEN TO TOPOGRAPHY, ESTABLISHED PROPERTY OWNERSHIPS, UNIQUE PHYSICAL LIMITATIONS, AND/OR PHYSICAL DESIGN CONSTRAINTS. THE SELECTED LOCATION SHOULD SERVE AS MANY PROPERTIES AND INTERESTS AS POSSIBLE TO REDUCE THE NEED FOR ADDITIONAL DIRECT ACCESS TO THE HIGHWAY. IN SELECTING LOCATIONS FOR FULL MOVEMENT INTERSECTIONS, PREFERENCE WILL BE GIVEN TO PUBLIC ROADWAYS THAT ARE ON LOCAL THOROUGHFARE PLANS.
  4. IF SIDEWALKS 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.
  5. ANY TRAFFIC CONTROL MEASURES (LEFT-TURN LANE, RIGHT-TURN LANE SIGNAL, ETC.) FOR ANY ACCESS FRONTING A STATE MAINTAINED ROADWAY SHALL BE THE RESPONSIBILITY OF THE DEVELOPER/OWNER.
- NBU NOTES:**
1. MAINTENANCE OF DEDICATED UTILITY EASEMENTS IS THE RESPONSIBILITY OF THE PROPERTY OWNER. ANY USE OF AN EASEMENT, OR ANY PORTION OF IT, INCLUDING LANDSCAPING OR DRAINAGE FEATURES, IS SUBJECT TO AND SHALL NOT CONFLICT WITH THE TERMS AND CONDITIONS IN THE EASEMENT. MUST NOT ENDANGER OR INTERFERE WITH THE RIGHTS GRANTED BY THE EASEMENT TO NEW BRAUNFELS UTILITIES. ITS SUCCESSORS AND ASSIGNS, AND SHALL BE SUBJECT TO APPLICABLE PERMIT REQUIREMENTS OF THE CITY OF NEW BRAUNFELS OR ANY OTHER GOVERNING BODY. THE PROPERTY OWNER MUST OBTAIN, IN ADVANCE, WRITTEN AGREEMENT WITH THE UTILITIES TO UTILIZE THE EASEMENT, OR ANY PART OF IT.
  2. UTILITIES WILL POSSESS A 5-FOOT WIDE SERVICE EASEMENT TO THE BUILDING STRUCTURE ALONG THE SERVICE LINE TO THE SERVICE ENTRANCE. THIS EASEMENT WILL VARY DEPENDING UPON LOCATION OF BUILDING STRUCTURE AND SERVICE.
  3. UTILITIES SHALL HAVE ACCESS TO THE METER LOCATIONS FROM THE FRONT YARD AND METER LOCATIONS SHALL NOT BE LOCATED WITHIN A FENCED AREA.
  4. EACH LOT MUST HAVE ITS OWN WATER AND SEWER SERVICE AT THE OWNER/DEVELOPER'S EXPENSE.
  5. DO NOT COMBINE ANY NEW UTILITY EASEMENTS (UE) WITH DRAINAGE EASEMENTS (DE) OR MAKE CHANGES IN GRADE WITHIN THE UTILITY EASEMENTS (UE) WITHOUT WRITTEN APPROVAL FROM NEW BRAUNFELS UTILITIES.
  6. NBU IS NOT RESPONSIBLE FOR DAMAGES TO PROPERTY IMPROVEMENTS (I.E. LANDSCAPING, TREES, PAVEMENT, SIGNS, DRAINAGE STRUCTURES, PRIVATE UTILITIES, ETC.) THAT ARE PLACED IN ANY TYPE OF UTILITY EASEMENT. TO ENSURE NO CONFLICTS EXIST WITH UTILITY INFRASTRUCTURE IN THE EASEMENT. ALL SUCH IMPROVEMENTS PLACED IN ANY TYPE OF UTILITY EASEMENT MUST BE REVIEWED AND APPROVED THROUGH THE NBU EASEMENT ENCROACHMENT PROCESS. NBU EASEMENTS & ROW FACILITATES THE EASEMENT ENCROACHMENT APPLICATION PROCESS.

STATE OF TEXAS  
COUNTY OF COMAL

I (WE) THE UNDERSIGNED, OWNER(S) OF THE LAND SHOWN ON THIS PLAT, AND DESIGNATED HEREIN AS WOOD SUBDIVISION TO THE CITY SCHERTZ, TEXAS AND WHOSE NAME IS SUBSCRIBED HERETO, HEREBY DEDICATE FOR THE USE OF THE PUBLIC FOREVER ALL STREETS, ALLEYS, PARKS, WATERCOURSES, DRAINS, EASEMENTS AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

JACQUELINE WOOD, OWNER

DAVE WOOD, OWNER

STATE OF TEXAS  
COUNTY OF COMAL

BEFORE ME, THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED

JACQUELINE WOOD, 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 STATED, GIVEN UNDER MY HAND AND SEAL OF OFFICE

THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D. 20\_\_

NOTARY PUBLIC, STATE OF TEXAS

STATE OF TEXAS  
COUNTY OF COMAL

BEFORE ME, THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED

DAVE WOOD, 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 STATED, GIVEN UNDER MY HAND AND SEAL OF OFFICE

THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D. 20\_\_

NOTARY PUBLIC, STATE OF TEXAS

PLANNING AND ZONING COMMISSION:

THIS PLAT OF WOOD SUBDIVISION HAS BEEN SUBMITTED TO AND CONSIDERED BY THE PLANNING & ZONING COMMISSION OF THE CITY OF SCHERTZ AND HEREBY APPROVED BY SUCH COMMISSION.

THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D. 20\_\_

BY: CHAIRMAN

BY: SECRETARY

CERTIFICATION BY CITY ENGINEER:

I, THE UNDERSIGNED, CITY ENGINEER OF THE CITY OF SCHERTZ, TEXAS HEREBY CERTIFY THAT THIS SUBDIVISION PLAT CONFORMS TO ALL REQUIREMENTS OF THE SUBDIVISION REGULATIONS OF THE CITY AS TO WHICH THIS APPROVAL IS REQUIRED.

CITY ENGINEER

STATE OF TEXAS

COUNTY OF COMAL

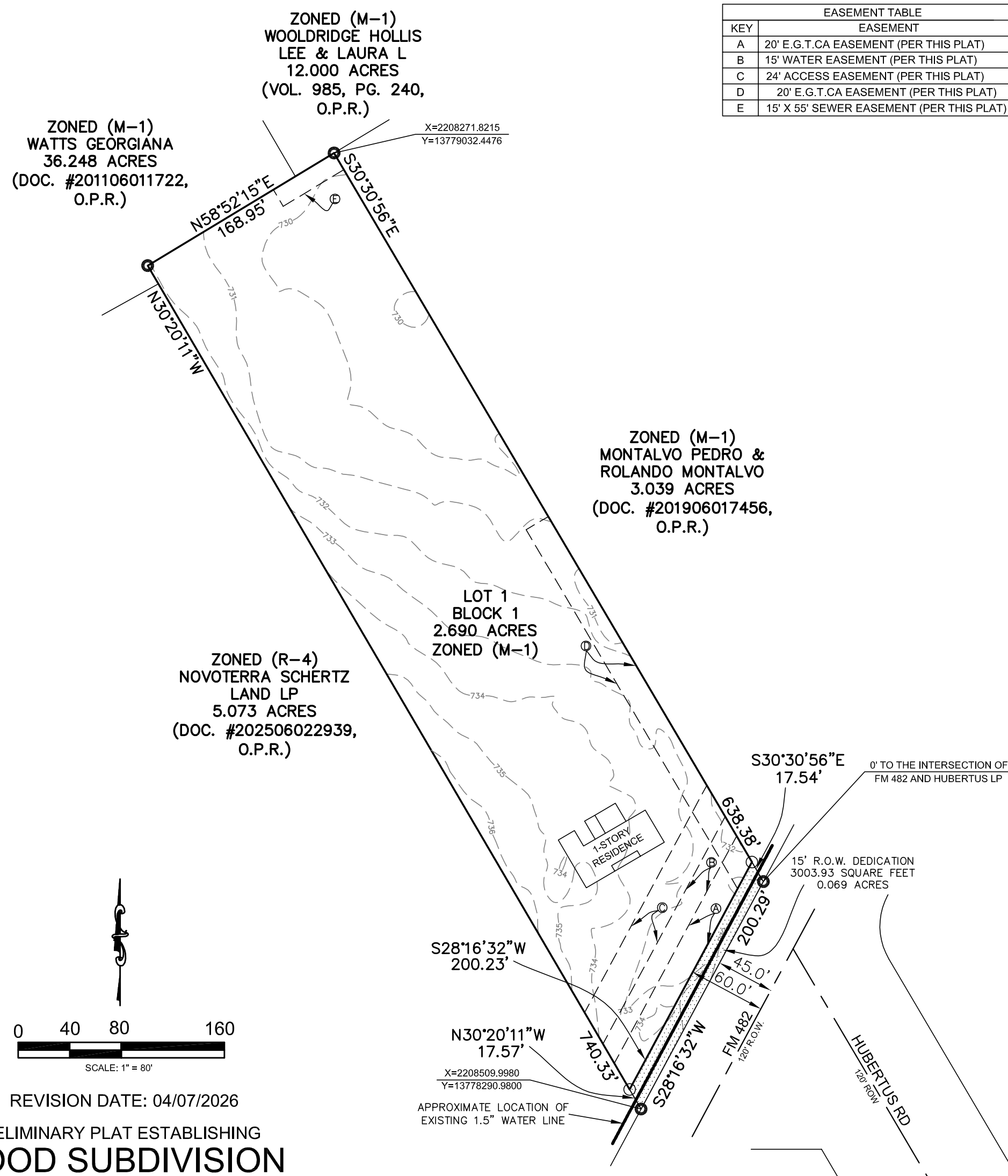
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BY: \_\_\_\_\_  
COUNTY CLERK, COMAL COUNTY TEXAS

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WOOD SUBDIVISION  
LOT 1, BLOCK 1**

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STEPHEN G. COOK ENGINEERING, INC.  
TBPE FIRM NO. F-184

DATE: 04/07/2026

IT IS NOT TO BE USED IN REFERENCE TO CONSTRUCTION, BIDDING AND PERMITTING.

THIS PROPOSED DEVELOPMENT HAS BEEN REVIEWED AND APPROVED BY THE CIBOLO CREEK MUNICIPAL AUTHORITY (CCMA) FOR WASTEWATER TREATMENT PLANT CAPACITY AND EASEMENTS. ALL FEES DUE FOR IMPACT TO THE SYSTEM AT TIME OF CONNECTION WILL BE CALCULATED AT SUBMITTAL OF BUILDING PERMIT APPLICATION.

