



**NOTICE OF MEETING**  
**PLANNING AND ZONING COMMISSION**  
**6:00 P.M. – September 16, 2021**

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30360 Cougar Bend, Bulverde, TX 78163

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**MEETING AGENDA**

**1) CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL**

**2) APPROVAL OF MINUTES**

- a. August 12, 2021, Planning and Zoning Commission meeting.
- b. September 2, 2021, Special Planning and Zoning Commission meeting.

**3) REGULAR AGENDA ITEMS**

- A. PC-21-15 (MDP): Reconsideration of a Master Development Plan (MDP) Amendment for Belle Oaks Ranch, generally located on the east side of Blanco Road, approximately 1.2 miles south of State Highway 46.
- B. PC-21-16 (Replat): Consider the approval of a Replat (Revision) for Lot 22 & 23, Block 10, Belle Oaks Ranch Phase IV, generally located on the east side of Blanco Road approximately 1.2 miles south of State Highway 46.
- C. SUP-21-05: Hold a public hearing and consider a request by Ashley & Chisum Cooke for the approval of a Special Use Permit to allow an outdoor vendors market to be operated on an approximately 8.029-acre tract of land at 2541 Bulverde Road.
- D. ZC-21-03: Hold a public hearing and consider a Zone Change from AG Agricultural Zoning District to R-2 Residential Zoning District on an approximately 0.02-square mile strip of land, generally located on the east side of Blanco Road approximately 1.2 miles south of State Highway 46.
- E. ZC-21-04: Hold a public hearing and consider a Zone Change from AG Agricultural Zoning District and R-2 Residential Zoning District to R-1 Residential Zoning District on an approximately 0.04-square mile strip of land, generally located at 7055 FM 1863.

**4) EXECUTIVE SESSION**

The Planning and Zoning Commission reserves the right to adjourn into executive session at any time regarding any item on the agenda for any reason authorized by Chapter 551, Texas Government Code, including but not limited to the following sections:

551.071 – Consultation with attorney

551.072 – Deliberations regarding real property

**5) PUBLIC COMMENTS NOT RELATED TO POSTED AGENDA ITEMS**

Persons desiring to address the Commission regarding issues not on the agenda will be received at this time. Those wishing to speak should present a completed comment form to the Chair prior

to the meeting. Speakers are limited to 3 minutes and should conduct themselves in a civil manner. In accordance with the Texas Open Meetings Act, the Commission cannot take action on items not listed on the meeting agenda.

**6) REPORT BY CITY OFFICIALS AND STAFF ON ITEMS OF COMMUNITY INTEREST**

In accordance with Section 551.0415 of the Government Code, topics discussed under this item are limited to expressions of thanks, congratulations or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee or other citizen; a reminder about an upcoming event organized or sponsored by the governing body; information regarding a social, ceremonial or community event; and Announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.

**7) ADJOURNMENT**

City Hall is wheelchair accessible and accessible parking spaces are available. Requests for accommodations must be made 48 hours prior to the meeting. Please contact the City Secretary at 830.980.8832 or FAX 830.438.4339 for information or assistance. I, the undersigned authority, do hereby certify that the above Notice of Meeting was posted on the bulletin board in front of Bulverde City Hall, which is readily accessible to the public at all times, by 5:00 pm on September 13, 2021.

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Susana Huerta, AICP  
Planning Director

These minutes have been prepared to satisfy the requirements of Section 551.021 of the Texas Government Code. Recordings of most City meetings are available at [www.bulverdetx.gov](http://www.bulverdetx.gov)

City of Bulverde Planning & Zoning Commission Minutes  
Regular Commission Meeting: August 12, 2021

Meeting Duration: 6:00 p.m. to 6:40 p.m.

### **CALL TO ORDER**

**Commission Members Present:** Joe Alexandre (Vice Chairman), Seth Prescott, Michelle Molina, Jeffrey Burrier, Gregory Porter

**Commission Members Absent:** Lindy Sisk (Chairman), Ted Hawkins, Michael Beavers (Alternate)

**City Staff Present:** Susana Huerta Ramos (Planning Director), Adrian Garcia (City Engineer), Jason Rammel (City Attorney), Eron Spencer (Planner I)

### **APPROVAL OF MINUTES**

- a. **Commissioner Molina made a motion, seconded by Commissioner Burrier, to approve the minutes of the July 15, 2021 meeting. Motion passed 5-0.**

### **REGULAR AGENDA ITEMS**

- A. PC-21-10 (MDP): Reconsideration of a Master Development Plan (MDP) for the Goldsmith Tract Development, generally located approximately 1.3 miles west of the intersection of East Ammann and Bulverde Road. ***Director Huerta Ramos presented the staff report for this agenda item to the Commission. Matt Hubble, a representative of Matkin Hoover, answered questions from the Planning & Zoning Commissioners regarding the MDP. After further discussion and consideration, Commissioner Molina made a motion, seconded by Commissioner Porter, to recommend approval of the Master Development Plan (MDP) for the Goldsmith Tract Development. Motion passed 5-0.***
- B. PC-21-15 (MDP): Consideration of a Master Development Plan (MDP) Amendment for Belle Oaks Ranch, generally located on the east side of Blanco Road, approximately 1.2 miles south of State Highway 46. ***Director Huerta Ramos, presented the staff report for this agenda item to the Commission. Matt Hubble, a representative of Matkin Hoover, answered questions from the Planning & Zoning Commissioners regarding the MDP Amendment. After further discussion and consideration, Vice Chairman Alexandre made a motion, seconded by Commissioner Prescott, to recommend denial of the Master Development Plan (MDP) Amendment for Belle Oaks Ranch due to the deficiencies noted in the staff report. Motion passed 5-0.***

### **EXECUTIVE SESSION**

None

### **PUBLIC COMMENTS**

None

### **REPORT BY CITY OFFICIALS AND STAFF ON ITEMS OF COMMUNITY INTEREST**

Director Huerta Ramos gave a brief overview of City Council's August 10, 2021 regular meeting to the Planning & Zoning Commission regarding the outcome of agenda items, including PDD-21-03 which was previously considered by the Commission at its July 15, 2021 meeting.

### **ADJOURNMENT**

There being no further business to come before the Commission, the meeting adjourned at 8:40 p.m. I certify that the above minutes were approved by the Commission on September 16, 2021.

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Maria Franco, City Secretary

These minutes have been prepared to satisfy the requirements of Section 551.021 of the Texas Government Code. Recordings of most City meetings are available at [www.bulverdetx.gov](http://www.bulverdetx.gov)

City of Bulverde Planning & Zoning Commission Minutes  
Regular Commission Meeting: September 2, 2021

Meeting Duration: 6:00pm-6:26pm

### **CALL TO ORDER**

**Commission Members Present:** Lindy Sisk (Chairman), Seth Prescott, Michelle Molina, Jeffrey Burrier, Ted Hawkins, Gregory Porter, Michael Beavers (Alternate)

**Commission Members Absent:** Joe Alexandre (Vice Chair),

**City Staff Present:** Susana Huerta Ramos (Planning Director), Jason Rammel (City Attorney), Eron Spencer (Planner I), Grant Fore (Planner I)

### **REGULAR AGENDA ITEMS**

- A. PC-21-13 (MDP): Consideration of a Master Development Plan (MDP) for the Honey Creek Development, generally located at the intersection of State Highway 46 and Park Road 31. **Susana Ramos, Planning Director, presented the staff report for this agenda item to the commission and answered questions asked by the commission. After further consideration and discussion, Commissioner Porter made a motion, seconded by Commissioner Prescott, to recommend denial of the Master Development Plan (MDP) for the Honey Creek Development, due to the deficiencies in the MDP submittal. Motion passed 7-0.**

### **PUBLIC COMMENTS**

None

### **REPORT BY CITY OFFICIALS AND STAFF ON ITEMS OF COMMUNITY INTEREST**

None

### **ADJOURNMENT**

There being no further business to come before the Commission, the meeting adjourned at 6:26p.m. I certify that the above minutes were approved by the Commission on September 16<sup>th</sup>, 2021.

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Maria Franco, City Secretary



PLANNING AND ZONING COMMISSION ITEM:  
PC-21-15  
**Master Development Plan (MDP)**  
**Amendment**  
Belle Oaks Ranch

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**MEETING DATE:** September 16, 2021

**DEPARTMENT:** Planning & Development

**PRESENTED BY:** Susana Huerta, AICP, Planning Director

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**REQUEST:**

Reconsideration of a Master Development Plan (MDP) Amendment for Belle Oaks Ranch, generally located on the east side of Blanco Road, approximately 1.2 miles south of State Highway 46.

**APPLICANT:**

Southerland Belle Oaks, LLC  
110 River Crossing Blvd Ste 1  
Spring Branch, TX 78070

**PROPERTY INFORMATION:**

**Owner:** Southerland Belle Oaks, LLC  
**Legal Description:** A 1,047.02 ACRE TRACT, BEING 874.5 ACRES OUT OF THE MARY MCVICAR SURVEY NO. 238, ABSTRACT 387, AND THE JAMES WEBB SURVEY NO. 237, ABSTRACT 655, COMAL COUNTY, TEXAS AND BEING THE REMAINING PORTION OF A CALLED 1,156 ACRE TRACT OF LAND AS CONVERVED TO BELLE OAKS RANCH, LTD., OF RECORD IN DOCUMENT NO. 200006000204 OF THE OFFICIAL PUBLIC RECORDS OF COMAL COUNTY, TEXAS AND 172.50 ACRES, LOCATED IN THE ANTON RUBIO SURVEY, ABSTRACT 497, AND THE FRIEDRICH VOGES SURVEY 694, ABSTRACT 408, COMAL COUNTY, TEXAS, AND BEING A PORTION OF A CALLED 528.84 ACRE TRACT OF LAND DESCRIBED IN VOLUME 107, PAGE 407, DEED RECORDS OF COMAL COUNTY, TEXAS, A PORTION OF A CALLED 45.697 ACRE TRACT OF LAND AS DESCRIBED IN DOCUMENT NO. 200206038929 OF THE OFFICIAL RECORDS OF COMAL COUNTY, TEXAS, AND A PORTION OF A CALLED 27.89 ACRE TRACT OF LAND AS DESCRIBED IN DOCUMENT NO. 200606023697 OF THE OFFICIAL PUBLIC RECORDS OF COMAL COUNTY, TEXAS.

**Size:** 1,047.02 acres; 725 lots  
**Existing Land Use:** Single-Family Residential (Under Development)

Existing Zoning: R-2, Residential District  
Proposed Land-Use: Single Family Residential

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**SUMMARY:**

This is a proposed Master Development Plan (MDP) Amendment for the Belle Oaks Ranch Development for which a Development Agreement, dated January 9, 2018, was executed. As such, the development is subject to the vested Subdivision Ordinance 509, which was approved in December of 2017. The original MDP for Belle Oaks Ranch was approved by the Planning & Zoning Commission and the City Council in January of 2019.

**ANALYSIS:**

This MDP Amendment is proposing to increase the total number of single-family lots from 640 to 725. Approximately 172.5 acres of land generally located on the eastern boundary of the Belle Oaks Ranch development is proposed to be annexed into the City of Bulverde. As shown in the proposed MDP Amendment, the boundaries of the subdivision will include the proposed annexed area as Phase 9. This would increase the total acreage of the subdivision from 874.5 acres to 1,047 acres.

The original MDP consists of approximately 24.39 acres of open space/drainage area and 40.89 acres of dedicated parkland. The MDP Amendment, however, is proposing 48.83 acres of open space/drainage area and 43.72 acres of dedicated parkland.

Instead of the 51,380 linear feet of roadway proposed in the original MDP, the Amendment proposes approximately 61,428 linear feet of roadway. Per the Development Agreement, all roads will be private roads and classified as Local Rural with design speeds of 25 MPH. An amended Traffic Impact Analysis and Drainage Analysis were also submitted with the MDP application.

The MDP proposes the same tie into an existing CLWSC main off Blanco Rd with each lot being served by OSSF.

The Development Agreement and Amendment do not stipulate any special provisions regarding tree mitigation/survey requirements other than those within the vested Subdivision Ordinance. As such, a tree survey is not required at the MDP submittal stage. A tree survey will be required at the platting stage.

With approval of an MDP Amendment, the developer will continue with the design and submittal of future preliminary and final plats. The Planning and Zoning Commission will also review and approve these plats. If there is any additional substantial deviation from the amended MDP, the developer will be required to submit a new MDP for review and approval.

**STAFF RECOMMENDATION:**

Halff Associates and City staff reviewed the original submittal for the MDP Amendment and encountered deficiencies. These deficiencies are outlined in the attached review memo and have been provided to the developer for corrections.

While the developer submitted the attached revisions on September 9, 2021, Halff Associates and City staff did not have sufficient time to review such documents. Since the developer failed to submit the requested revisions on time staff recommends the Planning & Zoning Commission recommend **denial** of the MDP Amendment for Belle Oaks Ranch.

**ATTACHMENTS:**

1. Application
2. Master Development Plan
3. Slope Map
4. Review Memo



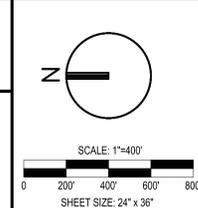
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Z:\PROJECTS\2020- Belle Oaks Ranch (1) - Lubbock\Submittals\CS100 - Master Development Plan.dwg

LEGAL DESCRIPTION

A 1,047.02 ACRE TRACT, BEING 874.5 ACRES OUT OF THE MARY MCVICAR SURVEY NO. 238, ABSTRACT 387, AND THE JAMES WEBB SURVEY NO. 237, ABSTRACT 655, COMAL COUNTY, TEXAS AND BEING THE REMAINING PORTION OF A CALLED 1,156 ACRE TRACT OF LAND AS CONVEYED TO BELLE OAKS RANCH, LTD., OF RECORD IN DOCUMENT NO. 20000600204 OF THE OFFICIAL PUBLIC RECORDS OF COMAL COUNTY, TEXAS AND 172.50 ACRES, LOCATED IN THE ANTON RUBIO SURVEY, ABSTRACT 497, AND THE FRIEDRICH VOGES SURVEY 694, ABSTRACT 408, COMAL COUNTY, TEXAS, AND BEING A PORTION OF A CALLED 528.84 ACRE TRACT OF LAND AS DESCRIBED IN VOLUME 17, PAGE 407, DEED RECORDS OF COMAL COUNTY, TEXAS, A PORTION OF A CALLED 45.697 ACRE TRACT OF LAND AS DESCRIBED IN DOCUMENT NO. 202006038293 OF THE OFFICIAL RECORDS OF COMAL COUNTY, TEXAS, AND A PORTION OF A CALLED 27.89 ACRE TRACT OF LAND AS DESCRIBED IN DOCUMENT NO. 200606023697 OF THE OFFICIAL PUBLIC RECORDS OF COMAL COUNTY, TEXAS.