AGENT FOR CIBOLO CREEK MUNICIPAL AUTHORITY

GREEN VALLEY SPECIAL UTILITY DISTRICT PLAT NOTES:

- 1) GREEN VALLEY SPECIAL UTILITY DISTRICT (GVSUD) IS HEREBY DEDICATED THE EASEMENTS AND RIGHTS-OF-WAY IN THE AREAS DESIGNATED ON THIS PLAT AS "WATER" FOR THE PURPOSE OF INSTALLING, CONSTRUCTING, RECONSTRUCTING, OPERATING, MAINTAINING, INSPECTING, REPAIRING, REMOVING, AND RELOCATING BURIED AND/OR EXPOSED WATER AND/OR WASTEWATER FACILITIES AND APPURTENANCES.
- 2) TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS, GVSUD SHALL HAVE THE RIGHT TO REMOVE SAID WATER EASEMENT OF ALL TREES OR PARTS THEREOF, OR ANY OTHER OBSTRUCTIONS WHICH MAY ENDANGER, OR INTERFERE WITH MAINTENANCE OF, THE FACILITIES AND APPURTENANCES.
- 3) OTHER UTILITIES, STRUCTURES, GRADING, DRAINAGE CHANNELS, DETENTION/RETENTION PONDS, LANDSCAPING, TREES, ROADS, PARKING LOTS, FENCES, WALLS, CONSTRUCTION OF ANY TYPE, OR ANY OTHER IMPROVEMENTS OR OBSTRUCTIONS, ARE NOT ALLOWED WITHIN GVSUD EASEMENTS, OTHER UTILITIES, DRAINAGE CHANNELS, ROADS, AND FENCES MAY CROSS GVSUD UTILITY EASEMENTS AT OR NEAR A 90-DEGREE ANGLE TO THE LONGITUDINAL SIDE OF THE EASEMENT. DESIGNS FOR ANY PROPOSED ALTERATIONS OR CROSSINGS OF GVSUD EASEMENTS MUST BE APPROVED IN WRITING BY GVSUD AND THE INSTALLATION OF SUCH MUST BE INSPECTED AND APPROVED BY GVSUD.
- 4) THE PROPERTY OWNER MUST INSTALL 16-FOOT GATES IN ANY FENCES THAT CROSS GVSUD EASEMENTS. GATES MUST BE CENTERED ACROSS GVSUD UTILITIES.
- 5) MAINTENANCE OF EASEMENTS IS THE RESPONSIBILITY OF THE PROPERTY OWNER; HOWEVER, GVSUD MAY ELECT TO MAINTAIN THE EASEMENT AS PROVIDED IN THE EASEMENT AGREEMENT.
- 6) GVSUD MAY REMOVE ALL TREES AND SHRUBBERY FROM EASEMENTS WITHOUT NOTICE OR COMPENSATION.

AGENT FOR GREEN VALLEY SPECIAL UTILITY DISTRICT

STATE OF TEXAS  
COUNTY OF COMAL

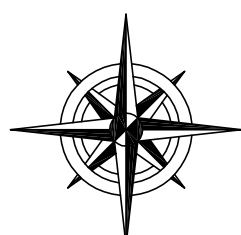
I, THE UNDERSIGNED, A REGISTERED PROFESSIONAL ENGINEER IN THE STATE OF TEXAS, HEREBY CERTIFY THAT PROPER ENGINEERING CONSIDERATION HAS BEEN GIVEN THIS PLAT.

STEPHEN G. COOK, REGISTERED PROFESSIONAL ENGINEER      DATE

STATE OF TEXAS  
COUNTY OF COMAL

I, THE UNDERSIGNED, A REGISTERED PROFESSIONAL SURVEYOR IN THE STATE OF TEXAS, HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE UNDER MY SUPERVISION ON THE GROUND.

STEPHEN G. COOK, REGISTERED PROFESSIONAL SURVEYOR      DATE



**SGCE**

STEPHEN G. COOK ENGINEERING, INC.  
REGISTERED LAND SURVEYORS  
TBPE FIRM # F-184 / TBPLS # 10005400  
13302 THORNBRIDGE LANE  
SAN ANTONIO, TEXAS 78232  
PHONE: (210) 481-2533  
EMAIL: COOKENG@SGCE.NET



REVISION DATE: 04/07/2026

**PRELIMINARY PLAT ESTABLISHING  
WOOD SUBDIVISION**



**PLANNING AND ZONING COMMISSION MEETING: 06/03/2026**

**Agenda Item 6 C**

TO: Planning and Zoning Commission  
PREPARED BY: Emily Delgado, Planning Manager  
CASE: PLVAR20260129  
SUBJECT: **PLVAR20260129 Sign Waiver**- Consider and act upon a request for a waiver in relation to a freestanding ground sign on Lot 7, Block 1 of the Schertz Station Subdivision, approximately 3.04 acres of land located at 18406 IH 35 N, more specifically known as Guadalupe County Property Identification Number 203794, City of Schertz, Texas.

**GENERAL INFORMATION:**

Owner: Schertz Station LTD.  
Applicant: Britney Christy, Merit

**ITEM SUMMARY:**

The Schertz City Council passed updates to Article 11 - Signs and Advertising Devices on June 17, 2025, as Ord. 25-S-024. In these updates, is Section 21.11.15 Waivers. This section allows applicants the opportunity to request waivers from the sign standards in extenuating circumstances. These requests are then decided upon by the Schertz Planning and Zoning Commission.

The applicant intends to construct a freestanding ground sign at 18406 IH 35, Schertz Station Lot 7, Block 1. Based on the proposed sign, the applicant is requesting waivers to one section of UDC Article 11, identified below:

**UDC Article 11, Section 21.11.10 Freestanding Signs, specifically maximum area:**

- Based on the property location on IH 35, the maximum area for a freestanding sign is 250 square feet. The proposed sign is 35 feet by 13 feet, 6 inches for a total area of 472.5 square feet, nearly double the allowable area. The waiver request is to exceed the maximum allowable area by 222.5 square feet. For size reference, the billboard on IH 35 that advertises the City of Schertz is 14 feet by 48 feet, for a total area of 672 square feet.

**GENERAL LOCATION AND SITE DESCRIPTION:**

The site is 18406 IH 35, otherwise known as Lot 7, Block 1 of the Schertz Station Subdivision. Schertz Station is a larger mixed-use subdivision consisting of multifamily housing and restaurant / retail sites on the corner of Cibolo Valley Drive and IH 35. Schertz Station Lot 7, Block 1 is located at the hard corner of Cibolo Valley Drive and IH 35, and also has frontage on Merit Ln. The subject property has three roadway frontages.

**PUBLIC IMPROVEMENTS:**

There is no public infrastructure associated with this sign waiver request.

**STAFF ANALYSIS AND RECOMMENDATION:**

The Planning and Zoning Commission uses the criteria in 21.11.15 for sign waivers and staff use the same for our analysis.

**21.11.15.B has the following considerations:**

**1. The nature of the proposed use of the land involved.**

The Schertz Station Subdivision is a large subdivision currently zoned Planned Development District (PDD). The subdivision as a whole consists of multifamily-style housing and several retail / restaurant

sites. The site for this specific waiver is part of the PDD designed for commercial / retail. As a note, the Schertz Station PDD, did not include deviations or modifications to the City of Schertz sign regulations. As part of the PDD process, the applicant could have included requested deviations to the sign regulations that would have been specific for their development, that then would have been reviewed and either approved or denied by the City Council. Since signs were not included in the PDD design standards, Schertz Station is bound to the current UDC Article 11 sign regulations for the site. The subject property went through the development process and has constructed two multi-tenant buildings for commercial / retail / restaurant uses, which are occupied / going through the tenant finish out process.

**2. The location of the property in relation to roadway classification.**

The property is located along IH 35, a major freeway. Based on the location of the property on IH 35, the maximum height and area for a freestanding sign are larger than what would be permitted on other roadway classifications, as seen below:

<b>Freestanding Sign Standards</b>				
<b>Roadway Classification</b>	<b>Setback Ft.</b>	<b>Max Area sq. ft.</b>	<b>Max Height ft.</b>	<b>Maximum Number</b>
<b>Interstates</b>	<b>15</b>	<b>250</b>	<b>50</b>	<b>1 per lot per frontage</b>
Farm to Market Roads	15	250	35	1 per lot per frontage
All Others	15	150	20	1 per lot per frontage

Per the Sign Code Waiver Justification form submitted by the applicant, they stated "*Due to varying elevations and vertical grade changes along IH 35, the increased sign area is necessary to improve visibility for the Schertz Station development and its national credit tenants while maintaining compliance with all height requirements.*" Additionally, the letter states in relation to the maximum area waiver request, "*The increased area is necessary to address limited interstate visibility caused by varying elevations and grade changes along IH-35.*" From staffs evaluation, the property location in relation to IH 35 and the stated "*varying elevations and vertical grade changes*" are not unique to this site and should not be a basis for an increased area of 222.5 square feet over the maximum allowable. Additionally, staff would like to note that Schertz Station Lot 6, Block 1, which is immediately adjacent to the lot for the proposed sign location, has a constructed freestanding sign that did not request a waiver to increase the maximum area. If the existing sign on Lot 6, Block 1 of Schertz Station, also located along IH 35, did not need waivers for increased area, and is located along the same IH 35 frontage, the "*varying elevations and vertical grade changes*" do not appear to be a constraint for advertising other tenants within Schertz Station.

It is also of note that the subject property is located at the hard corner of Cibolo Valley Drive and IH 35. Additionally, the subject property has frontage on Merit Ln. Per the UDC freestanding ground regulations, properties are permitted to have 1 freestanding sign per lot, per frontage. Since Lot 7, Block 1 has three frontages, they would be permitted to have 3 freestanding signs.

**3. The existing uses of land in the vicinity.**

The land uses in the vicinity consist of the remainder of the Schertz Station Subdivision which, as mentioned above, consists of multifamily-style housing and several retail / restaurant sites. The subject property is developed with two multi-tenant buildings with businesses such as Panera Bread, CAVA and multiple additional businesses in the tenant finish out process.

**21.11.15.C has the following considerations:**

**1. That the granting of the waiver will not be detrimental to the public health, safety, or welfare, or injurious to other property in the area**

The proposed signage may not necessarily be detrimental to public health, safety, or welfare. However, the

proposed signage does not align with the City of Schertz core values. One of the City of Schertz core values is "Do the right thing." The proposed signage does not promote the core value of "doing the right thing" to other properties along IH 35 that have met the UDC requirements for signage for their businesses.

Additionally, the City Council adopted the updated UDC Article 11 in June 2025. The intent of the updated UDC amendment was to allow greater flexibility / increased signage specifically for properties along major roadway classifications. Based on the UDC amendment in 2025, the City Council set the standards that would be applicable for properties along IH 35 and determined that the set allowable maximum height and area was appropriate. With the 2025 UDC Article 11 amendment, it removed the designation for "Multi-tenant signs". In the previous UDC requirements for multi-tenant signs, the maximum height allowed was 20 feet with a maximum area of 150 square feet. The proposed sign prior to the ordinance amendment would have been considered a multi-tenant sign and would have utilized those size limitations. The 2025 UDC amendment increased what would have been allowable to the now current standard, which again increased the maximum allowable area to twice as much as was previously allowed.

The proposed sign could be considered injurious to other property in the area in relation to site visibility of other properties along IH 35 and Cibolo Valley Drive. The scale of the proposed sign at 472.5 square feet is significant compared to existing signs along IH 35, including existing signs within the Schertz Station development. Schertz Station has a total of seven (7) lots that have frontage on IH 35. In communication with the applicant, Schertz Station is currently proposing to have signs on each of the 7 lots. The proposed 472.5 square feet freestanding sign on Lot 7 is only one of those proposed 7 signs along IH 35.

## **2. Strict interpretation of the provisions of the section would deprive the applicant of rights commonly enjoyed by other nearby properties with the same land use that would comply with the same provisions.**

The property in question, Schertz Station Lot 7, Block 1, is not necessarily unique in location in relation to other properties located along IH 35. The UDC Article 11 sign regulations are in place to ensure cohesive development, including cohesive signage throughout the City of Schertz. The same provisions that the property in question is required to meet are the same provisions that any new signage along IH 35 or IH 10 would be required to meet. Granting the waiver, as requested by the applicant, is an inconsistent interpretation of the UDC that favors one specific development over other developments or businesses that have applied for sign permits and made revisions to ensure their signs meet the requirements of the UDC as approved by City Council. Granting this waiver is not in alignment with the City of Schertz Core Values.

### **Additional Considerations in relation to previous waivers granted and denied for the site:**

At the April 1, 2026, Planning and Zoning Commission, the applicant presented waiver requests for both Lot 7 (PLVAR20260066) and Lot 2 (PLVAR20260065). Specifically, for Lot 7, the waiver request included modifications to two different sections within UDC Article 11. Section 21.11.10 in relation to maximum area for a freestanding ground signs, and Section 21.11.6 for off-premise signs. At the April 1st meeting, the Planning and Zoning Commission provided the following determinations:

- Denial of the request for increased maximum freestanding ground sign area. The previously proposed sign had a proposed area of 760 square feet, with a height of 40 feet and width of 19 feet.
- Approval of the requested off-premise sign to allow for businesses not located on Lot 7 to advertise on the freestanding ground sign on Lot 7. This was specifically so that the Schertz Station anchor tenant, The Home Depot, could have signage along IH 35.

By the Planning and Zoning Commission decisions, Lot 7 has been granted the ability to advertise for businesses that are not located on Lot 7, but was not allowed to exceed the maximum 250 square foot area of the freestanding ground sign. The applicant had the ability to appeal the Planning and Zoning Commission decision to the City Council, but did not meet the appeal submittal deadline as outlined in the UDC. Due to the original denial by the Planning and Zoning Commission, and missing the appeal deadline, the applicant has submitted this new waiver request for the maximum area of a freestanding ground sign.

Granting the waiver, as requested by the applicant, is an inconsistent interpretation of the UDC, specifically allowing larger signage than would be permitted within the City of Schertz for businesses / developments along

IH 35 and IH 10. If the applicant desired to have increased signage on Lot 7, those considerations could have been incorporated into the Planned Development District design standards for the subdivision.

**Additional Considerations in relation to maximum allowable area:**

In relation to the waiver request to Article 11, Section 21.11.10, specifically the maximum area, was updated via the 2025 UDC amendment. This amendment, approved by City Council, stipulated the height and area that was deemed appropriate for properties along IH 35 and IH 10. Prior to the 2025 amendment, the proposed sign would have been considered a multi-tenant sign with a maximum allowable area of 150 square feet. The 2025 UDC amendment eliminated multi-tenant signs so that all multi-tenant signs would then be considered freestanding signs. This increased the maximum allowable for this property to be 250 square feet, an additional 100 square feet of signage than what would have been allowed in 2025.

The proposed signage is for a 35 foot tall by 13 feet, 6 inches wide sign for a total of 472.5 square feet. The request is to have an additional 222.5 square feet of signage, almost double, than what is permitted. Based on the waiver request form submitted by the applicant this increase is necessary due to varying elevations and vertical grade changes and to address site-specific topographic and logistical constraints. From staffs analysis it does not appear that there are elevation / vertical grade changes and topographic challenges that are unique to this property that would warrant a sign of this magnitude.

In April of 2026 the applicant submitted a similar waiver request for this property to have an increased maximum area for a freestanding sign. In that request, the proposed sign was approximately 40 foot tall, 19 feet wide for a proposed sign area of 760 square feet. During that waiver request, the applicant expressed very similar reasoning behind the justification for the increased maximum area (increased viability due to varying elevations and vertical grade changes). When the Planning and Zoning Commission acted upon that waiver request, the Commission determined that the elevations / grade changes did not warrant a freestanding ground sign of the proposed size.

The applicant's justifications for this request are the same, needing increased maximum area due to elevation and vertical grade changes. With this waiver application, the applicant was able to reduce the proposed signage from 760 square feet to the now proposed 472.5 square feet with the "varying elevation and vertical grade changes", a reduction of 287.5 square feet. If a reduction in the square footage proposed for the sign was able to be reduced for this sign waiver application, what is deterring the proposed sign from meeting the maximum sign area now? The other leased buildings within the Schertz Station development were able to meet the code requirements and successfully advertise their multiple tenants.

As staff previously stated for the waiver request in April of 2026, staff would like to note that if this waiver is approved by the Planning and Zoning Commission or City Council, staff will be recommending a UDC amendment for Article 11 to increase the maximum allowable area for all signage. In addition to proposing modifications to the sign waiver UDC requirements. In an effort to follow the City of Schertz core values, and do the right thing, if the waiver is approved here where staff feels there are no unique challenges, then all businesses along IH 35 and IH 10 or other roadways should also be allowed to have larger signage. Based on staff's evaluation, the subject property is not unique in relation to requiring or necessitating larger signage, and therefore, if the waiver is approved, then larger signage should be allowed elsewhere. If the waiver is approved when staff has provided concerns and recommendation of denial, and there being no special circumstances for the property, then where would the Planning and Zoning Commission or City Council say "no" to a waiver for larger signage. The majority of sign permits requested originally request larger signage. Staff makes comments that the signs need to be reduced to meet the City of Schertz standards. The majority of those businesses then comply with the standards. In other words, the majority of businesses want larger and more signs, if the pattern is for applicants to submit waiver requests to have those larger signs and those waivers get approved with little to no justification, then the UDC needs to be amended to allow all businesses to have larger to maintain consistent regulations throughout the City.

Based on staffs evaluation of the request, the site, and the waiver justification submitted by the applicant, staff is recommending denial of the requested waiver.

	Approve as submitted
	Approve with conditions*
<b>X</b>	Denial

\* While the Commission can impose conditions; conditions should only be imposed to meet requirements of the UDC.

**COMMISSIONERS CRITERIA FOR CONSIDERATION:**

Unified Development Code Sec. 21.11.15 - Waivers

A. The Planning and Zoning Commission may authorize waivers from the provisions of this Article when, in its opinion, undue hardship will result from requiring strict compliance. In granting a waiver, the Planning and Zoning Commission shall prescribe only conditions that it deems necessary or desirable to the public interest.

B. In making their findings, the Planning and Zoning Commission shall take into account the following:

1. The nature of the proposed use of the land involved.
2. The location of the property in relation to roadway classification.
3. The existing uses of land in the vicinity.

C. Waivers shall not be granted unless the Planning and Zoning Commission finds:

1. That the granting of the waiver will not be detrimental to the public health, safety, or welfare, or injurious to other property in the area; and
2. Strict interpretation of the provisions of the section would deprive the applicant of rights commonly enjoyed by other nearby properties with the same land use that would comply with the same provisions.

**Attachments**

PLVAR20260129- Sign Waiver Justificaiton Documentation Provided by Applicant  
 ORDINANCE 25-S-024 with Exhibits



May 12, 2026

City of Schertz Planning Department  
1400 Schertz Parkway Bldg. 1  
Schertz, TX 78154  
210-619-1780

**RE: Letter of Intent – Schertz Station Lot 7 Pylon Waiver Request**

To Whom It May Concern,

This letter serves as a statement of intent for the proposed development of approximately 3.047 acres at 18406 IH-35 North in Schertz, Texas, within the Schertz Station Subdivision. The property is located along the IH-35 corridor at Cibolo Valley Drive, offering high visibility and convenient access. Schertz Station is a 72-acre master-planned commercial development featuring retail, restaurant, and service users. The proposed development is designed to accommodate national credit tenants, contributing to the vitality and diversity of the Schertz Station commercial area.

Per the Planned Development District (PDD), the property is zoned General Business, which permits the proposed commercial uses. One sign-code waiver is being requested related to the maximum allowable area for a freestanding ground sign under Article 11, Section 21.11.10A of the UDC.

The revised sign design has an overall surface area of 472.5 SF; however, this calculation includes an enhanced elevated masonry base that has been incorporated as an architectural feature to maintain the high-quality aesthetic and cohesive character of the Schertz Station development. The actual advertisable sign faces total only 240 SF, which remains within the 250 SF maximum permitted under the UDC.

The intent of this request is not to circumvent or undermine the sign regulations, but rather to allow for a superior site design and construction standard that complements the overall development. The additional area is attributable primarily to the upgraded masonry foundation and structural elements necessary to elevate the sign and create a more durable, visually compatible entry feature for the project. The portion of the sign dedicated to advertising remains compliant with the spirit and functional intent of the ordinance, as the visible advertisable area does not exceed the code's 250 SF limitation.

We appreciate the City's review of this request and look forward to continued coordination throughout the development process.

Sincerely,

A handwritten signature in black ink that reads "J. W. Collins, Jr." with a stylized flourish at the end.

James W. Collins, Jr.  
Schertz Station Ltd.  
Manager  
[will@meritcre.com](mailto:will@meritcre.com)  
210.541.2005

## **SIGN CODE WAIVER JUSTIFICATION FORM UDC 21.11.15:**

The Planning and Zoning Commission may authorize waivers from the provisions of this Article when, in its opinion, undue hardship will result from requiring strict compliance. In granting a waiver, the Planning and Zoning Commission shall prescribe only conditions that it deems necessary or desirable to the public interest. Please answer the following questions below.

1. Description of waiver request and Unified Development Code (UDC) section the project or request is from:

A waiver is requested from Article 11, Section 21.11.10A of the Unified Development Code (UDC) to allow a freestanding ground sign with an overall area of 472.5 square feet, exceeding the maximum allowable sign area by 222.5 square feet. The additional area primarily consists of an enhanced masonry base and architectural structural elements, while the actual advertisable sign faces total only 240 square feet, remaining within the UDC's 250-square-foot advertising limit. Due to varying elevations and vertical grade changes along IH-35, the increased sign area is necessary to improve visibility for the Schertz Station development and its national credit tenants while maintaining compliance with all height requirements.

2. Does the requested waiver violate the intent of the Unified Development Code or deprive the applicant of right commonly enjoyed by other properties in the same zoning district that comply with the same provisions? (YES/NO) Explain:

NO. While the request does increase the overall sign area beyond the standard allowed by the Unified Development Code, the waiver remains consistent with the intent of the ordinance by enhancing visibility and maintaining high-quality architectural design standards for the development. The increased area is necessary to address limited interstate visibility caused by varying elevations and grade changes along IH-35, allowing the property to achieve identification opportunities comparable to other commercially zoned properties with better frontage visibility. The request also maintains compliance with all applicable height requirements and does not negatively impact adjacent properties.

3. Do special conditions or restricted access, shape, topography, or physical features exist that are irregular to the subject parcel of land and not applicable to other parcels of land in the same zoning districts? (YES/NO) Explain:

Yes. Special conditions exist that are unique to the subject property and are not generally applicable to other parcels within the same zoning district. These topographic conditions create restricted sightlines for motorists traveling along the corridor, limiting the effectiveness of signage that complies with the standard requirements of the Unified Development Code. Unlike other commercially zoned properties located along flatter roadway segments, the subject property does not benefit from consistent grade relationships between the site and the adjacent roadway. As a result, the requested waiver is necessary to address these site-specific topographic constraints and allow the development to achieve reasonable visibility and identification from IH-35. These conditions are inherent to the property's location along the interstate corridor and are not the result of actions taken by the applicant.