OWNER/SUBDIVIDER: C/O DAN MULLINS SOUTHERLAND BELLE OAKS II, LLC 110 RIVER CROSSING BLVD, STE. 1 SPRING BRANCH, TX 78070
SURVEYOR: CO KYLE L. PRESSLER, R.P.L.S. MATKIN HOOVER ENGINEERING AND SURVEYING 8 SPENCER ROAD, SUITE 300 BOERNE, TX 78006
ENGINEER: GARRETT D. KELLER, P.E. MATKIN HOOVER ENGINEERING AND SURVEYING 8 SPENCER ROAD, SUITE 100 BOERNE, TX 78006



LAND USE SUMMARY
PROPERTY ACREAGE: 1,047.02
LOT COUNT: 725
DENSITY: 725 (LOTS) / 1,047.02 (ACRES) = 0.69 EDU/ACRE
LENGTH OF ROAD CENTERLINE (L.F.): 61,428'
DRAINAGE AREA: 48.83 ACRES
PARKLAND AREA: 43,72 ACRES

- NOTES:
1. A DEVELOPMENT AGREEMENT FOR BELLE OAKS RANCH WAS EXECUTED ON JANUARY 9TH 2018 AND RECORDED AS DOCUMENT NO. 20180801658 IN THE OFFICIAL PUBLIC RECORDS OF COMAL COUNTY. THE DEVELOPMENT IS SUBJECT TO THE CITY OF BULVERDE ORDINANCE IN EFFECT AT THE TIME OF THE DEVELOPMENT AGREEMENT EXECUTION. AN AMENDMENT TO THIS DEVELOPMENT WAS APPROVED BY CITY COUNCIL ON MAY 12, 2020 AND THE SIDE BUILDING SET BACKS SHOWN ON THIS PLAN ARE IN COMPLIANCE WITH THIS AMENDED DEVELOPMENT AGREEMENT.
2. ALL PROPOSED ROADS WITHIN THE DEVELOPMENT SHALL BE PRIVATE AND CLASSIFIED AS LOCAL RURAL ROADS AND HAVE BEEN DESIGNED FOR A 25 MPH SPEED LIMIT.
3. A PORTION OF THIS SUBDIVISION IS WITHIN A SPECIAL FLOOD HAZARD ZONE "A" AS IDENTIFIED BY THE U.S. FEDERAL EMERGENCY MANAGEMENT AGENCY BOUNDARY MAP (FLOOD INSURANCE RATE MAP), COMMUNITY PANEL NO. 48091C0195F DATED SEPTEMBER 2, 2009.
4. THE BELLE OAKS RANCH SUBDIVISION LIES ENTIRELY WITHIN THE EDWARDS AQUIFER CONTRIBUTING ZONE.
5. THERE ARE NO PROPOSED COLLECTORS OR THOROUGHFARES OF ANY KIND WITHIN THIS SUBDIVISION.
6. WITH THE EXCEPTION OF DEANNE VALLEY TRAIL, ALL STREET NAMES SHOWN HAVE BEEN APPROVED BY THE COMAL COUNTY'S ENGINEER'S OFFICE. STREET NAMES, INCLUDING SUFFIXES, SHOWN ON PLAN ARE DISPLAYED AS APPROVED. ABBREVIATION TABLE PROVIDED FOR REFERENCE ONLY.
7. UTILITY PROVIDERS FOR THIS DEVELOPMENT ARE: WATER: CANYON LAKE WATER SERVICE COMPANY, ELECTRIC: PEDERNALES ELECTRIC COOPERATIVE, COMMUNICATION: GUADALUPE VALLEY TELEPHONE COOPERATIVE, GAS: ENERTEK, SANITARY SEWER: ON-SITE SEWAGE FACILITIES.
8. PHASE BOUNDARIES AND LOT COUNTS SHOWN ARE PRELIMINARY AND SUBJECT TO CHANGE. THERE ARE CURRENTLY 9 PHASES. SEE LOT DETAIL TABLE FOR MORE INFORMATION.
9. THE CITY OF BULVERDE MINIMUM FRONT BUILDING SETBACK IS 50'. MINIMUM REAR IS 30' AND THE MINIMUM SIDE BUILDING SETBACK IS 20'. EACH LOT IS SUBJECT TO ADDITIONAL POA BUILDING SETBACK RESTRICTIONS.
10. THE PROPOSED ORDER OF CONSTRUCTION SHALL BE AS FOLLOWS: PHASE 1, 2, 3, 4, 5, 6, 8, 7, 9.

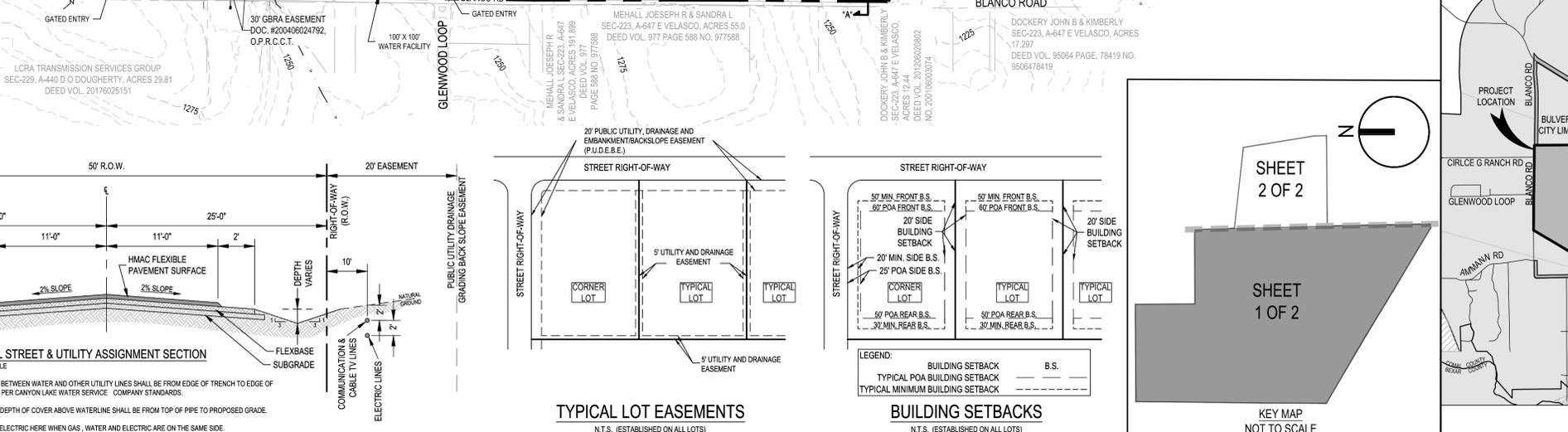
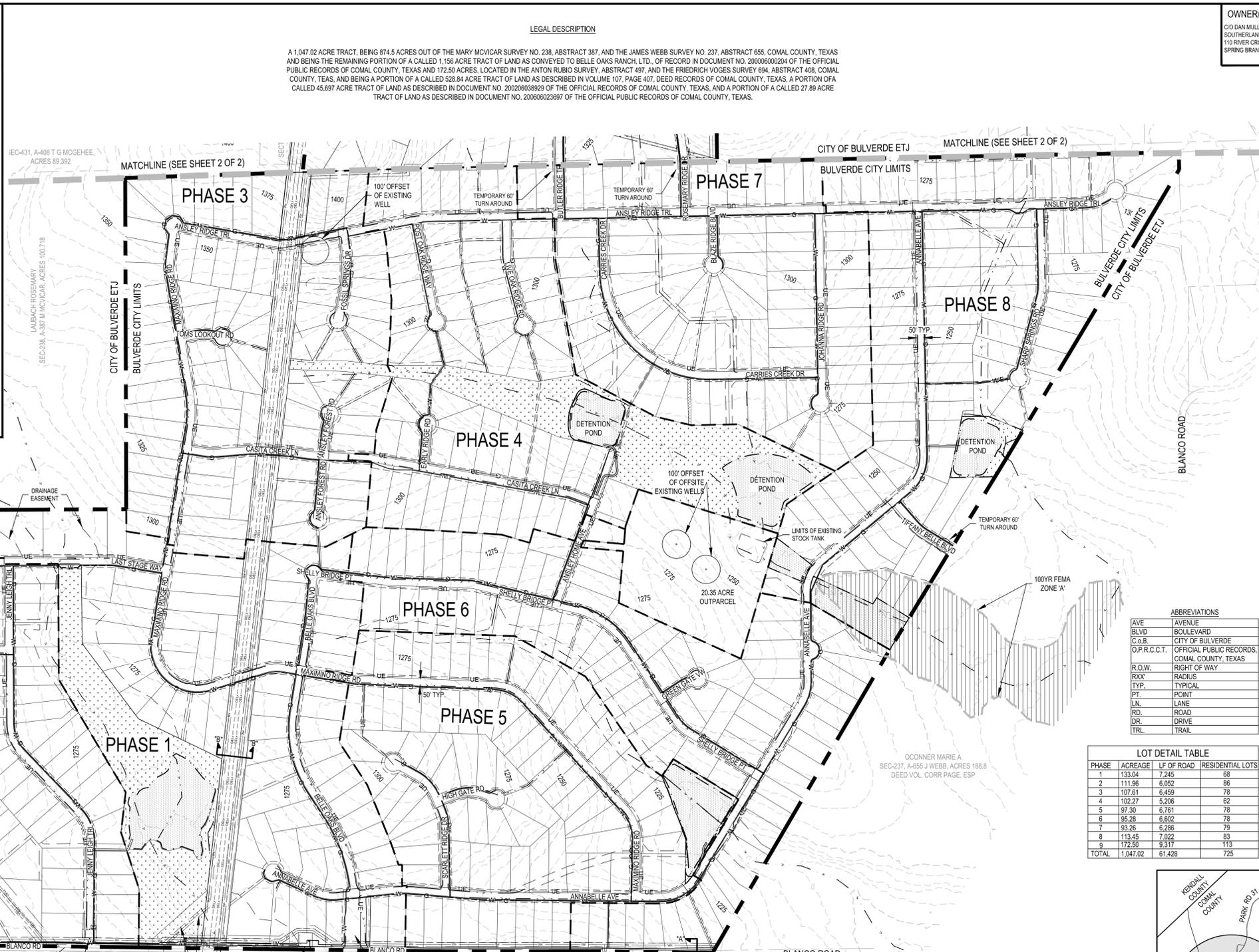
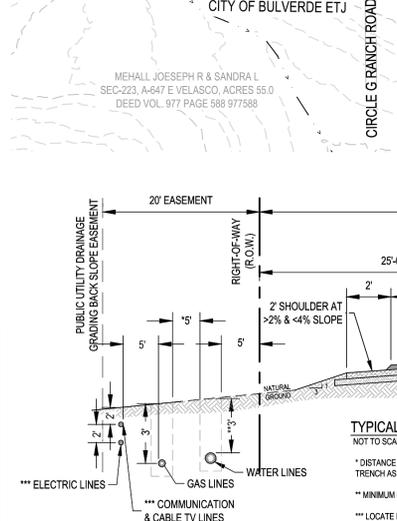
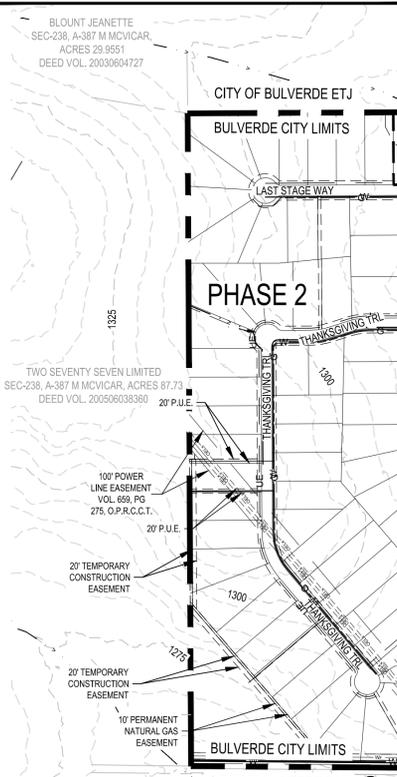
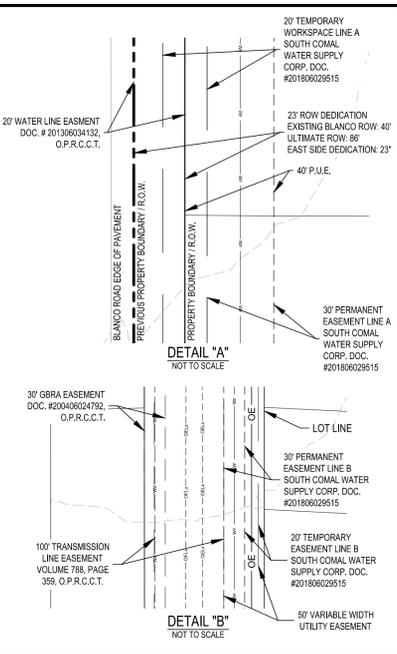
This document is released for REVIEW PURPOSES ONLY, NOT FOR CONSTRUCTION and was prepared under the authorization of Garrett D. Keller, Registered Professional Engineer, State of Texas, Registration No. 111511, DATE: August 2021

REVISIONS table with columns for description and date.

MATKIN HOOVER ENGINEERING & SURVEYING logo and contact information: 8 SPENCER ROAD SUITE 100 BOERNE, TEXAS 78006 OFFICE: 512.868.2244 CONTACT: MATKIN@MATKINHOOVER.COM TEXAS REGISTERED ENGINEERING FIRM # 045113 SURVEYING FIRM # 105400

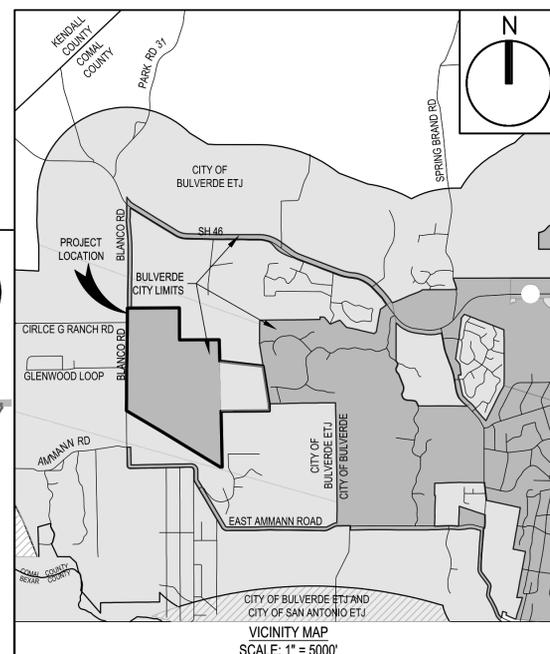
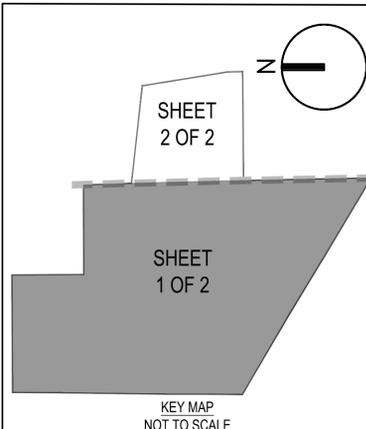
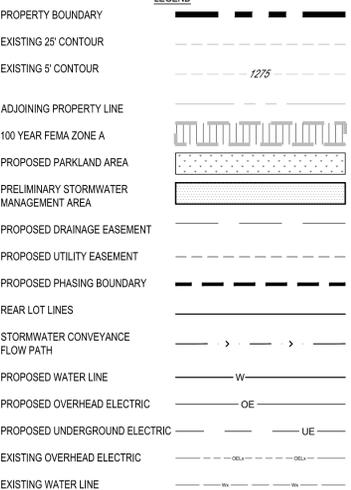
MAJOR AMENDMENT TO MASTER DEVELOPMENT PLAN (SHEET 1) FOR BELLE OAKS RANCH BULVERDE, TEXAS

CS100
JOB NO. 2969.10
DESIGNED BY: MAH
DRAWN BY: MAH
CHECKED BY: GDK
SHEET NO. 23



ABBREVIATIONS table: AVE, BLVD, BOULEVARD, C.O.B., O.P.R.C.C.T., R.O.W., R.O.W., TYP., PT., LN., RD., DRIVE, TRL.