4. Would granting this waiver be detrimental to the public welfare or injurious to the value

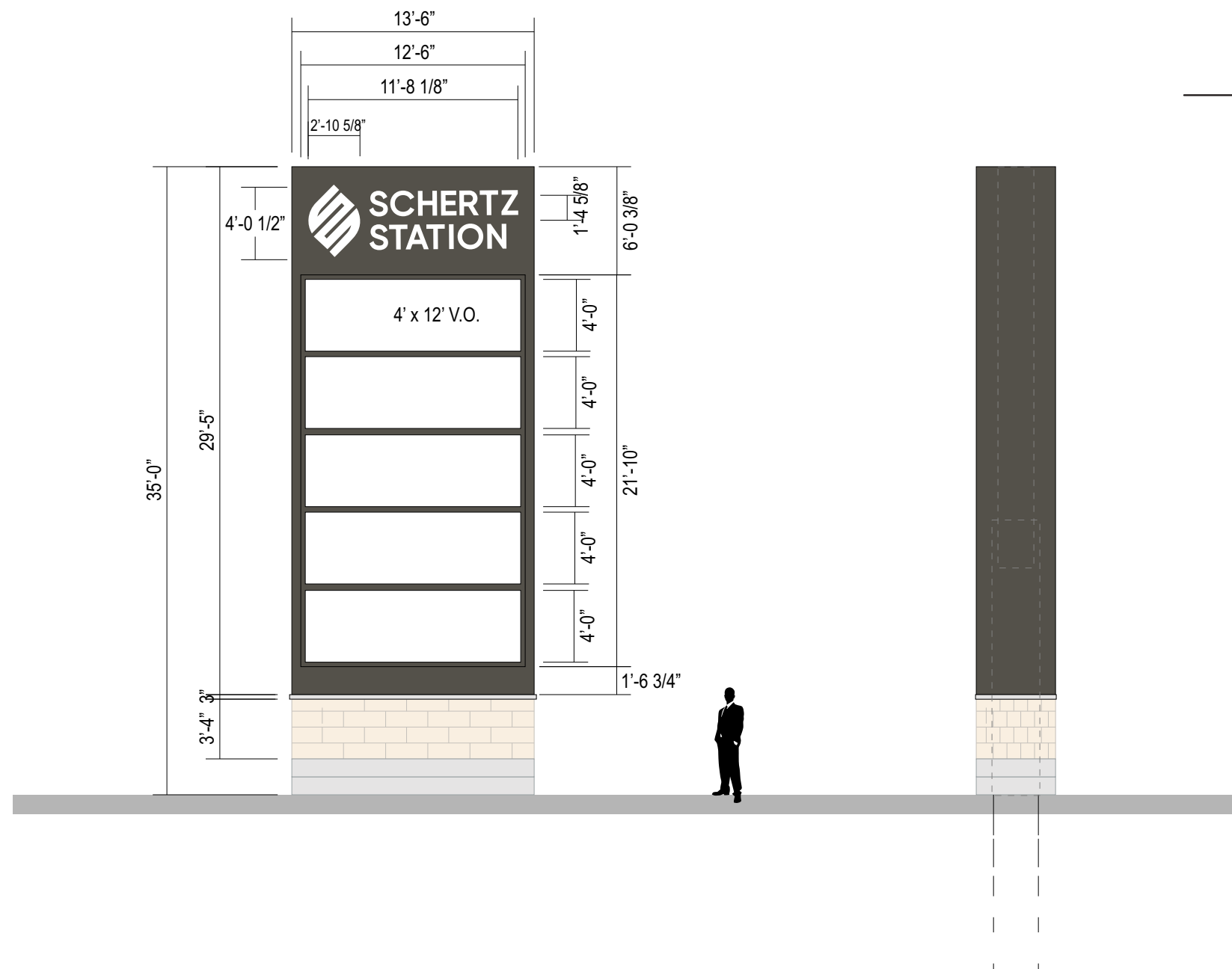
NO. Granting the waiver will not be detrimental to the public welfare or injurious to surrounding property values. The proposed sign is designed as a high-quality architectural feature that is consistent with the overall character and aesthetic standards of the Schertz Station development. The waiver improves visibility and wayfinding for interstate travelers and customers while maintaining compliance with all applicable height requirements and supporting the continued economic vitality of the commercial corridor.





OVERALL SIGN H \* W = 472.5 SF

TENANT SIGN PANELS = 240 SF

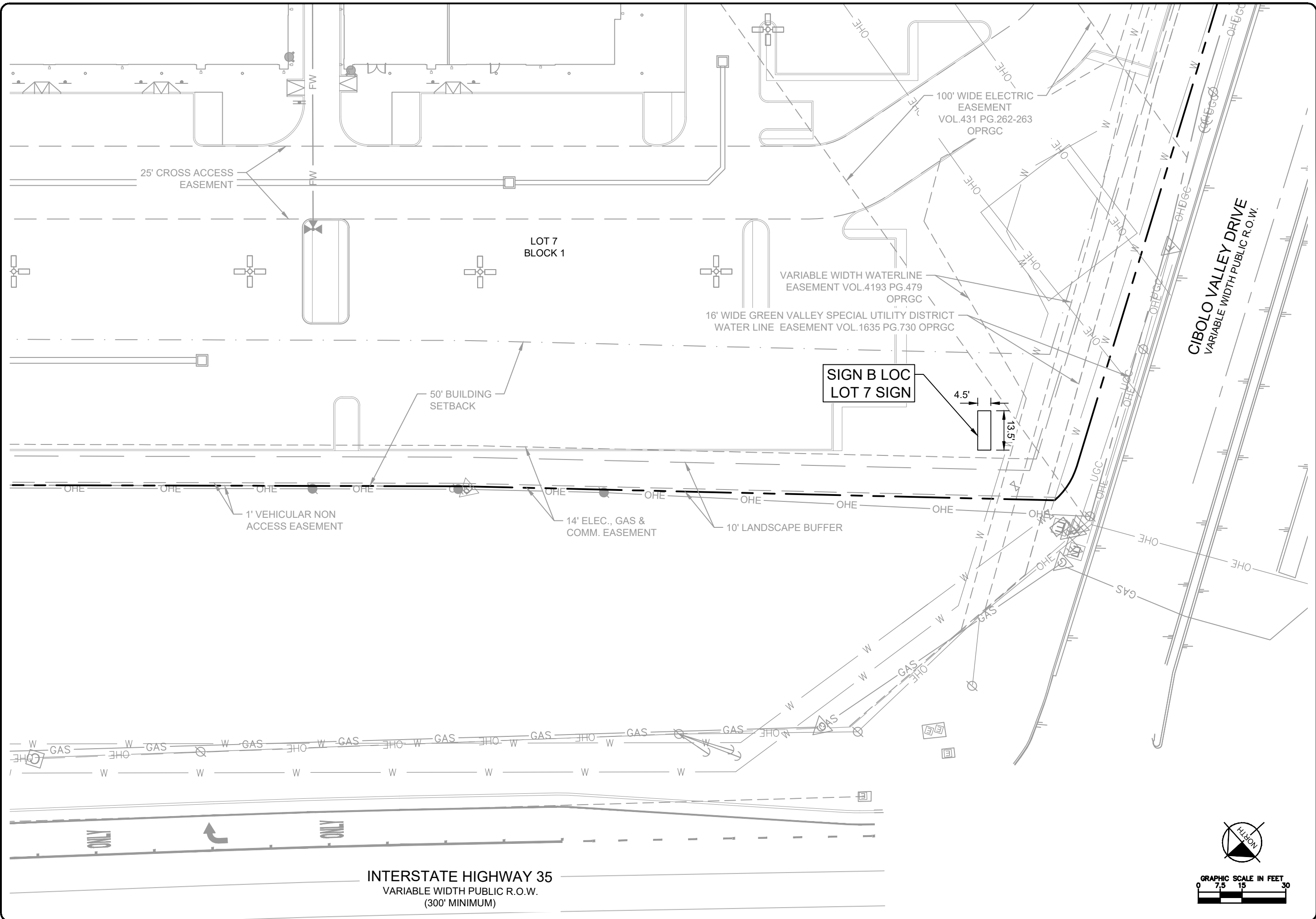


**B** FREESTANDING SIGN FOR LOT 7

1 Quantity: ONE (1)

Scale: 1/8" = 1'

- Fabricate & Install (1) new double sided 40ft overall high illuminated high rise sign.
- Exterior aluminum cabinet and retainers. Colors TBD.
- LED illuminated
- Cabinet faces to be routed and backed with white acrylic reading "SCHERTZ STATION".
- Flex tenant faces. (4) tenant spaces available, 4' x 12' VO.
- Masonry work on base and around cabinet. Done by other contractors.
- New steel pole. Direct bury.
- Masonry typ. and colors TBD
- Freestanding sign for Lot 7
- Windload 32 PSF



K:\SNA\_C\080872502\_Schertz Station - Merit\CAD\Exhibits\Lot 7 Monument Sign.dwg Layout1 May 08, 2026 9:10am by: Olivia Pattison

THIS DOCUMENT, TOGETHER WITH THE CONCEPTS AND DESIGN PRESENTED HEREIN, AS AN INSTRUMENT OF SERVICE, IS INTENDED ONLY FOR THE SPECIFIC PURPOSE AND CLIENT FOR WHICH IT WAS PREPARED. REUSE OF AND IMPROPER RELIANCE ON THIS DOCUMENT WITHOUT WRITTEN AUTHORIZATION AND ADAPTATION BY KIMLEY-HORN AND ASSOCIATES, INC. SHALL BE WITHOUT LIABILITY TO KIMLEY-HORN AND ASSOCIATES, INC. COPYRIGHT KIMLEY-HORN AND ASSOCIATES, INC. 2022

**Kimley»Horn**  
 KIMLEY-HORN AND ASSOCIATES, INC.  
 10101 REUNION PLACE, SUITE 400, SAN ANTONIO, TX 78216  
 PHONE: 210-541-9166 FAX: 210-541-9899  
 WWW.KIMLEY-HORN.COM TBPE FIRM NO. 928

MERIT

LOT 7  
 MONUMENT SIGN

SCHERTZ STATION  
 COMMERCIAL

JOB NO.:  
 SCALE: AS SHOWN  
 DATE: 5/8/2026

**ORDINANCE 25-S-024**

**AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS TO AMEND PART III, SCHERTZ CODE OF ORDINANCES, THE UNIFIED DEVELOPMENT CODE (UDC) ARTICLE 11 - SIGN AND ADVERTISING DEVICES, ARTICLE 3 BOARDS, COMMISSIONS, AND COMMITTEES - SECTION 21.3.3 - PLANNING AND ZONING COMMISSION, ARTICLE 7 - NONCONFORMING USES, LOTS, AND STRUCTURES, AND ARTICLE 16 – DEFINITIONS**

**WHEREAS**, pursuant to Ordinance No. 10-S-06, the City of Schertz (the “City”) adopted and Amended and Restated Unified Development Code on April 13, 2010, as further amended (the “Current UDC”); and

**WHEREAS**, City Staff has reviewed the Current UDC and have recommended certain revision and updates to, and reorganization of, the Current UDC;

**WHEREAS**, on May 7, 2025, the Planning and Zoning Commission conducted a public hearing and thereafter recommended approval with modifications; and

**WHEREAS**, on June 17, 2025, the City Council conducted a public hearing and after considering the Criteria and recommendation by the Planning and Zoning Commission, determined that the proposed amendments are appropriate and in the interest of the public safety, health, and welfare.

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS: THAT:**

Section 1. The current UDC is hereby amended as set forth on Exhibit A, Exhibit B, Exhibit C, and Exhibit D hereto.

Section 2. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as a part of the judgment and findings of the Council.

Section 3. All ordinances and codes, or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters resolved herein.

Section 4. This Ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. If any provision of this Ordinance or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City hereby declares that this Ordinance would have been enacted without such invalid provision.

Section 6. It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

Section 7. This Ordinance shall be effective upon the date of final adoption hereof and any publication required by law.

PASSED and ADOPTED, this \_\_\_\_ day of \_\_\_\_\_ 2025.

CITY OF SCHERTZ, TEXAS

---

Ralph Gutierrez, Mayor

ATTEST:

---

Sheila Edmondson, City Secretary

Exhibit “A”

Proposed Unified Development Code (UDC) Amendments

Article 3 – Boards, Commissions, and Committees

Section 21.3.3 – Planning and Zoning Commission

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### **Sec. 21.3.3. Planning and Zoning Commission.**

- A. *Structure of the Commission.* The Planning and Zoning Commission is established in accordance with the City Charter and Commission members are appointed by the City Council.
- B. *Duties and Approval Authority.*
1. The Planning and Zoning Commission shall have the authority to review and make a recommendation to the City Council on the following applications:
    - a. amendment to the Comprehensive Land Plan;
    - b. establish or amend a zoning district map classification, including creation or amendment of an overlay district;
    - c. rezoning requests including an application for a Specific Use Permit.
    - d. amendment to the UDC; and
    - e. a Development Agreement as set forth in the LGC and this UDC;
  2. The Planning and Zoning Commission shall have final approval authority on the following applications:
    - a. Subdivision Master Plan, if forwarded by the City Manager or his/her designee.
    - b. Site Plan; if forwarded by the City Manager or his/her designee.
    - c. preliminary plat; if forwarded by the City Manager or his/her designee.
    - d. final plat; if forwarded by the City Manager or his/her designee.
    - e. amending plat; if forwarded by the City Manager or his/her designee.
    - f. minor plat; if forwarded by the City Manager or his/her designee.
    - g. replat; if forwarded by the City Manager or his/her designee.
    - h. waivers relating to Article 11, Signs and Advertising Devices, and
    - i. waivers relating to Article 12, Subdivisions.
  3. The Planning and Zoning Commission shall have the authority to make final determinations relating to appeals of staff determinations on the following items:
    - a. Required Conditions for Home Occupations and denial of a Home Occupation permit.
    - b. Site Design Standards including Tree Preservation & Mitigation, Revisions to Approved Site Plans.
    - c. Signs & Advertising Devices including general requirements, removal of signs.
    - d. Additional Design Requirements including off street parking, building setback lines, and landscape buffers.
    - e. An appeal of a driveway waiver determination.

(Ord. No. 17-S-40, § 1(Exh. A), 10-24-2017; Ord. No. 19-S-22, § 1(Exh. A), 9-3-2019; Ord. No. 23-S-29, § 1(Exh. A), 12-5-2023)

Exhibit "B"

Proposed Unified Development Code (UDC) Amendments

Article 7 - Nonconforming Uses, Lots, and Structure

## ARTICLE 7. NONCONFORMING USES, LOTS AND STRUCTURES

### Sec. 21.7.1. Purpose and intent.

- A. Within the districts established by this UDC or amendments thereto, there may exist lots, structures, uses of land and structures, and characteristics of use which were lawfully in existence and operating before this UDC was enacted, amended or otherwise made applicable to such lots, structures or uses, but which do not now conform to the regulations of the district in which they are located. It is the intent of this UDC to permit such nonconforming uses to continue, as long as the conditions within this section and other applicable sections of this UDC are met.
- B. It is further the intent of this UDC that nonconforming uses, lots and structures shall not be enlarged upon, expanded or extended, and shall not be used as a basis for adding other structures or uses prohibited elsewhere in the same district.
- C. Nonconforming uses are hereby declared to be incompatible with the permitted uses in the districts involved.

(Ord. No. 24-S-20, § 1(Exh. A), 6-18-2024)

### Sec. 21.7.2. Nonconforming status.

- A. Except as provided in section 21.7.9 below, any use, platted lot or structure that does not conform with the regulations of this UDC on the effective date hereof or any amendment hereto, shall be deemed a nonconforming use, platted lot or structure provided that:
  - 1. Such use, platted lot or structure was in existence under, and in compliance with, the provisions of the immediately prior UDC or code;
  - 2. Such use, platted lot or structure was a lawful, nonconforming use, platted lot or structure under the immediately prior UDC or code; or
  - 3. Such use, platted lot or structure was in existence at the time of annexation into the City, was a legal use of the land at such time, and has been in regular and continuous use since such time.
- B. Except as provided in section 21.7.9 below, any other use, platted lot or structure which does not conform with the regulations of the zoning district in which it is located on the effective date of this UDC or any amendment hereto, shall be deemed to be in violation of this UDC, and the City shall be entitled to enforce fully the terms of this UDC with respect to such use, platted lot or structure.

(Ord. No. 24-S-20, § 1(Exh. A), 6-18-2024)

### Sec. 21.7.3. Continuing lawful use of land and structures.

- A. A nonconforming use or structure may continue to be used, operated or occupied in accordance with the terms of the zoning regulations by which it was established, or in the case of annexed property, in accordance with the regulations under which it was created.
- B. A nonconforming structure occupied by a nonconforming use may be re-occupied by a conforming use, following abandonment of the nonconforming use.

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(Ord. No. 24-S-20, § 1(Exh. A), 6-18-2024)

**Sec. 21.7.4. Expansion of nonconforming uses and structures.**

- A. A nonconforming use may be extended throughout the structure in which it is located, provided that:
  - 1. The structure or its premises shall not be enlarged or increased in height, in floor area or in land area to accommodate extension of the nonconforming use;
  - 2. No alteration shall be made to the structure occupied by the nonconforming use, except those alterations that are required by law to preserve the integrity of the structure and alterations that would upgrade the quality, safety or aesthetic appeal of the structure; and
  - 3. The number of dwelling units occupying the structure shall not exceed the number of dwelling units existing at the time the use became nonconforming.
- B. A nonconforming use occupying a structure shall not be extended to occupy land outside the structure.
- C. A nonconforming use or structure shall not be enlarged, increased or extended to occupy a greater area of land than was occupied at the time the use or structure became nonconforming, except to provide additional off-street parking or loading areas required by this UDC.

(Ord. No. 24-S-20, § 1(Exh. A), 6-18-2024)

**Sec. 21.7.5. Abandonment of nonconforming uses and structures, and cessation of use of structures or land.**

- A. If a nonconforming use or structure is abandoned, any future use of the premises shall be in conformity with the provisions of this UDC, as amended, and with any other applicable City codes, ordinances or regulations that are in effect at the time the use is resumed or the structure is re-occupied.
- B. A nonconforming use or structure shall be deemed "abandoned" in the following circumstances:
  - 1. The use ceases to operate for a continuous period of 180 calendar days;
  - 2. The structure remains vacant for a continuous period of 180 calendar days; or
  - 3. In the case of a temporary use, the use is moved from the premises for any length of time.
- C. If the use of any lot, tract or property that does not have a building on it and that is used for open/outside storage as of the effective date of this UDC is made nonconforming by this UDC, as amended on the effective date, then such storage use shall cease within 180 calendar days following the effective date of this UDC. The lot, tract or property shall be cleaned up and all trash, debris, stored items and vehicles, and other materials shall be removed from the premises such that the property is not a physical or visual nuisance to the public or to surrounding property owners.

(Ord. No. 24-S-20, § 1(Exh. A), 6-18-2024)

**Sec. 21.7.6. Substitution of nonconforming uses.**

- A. A nonconforming use shall not be changed to another nonconforming use.
- B. A nonconforming use may be changed to a conforming use provided that, once such change is made, the use shall not be changed back to a nonconforming use.

- C. A conforming use located in a nonconforming structure may be changed to another conforming use, but shall not be changed to another nonconforming use.
- D. Notwithstanding any of the provisions of this section, a nonconforming HUD-Code manufactured home may be exchanged or replaced by another HUD-Code manufactured home, provided the newly located residential unit is owner-occupied.

(Ord. No. 24-S-20, § 1(Exh. A), 6-18-2024)

**Sec. 21.7.7. Reconstruction or repair of nonconforming structure.**

- A. If more than fifty percent (50%) of the total appraised value of a nonconforming structure, as determined by the applicable county appraisal district, is destroyed by fire, the elements, or some other cause, then the structure may be rebuilt only in conformity with the standards of this UDC.
- B. If less than fifty percent (50%) of the total appraised value of a nonconforming structure, as determined by the applicable county appraisal district, is destroyed by fire, the elements, or some other cause, then the structure may be reconstructed as it was before the partial destruction but only to its original dimensions and floor area, and provided that such reconstruction is completed within 365 calendar days following the event that caused the partial destruction. If reconstruction is delayed by contested insurance claims, litigation, or some other similar cause, then the 365 calendar day reconstruction period may be extended by the City Manager or his/her designee, at his/her sole discretion.
- C. If a nonconforming structure that is totally or partially destroyed was occupied by a nonconforming use at the time of such destruction, then the nonconforming use may be re-established subject to the limitations on expansion set forth in section 21.7.4 above.
- D. Any conforming structure that is totally or partially destroyed shall be reconstructed only in conformity with the standards of this UDC.
- E. Nothing in this UDC shall be construed to prohibit the upgrading, strengthening, repair or maintenance of any part of any structure, conforming or nonconforming, that is declared unsafe or uninhabitable by the proper authority, unless such repairs or maintenance exceeds fifty percent (50%) of the structure's appraised value, as determined by the applicable county appraisal district.

(Ord. No. 24-S-20, § 1(Exh. A), 6-18-2024)

**Sec. 21.7.8. Relocation of nonconforming structure.**

No nonconforming structure or building shall be moved in whole or in part to any other location on the lot, or to any other location or lot, unless every portion of such structure is in compliance with all the regulations of the zoning district in which the structure is to be relocated. Such building relocation shall also require a structure relocation permit from the City, and may also require platting of the intended building site as well as Site Plan approval pursuant to this UDC.

(Ord. No. 24-S-20, § 1(Exh. A), 6-18-2024)

**Sec. 21.7.9. Nonconforming lots.**

- A. The following types of platted lots shall be deemed in conformance with the provisions of this UDC, notwithstanding the fact that such lot does not meet the standards of this UDC in the zoning district in which it is located:

1. Any vacant lot that conformed to the City's zoning district regulations at the time that it was platted; or
  2. Any lot occupied by a single-family dwelling authorized under the zoning district regulations in which the lot is located.
- B. Nothing in this UDC shall be construed to prohibit the use of a lot that does not meet the minimum lot standards of the zoning district in which it is located, provided that the lot is zoned for the land use(s) intended and the lot was platted as a lot of record prior to the effective date of this UDC.
- C. A lot of record located within the RA zoning district that is nonconforming may be occupied by a single-family dwelling provided that all applicable zoning standards with regard to building setbacks, building size and design criteria are met.