LOT DETAIL TABLE with columns: PHASE, ACREAGE, LF OF ROAD, RESIDENTIAL LOTS. Total: 1,047.02 acres, 61,428 LF of road, 725 residential lots.



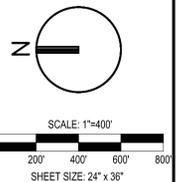
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Z:\PROJECTS\2020- Belle Oaks Ranch 10 - Lubbock\Submittals\CS100 - Master Development Plan\CD\202009 - MASTER DEVELOPMENT PLAN.dwg

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<b>OWNER/SUBDIVIDER:</b> C/O DAN MULLINS SOUTHERLAND BELLE OAKS II, LLC 110 RIVER CROSSING BLVD, STE. 1 SPRING BRANCH, TX 78070	<b>SURVEYOR:</b> CO KYLE L. PRESSLER, R.P. L.S. MATKIN HOOVER ENGINEERING AND SURVEYING 8 SPENCER ROAD, SUITE 300 BOERNE, TX 78606	<b>ENGINEER:</b> GARRETT D. KELLER, P.E. MATKIN HOOVER ENGINEERING AND SURVEYING 8 SPENCER ROAD, SUITE 100 BOERNE, TX 78606
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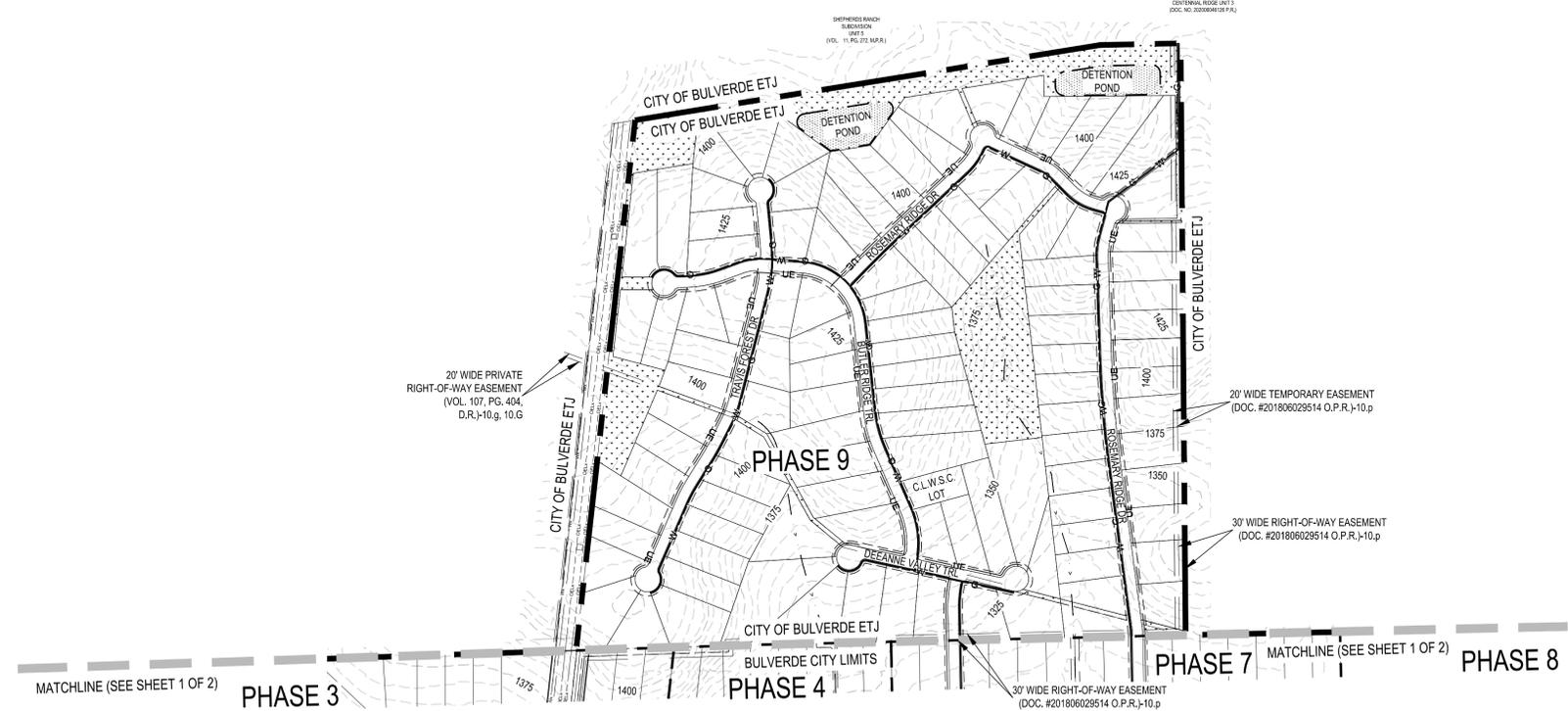
**LAND USE SUMMARY**  
 PROPERTY ACREAGE: 1,047.02  
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 DENSITY: 725 (LOTS) / 1,047.02 (ACRES) = 0.69 EDU/ACRE  
 LENGTH OF ROAD CENTERLINE (L.F.): 61,428'  
 DRAINAGE AREA: 48.83 ACRES  
 PARKLAND AREA: 43.72 ACRES

- NOTES:**
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  - ALL PROPOSED ROADS WITHIN THE DEVELOPMENT SHALL BE PRIVATE AND CLASSIFIED AS LOCAL RURAL ROADS AND HAVE BEEN DESIGNED FOR A 25 MPH SPEED LIMIT.
  - A PORTION OF THIS SUBDIVISION IS WITHIN A SPECIAL FLOOD HAZARD ZONE "A" AS IDENTIFIED BY THE U.S. FEDERAL EMERGENCY MANAGEMENT AGENCY BOUNDARY MAP (FLOOD INSURANCE RATE MAP), COMMUNITY PANEL NO. 48091C0195F DATED SEPTEMBER 2, 2009.
  - THE BELLE OAKS RANCH SUBDIVISION LIES ENTIRELY WITHIN THE EDWARDS AQUIFER CONTRIBUTING ZONE.
  - THERE ARE NO PROPOSED COLLECTORS OR THOROUGHFARES OF ANY KIND WITHIN THIS SUBDIVISION.
  - WITH THE EXCEPTION OF DEANNE VALLEY TRAIL, ALL STREET NAMES SHOWN HAVE BEEN APPROVED BY THE COMAL COUNTY'S ENGINEER'S OFFICE. STREET NAMES, INCLUDING SUFFIXES, SHOWN ON PLAN ARE DISPLAYED AS APPROVED. ABBREVIATION TABLE PROVIDED FOR REFERENCE ONLY.
  - UTILITY PROVIDERS FOR THIS DEVELOPMENT ARE: WATER: CANYON LAKE WATER SERVICE COMPANY, ELECTRIC: PEDERNALES ELECTRIC COOPERATIVE, COMMUNICATION: GUADALUPE VALLEY TELEPHONE COOPERATIVE, GAS: ENERTECH, SANITARY SEWER: ON-SITE SEWAGE FACILITIES.
  - PHASE BOUNDARIES AND LOT COUNTS SHOWN ARE PRELIMINARY AND SUBJECT TO CHANGE. THERE ARE CURRENTLY 9 PHASES. SEE LOT DETAIL TABLE FOR MORE INFORMATION.
  - THE CITY OF BULVERDE MINIMUM FRONT BUILDING SETBACK IS 50'. MINIMUM REAR IS 30' AND THE MINIMUM SIDE BUILDING SETBACK IS 20'. EACH LOT IS SUBJECT TO ADDITIONAL POA BUILDING SETBACK RESTRICTIONS.
  - THE PROPOSED ORDER OF CONSTRUCTION SHALL BE AS FOLLOWS: PHASE 1, 2, 3, 4, 5, 6, 8, 7, 9.

This document is released for REVIEW PURPOSES ONLY, NOT FOR CONSTRUCTION and was prepared under the authorization of Garrett D. Keller, Registered Professional Engineer, State of Texas, Registration No. 111511. DATE: August 2021

**REVISIONS:**


**MATKIN HOOVER ENGINEERING & SURVEYING**  
 3305 SHELL BOUNDS SUITE 100  
 BOERNE, TEXAS 78606  
 OFFICE: 512.868.2244  
 8 SPENCER ROAD SUITE 100  
 BOERNE, TEXAS 78606  
 OFFICE: 512.868.2244  
 CONTACT: MATKIN@MATKINHOOVER.COM  
 TEXAS REGISTERED ENGINEERING FIRM # 004513 SURVEYING FIRM # 10024000



**ABBREVIATIONS**

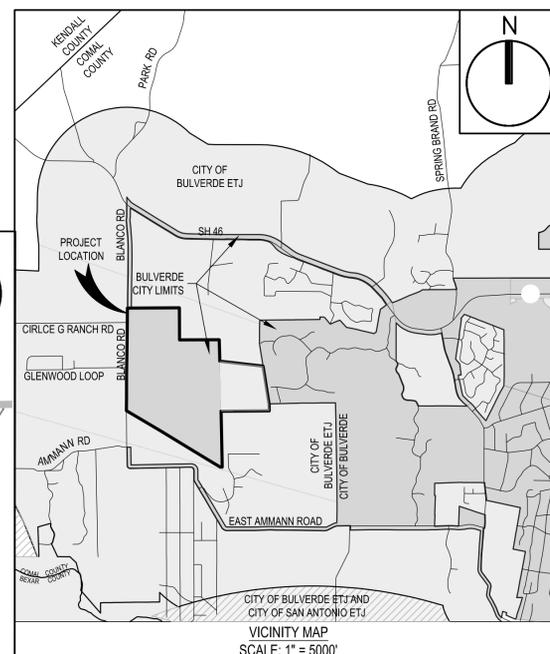
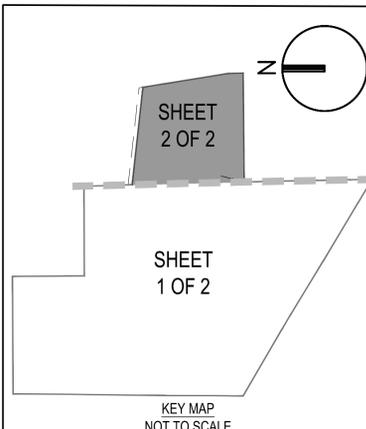
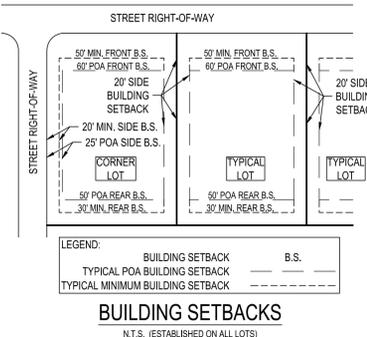
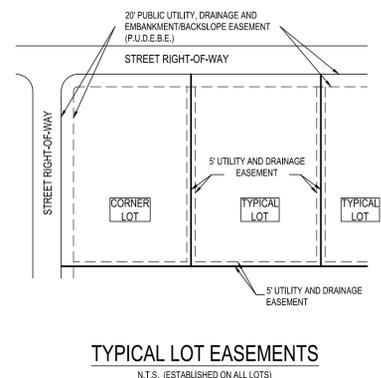
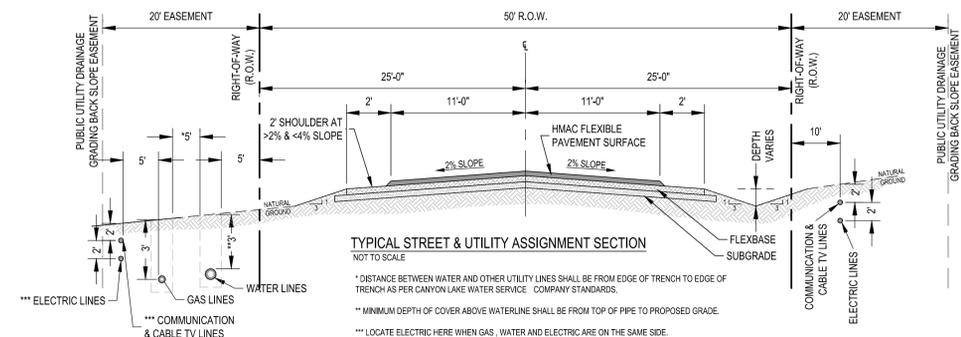
AVE	AVENUE
BLVD	BOULEVARD
C.O.B	CITY OF BULVERDE
O.P.R.C.T.	OFFICIAL PUBLIC RECORDS, COMAL COUNTY, TEXAS
R.O.W.	RIGHT OF WAY
RXX'	RADIUS
TYP.	TYPICAL
PT.	POINT
LN.	LANE
RD.	ROAD
DR.	DRIVE
TRL.	TRAIL

**LOT DETAIL TABLE**

PHASE	ACREAGE	LF OF ROAD	RESIDENTIAL LOTS
1	133.04	7,245	68
2	111.96	6,052	86
3	107.61	6,459	78
4	102.27	5,206	62
5	97.30	6,781	78
6	95.28	6,602	78
7	93.26	6,286	79
8	113.45	7,022	83
9	172.50	9,317	113
TOTAL	1,047.02	61,428	725

**LEGEND**

PROPERTY BOUNDARY	---
EXISTING 25' CONTOUR	-----
EXISTING 5' CONTOUR	-----
ADJOINING PROPERTY LINE	---
100 YEAR FEMA ZONE A	
PROPOSED PARKLAND AREA	.....
PRELIMINARY STORMWATER MANAGEMENT AREA	.....
PROPOSED DRAINAGE EASEMENT	---
PROPOSED UTILITY EASEMENT	---
PROPOSED PHASING BOUNDARY	---
REAR LOT LINES	---
STORMWATER CONVEYANCE FLOW PATH	→
PROPOSED WATER LINE	W-
PROPOSED OVERHEAD ELECTRIC	OE
PROPOSED UNDERGROUND ELECTRIC	UE
EXISTING OVERHEAD ELECTRIC	---
EXISTING WATER LINE	---



**MAJOR AMENDMENT TO MASTER DEVELOPMENT PLAN (SHEET 2)**  
 FOR  
**BELLE OAKS RANCH**  
 BULVERDE, TEXAS

**CS100**

JOB NO. 2969.10  
 DESIGNED BY: MAH  
 DRAWN BY: MAH  
 CHECKED BY: GDK  
 SHEET NO. 24



## **REVIEW MEMORANDUM**

**TO:** Garrett D. Keller, PE  
[gkeller@matkinhoover.com](mailto:gkeller@matkinhoover.com)  
Matkin Hoover  
8 Spencer Road, Suite 100  
Boerne, TX 78006

**FROM:** Sam Edwards, PE, CFM  
[sedwards@halff.com](mailto:sedwards@halff.com)

**SUBJECT:** Belle Oaks Ranch  
MDP Amendment Review  
PC-21-15

**DATE:** July 30, 2021

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Halff Associates, on behalf of the City of Bulverde, has performed a review on the Belle Oaks Ranch MDP Amendment for the addition of Phase 9, dated July 13, 2021. The review was conducted relative to the requirements established in the Subdivision Ordinance of the City of Bulverde, the Bulverde Drainage Design Manual (BDDM) AND the Development Agreement dated January 9, 2018 (between the City of Bulverde and Belle Oaks Ranch, LTD.). The following items were reviewed, with specific items to be addressed by the applicant before resubmittal.