(Ord. No. 24-S-20, § 1(Exh. A), 6-18-2024)

### **Sec. 21.7.10. Validation.**

- A. Within the City, there exist on the following subdivisions: Belmont Park; Kramer Farm; Whisper Meadows; Northcliffe II; Tanglewood; Wynn Brook; Jonas Woods Unit 1 Lots 1-18, Block 3; Jonas Woods Unit 1 Lots 1-29, Block 2; Jonas Woods Unit 1 Lots 1-18 and 51-65, Block 1; Jonas Woods Unit 4; The Ridge at Scenic Hills; Fairhaven; The Links at Scenic Hills; and The Fairways at Scenic Hills (the "Subdivisions"), which include structural encroachments onto platted setbacks; plats with improperly designated setbacks or improper lot sizes; and improper master plans. It is the intent of this section to validate such improper encroachments, plats, and master plans in the subdivisions and to determine that such improper encroachments, plats, and master plans are deemed not to be in violation of this UDC, but only so long as the conditions within this section 21.7.10 of this UDC are met. The provisions of this section shall be limited to validate only the improper encroachments, plats, and master plans on February 24, 2009 in the subdivisions.
- B. The portions of existing structures encroaching onto platted setbacks in any of the subdivisions on the effective date of this UDC (validated encroaching structures) shall not be enlarged upon, expanded, or extended into the platted setback area.
- C. If more than fifty percent (50%) of (i) the total square footage of a validated encroaching structure or (ii) the total appraised value of the validated encroaching structure, as determined by the applicable county appraisal district, is destroyed by fire, the elements, or some other cause, the validated encroaching structure may not be rebuilt within the platted setback, except as may otherwise be permitted by this UDC (other than this section). If fifty percent (50%) or less of (i) the total square footage of a validated encroaching structure or (ii) the total appraised value of the validated encroaching structure, as determined by the applicable county appraisal district, is destroyed by fire, the elements, or some other cause, the validated encroaching structure may be reconstructed as it was before the partial destruction but only to its original dimensions and footprint area within the platted setback, and provided that such reconstruction is completed within 365 calendar days following the event that caused the partial destruction. If reconstruction is delayed by contested insurance claims, litigation, or some other similar cause, the three hundred sixty-five calendar day reconstruction period may be extended by the City Manager or his/her designee, at his/her sole discretion.
- D. No validated encroaching structure encroaching onto a platted setback shall be moved in whole or in part to any other location on the lot, unless every portion of such structure after such relocation is out of the platted setback and is in compliance with all the requirements of the zoning district for such lot and all other applicable requirements of this UDC and other applicable codes, ordinances or regulations of the City in effect at such time.
- E. If application is made to have plats with improper setbacks, plats with improper lot sizes, and/or existing master plans for any of the subdivisions replatted or amended, any such replats or amendments shall be

required to be in conformity with the provisions of this UDC (other than this section) and with all other applicable City codes, ordinances or regulations that are in effect at the time application for amendment or replatting is made.

- F. This section is subject in all events to the property owner's rights set forth in Local Government Code Chapter 245.

(Ord. No. 24-S-20, § 1(Exh. A), 6-18-2024)

### **Sec. 21.7.11 Agricultural Operations.**

- A. Within the City of Schertz, there exists properties that have been utilized for Agricultural Operations prior to being annexed into the City of Schertz. Agricultural Operations per H.B. No 1750 include cultivating the soil, producing crops or growing vegetation for human food, animal feed, livestock forage, forage for wildlife management, planting seed or fiber, floriculture, viticulture, horticulture, silviculture, wildlife management, raising or keeping livestock or poultry, including veterinary services, and planting cover crops or leaving land idle for the purpose of participating in any governmental program or normal crop of livestock rotation procedures. Per Texas Agriculture Code Chapter 251 Section 251.0055 a city may not impose a governmental requirement that directly or indirectly prohibits the use of a generally accepted agricultural practice.
- B. In order to ensure that properties within the City of Schertz that have been utilized for Agricultural Operations can continue the following are applicable:
  - a. Land Use: Properties can be utilized for Agricultural Operations including alternating between growing crops and raising livestock regardless of the zoning designation for the property.
  - b. Expansion of Agricultural Operations: Existing Agricultural Operations can expand to include:
    - i. Increase of field crop area or increase of livestock or change in livestock species
    - ii. Construction of Maintenance Buildings or Equipment Sheds, Barns, Accessory Buildings, Animal Cages or Corrals, Feeders or Grain Storage, or any other miscellaneous Agricultural related structure.
      - 1. Issuance of building permits will not be required for any Maintenance Buildings or Equipment Sheds, Barns, Accessory Buildings, Animal Cages or Corrals, Feeders or Grain Storage, or any other miscellaneous Agricultural related structure that is less than 2,000 square feet.
      - 2. Platting of the property and connection to sanitary sewer will not be required for construction of Maintenance Buildings or Equipment Sheds, Barns, Accessory Buildings, Animal Cages or Corrals, Feeders or Grain Storage, or any other miscellaneous Agricultural related structure.
      - 3. This does not negate the requirement to obtain any necessary building permits or any Certificate of Occupancy requirements for a commercial business that will be occupied by or serves those that do not own or work for the agricultural operation.
    - iii. Construction of additional single family detached residential dwelling units which shall only be utilized for family members or employees of the Agricultural Operations on the same property with a minimum of 5 acres per unit, up to an additional four (4) units per property.
      - 1. Issuance of building permits will be required for any additional single family detached residential dwelling units.
      - 2. Platting of the property and connection to sanitary sewer will not be required for construction of additional single family detached residential dwelling units.

- iv. Construction of new, or repair of existing agricultural fencing in conjunction with agricultural operations, including utilizing barbed wire, is permitted without obtaining a building permit as long as the proposed fencing is within the property boundaries and does not impede sight visibility.
- c. Development Process: Agricultural Operations are subject to all City of Schertz development regulations and processes to include but not limited to Platting, Site Plan, and Building Permits and Inspections with the exceptions provided within this section.

(Ord. No. 24-S-20, § 1(Exh. A), 6-18-2024)

**Sec. 21.7.12 Nonconforming Signs.**

- A. *General.* A sign, including its supporting structure, shall be considered nonconforming when it does not conform to all or part of the provisions of this Article and
  - 1. was in existence and lawfully located and used in accordance with the provisions of the prior law, ordinance, code or regulation applicable thereto or which was considered legally nonconforming there under and has since been in continuous or regular use;
  - 2. was in existence, located and used on the premises at the time it was annexed into the City and has since been in continuous use; or
  - 3. was in existence and lawfully located and used as an off-premise sign prior to or on February 19, 2008.
- B. Signs shall lose nonconforming status when:
  - 1. it is removed from the premises for any reason;
  - 2. it has been blown down or otherwise destroyed or dismantled for any purpose other than maintenance operations or for changing the letters, symbols, or other matter on the sign;
    - a. a sign or substantial part of it is considered to have been destroyed only if the cost of repairing the sign is more than 60 percent of the cost of erecting a new sign of the same type at the same location
  - 3. it has become an abandoned sign, a sign that no longer serves to direct attention to an event, person, product, good, service, or activity, which is no longer conducted; or
  - 4. any structural changes are made not related to repair.

Exhibit "C"

Proposed Unified Development Code (UDC) Amendments

Article 11 - Sign and Advertising Devices

## ARTICLE 11. SIGNS AND ADVERTISING DEVICES

### Sec. 21.11.1. Purpose.

The City recognizes the safety, commercial, emergency, and informational needs for signs. This Article has been adopted to protect the health, safety, and welfare of the citizens in accordance with LGC Chapter 216. The City Manager or his/her designee is hereby authorized and directed to enforce and interpret the provisions of this Article and other laws, ordinances, codes and regulations applicable thereto in the City.

### Sec. 21.11.2. Applicability.

All signs shall be erected, displayed, altered or reconstructed in conformity with this Article. Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall be applicable.

### Sec. 21.11.3. Administration.

- A. *Applications.* The City Manager or his/her designee shall receive applications, review plans and documentation and issue permits for the erection, installation, enlargement, alteration, and repair of all signs within the City and its ETJ.
- B. *Inspection.* The City Manager or his/her designee shall make all inspections necessary to ensure compliance with all state and local requirements governing signage.
- C. *Notices and Orders.* The City Manager or his/her designee shall issue all necessary citations, notices or orders to ensure compliance with this Article.
- D. *Liability.* The City Manager or his/her designee, members of the Planning and Zoning Commission, or other City employees charged with the enforcement of this Article, while acting for the City in good faith and without malice in the discharge of the duties required by this Article or other pertinent laws, ordinances, codes or regulations shall not be rendered liable personally and are hereby relieved of personal liability for any damage accruing to persons or property as a result of any act or by reason of an act or omission in the discharge of official duties. Any suit instituted against an officer or employee because of an act performed by that officer or employee in the lawful discharge of duties and under the provisions of this Article shall be defended by a legal representative of the City until the final termination of the proceedings.

### Sec. 21.11.4. General Requirements.

- A. *Permit Required.*
  - 1. No person shall erect, alter or display any sign without first obtaining a sign permit to do so from the City Manager or his/her designee. No sign permit shall be released by the City Manager or his/her designee until after the building permit for the principal building on the site has been issued.
  - 2. *Electrical Permit Required.* No person shall install and connect electrical systems for a sign within the City or its ETJ without first obtaining an electrical permit from the City Manager or his/her designee. The the City Manager or his/her designee shall not issue an electrical permit for a sign until after the principal sign permit for such work has been issued.
- B. *Application.* The following information shall be required for each application for a permit:
  - 1. Completed building permit application;

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2. Sign Plan Exhibits which include:
    - a. location of all buildings, structures or tracts to which or upon which the sign is to be attached or erected; and
    - b. position of the sign in relation to rights-of-way, property lines, easements, buildings or structures and other existing signs; and
    - c. plans that illustrate height, length, width and all other dimensions associated with the sign including all electrical elements of the sign.
  3. A copy of a contract with construction costs signed by the owner of the property stating that the applicant has permission to erect such sign.
- C. *Fees.* All fees for a sign permit shall be in accordance with the current fee schedule adopted by City Council.
1. A permit shall not be valid until such fee has been paid. An amendment to a permit shall not be released until the additional fees, if any, have been paid.
  2. An additional fee shall be assessed in accordance with the current fee schedule for work beginning prior to obtaining a permit as required by this Article. Payment of such fees shall not relieve any person(s) from any other penalties prescribed by this UDC or any other law, ordinance, code or regulation applicable thereto.
- D. *Action on Application.* The City Manager or his/her designee shall examine applications for permits and amendments in accordance with state law after a complete application is filed. If the application or the construction documents do not conform to the requirements of this Article and other pertinent laws, ordinances, codes or regulations, the City Manager or his/her designee shall reject such application in writing, stating the reasons therefore. If the City Manager or his/her designee is satisfied that the proposed work conforms to the requirements of this Article and other laws, ordinances, codes and regulations applicable thereto, the City Manager or his/her designee shall issue a permit.
- E. *Time Limitation of Application.* An application for a permit for any proposed work for which a permit has not been issued shall be deemed abandoned six (6) months after the date of filing. The City Manager or his/her designee may, at his/her discretion, grant one extension for additional time not exceeding ninety (90) days. The extension shall be requested in writing and justifiable cause demonstrated. Permits issued under this Article are non-transferable from one person to another.
- F. *Condition of Permit.* A permit issued under this Article shall be construed to be a license to proceed with the work and not as authority to violate, cancel, alter, or set aside any of the provisions of this Article or other law, ordinances, codes and regulations applicable thereto. Nor shall issuance of a permit prevent the City Manager or his/her designee from thereafter requiring correction of errors in plans, construction, or removing violations of this Article or other laws, ordinances, codes or regulations applicable thereto. Every permit issued shall become invalid six (6) months after its issuance if the work is not completed unless otherwise stated in this Article.
- G. *Suspension or Revocation.* The City Manager or his/her designee is authorized to suspend or revoke a permit issued under this Article whenever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of this Article or any other laws, ordinances, codes or regulations applicable thereto.
- H. *Public Rights-of-Way, Alleys and Easements.* A permit shall not be issued by the City Manager or his/her designee for the placement of a sign that will encroach upon any public right-of-way, alley or utility or drainage easement.
- I. *Placement of Permit.* The permit or copy thereof shall be kept on the site until the work permitted is completed.