### **MDP Review Comments**

1. Missing tree survey
2. Missing certificate for Enertex natural gas
3. Missing phase ID's on plan map
4. Limits of Existing Stock Tank are missing
5. Missing Detention Pond 1.2 from Phase 4 area. Check all other items from previously approved Master Development Plan, dated 10/15/19. There should not be any differences for Phases 1 through 8 except items that have been approved with detailed design plans (i.e. approximate limits of detention ponds).
6. Is the 20.01 Acre Outparcel being changed? Does not match previous MDP.
7. Utility linework is missing
  - a. There are no electric lines shown west of Maximino Ridge Rd.
  - b. Gas lines are not shown.
  - c. There are no lines shown in the 100' powerline easement crossing Thanksgiving Trl.
8. Dimensions per Subdivision Ordinance Section 1.05(a)(iii)(13) are not provided.
9. Phasing per Subdivision Ordinance Section 1.05(a)(iii)(19) is not provided.

10. Boundary of the subdivision should be indicated with heavy lines.
11. The City limits and the City's ETJ should be notated on the boundary of the subdivision.
12. Each phase of the development should be labeled on the MDP.
13. Contour intervals should be labeled.
14. The 100-year FEMA Zone A should be labeled.
15. The title of the MDP should reflect that this is an amendment.

### **Storm Water Management Plan / Drainage Analysis**

1. The HEC-HMS model and results show five detention basins for Phases VIII and IX. The text refers to three detention basins. Please reconcile that difference and clarify how many detention basins are proposed.
2. The report text refers to two common computation points, but only lists CP-1. Please include information for CP-2, CP-3, and CP-4.
3. Computation point 1.2 shows an increase in pre- and post-conditions in the downstream impact analysis summary. Although computation point 1 shows a decrease in runoff volumes overall, the detention ponds all appear to be upstream of CP-1. This could cause an increase in runoff by the time stormwater leaves the site at CP-1. This will need to be verified during the design.
4. The pre-development conditions map shows a designation for FEMA flood zone A, but the symbol is missing from the legend. Please provide. Will lots be proposed in that location. If so, mitigation should be proposed to prevent flooding in accordance with the City of Bulverde's Floodplain Ordinance.
5. The maximum time allowable for sheet flow is 20 minutes. Please reduce the time of concentration values for existing conditions point 1.1 and 1.3, and proposed conditions points 1.1a, 1.1b, 1.2a, 1.2b, and 2.
6. Please review the values selected for the curve number calculations. The values chosen do not align with the City of Bulverde's runoff curve numbers in Table 4.1 of the Storm Drainage Design Criteria Manual. For instance, the City does not have any categories for "Farmland", and the "Woods" category is listed as 77 for Type D soils, not 79.
7. The Manning's values for the reaches in HEC-HMS do not align with the Manning's values shown in the table for post-development conditions points R-1.2a, R-1.2c, and R-1.2. Also check the reach length for R-1.2.
8. The reach length in HEC-HMS does not match the reach length for R-DP-1.1 (332' on the results table, 307' in HEC-HMS). Please review and update the incorrect value.
9. Please review and revise the weighted curve number for the post-development conditions point 1.2a (HEC-HMS has 82.5, the results table lists 82.6).
10. Please review and revise the area for the post-development conditions with detention point 1.2b (HEC-HMS has 0.4472 mi<sup>2</sup>, the results table lists 0.3791 mi<sup>2</sup>).

11. Is there a significance to the green text on the results table for the post-development conditions with detention?
12. Please fix the legend on the post-development with detention table so that the symbols align with their definition.
13. Showing rough locations of the proposed detention basins on the post-development conditions map would be helpful. Although the grading and site plan can change, it would help in reviewing the model inputs.
14. Stage-storage values in HEC-HMS could not be verified with plan information. Additional information will be required for detention pond sizing further into the design process.
15. Please note that stormwater management easements will be required at the site.
16. Note that the Probable Maximum Precipitation flood event may need to be evaluated if the detention basins meet TCEQ's criteria for dammed structures.

### **Traffic Impact Analysis Review Comments**

#### **Scope (Intersections Analyzed)**

1. Build conditions were not analyzed at Blanco Road and East Ammann Road. This intersection is well within 1.5 mi. of "the property boundary of the development", and thus should be included.
  - a) Since the No-build LOS is on the C/D line, it seems likely that mitigation will be required, even with the small change in traffic.
  - b) The original version of the TIA indicated that mitigation should be considered once a certain threshold was met. This is not acceptable. Mitigation must be proposed for all impacts identified in the TIA. Potential mitigation options include, but are not limited to, those listed in the TIA section of the Code of Ordinances (Ch 10, Section 2.04 (b) (iv) 6) d)).

#### **Traffic Projection**

2. Figure 3, the No-Build in 2027, shows many traffic volumes which are lower than the Belle Oaks TIA Build for 2023. For example, all volumes at Blanco and Jenny Leigh are lower than the Belle Oaks Build. Recheck all traffic projections.
  - a) These errors are propagated thorough the rest of the analysis. All subsequent steps must be corrected.

#### **Impacts**

3. Tables 3 and 5 indicate the Glenwood Loop approach is impacted by the Laubach addition. This is not documented on Page 19, and mitigation is not proposed.

#### **Potential Mitigation Measures**

4. Turn Lane Analysis and Table 7 – Update and reanalyze based on corrected traffic projections (see above)
5. Glenwood Loop is impacted by the Laubach addition. Propose mitigation.



**Half Associates, Inc.**  
100 NE Loop 410, Suite 200  
San Antonio, Texas 78216  
(210) 798-1895

6. It appears likely that Blanco Road and East Ammann Road will also be impacted. Assuming so, propose mitigation.



PLANNING AND ZONING COMMISSION ITEM:  
PC-21-16

## Replat

Replat of Lot 22 & 23, Block 10, Belle Oaks Ranch Phase IV

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**MEETING DATE:** September 16, 2021

**DEPARTMENT:** Planning & Development

**PRESENTED BY:** Susana Huerta, AICP, Planning Director

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### REQUEST:

Consider the approval of a Replat (Revision) for Lot 22 & 23, Block 10, Belle Oaks Ranch Phase IV, generally located on the east side of Blanco Road approximately 1.2 miles south of State Highway 46.

### APPLICANT:

Eric & Meikole Hall  
5423 N. Loop 1604 W, Apt 2201  
San Antonio, TX 78249

### PROPERTY INFORMATION:

Owner: Eric & Meikole Hall  
Legal Description: BEING 2.014 ACRES AND ALL OF LOT 22 AND 23, BLOCK 10, BELLE OAKS RANCH, PHASE IV SUBDIVISION ACCORDING TO THE PLAT THEREOF RECORDED IN DOCUMENT #202006035487, OFFICIAL PUBLIC RECORDS OF COMAL COUNTY, TEXAS.  
Size: 2.11 acres; 1 lot  
Existing Land Use: Undeveloped  
Existing Zoning: R-2 Residential  
Proposed Land-Use: Single-Family Residential

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### SUMMARY & ANALYSIS:

This is a proposed replat of 2.11-acres consisting of two residential lots which were previously platted as Lot 22, Block 10 and Lot 23, Block 10 of Belle Oaks Ranch Phase IV. The purpose of this replat is to combine Lots 22 and 23, Block 10, and thereby establish Lot 22R, Block 10.

The property was originally platted as two separate lots at the time of the original approval of Belle Oaks Ranch, Phase IV.

Utility and drainage easements between the two original lots have been released by the appropriate utility service providers – Canyon Lake Water Service Company (CLWSC),

Guadalupe Valley Telephone Cooperative, Inc. (GVTC), Pedernales Electric Cooperative (PEC), and Enertex NB, LLC.

**STAFF RECOMMENDATION:**

The application, plat and required documents have been reviewed by Halff Associates and City staff. All comments have been addressed by the applicant.

Therefore, staff recommends **approval** of this replat.

**ATTACHMENTS:**

1. Application
2. Plat
3. Acceptance Memo



# APPLICATION FOR REPLAT

Planning & Development Department  
 30360 Cougar Bend, Bulverde, TX 78163  
 Telephone: 830-438-3612 - Fax: 830-438-4339

[www.bulverdetx.gov](http://www.bulverdetx.gov)

**ALL APPLICATIONS SHALL BE ACCEPTED BY APPOINTMENT ONLY DURING A PRE-APPLICATION CONFERENCE ON THE DATES SPECIFIED IN PAGE 2 OF THIS APPLICATION. TO SCHEDULE AN APPOINTMENT PLEASE CONTACT THE BULVERDE PLANNING & DEVELOPMENT DEPARTMENT.**

1. Name of Subdivision: Belle Oaks Ranch Unit No 4  
 Location Description/Nearest Intersection: Casita Creek Lane

2. Owner/Applicant: Eric Hall & Meikole Hall  
 Address: 5423 N. Loop 1604 W. Apt #2201 Email: ericjhalldca@gmail.com  
 Telephone: (830) 249-0600 Fax: San Antonio, TX Mobile: 8249  
*Note: If applicant is person other than owner, a letter of authorization must be provided from owner.*

3. Licensed Engineer/Surveyor (technical contact): Kyle L. Pressler  
 Address: 8 Spencer Rd Ste 300 Boerne, TX 78006 Email: Kyle.pressler@matkin  
 Telephone: (830) 249-0600 Fax: \_\_\_\_\_ Mobile: hובר.com

4. Property Details:

City Limits:	<input checked="" type="checkbox"/> In <input type="checkbox"/> Out (ETJ)	Water Source:	<u>CLWSC</u>
Commercial:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Sewage Treatment:	<u>OSSF</u>
Residential:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	TxDOT Frontage:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
No. of Lots:	<u>2</u>	100-Year Floodplain:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total Acreage without floodplain:	<u>2.11</u>	Edwards Aquifer Zone:	<input type="checkbox"/> Recharge
Density Class:	_____		<input checked="" type="checkbox"/> Contributing
Zoning Class:	_____		

The undersigned agrees to comply with all platting and subdivision requirements of the City of Bulverde, and hereby authorizes the surveyor/engineer to record the approved final plat. The undersigned agrees to pay the appropriate fees as outlined in the Planning and Development Fee Schedule and agrees to pay fees for any additional review requiring consultation with City Consultants, including involvement of a contract engineer in a predevelopment conference. To the extent possible, City Staff will provide the Owner/Applicant with an estimate of fees should outside consultation be required.

Eric Hall  
 Signature of Owner/Applicant

08/11/2021  
 Date

Fees and Submittal Dates on Page 2

\*\*Plat submittals must follow format outlined in Pages 3 and 4 of this application.

**Fees:**

**Replats/Vacating Plats**

- \$750.00 + \$15.00 per lot single family; \$30.00 per acre for non-single family.

**Traffic Impact Analysis (TIA) Review**

- \$1250.00 - Minor TIA
- \$2500.00 - Major TIA

**Drainage Analysis Review Tier 1**

- \$750

**Drainage Analysis Review Tier 2 single family residential**

- \$1500 - (0-5 acres)
- \$2500 + \$10/lot - (5+ acres)

**Drainage Analysis Review Tier 2 Commercial/Industrial/Multi-Family**

- \$1750 - (0-5 acres)
- \$2500 + \$10/acre (5+ acres)

**SUBMITTAL DATES: NOVEMBER 2020 – DECEMBER 2021**

Planning & Zoning Meeting	City Council Meeting	Submittal Date
NOVEMBER 12, 2020	DECEMBER 8, 2020	OCTOBER 13, 2020
DECEMBER 10, 2020	JANUARY 12, 2021	NOVEMBER 10, 2020
JANUARY 14, 2021	FEBRUARY 9, 2021	DECEMBER 15, 2020
FEBRUARY 11, 2021	MARCH 9, 2021	JANUARY 12, 2021
MARCH 11, 2021	APRIL 13, 2021	FEBRUARY 9, 2021
APRIL 15, 2021	MAY 11, 2021	MARCH 16, 2021
MAY 13, 2021	JUNE 8, 2021	APRIL 13, 2021
JUNE 10, 2021	JULY 15, 2021	MAY 11, 2021
JULY 15, 2021	AUGUST 10, 2021	JUNE 15, 2021
AUGUST 12, 2020	SEPTEMBER 14, 2021	JULY 13, 2021
SEPTEMBER 16, 2021	OCTOBER 12, 2021	AUGUST 17, 2021
OCTOBER 14, 2021	NOVEMBER 9, 2021	SEPTEMBER 14, 2021
NOVEMBER 10, 2021	DECEMBER 14, 2021	OCTOBER 12, 2021
DECEMBER 16, 2021	JANUARY 11, 2022	NOVEMBER 16, 2021



# Planning and Development Replat Application Checklist

## **ALL SUBMITTALS MUST FOLLOW THE FOLLOWING REQUIREMENTS TO BE ACCEPTED BY THE CITY OF BULVERDE FOR INITIAL REVIEW**

- 2 Copies of the Proposed Plat Document
- One electronic copy of each document required below and plat drawing(s) in PDF format.
- A check or money order for the platting fee, review fee and other required fees.
  - o Plat Application & Review Fee
  - o SWMP Review Fee (if applicable)
  - o TIA Fee (if applicable)
- If public notification is required, submit to the City a map of the lots in the original subdivision within 200 feet of the replat accompanied by a list of property owners of the lots from the most current tax roll
  - o Refer to Chapter 10, Exhibit A, Section 1.04 of the Code of Ordinances for conditions that require public notification
- 1 copy of a Traffic Impact Analysis
  - o NOT REQUIRED IF NUMBER OF LOTS DOES NOT INCREASE
- 1 copy of an Environmental Assessment
  - o NOT REQUIRED IF NUMBER OF LOTS DOES NOT INCREASE
- 1 copy of Water System Study
  - o NOT REQUIRED IF NUMBER OF LOTS DOES NOT INCREASE
- 1 copy of Sewer System Study
  - o NOT REQUIRED IF NUMBER OF LOTS DOES NOT INCREASE
- 1 copy of Stormwater Management Plan
  - o NOT REQUIRED IF IMPERVIOUS COVER WILL NOT INCREASE
- Variance Requests (if any)
- Original Tax Certificates
  - o City
  - o County
  - o School
- Letter of Agent or other power of attorney authorizing signature of Owner on plat
- Other applicable legal documents including deed restrictions, homeowner's association documents, etc.
- For plats in the ETJ, provide a copy of an approved PIPROW permit from Comal County for any utilities, landscaping, street lighting, or other private features located in the public right-of-way
- Lienholder's acknowledgement (if applicable)



NOTES:

- ACREAGE OF AMENDING PLAT = 2.11 ACRES.
- NO LOTS IN PHASE IV ARE ENCRONOACHED BY SPECIAL FLOOD HAZARD AREAS INUNDATED BY 100 YEAR FLOOD AS IDENTIFIED BY THE U.S. FEDERAL EMERGENCY MANAGEMENT AGENCY BOUNDARY MAP (FLOOD INSURANCE RATE MAP), COMMUNITY PANEL NO. 48091C0195F, EFFECTIVE DATE SEPTEMBER 2, 2009 FOR COMAL COUNTY, TEXAS.
- WATER SERVICE FOR THIS SUBDIVISION WILL BE PROVIDED BY CANYON LAKE WATER SERVICE COMPANY (CLWSC).
- SEWER SERVICE FOR THIS SUBDIVISION WILL BE PROVIDED BY ONSITE SEWAGE FACILITIES.
- ELECTRIC SERVICE PROVIDED BY PEDERNALES ELECTRIC COOPERATIVE.
- COMMUNICATIONS SERVICE WILL BE PROVIDED BY GUADALUPE VALLEY TELEPHONE COOPERATIVE
- POSTAL SERVICE WILL BE PROVIDED BY CLUSTER BOXES WITH IN THE SUBDIVISION.
- UNLESS OTHERWISE NOTED, ALL CORNERS, ANGLES AND POINTS OF CURVATURE ARE MARKED WITH 1/2" IRON RODS WITH MATKINHOOVER CAP.
- BEARINGS ARE BASED ON THE STATE PLANE COORDINATE SYSTEM ESTABLISHED FOR THE TEXAS SOUTH CENTRAL ZONE 4204, NORTH AMERICAN DATUM (NAD) OF 1983, SURFACE ADJUSTMENT FACTOR 1.00013. DISTANCES SHOWN HEREON ARE GRID UNITS. VERTICAL DATUM IS BASED ON NAVD83.
- THIS SUBDIVISION LIES WITHIN THE EDWARDS AQUIFER CONTRIBUTING ZONE. NO CONSTRUCTION IN THE SUBDIVISION MAY BEGIN UNTIL THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ) HAS APPROVED THE CONTRIBUTION ZONE PLAN (CZP) IN WRITING.
- UNLESS SHOWN OTHERWISE A TWENTY (20) FOOT PUBLIC UTILITY EMBANKMENT/BACKSLOPE AND DRAINAGE EASEMENT (P.U.D.E.B.E.) IS HEREBY DEDICATED ALONG THE FRONT PROPERTY LINE OF ALL LOTS IN THIS SUBDIVISION IN ADDITION TO THOSE UTILITY AND DRAINAGE EASEMENTS SHOWN ON THE PLAT. THERE IS ALSO HEREBY DEDICATED A FIVE (5) FOOT WIDE UTILITY AND DRAINAGE EASEMENT ADJACENT TO ALL NON-ROADWAY LOT LINES UNLESS OTHERWISE NOTED ON THE PLAT. IF TWO OR MORE LOTS ARE COMBINED AS A SINGLE HOME SITE, THIS EASEMENT SHALL BE RELINQUISHED ALONG THE COMMON LINE OR LINES OF THE COMBINED LOTS SO LONG AS NO UTILITY LINES OR DRAINAGE IMPROVEMENTS ARE LOCATED THEREIN.
- ALL PUBLIC UTILITY EASEMENTS ARE HERE FOR UTILITY IMPROVEMENTS, INCLUDING BUT NOT LIMITED TO ELECTRIC, GAS, TELEPHONE, AND/OR CATV LINES AND APPURTENANCES.
- GRANTOR HEREBY DEDICATES TO THE PUBLIC UTILITY EASEMENT AND/OR UTILITY RIGHT-OF-WAY ON THIS PLAT FOR UTILITY PURPOSES.
- NO STRUCTURE, FENCES, WALLS, OR OTHER OBSTRUCTIONS OF ANY KIND SHALL BE PLACED WITHIN THE LIMITS OF THE DRAINAGE EASEMENTS SHOWN ON THIS PLAT. LANDSCAPING, FENCES, OR OTHER TYPES OF MODIFICATIONS WHICH ALTER THE CROSS-SECTIONS OF THE DRAINAGE EASEMENTS OR DECREASE THE HYDRAULIC CAPACITY OF THE EASEMENT SHALL NOT BE ALLOWED WITHOUT THE APPROVAL OF THE CITY ENGINEER.
- PROPERTY OWNERS ARE ADVISED THAT THEY ARE RESPONSIBLE FOR MAINTENANCE OF DEDICATED EASEMENTS ON THEIR PROPERTY AND MAY NOT UTILIZE THESE EASEMENTS FOR ANY PURPOSE DETRIMENTAL TO THEIR INTENDED USE (I.E. NO STRUCTURES, SEPTIC TANKS FIELDS, ETC.) GRANTEES OF SAID DEDICATED EASEMENTS RESERVE THE RIGHT OF ACCESS TO SUCH EASEMENTS.
- A DEVELOPMENT AGREEMENT FOR BELLE OAKS RANCH WAS EXECUTED ON JANUARY 9TH, 2018 AND RECORDED AS DOCUMENT NO. 201808001658 IN THE OFFICIAL PUBLIC RECORDS OF COMAL COUNTY. THE DEVELOPMENT IS SUBJECT TO THE CITY OF BULVERDE ORDINANCE IN EFFECT AT THE TIME OF THE DEVELOPMENT AGREEMENT EXECUTION. AN AMENDMENT TO THIS DEVELOPMENT WAS APPROVED BY CITY COUNCIL ON MAY 12, 2020 AND THE SIDE BUILDING SET BACKS SHOWN ON THIS PLAT ARE IN COMPLIANCE WITH THIS AMENDED DEVELOPMENT AGREEMENT.
- IT IS HEREBY UNDERSTOOD AND AGREED THAT NON-EXCLUSIVE, PERPETUAL EASEMENTS ARE RESERVED FOR THE INSTALLATION AND MAINTENANCE OF PUBLIC UTILITIES AND ALL NECESSARY APPURTENANCES. WHETHER THESE IMPROVEMENTS ARE INSTALLED UNDERGROUND, OVERHEAD, AND/OR ON THE SURFACE OF THE GROUND WITHIN THE PUBLIC UTILITY EASEMENTS DEDICATED ON THIS PLAT, NOTHING SHALL BE PLACED OR PERMITTED TO REMAIN IN A PUBLIC UTILITY EASEMENT AREA WHICH MAY DAMAGE OR INTERFERE WITH THE INSTALLATION AND MAINTENANCE OF SAID PUBLIC UTILITIES. THE PUBLIC UTILITY EASEMENT AREA OF EACH LOT AND ALL IMPROVEMENTS WITHIN IT SHALL BE MAINTAINED BY THE OWNER OF THE LOT, EXCEPT FOR THOSE FACILITIES FOR WHICH AN AUTHORITY OR PUBLIC UTILITY PURVEYOR IS RESPONSIBLE. PUBLIC UTILITY PURVEYORS AND THEIR EMPLOYEES SHALL HAVE ALL OF THE RIGHTS AND BENEFITS NECESSARY FOR THE FULL ENJOYMENT OF THE RIGHTS HEREIN GRANTED, INCLUDING BUT NOT LIMITED TO INGRESS AND EGRESS FROM PRIVATE ROADS AND EASEMENTS, AND THE RIGHT FROM TIME TO TIME TO CUT ANY AND ALL TREES, UNDERGROWTH AND OTHER OBSTRUCTIONS THAT MAY CAUSE INTERFERENCE WITH THE OPERATION OF SAID PUBLIC UTILITY FACILITIES.
- THE CITY OF BULVERDE SHALL NOT BE RESPONSIBLE FOR MAINTENANCE OF PRIVATE STREETS, DRIVES, RECREATION AREAS AND OPEN SPACES; THE SUBDIVISION PROPERTY OWNERS ASSOCIATION SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF PRIVATE STREETS, ROADS, DRIVES, RECREATION AREAS AND OPEN SPACES, AND SAID OWNERS AGREE TO INDEMNIFY AND SAVE HARMLESS THE CITY OF BULVERDE, FROM ALL CLAIMS, DAMAGES AND LOSSES ARISING OUT OF OR RESULTING FROM PERFORMANCE OF THE OBLIGATIONS OF SAID OWNERS SET FORTH IN THIS NOTE.
- SPECIAL LOT DEDICATION/DESIGNATION:
  - LOTS 910, 911 AND 912 DESIGNATED AS OPEN SPACE / DRAINAGE EASEMENT AND IS HEREBY OWNED AND MAINTAINED BY THE POA.
  - LOTS 1004A AND 1004B IS HEREBY DESIGNATED AS PRIVATE STREET RIGHT-OF-WAY AND PUBLIC UTILITY EASEMENT. LOTS 1004A AND 1004B SHALL BE OWNED AND MAINTAINED BY THE POA. ALL STREETS WITHIN LOTS 1004A AND 1004B WITHIN THIS SUBDIVISION SHALL PROVIDE FOR RECIPROCAL ACCESS FOR INGRESS AND EGRESS TO ALL OTHER LOT OWNERS AND SUCCESSORS WITHIN THE SUBDIVISION.
- A PERPETUAL PUBLIC SAFETY AND PUBLIC SERVICE EASEMENT WITHIN THE PRIVATE ROADS FOR THE PURPOSE OF PROVIDING PUBLIC SAFETY SERVICES, POLICE, FIRE AND MEDICAL SERVICES, UTILITY METER READING, CODE ENFORCEMENT, BUILDING INSPECTIONS, SOLID WASTE COLLECTION, PUBLIC SCHOOL TRANSPORTATION, ANY OTHER PUBLIC SERVICES AND ENFORCING THE CITY ORDINANCES, AND GIVING THE CITY AND ITS AUTHORIZED OFFICERS AND DESIGNEES UNINHIBITED INGRESS AND EGRESS OVER, ACROSS AND THROUGH SUCH PRIVATE DRIVES, STREETS, ROADWAYS, AND RIGHTS-OF-WAY FOR THE PURPOSE OF PROVIDING PUBLIC SAFETY SERVICES, POLICE, FIRE AND MEDICAL SERVICES AND ENFORCING THE PENAL CODE AND CITY ORDINANCES. THE POA SHALL MAINTAIN AT ALL TIMES WITH THE CITY SECRETARY THE CURRENT GATE CODE OR KEY FOR ALL GATES REGULATING ACCESS TO AND FROM THE SUBDIVISION.
- A DRIVEWAY CULVERT IS REQUIRED FOR ALL DRIVEWAYS WHERE DRAINAGE CONVEYANCE ACROSS THE DRIVEWAY IS REQUIRED.
- IN ORDER TO PROMOTE DRAINAGE AWAY FROM A STRUCTURE, THE SLAB ELEVATION SHOULD BE BUILT AT LEAST ONE FOOT HIGHER THAN THE HIGHEST SPOT ELEVATION THAT IS LOCATED WITHIN FIVE FEET OUTSIDE THE PERIMETER OF THE BUILDING, OR MINIMUM FINISHED FLOOR ELEVATION, WHICHEVER IS HIGHER, AND THE GROUND SHOULD BE GRADED AWAY FROM THE STRUCTURE AT A SLOPE OF 1/2" PER FOOT FOR A DISTANCE OF AT LEAST 10 FEET.
- DRIVEWAYS SHALL TAKE ACCESS OFF OF INTERNALLY PLATTED ROADS.
- DUE TO FUTURE POTENTIAL WATER SYSTEM MODIFICATIONS, ALL LOTS WITHIN THIS DEVELOPMENT SHALL INSTALL AN INDIVIDUAL PRESSURE REDUCING VALVE ON THE CUSTOMER SIDE OF THE METER. THE INDIVIDUAL PRESSURE REDUCING VALVES SHALL BE OWNED AND MAINTAINED BY THE INDIVIDUAL LOT OWNER.
- BELLE OAKS RANCH PHASE IV DRAINAGE DESIGN WAS BASED ON AN AVERAGE IMPERVIOUS COVER OF 10.000 SF PER LOT. ALL LOTS THAT CONSTRUCT MORE THAN 10,000 SF MAY BE SUBJECT TO ADDITIONAL DRAINAGE ANALYSIS AND DETENTION REQUIREMENTS.

PEDERNALES ELECTRIC NOTES:

- ANY PEC MONETARY LOSS RESULTING FROM MODIFICATIONS REQUIRED OF PEC EQUIPMENT, LOCATED WITHIN SAID EASEMENT, DUE TO GRADE CHANGES OR GROUND ELEVATION ALTERATIONS SHALL BE CHARGED TO THE PERSON OR PERSONS DEEMED RESPONSIBLE FOR SAID GRADE CHANGES OR GROUND ELEVATION ALTERATION.
- PEDERNALES ELECTRIC COOPERATIVE, INC. (PEC) AS PART OF ITS ELECTRIC SYSTEM ARE HEREBY DEDICATED THE EASEMENTS AND RIGHTS-OF-WAY FOR ELECTRIC AND GAS DISTRIBUTION AND SERVICE FACILITIES IN THE AREAS DESIGNATED ON THIS PLAT AS "ELECTRIC EASEMENT," "GAS EASEMENT," "ANCHOR EASEMENT," "SERVICE EASEMENT," "OVERHANG EASEMENT," "UTILITY EASEMENT," AND "TRANSFORMER EASEMENT" FOR THE PURPOSE OF INSTALLING, CONSTRUCTING, RECONSTRUCTING, MAINTAINING, REMOVING, INSPECTING, PATROLLING, AND ERECTING POLES, HANGING OR BURYING WIRES, CABLES, CONDUITS, PIPELINES OR TRANSFORMERS. EACH WITH ITS NECESSARY APPURTENANCES TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS OVER GRANTOR'S ADJACENT LAND, THE RIGHT-OF-WAY AREAS, AND THE RIGHT TO REMOVE FROM SAID LANDS ALL TREES OR PARTS THEREOF, OR OTHER OBSTRUCTIONS WHICH ENDANGER OR MAY INTERFERE WITH THE EFFICIENCY OF SAID LINES OR APPURTENANCES THERETO. IT IS AGREED AND UNDERSTOOD THAT NO BUILDINGS, CONCRETE SLABS, OR WALLS WILL BE PLACED WITHIN SAID EASEMENT AREA.
- 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: NONE.
- CONCRETE DRIVEWAY APPROACHES ARE ALLOWED WITHIN THE FIVE (5) FOOT WIDE ELECTRIC AND GAS EASEMENTS WHEN LOTS ARE SERVED ONLY BY REAR LOT UNDERGROUND ELECTRIC AND GAS FACILITIES.
- ROOF OVERHANGS ARE ALLOWED WITHIN FIVE (5) FOOT WIDE ELECTRIC AND GAS EASEMENTS WHEN ONLY UNDERGROUND ELECTRIC AND GAS FACILITIES ARE PROPOSED OR EXISTING WITHIN THOSE FIVE (5) FOOT WIDE EASEMENTS.