- J. *Appeal*. An individual who has been denied a permit or had a permit revoked may appeal in writing along with the established filing fee to the Planning and Zoning Commission within ten (10) days after the date of denial or revocation.

### Sec. 21.11.5. Exempted Signs.

The following types of signs or sign work are exempt from the permit requirements of this Article provided exemptions does not violate any other provisions of this Article or this UDC:

- A. *Governmental Signs*. Any sign indicating public facilities, public works projects, public services, or other places, events, persons, products, goods, programs, activities or institutions conducted by the Federal, State or any local government.
- B. *Political Signs*. A sign pertaining to any national, state, county or local election, or issue and erected for the purpose of announcing a political candidate, political party or ballot measure, or a position on a political issue.
- C. *Railway Signs*. Any sign within the railway right-of-way placed and maintained in reference to the operation of such railway.
- D. *Utility Signs*. Any sign marking utility or underground communications or transmission lines.
- E. *Vehicle Signs*. Any sign placed on or affixed to vehicles and/or trailers where the sign is incidental to the primary use of the vehicle or trailer as a form of transportation and which identifies the business, products, or services with which the vehicle and/or trailer is related.
- F. *Flags*. Official flags of governmental jurisdictions or non-profit organizations. Nothing in this Article shall be construed to prevent the display of a national or state flag or to limit flags, insignias, or legal notices or informational, directional or traffic signs which are legally required and necessary to the essential functions of governmental agencies. Flag poles shall not exceed thirty-five (35) feet in height.
- G. *Warning Signs*. Signs warning the public of the existence of danger but containing no advertising material.
- H. *Street Address Signs*. Address signs containing only numeric addresses and street names.
- I. *Holiday Signs*. Any temporary sign promoting the celebration of a holiday and containing no commercial advertising.
- J. *Plaques*. Any commemorative sign of a recognized historical society or organization.
- K. *Menu Board Signs*. A maximum of two (2) menu board signs, each with a maximum of thirty-two (32) square feet in area, shall be allowed per drive through service restaurant or restaurant drive-up window or similar drive through business. Structural and electrical elements will still require review from the City Manager or his/her designee.
- L. *Minor Repairs and Maintenance*. Minor repair work to any sign, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles, painting or other similar exterior maintenance of a sign structure so long as no structural alterations are made to the sign.
- M. *Murals*. A graphic displayed on the exterior of a building for decoration or artistic expression. Shall not include text, logos, or images advertising or indicating a service or product.
- N. *Directional Signs*: Any on-premise sign that directs the movement of traffic on private property within developments. Directional signs shall be located in a manner where they will not interfere with the safe movement of vehicles or pedestrians and shall not be located within any visibility triangle. Cannot be greater than twelve (12) square feet in area.

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**Sec. 21.11.6. Prohibited Signs.**

- A. *Obscene Signs.* No person shall erect or display a sign in which the dominant theme of material taken as a whole appeals to the prurient interest in sex, and is patently offensive because it affronts current community standards relating to the description or representation of sexual matters, and is utterly without redeeming social literary, artistic, political, and scientific value, according to contemporary community standards.
- B. *Obstructing Doors, Windows or Fire Escapes.* No person shall erect or display any sign that prevents free ingress to or egress from any door, window or fire escape.
- C. *Obstructing Vision/Sight Triangle.* No person shall erect or display any sign in such a manner as to obstruct free and clear vision of moving vehicles at any location, street intersection, or driveway. All signs placed at any intersection shall prevent such problem by observing a visibility triangle (see definition of visibility triangle).
- D. *Interference With Traffic.* No sign shall be permitted which interferes with vehicular or pedestrian traffic as a result of the position, size, shape, movement, color, fashion, manner, or intensity of illumination, or any other characteristics causing such interference. No person shall erect or allow to be displayed any sign in such a manner as to interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal, or device, including, signs making use of the words "stop", "go", "look", "slow", "danger", or any other similar word, phrase, symbol or character. No person shall employ any red, yellow, green, or other colored lamp or light in such a manner as to cause confusion or otherwise interfere with vehicular or pedestrian traffic.
- E. *Over Public Property or Public Right-of-Way.* It shall be prohibited to erect or display any type of sign on or over public ROW or other public property, unless the same is erected by the City, County, State or other authorized governmental agency, or with the permission of the City (in its sole discretion), for public purposes.
- F. *Signs on Utility Poles.* No person shall erect or display any sign except as specifically authorized by section 21.11.5 on any utility pole located upon any public right-of-way or utility easement.
- G. *Private Property.* No sign shall be located on private property without the consent of the owner of the premises, including signs located on trees, light poles or mail boxes.
- H. *Dilapidated Signs.* No sign shall be allowed which is deteriorated, dilapidated or in danger of falling or otherwise unsafe.
- I. *Signs in Violation.* No sign shall be allowed that does not comply with any applicable provisions of the building code, this UDC, or any other applicable laws, ordinances, codes or regulations of the City.
- J. *Home Occupation Signs.* No exterior home occupation signs shall be permitted.
- K. *Off Premise Signs.* Except as set forth elsewhere in this Article, all off premise signs are prohibited except that the following signs may be permitted provided they otherwise meet the applicable requirements of this Article:
  - 1. Community Service Signs;
  - 2. Garage Sale Signs;
  - 3. Official Government Signs;
  - 4. Historical Markers and Plaques;
  - 5. Political Signs;
  - 6. Real Estate Signs;

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- 7. Temporary Signs;
  - 8. Traffic Signs;
  - L. *Bandit Signs.*
  - M. *Painted Signs.* No sign advertising or indicating a service or product with text, logos, or images shall be permitted which is painted on the wall of any building or on any part of a building.
  - N. Balloon Signs including inflatable signs are prohibited regardless of size. Feather Flags are the only type of wind driven signs allowed.
  - O. *Other Signs.* Except as set forth elsewhere in this Article, any signs not specifically permitted by this Article are prohibited within the City.

**Sec. 21.11.7. Removal of Signs.**

- A. *Damaged Signs.* Signs which are determined by the City Manager or his/her designee to be a public hazard or in a state of disrepair shall be repaired or removed within ten (10) days after written notification to the property owner.
- B. *Abandoned Signs.* Signs which are determined by the City Manager or his/her designee to be abandoned shall be removed or otherwise painted over within thirty (30) days after written notification to the property owner by the City Manager or his/her designee.
- C. *Extensions.* The City Manager or his/her designee shall have the authority, to grant extensions as necessary to resolve a damaged or abandoned sign. The extension shall be requested in writing and justifiable cause demonstrated.
- D. *Signs in Right-of-Way and/or Public Property.* Any sign that is erected, constructed, or otherwise located within or upon public right-of-way or on public property may be removed by City personnel and disposed of immediately. The City is not required to notify the owner of the sign of its removal and disposal.
- E. *Relocation of Certain Detached On-Premise Signs.*
  - 1. Legal and non-conforming detached on-premise signs located on or overhanging a parcel of land acquired by a governmental entity may be relocated subject to the restrictions in this section. The owner of the sign and the governmental entity must sign an application requesting the relocation. The relocation must be completed within one (1) year after the date the governmental entity becomes the owner of the property. All relocated signs must fully comply with spacing, setbacks, and other restrictions in this section. All signs must relocate on the remainder of the tract from which the parcel of land was acquired unless:
    - a. There is no remainder; or
    - b. The remainder is not of sufficient size or suitable configuration to allow the relocated sign to fully comply with the spacing, setback, and other restrictions in this section.
  - 2. No relocated detached on-premise sign may have a greater effective area or increased height than it had at its original location, or contain new materials that are more than five feet (5') above grade.
  - 3. No detached on-premise sign may be relocated until demolition and other required permits have been applied for and approved by the City.
  - 4. No new electrical or mechanical properties may be added to a relocated detached on-premise sign. (For example, a non-illuminated sign may not be converted to an illuminated sign.)

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- F. *Illegally Erected Temporary Sign.* Any temporary sign that is erected, constructed or otherwise displayed, without a permit or in direct violation of this Article shall be removed by City personnel and disposed of immediately. The City is not required to notify the owner of the sign of its removal and disposal.
  - G. *Illegally Erected Permanent Sign.* Any permanent sign installed without a permit or in direct violation of this Article shall be removed by the owner of the sign or property within ten (10) days after written notification by the City Manager or his/her designee.
  - H. *Filing of Liens Against the Property.* The City is authorized to file a lien against any property which is not otherwise exempt to recover reasonable expenses incurred by the City for the removal of a sign or portion of a sign.
  - I. *Appeal.* Any decision rendered by the City Manager or his/her designee or other City personnel in the enforcement of this Article may be appealed to the Planning and Zoning Commission by any person, agent, or representative affected by such decision. Such appeal must be in writing and received within ten (10) days after a decision rendered along with the established fee.

### **Sec. 21.11.8. General Sign Provisions.**

The provisions of this section shall be applicable to all signs hereafter erected, constructed, displayed, altered or repaired on any premise under the jurisdiction of the City.

- A. *Height of Signs.* The vertical height of a sign shall be measured from ground level to the highest part of the sign or its structure.
- B. *Wind and Dead Load Requirements.* All signs shall be designed and constructed to withstand wind loads and to receive dead loads as required by building codes adopted by the City. The sign application must include a statement signed or a letter with an engineer's seal that states compliance with this requirement.
- C. *Location of Business/Residential.* All business and residential locations shall be identified by an address, which is clearly visible from the street.
- D. *Illumination of Signs.* No sign shall be illuminated to such intensity to exceed a maximum of one (1) footcandle measured at the property line. No lighted sign shall be erected or displayed within 150 feet of a single-family residential zoned property unless the lighting is shielded from view.
- E. *Building and Electrical Codes Applicable.* All signs shall be constructed and maintained in conformity with all applicable provisions of the building code, electrical code or other applicable laws, ordinances, codes or regulations of the City.
- F. *Maintenance of Signs.* Every sign shall be maintained in good structural condition at all times. All signs shall be kept neatly painted including all metal parts and supports that are not galvanized or of rust resistant material. On undeveloped parcels of land, the area between any sign and the street or highway to which the sign is oriented and the area within twenty-five feet (25') of such sign must be kept free and clear of debris, trash, and weeds or other refuse and shall be maintained by mowing or trimming of any vegetation.
- G. *Structural Sign Elements.* The structural elements of permanent signs shall be constructed of materials that are noncombustible and may be supported by noncombustible materials only and finished in a presentable manner. Wood or unpainted steel supports are prohibited. Heavy timber and other materials may be used only if approved by the City Manager or his/her designee.
- H. *Sign Clearance.* Notwithstanding any other provisions of this UDC, all signs shall maintain a clearance of at least ten feet (10') when located over a public sidewalk and at least fourteen feet (14') when located over a driveway.

- I. *Sign Area.* The maximum effective sign area shall be the total square footage of a single face specified for each type of sign within this Article.

**Sec. 21.11.9. Wall Signs.**

- A. Wall Sign Standards apply per façade. Wall signs may be one contiguous sign or have multiple separate components provided total allowable square footage is not exceeded.