STATE OF TEXAS § KNOW ALL MEN BY THESE PRESENTS  
 COUNTY OF COMAL §

I, ERIC J. HALL AND WIFE MEIKOLE HALL, SOLE OWNER OF THE CERTAIN TRACT OF LAND SHOWN HEREON AND DESCRIBED IN A DEED RECORDED IN DOCUMENT NO. 202006035487 OF THE OFFICIAL RECORDS OF COMAL COUNTY, TEXAS, AND DO HEREBY SUBDIVIDE SAID TRACT AS SHOWN HEREON, AND DO HEREBY CONSENT TO ALL PLAT NOTE REQUIREMENTS SHOWN HEREON, AND DO HEREBY DEDICATE TO THE USE OF THE PUBLIC FOREVER ALL EASEMENTS AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED.

TO CERTIFY WHICH, WITNESS BY MY HAND THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

ERIC J. HALL  
 5423 N. LOOP 1604 W, APT. 2201  
 SAN ANTONIO, BEXAR COUNTY, TEXAS 78249

MEIKOLE HALL  
 5423 N. LOOP 1604 W, APT. 2201  
 SAN ANTONIO, BEXAR COUNTY, TEXAS 78249

STATE OF TEXAS § KNOW ALL MEN BY THESE PRESENTS  
 COUNTY OF COMAL §

BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, ON THIS DAY PERSONALLY APPEARED ERIC J. HALL AND MEIKOLE HALL, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS  
 MY COMMISSION EXPIRES ON: \_\_\_\_\_

STATE OF TEXAS  
 COUNTY OF COMAL

I, HONORABLE BOBBIE KOEPP, COUNTY CLERK FOR COMAL 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 THE

RECORDS OF MAPS AND PLATS IN SAID OFFICE, OF SAID COUNTY, IN

DOCUMENT # \_\_\_\_\_ IN TESTIMONY WHEREOF WITNESS MY HAND AND OFFICIAL SEAL OF OFFICE

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

COUNTY CLERK  
 COMAL COUNTY, TEXAS

BY: \_\_\_\_\_  
 DEPUTY TO COUNTY CLERK

# REPLAT OF LOT 22 & 23, BLOCK 10 BELLE OAKS RANCH PHASE IV ESTABLISHING LOT 22R

A 2.11 ACRE TRACT OF LAND AND BEING ALL OF LOT 22 AND 23, BLOCK 10, BELLE OAKS RANCH, PHASE IV SUBDIVISION ACCORDING TO THE PLAT THEREOF RECORDED IN DOCUMENT #202006035487, OFFICIAL PUBLIC RECORDS OF COMAL COUNTY, TEXAS.

THE PURPOSE OF THIS REPLAT IS TO COMBINE LOT 22 BLOCK 7 AND LOT 23, BLOCK 10, BELLE OAKS RANCH PHASE IV.

STATE OF TEXAS § KNOW ALL MEN BY THESE PRESENTS  
 COUNTY OF COMAL §

I, GARRETT D. KELLER, REGISTERED PROFESSIONAL ENGINEER IN THE STATE OF TEXAS, DO HEREBY CERTIFY THAT NO PORTION OF PHASE IV ARE ENCRONOACHED BY SPECIAL FLOOD HAZARD AREAS INUNDATED BY 100 YEAR FLOOD AS IDENTIFIED BY THE U.S. FEDERAL EMERGENCY MANAGEMENT AGENCY BOUNDARY MAP (FLOOD INSURANCE RATE MAP), COMMUNITY PANEL NO. 48091C0195F, EFFECTIVE DATE SEPTEMBER 2, 2009 FOR COMAL COUNTY, TEXAS.

TO CERTIFY WHICH, WITNESS MY HAND AND SEAL AT BULVERDE, COMAL COUNTY, TEXAS, THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

GARRETT D. KELLER  
 REGISTERED PROFESSIONAL ENGINEER  
 NO. 111511 STATE OF TEXAS

I, KYLE L. PRESSLER, REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF TEXAS, DO HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECTLY MADE FROM AN ACTUAL SURVEY MADE ON THE GROUND OF THE PROPERTY LEGALLY DESCRIBED HEREON, AND THAT THERE ARE NO APPARENT DISCREPANCIES, CONFLICTS, OVERLAPPING OF IMPROVEMENTS, VISIBLE UTILITY LINES OR ROADS IN PLACE, EXCEPT AS SHOWN ON THE ACCOMPANYING PLAT, AND THAT THE CORNER MONUMENTS SHOWN THEREON WERE PROPERLY PLACED UNDER MY SUPERVISION IN ACCORDANCE WITH THE SUBDIVISION REGULATIONS OF THE CITY OF BULVERDE, TEXAS.

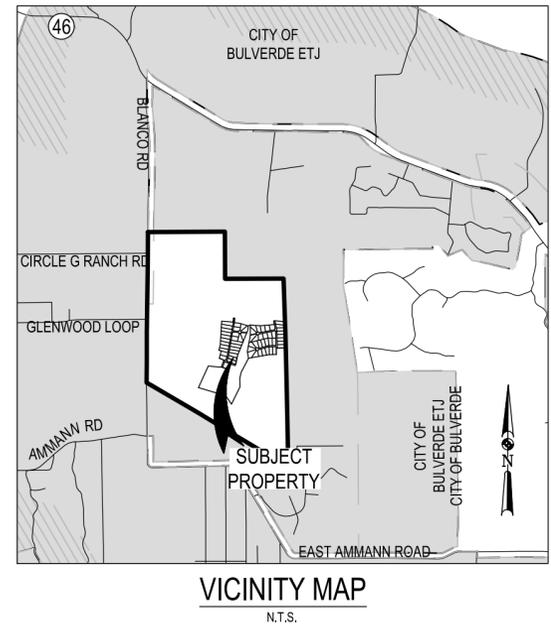
TO CERTIFY WHICH, WITNESS MY HAND AND SEAL AT BULVERDE, COMAL COUNTY, TEXAS, THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

KYLE L. PRESSLER  
 REGISTERED PROFESSIONAL LAND SURVEYOR  
 NO. 6528 STATE OF TEXAS

THIS REPLAT OF LOT 22 & 23 BLOCK 10, OF BELLE OAKS RANCH PHASE IV, HAS BEEN SUBMITTED TO AND CONSIDERED BY THE CITY PLANNING AND ZONING COMMISSION OF THE CITY OF BULVERDE, TEXAS AND IS HEREBY APPROVED BY SUCH COMMISSION.

DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_, YEAR \_\_\_\_\_

BY: \_\_\_\_\_  
 CHAIRPERSON



STATE OF TEXAS § KNOW ALL MEN BY THESE PRESENTS  
 COUNTY OF COMAL §

AS THE LIENHOLDER OF THE CERTAIN TRACT OF LAND SHOWN HEREON AND DESCRIBED IN A DEED RECORDED IN DOCUMENT NO. 202006035487 OF THE OFFICIAL RECORDS OF COMAL COUNTY, TEXAS, AND DO HEREBY CONSENT TO SUBDIVIDE SAID TRACT AS SHOWN HEREON, AND DO HEREBY CONSENT TO ALL PLAT NOTE REQUIREMENTS SHOWN HEREON, AND DO HEREBY DEDICATE TO THE USE OF THE PUBLIC FOREVER ALL EASEMENTS AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED. THIS SUBDIVISION IS TO BE KNOWN AS 22R, BLOCK 10, BELLE OAKS RANCH PHASE IV.

TO CERTIFY WHICH, WITNESS BY MY HAND THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

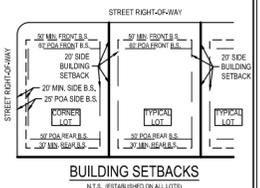
MARION STATE BANK  
 P.O. BOX 187  
 MARION, TX 78124  
 BY: SPECIAL WARRANTY DEED WITH VENDOR'S LIEN  
 NAME: ERIC J. HALL AND WIFE MEIKOLE HALL

THIS REPLAT OF LOT 22 & 23, BLOCK 10, BELLE OAKS RANCH PHASE IV WAS FILED WITH THE CITY OF BULVERDE, TEXAS ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_. THE CITY COUNCIL OF THE CITY OF BULVERDE FAILED TO ACT UPON SUCH PLAT WITHIN THE TIME PERIOD PRESCRIBED BY CHAPTER 214, TEXAS LOCAL GOVERNMENT CODE.

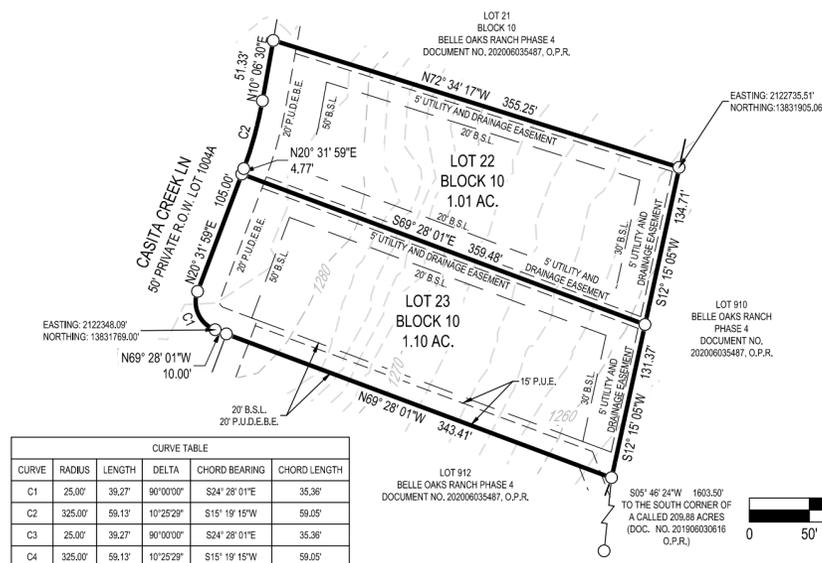
DATED THE \_\_\_\_ DAY OF \_\_\_\_\_, 2021  
 PLANNING DIRECTOR

LEGEND

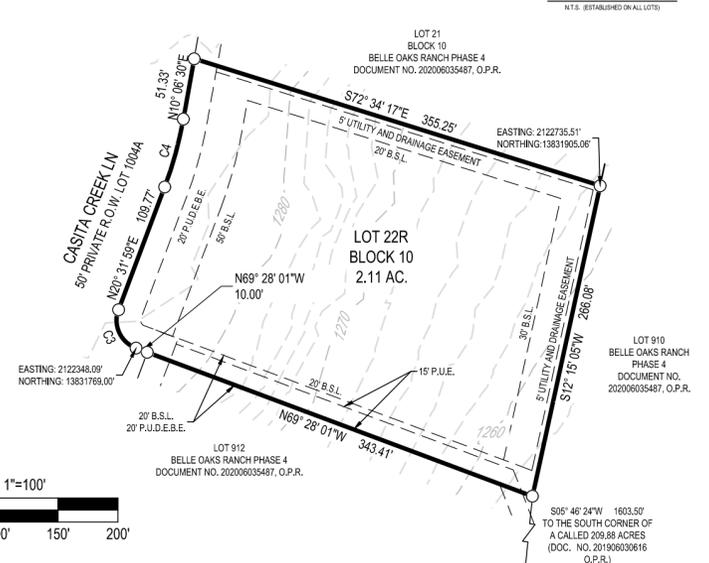
- SET 1/2" IRON ROD WITH A RED "MATKIN-HOOVER ENG. & SURVEY" PLASTIC CAP
- O.P.R. OFFICIAL PUBLIC RECORD, COMAL COUNTY, TEXAS



AS PLATTED



PROPOSED



OWNER/DEVELOPER:  
 ERIC J. HALL AND MEIKOLE HALL  
 5423 N. LOOP 1604 W, APT. 2201  
 SAN ANTONIO, BEXAR COUNTY, TEXAS  
 78249

SURVEYOR:  
 MATKIN HOOVER  
 ENGINEERING & SURVEYING  
 C/O KYLE L. PRESSLER, R.P.L.S.  
 8 SPENCER ROAD, SUITE 300  
 BOERNE, TEXAS 78006  
 OFF: (830) 249-0600  
 FAX: (830) 249-0099  
 KYLE.PRESSLER@MATKINHOOVER.COM

AGENT/PREPARER:  
 MATKIN HOOVER  
 ENGINEERING & SURVEYING  
 C/O GARRETT D. KELLER, P.E.  
 8 SPENCER ROAD, SUITE 100  
 BOERNE, TEXAS 78006  
 OFF: (830) 249-0600  
 FAX: (830) 249-0099  
 GKELLER@MATKINHOOVER.COM

**MATKINHOOVER**  
 ENGINEERING & SURVEYING

8 SPENCER ROAD SUITE 100  
 BOERNE, TEXAS 78006  
 OFFICE: 830.249.0600  
 CONTACT@MATKINHOOVER.COM

3300 SHELL ROAD SUITE 3  
 GROESBECK, TEXAS 78628  
 OFFICE: 512.868.2244

TEXAS REGISTERED ENGINEERING FIRM F-004512 SURVEYING FIRM F-10024000

DATE: 09/08/2021  
 MHE JOB NO. - 2969.05  
 MHS JOB NO. - 17-4180



PLANNING & DEVELOPMENT DEPARTMENT  
30360 Cougar Bend  
Bulverde, TX 78163  
Office (830) 438-3612  
Fax (830) 438-4339

## REVIEW MEMORANDUM

**TO:** Kyle Pressler  
Matkin Hoover Engineering  
8 Spencer Road, Suite 100  
Boerne, TX 78006  
[kpressler@matkinhoover.com](mailto:kpressler@matkinhoover.com)  
830-249-0600

**FROM:** Susana Huerta, AICP  
[sramos@bulverdetx.gov](mailto:sramos@bulverdetx.gov)

**SUBJECT:** Belle Oaks Ranch Phase IV Replat  
Acceptance  
Lots 22 & 23, Block 10  
PC-21-16

**DATE:** September 8, 2021

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The City of Bulverde Planning & Development Department has performed a review on the Belle Oaks Ranch Phase 4, Block 10, Lots 22 and 23 Replat, dated August 10, 2021. The review was conducted relative to the requirements established in the Subdivision Ordinance of the City of Bulverde, the Bulverde Drainage Design Manual (BDDM) and the Development Agreement dated January 9, 2018 (between the City of Bulverde and Belle Oaks Ranch, Ltd.). The following items were reviewed, with resolved items noted in blue. Based on our review of the referenced documents, the City of Bulverde has no further comments and recommends approval of the Belle Oaks Ranch Phase 4, Block 10, Lots 22 & 23 Replat.

### Replat specifications, Ordinance Section 1.05(c)

1. Replat should be named for as-platted condition (i.e., Replat of Lot 22 & 23, Block 10, Belle Oaks Ranch Phase IV **Establishing Lot 22R**). – [Comment resolved](#)
2. Provide a signature block for the Planning Director. The Planning Director's signature block should read: – [Comment resolved](#)

THIS REPLAT OF LOT 22 & 23, BLOCK 10, BELLE OAKS RANCH PHASE IV WAS FILED WITH THE CITY OF BULVERDE, TEXAS ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_. THE CITY COUNCIL OF THE CITY OF BULVERDE FAILED TO ACT UPON SUCH PLAT WITHIN THE TIME PERIOD PRESCRIBED BY CHAPTER 214, TEXAS LOCAL GOVERNMENT CODE.

DATED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021

BY: \_\_\_\_\_  
PLANNING DIRECTOR



PLANNING AND ZONING COMMISSION ITEM:  
SUP-21-05  
**SPECIAL USE PERMIT**  
2541 Bulverde Road

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**MEETING DATE:** September 16, 2021  
**DEPARTMENT:** Planning & Development  
**PRESENTED BY:** Susana Huerta, AICP, Planning Director

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**REQUEST:**

Hold a public hearing and consider a request by Ashley & Chisum Cooke for the approval of a Special Use Permit to allow an outdoor vendors market to be operated on an approximately 8.029-acre tract of land at 2541 Bulverde Road.

**OWNER/APPLICANT:**

Cooke Hill Country Holdings LP  
c/o Ashley & Chisum Cooke  
411 Comal Run  
Bulverde, TX 78163

**PROPERTY INFORMATION:**

Address: 2541 Bulverde Road, Bulverde, TX 78163  
Legal Description: A-206 SUR-192 G HERRERA, ACRES 8.029  
Owner: Cooke Hill Country Holdings LP  
Existing Land Use: Commercial  
Existing Zoning: PDD, Planned Development District

**NOTICE:**

Public Notice: September 1, 2021  
Personal Notice: September 3, 2021

Staff sent 7 Personal Notices to properties within a 200-foot buffer of the subject property. As of present, Staff received no letters of support or opposition out of those 7 properties that were individually notified.

**IN SUPPORT: 0**

**IN OPPOSITION: 0**

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**SUMMARY:**

The applicants are requesting a Special Use Permit to operate an outdoor vendors market at 2541 Bulverde Road on the first and third Monday of every month. The proposed market (“The

Monday Market at Bulverde”) would include a variety of local vendors, farmers, and food truck operators, who will promote their business and sell their goods and services to the public.

**ANALYSIS:**

Per Section 14.01.019(c) of the Code of Ordinances: *Any use which is not contrary to city, county, state or federal laws and which is not listed as an allowed use in the zoning ordinance shall hereby be deemed a special use permit use which may be requested in any district and subject to the provisions of this article.* In this case, an outdoor vendors market is not listed as a permitted use in the City’s zoning ordinance. Therefore, a special use permit would be required for an outdoor vendors market.

The applicants intend to use the existing asphalt and gravel surfaced areas on their property at 2541 Bulverde Road for the purposes of operating an outdoor vendors market. According to the attached written statement, the vendors market would be open to the public on the first and third Monday of every month with different hours of operation proposed in the spring and summer (between 2:00 p.m. and 7:00 p.m.) and in the fall and winter (between 2:00 p.m. and 5:30 p.m.), where local vendors, food truck operators, and farmers can sell their products, services, food and produce to the public. The applicants also indicate that the public would have access to a restroom facility located inside the existing barn.

The applicants submitted a site plan, which is attached herein. Accordingly, the site plan shows how the property would be utilized for vendor tents, off-street parking, and signage. While the market is proposed to include twenty (20) vendor tents and three (3) food trucks, approximately thirty-five (35) parking spaces would be available for market vendors and visitors. Also, an A-frame sign is shown to be displayed at the front of the property along Bulverde Road.

**SUGGESTED CONDTIONS:**

Staff typically does not make a recommendation to the Planning and Zoning Commission or City Council, but respectfully requests that the following conditions be added if the request is granted:

1. All activities associated with the outdoor vendors market, including parking of patrons and vendors must be located within the improved, hard surfaced areas of the property as shown in the site plan.
2. All activities associated with the outdoor vendors market must not be in violation of any laws or codes related to noise, nuisances or food safety, or otherwise have a negative effect on the health, safety, or welfare of the public or surrounding properties.
3. No signs, vendor merchandise, or other market items are allowed to be stored or displayed outside of the market’s operating hours.
4. No other special uses are allowed under this special use permit.

**CONSIDERATIONS FOR EVALUATION:**

City Code provides direction to the Planning and Zoning Commission and the City Council regarding the procedures and considerations involved in potentially granting any Special Use Permit. More specifically, Section 14.01.019(d) of the City Code states:

*“Every special use permit granted under the provisions of this article shall be considered as an amendment to the zoning ordinance and zoning map as applicable to such*

*property, and shall be adopted as a separate ordinance. In granting such permit, the city council may impose such conditions as may be necessary to promote and protect the public health, safety, order, morals, convenience, prosperity and general welfare. Said conditions shall be complied with by the grantee before a certificate of occupancy may be issued..”*

**ATTACHMENTS:**

- A. Application
- B. Statement of Purpose
- C. Site Plan
- D. Aerial Map



# Application for Special Use Permit (SUP)

30360 Cougar Bend, Bulverde, TX 78163  
Telephone: 830-438-3612 - Fax: 830-438-4339  
[www.ci.bulverde.tx.us](http://www.ci.bulverde.tx.us)

Date: \_\_\_\_\_

Case No. \_\_\_\_\_

### Applicant Information:

A 361-945-4778  
Ashley + Chisum Cooke C 361-945-4777  
Name Phone Fax  
411 Cornal Run Bulverde, TX 78163 ashncooke@yahoo.com  
Address Email  
CLC 3103@protonmail.com

### Property Owner Information:

Ashley + Chisum Cooke  
Name Phone Fax  
2541 Bulverde Road Bulverde, TX 78163 ashncooke@yahoo.com  
Address Email

*\* If property owner is not the applicant, a letter of authorization from the owner is required with application submittal.*

### Property Identification:

Street Address: 2541 Bulverde Road Bulverde, TX 78163

Legal Description: \_\_\_\_\_

Use Requested: Market Day held every other Monday from 2:00 - 7:00 pm

### The Following Must Be Submitted with Application:

1. A written statement describing the purpose and specific conditions of the request.
2. A site plan meeting the following minimum specifications:
  - a. Drawn to scale; indicating applicable buildings with approximate square footages and proposed uses.
  - b. Site ingress and egress, including interior traffic circulation patterns and parking/loading areas
  - c. Location and uses of existing buildings within 200 feet (may be shown on separate plan/aerial photograph)
  - d. The 100-year floodplain if present on the property
3. A landscape/buffering plan meeting the following minimum specifications:
  - a. Drawn to scale; indicating proposed landscaping, including the size, species and locations.
  - b. Other visual screening methods and their design, such as fences

*\* Other items, including, but not limited to architectural renderings, traffic impact studies and noise studies may be requested. In addition, the Planning and Zoning Commission and City Council may request additional information by majority vote to render an informed decision.*

The undersigned agrees to pay the **non-refundable** application fee and any other applicable fees as outlined in the Fee Schedule and agrees to pay fees for any additional review requiring consultation with City Consultants, including involvement of a contract engineer in a predevelopment conference. To the extent possible, City Staff will provide the Owner/Applicant with an estimate of fees should outside consultation be required. The undersigned also acknowledges the City Staff may require additional appropriate information be submitted to aid in the review.

Ashley Cooke and \_\_\_\_\_  
Signature of Owner/Applicant Date 8-9-2021

### Fees:

Special Use Permit Review Fee - \$750.00

## Proposed Market Day

### The Monday Market at Bulverde

#### **Purpose:**

We propose a market on the first and third Monday of every month from 2:00 to 7:00 pm (ending at 5:30 in the Fall and Winter). The Monday Market would like to have a variety of vendors (including food trucks) that are looking for a space to promote their business, show and sell their products and make connections with community members. We would like to welcome farmers with fresh produce and meat, hand-made food related businesses, hand-made material goods, local vendors selling retail goods and service providers.

Location: 2541 Bulverde Road Bulverde, TX 78163

Days and hours: First and Third from 2:00 PM to 7:00PM (5:30 end time for Fall)

Approximate number of vendors: 20 • Each vendor will have a 10' x 10' space for their goods

**Parking:** Will be in the gravel lot east side of the barn for shoppers and some vendors (to help guide the parking lot by parking first). Parking for vendors will be on the west side of the barn for easy access to load and unload.

East side of the barn – 13 parking spaces (121 ft) on the north side of the lot and 6 parking spaces (54 ft) on the south side

West side of the barn – has 16 parking spaces total =Total of 35 parking spaces

**Restroom Facility** – located inside the barn.

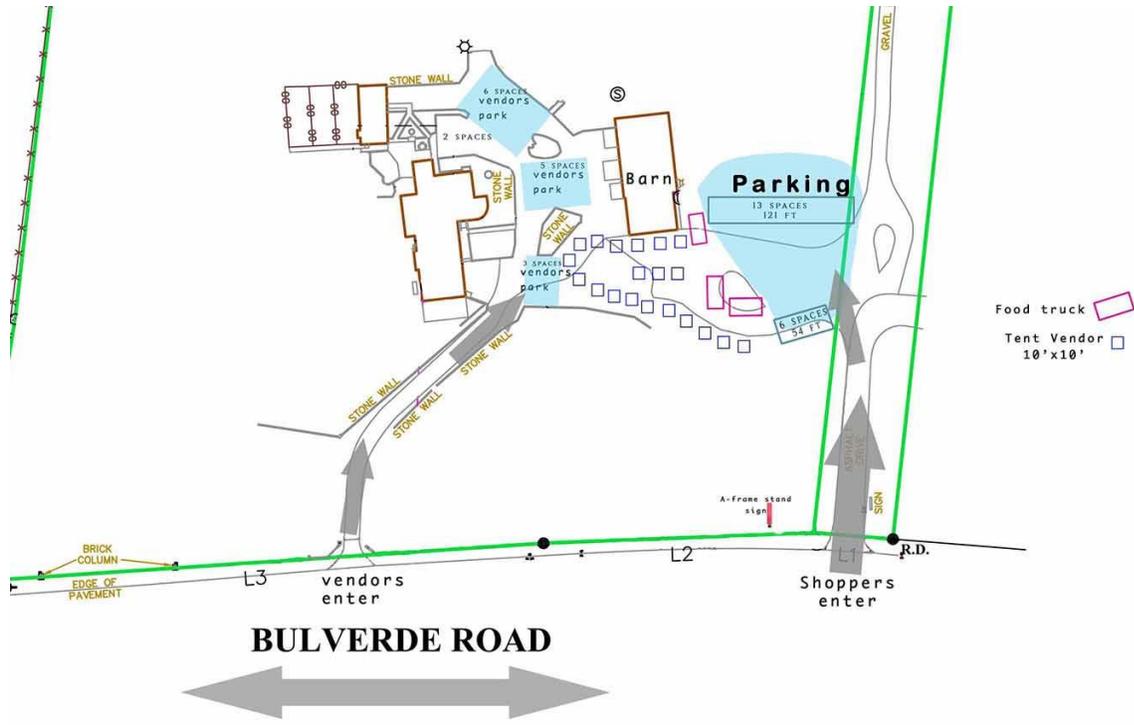
**Ingress & Egress:** The entrance and exit will be the asphalt road, the east side of the barn. Vendor entrance and exit will be the asphalt drive to the west side of the barn.

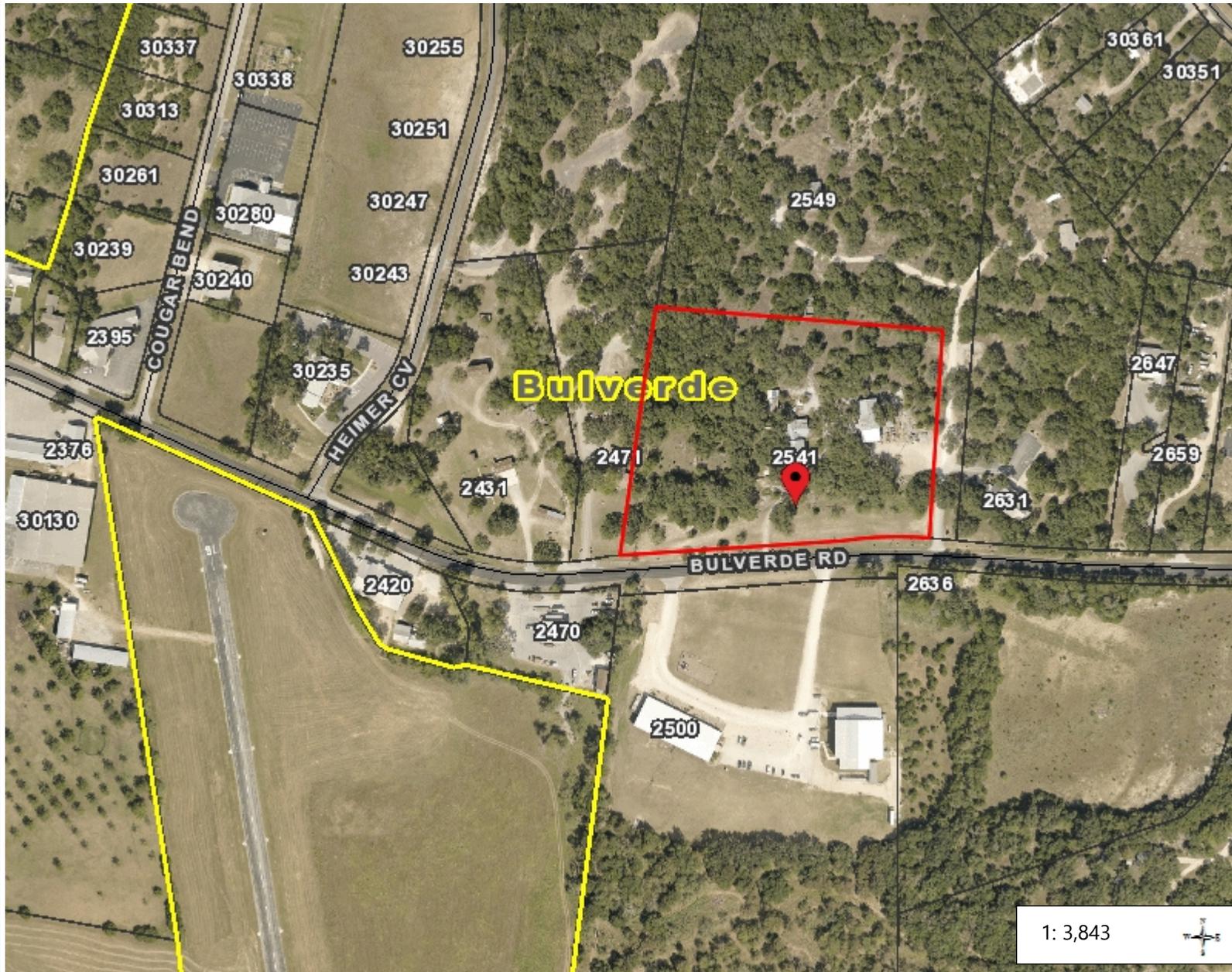
**Existing Buildings within 200 feet:** One multi-use professional office building on the east side (top of this image above).