Wall Sign Standards		
Roadway Classification	Max Area sq. ft.(per facade)	Maximum Number of façades with signage
Interstates & Farm to Market Roads	250	3 per building or tenant
All Others	100	3 per building or tenant

1. Roadway Classification is determined by the address of the building or unit and applies to each allowable sign.
2. Buildings over 100,000 square feet are allowed an additional 100 square feet of maximum signage area.
3. Wall signs shall not extend into the required building setback and may not be attached to light fixtures, poles, or trees.
4. In no case shall a wall sign project above the roofline of any building nor extend above the parapet wall if attached thereto.
5. Wall signs shall not be located on any facade (other than the main front of the building) which faces property zoned for single-family residential uses if the sign is within 150 feet of the property line of said residential property.
6. Properties on Main Street with a facade facing the railroad are allowed 250 square feet of signage facing FM 78.
  - a. Shall not exceed maximum allowable number of facades with signage.

**Sec. 21.11.10. Freestanding Signs.**

- A. Freestanding Sign Standards.

Freestanding Sign Standards				
Roadway Classification	Setback ft.	Max Area sq. ft.	Max Height ft.	Maximum Number
Interstates	15	250	50	1 per lot per frontage
Farm to Market Roads	15	250	35	1 per lot per frontage
All Others	15	150	20	1 per lot per frontage

1. Roadway Classification is determined by the adjacent frontage the sign will be placed.
2. Developments consisting of shopping centers or other multi-tenant type developments shall provide adequate sign spaces for each tenant and no tenant shall have more than 50% of the allowable area.
3. A freestanding sign may include an electronic sign as a component of the permitted sign with the following additional standards:
  - a. Limited to two (2) faces per sign.

- b. Limited to fifty (50) square feet per sign face.
- c. Electronic signage shall not exceed a maximum of one (1) footcandle illumination at the property line.
- d. Any change of pictures or information on the electronic sign shall not produce the illusion of moving objects, expanding or contracting shapes, rotation or any similar effect of animation.
- e. Any change of pictures or information on the message board sign shall not change more often than once every four (4) seconds.
- f. Any sign picture or information shall not have a solid white background between the time period of thirty (30) minutes after sunset and thirty (30) minutes before sunrise.

**Sec. 21.11.11. Price-Per-Gallon Display .**

- A. *General.* All price-per-gallon displays must be an integral part of the freestanding sign or wall sign for the site. Displays, whether electronic or manual, shall not scroll or flash.
- B. *Number of Signs.* Only one (1) price-per-gallon sign shall be permitted per site.
- C. *Illumination.* Only internal illumination may be utilized for fuel classification and price-per-gallon sign.

**Sec. 21.11.12. Subdivision Entry Signs.**

- A. Subdivision Entry Sign Standards

Subdivision Entry Sign Standards			
Roadway Classification	Max Area sq. ft.	Max Height ft.	Maximum Number
Interstates & Farm to Market Roads	50	10	2 per entry
All Others	32	6	2 per entry

- 1. *Subdivision Entry Feature.* A subdivision entry feature which incorporates masonry walls, berms and/or decorative fencing in combination with the subdivision entry sign may be constructed, however, the maximum area containing the subdivision sign shall not exceed standards.

**Sec. 21.11.13. Temporary Signs.**

- A. Temporary Sign Standards.

Temporary Sign Standards			
Setback ft.	Max Area sq. ft.	Max Height ft.	Maximum Number
15	24	6	3 per business or tenant
Feather Flag Standards			
Setback ft.	Max Area sq. ft.	Max Height ft.	Maximum Number
15	16	8	3 per business or tenant

- 1. Temporary signs shall be permitted for a maximum of 120 days per calendar year and Temporary Sign permits will be issued for thirty (30) day increments.

- a. The cumulative total number of days for which all temporary sign permits issued for a property or business shall not exceed 120 calendar days.
  - b. Each individual sign will count towards the allotted 120 calendar days.
  - c. Feather Flags shall only be permitted for 28 days per calendar year.
2. *Recurring Event Permit.* A Recurring Event Permit is for temporary signs that will be issued in two-day increments for up to fifteen (15) times per year. The applicant requesting a Recurring Event Permit must identify which 15 two day increments they intend to have the temporary signs when applying for the initial permit. The selected dates can be modified as dates change with prior approval.
3. Exceptions:
- a. Development signs may be installed at any time after the issuance of the building permit for a commercial development or after approval of the final plat for a residential subdivision. The development sign must be removed within six (6) months or upon the issuance of a certificate of occupancy for commercial developments, and within three (3) years of a residential subdivision.
  - b. Real estate signs shall be exempt from the permitting requirements of this section if they do not exceed six feet (6') in height and do not exceed thirty-two (32) square feet in area. Real estate signs shall be limited to one (1) per lot per street frontage.

#### **Sec. 21.11.14. Banners Over Public Rights-of-Way.**

- A. *General.* Banners may be erected over predetermined public rights-of-way within the City with the approval of the City Manager or his/her designee.
- B. *Restrictions.* Banners over public rights-of-way shall be permitted only for non-commercial or charitable events that are of general interest to the community as a whole and shall be restricted to non-profit or governmental entities.
- C. *Responsibility.* The applicant shall be responsible for the erection of any banner over public rights-of-way. The banner shall be inspected by the City Manager or his/her designee to ensure the banner is adequately secured. The applicant shall be responsible for removal of any banner erected over public rights-of-way.
- D. *Maximum Banner Size.* The maximum area of a banner shall not exceed 144 square feet. The standard banner size shall be four feet (4') wide by thirty-six feet (36') long. Variations to the standard banner size may be approved by the City Manager or his/her designee when differing variations are necessary to contain the entire message within the banner. In no case shall the area exceed the maximum area identified in this section.

#### **Sec. 21.11.15. Waivers**

- A. The Planning and Zoning Commission may authorize waivers from the provisions of this Article when, in its opinion, undue hardship will result from requiring strict compliance. In granting a waiver, the Planning and Zoning Commission shall prescribe only conditions that it deems necessary or desirable to the public interest.
- B. In making their findings, the Planning and Zoning Commission shall take into account the following:
  - a. The nature of the proposed use of the land involved.
  - b. The location of the property in relation to roadway classification.

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- c. The existing uses of land in the vicinity.
  - C. Waivers shall not be granted unless the Planning and Zoning Commission finds:
    - 1. That the granting of the waiver will not be detrimental to the public health, safety, or welfare, or injurious to other property in the area; and
    - 2. Strict interpretation of the provisions of the section would deprive the applicant of rights commonly enjoyed by other nearby properties with the same land use that would comply with the same provisions.
  - D. The Planning and Zoning Commission may establish a time period for execution of each granted waiver.
  - E. Such findings together with the specific facts on which such findings are based shall be incorporated into the official minutes of the Planning and Zoning Commission meeting at which such exception is granted.
  - F. Planning and Zoning Commission shall not authorize a waiver that would constitute a violation of a valid law, ordinance, code or regulation of the City.
  - G. Any decision of the Planning and Zoning Commission regarding waivers to the provisions of this Article may be appealed to the City Council. When considering an appeal, the City Council shall consider the same standards as the Planning and Zoning Commission as outlined above.

**Sec. 21.11.16. Violations.**

- A. *Unlawful Acts.* It shall be unlawful for any person, firm or corporation to erect, construct, alter, extend, repair, move, remove, or demolish a sign regulated by this Article, or cause the same to be done in conflict with or in violation of any of the provisions of this Article.
- B. *Notice of Violation.* The City Manager or his/her designee is authorized to serve a notice of violation or order on the person responsible for the erection, construction, alteration, extension, repair, moving, removing or demolition of a sign in violation of the provisions of this Article or in violation of a permit issued under the provisions of this Article. Such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation.

Exhibit “D”

Proposed Unified Development Code (UDC) Amendments

Article 16 – Definitions

**Exhibit "D"**

**Proposed UDC Amendment**

**Article 16 - Definitions**

**Proposed changes to Article 16 - Definitions to add:**

*Façade:* The portion of any exterior elevation of the building extending from grade to the top of the roof or parapet. Does not include structural or nonstructural elements which extend beyond roof or parapet.

*Murals.* A graphic displayed on the exterior of a building for decoration or artistic expression. Shall not include text, logos, or images advertising or indicating a service or product.

*Subdivision Entry Signs:* entry signs identifying a residential or mixed-use development.

**Proposed changes to Article 16 - Definitions to replace/edit:**

*Balloon/Inflatable Signs:* One or more inflatable devices filled with lighter-than-air gas used as a temporary sign for the purpose of directing attention to any location, event, person, product, good, service, activity, institution or business.

*Bandit Sign:* An illegally placed sign often used for advertising a service, business, or product.

*Directional Signs:* Any on-premise sign that directs the movement of traffic on private property within developments. Directional signs shall be located in a manner where they will not interfere with the safe movement of vehicles or pedestrians and shall not be located within any visibility triangle. Cannot be greater than twelve (12) square feet in area

*Freestanding Sign:* A sign that is not attached to a building and which is self-supported.

*Temporary Signs:* A sign constructed of a natural or man-made flexible material including, but not limited to, cloth, canvas, vinyl, engineered wood products not rated for outside use, or fabric which can be easily folded or rolled that is mounted with or without an enclosing framework that is attached or tethered to the building or structures. These signs are intended to be displayed for a limited period of time.

*Wall Sign:* Any sign attached to or projected from the exterior wall surface or facade of a building

*Wind Sign:* Any display or series of displays, banners, flags, pennants or other such objects designed and fashioned in such a manner as to move when subjected to wind pressure. Wind signs shall only be permitted as temporary signs. Feather Flags are the only type of wind driven signs allowed.

**No other changes are proposed.**

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**SUBJECT**

Current Projects and City Council Status Update

**DEVELOPMENT INFORMATION**

The following is being provided for information purposes only so that the Planning and Zoning Commission is aware of the current status of new site plan applications, status of applications heard by the Commission and recommended for final action by the City Council, and the status of administratively approved applications.

**NEW SITE PLAN APPLICATIONS:** The following Site Plan Application was submitted from April 29, 2026, to May 26, 2026.

- 153 Windy Meadows: A proposed outdoor storage area for an existing building and business located at 153 Windy Meadows, Windy Meadows Subdivision Lot 14, Block 2, approximately 1-acre tract, zoned General Business District-II(GB-2).

**CITY COUNCIL RESULTS:** No planning applications went to City Council from April 29, 2026, to May 26, 2026.

**ADMINISTRATIVELY APPROVED PROJECTS:** Administratively approved applications from April 29, 2026, to May 26, 2026.

- Little Caesars Pizza: An administratively approved Site Plan for a proposed 1,675 square foot pizza restaurant with a drive-through, located at 5632 FM 1103, Valvoline Express Care Subdivision Lot 1, Block 1, approximately 1 acre of land, zoned General Business District (GB).
  - Graytown Unit 6: An administratively approved Preliminary Plat for an approximately 9.22-acre tract of land to establish one buildable lot, Graytown Unit 6 Lot 1, Block 1, zoned Planned Development District (PDD) and General Business District (GB), part of the Graytown Planned Development District.
  - Replat of Lots 27-29, Block 26 Aviation Heights Addition: An administratively approved replant of Aviation Heights Addition Subdivision, Lots 27-29, Block 26, to establish one buildable lot, Lot 41, Block 26, an approximately 0.236 acre tract of land zoned Single-Family Residential District (R-6).
  - Upschertz Creek Subdivision: An administratively approved Minor Plat of an approximately 1 acre tract, to establish Upschertz Creek Subdivision Lot 1, Block 1, located at 800 FM 3009, zoned General Business District (GB).
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