**Existing Zoning classifications within 200 feet:** zoning around 2541 is also zoned PDD

**Floodplain:** The 100-year flood plan is not applicable at this site.

**Landscaping:** There will be no landscaping added to the site.





### Legend

- Addresses
- Major Roads
  - Farm roads
  - Highways
- Streets
- Parcels
- Future Parcels
  - Red: Band\_1
  - Green: Band\_2
  - Blue: Band\_3

### Notes

1: 3,843



0.1 0 0.06 0.1 Miles



PLANNING AND ZONING COMMISSION ITEM:  
ZC-21-03

**ZONE CHANGE**  
0.02 Sq. Mi. at Blanco Road

---

**MEETING DATE:** September 16, 2021  
**DEPARTMENT:** Planning & Development  
**PRESENTED BY:** Susana Huerta, AICP, Planning Director

---

**REQUEST:**

Hold a public hearing and consider a Zone Change from AG Agricultural Zoning District to R-2 Residential Zoning District on an approximately 0.02-square mile strip of land, generally located on the east side of Blanco Road approximately 1.2 miles south of State Highway 46.

**PROPERTY INFORMATION:**

Existing Land Use: Single Family Residential (Under Development)  
Existing Zoning: AG Agricultural District  
Proposed Zoning: R-2 Residential District

**NOTICE:**

Public Notice: September 1, 2021  
Personal Notice: September 3, 2021

Staff sent 21 Personal Notices to properties within a 200-foot buffer of the subject property. As of present, Staff received no letters of support or opposition out of those 21 properties that were individually notified.

**IN SUPPORT: 0**

**IN OPPOSITION: 0**

---

**SUMMARY:**

This is a City-initiated zone change to amend the existing AG Agricultural District on an approximately 0.02-square mile strip of land, generally located on the east side of Blanco Road along the northwestern boundary of the Belle Oaks Ranch Subdivision.

**PREVIOUS ACTIONS:**

A Development Agreement between the City of Bulverde and Belle Oaks Ranch, Ltd., was executed on January 9, 2018. Additionally, the Belle Oaks Ranch Development was previously annexed and zoned to its current zoning designation on June 12, 2018 under cases AN-18-01 and ZC-18-04.

**ANALYSIS:**

Except for the subject strip of land, all properties in the Belle Oaks Ranch Subdivision are zoned R-2 Residential District. The purpose of this zone change is to amend the existing AG Agricultural District to a R-2 Residential District for the 0.02-square mile strip of land to match the existing zoning of properties in Belle Oaks Ranch.

As shown in the attached zoning exhibit, the subject property is bordered by R-2 Residential zoning to the south and east, and AG Agricultural zoning to the north.

Per Section 14.03.002 of the Bulverde Code of Ordinances: *The intent of the AG Agricultural District is to provide for the practice of traditional farming activities as defined herein, including secondary activities accompanying the main use and single-family homes for the occupants of the premises.* Minimum lot size in AG Agricultural is 10 acres.

Per Section 14.03.004 of the Bulverde Code of Ordinances: *The intent of the R-2 district is to provide for the development of single-family homes on lots that are large by typical suburban standards but are not required to meet the minimum standards for the R-1 district.* Standard lot size in R-2 Residential ranges from one (1) to 4.99 acres.

Per Article II, Section 2.2(A) of the Development Agreement: *All residential lots must be one acre or greater.* All residential lots within the 0.02 square miles strip of land meet the minimum lot size requirement for R-2 Residential zoning. This City-initiated zone change will conform to the approved DA and be consistent with the existing zoning within the Belle Oaks Ranch Development.

**ATTACHMENTS:**

- A. Zoning Map Exhibit



# ZC-21-03 Zoning Map Exhibit



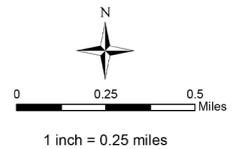
## City of Bulverde Zoning Map

### Key to Features

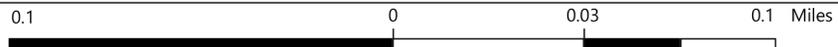
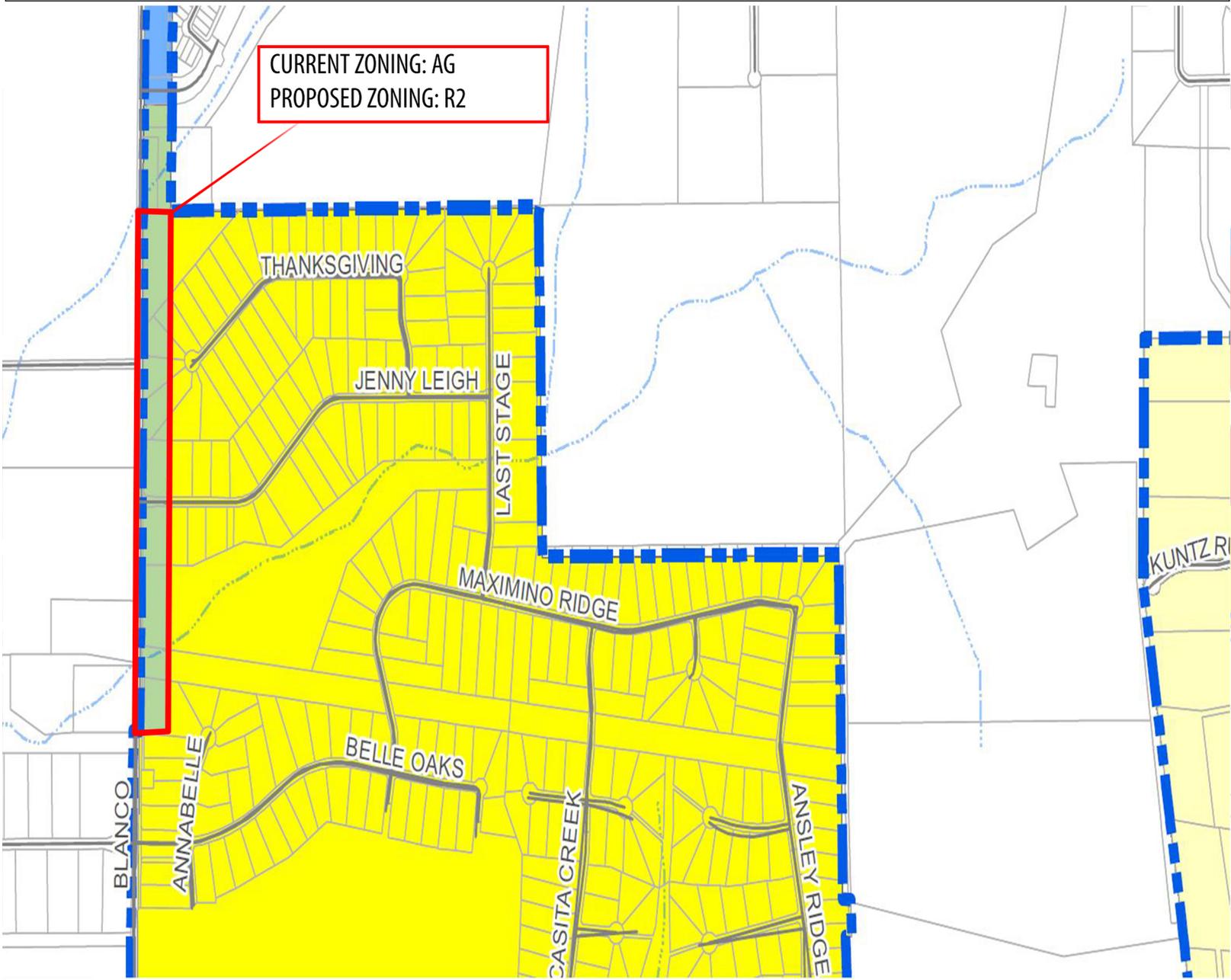
- City Limits
- ETJ Boundary
- Streams
- Parcels

### Zone

- AG
- AV
- R1
- R2
- R3
- R4
- R5
- C1
- C2
- C3
- PDD
- I1
- SUP



CURRENT ZONING: AG  
PROPOSED ZONING: R2



NAD\_1983\_StatePlane\_Texas\_South\_Central\_FIPS\_4204\_Feet  
Comal County GIS

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION



PLANNING AND ZONING COMMISSION ITEM:  
ZC-21-04  
**ZONE CHANGE**  
0.04 Sq. Mi. at FM 1863

---

**MEETING DATE:** September 16, 2021  
**DEPARTMENT:** Planning & Development  
**PRESENTED BY:** Susana Huerta, AICP, Planning Director

---

**REQUEST:**

Hold a public hearing and consider a Zone Change from AG Agricultural Zoning District and R-2 Residential Zoning District to R-1 Residential Zoning District on an approximately 0.04-square mile strip of land, generally located at 7055 FM 1863.

**PROPERTY INFORMATION:**

Existing Land Use: Undeveloped  
Existing Zoning: AG Agricultural District & R-2 Residential District  
Proposed Zoning: R-1 Residential District

**NOTICE:**

Public Notice: September 1, 2021  
Personal Notice: September 3, 2021

Staff sent 5 Personal Notices to properties within a 200-foot buffer of the subject property. As of present, Staff received no letters of support or opposition out of those 5 properties that were individually notified.

**IN SUPPORT: 0**

**IN OPPOSITION: 0**

---

**SUMMARY:**

This is a City-initiated zone change to amend the existing AG Agricultural District and R-2 Residential District on an approximately 0.04-square mile strip of land, generally located north of FM 1863 along the southern boundary of the proposed Cibolo Cliff Ranches Subdivision.

**PREVIOUS ACTION:**

At its July 13, 2021 meeting, City Council approved the Final Plat for Cibolo Cliff Ranches Subdivision under PC-21-09.

**ANALYSIS:**

The proposed Cibolo Cliff Ranches Subdivision lies primarily outside City Limits, except for the subject strip of land, which is zoned a combination of AG Agricultural and R-2 Residential. The purpose of this zone change is to amend the existing AG Agricultural and R-2 Residential zoning to R-1 Residential zoning for the 0.04-square mile strip of land to correspond with lot sizes proposed on properties in the Cibolo Cliff Ranches Subdivision that are inside City Limits.

As shown in the attached zoning exhibit, the subject property is bordered by R-2 Residential zoning to the west, and AG Agricultural zoning to the east.

While minimum lot size in AG Agricultural is ten (10) acres, the standard lot size in R-2 Residential ranges from one (1) to 4.99 acres in accordance with the zoning district regulations in Article 14.03 of the Bulverde Code of Ordinances.

Per Section 14.03.003 of the Bulverde Code of Ordinances: *The intent of the R-1 district is to provide for the development of single-family homes on large lots.* Minimum lot size in R-1 Residential is five (5) acres.

The proposed Cibolo Cliff Ranches Development is classified as low-density residential. All residential lots within the 0.04 square miles strip of land meet the minimum lot size requirement for R-1 Residential zoning. This City-initiated zone change of properties in the Cibolo Cliff Ranches Subdivision will be in conformance with the requirements of the City's zoning ordinance.

**ATTACHMENTS:**

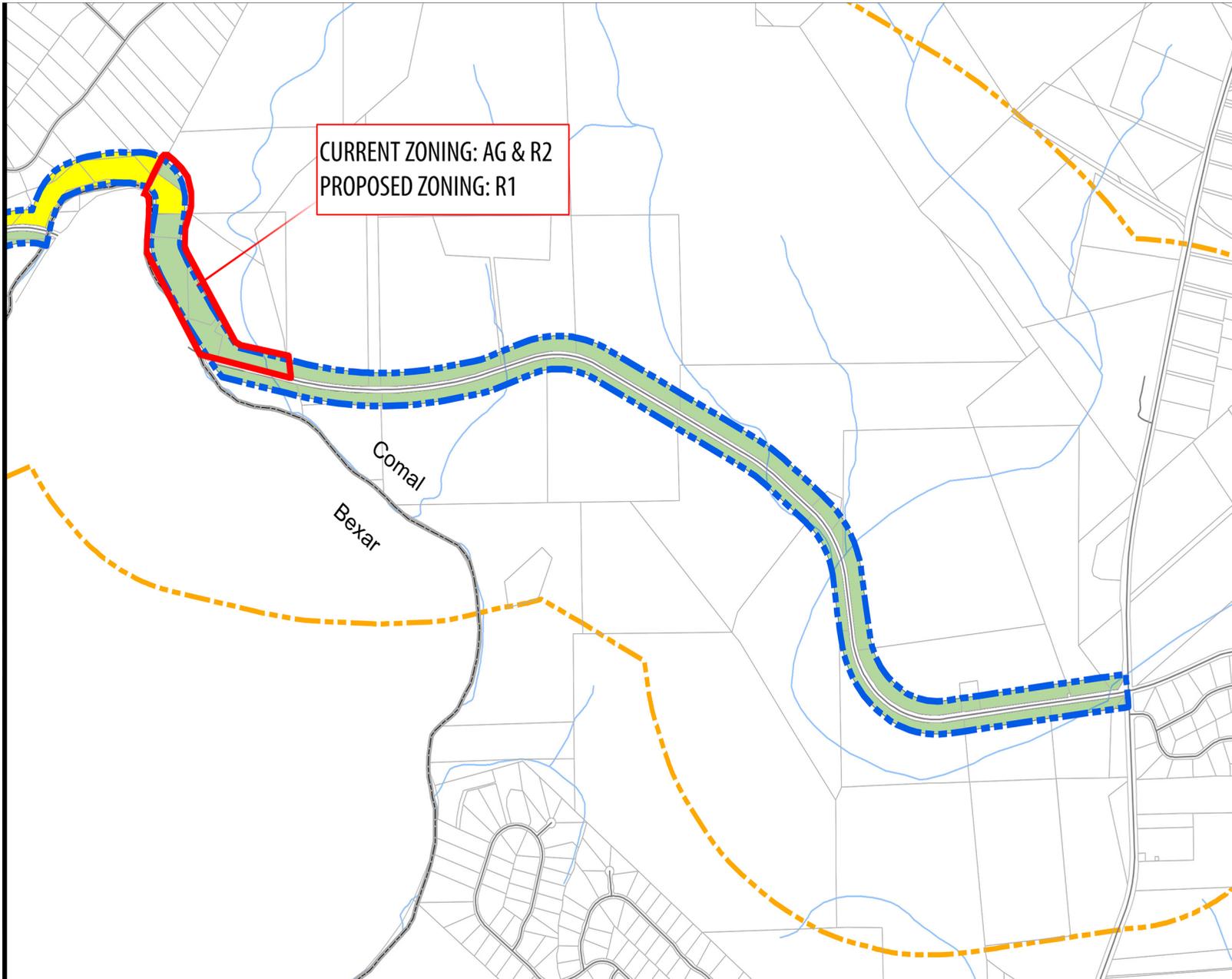
- A. Zoning Map Exhibit



# ZC-21-04 Zoning Map Exhibit



## City of Bulverde Zoning Map



**CURRENT ZONING: AG & R2**  
**PROPOSED ZONING: R1**

Key to Features		Zone	
	City Limits		AG
	ETJ Boundary		AV
	Streams		R1
	Parcels		R2
			R3
			R4
			R5
			C1
			C2
			C3
			PDD
			I1
			SUP

