



## Application for Special Use Permit (SUP)

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

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

Date: 1/20/2026 Case No. \_\_\_\_\_

### Applicant Information:

Vanessa Avila [REDACTED]  
Name Phone

2406 Santiago Way San Antonio, TX 78259 [REDACTED]  
Address Email

### Property Owner Information:

Otoniel Avila [REDACTED]  
Name Phone

8 Caleb Cir San Antonio, TX 78258 [REDACTED]  
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: 30793 US HWY 281 N BULVERDE, TX 78163

Legal Description: BRUMLEY, BLOCK 1, LOT 2

Use Requested: Private Outdoor Event Space

### 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

**Special Use Permit Review Fee - \$750.00 + \$100.00 per acre of the property,  
with a maximum fee of \$3,000.00**

- c. Location and uses of existing buildings within 200 feet (may be shown on separate plan/aerial photograph)
  - d. Existing zoning district classifications within 200 feet (may be shown on separate plan)
  - e. 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.

**PROPERTY OWNER'S ACKNOWLEDGEMENT**

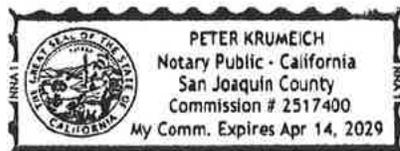
      01/22/26  
 Signature of Owner/Applicant      Date

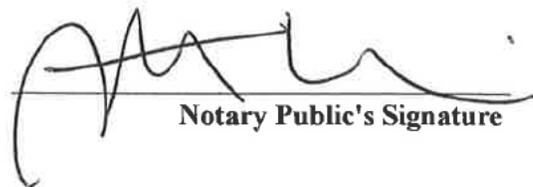
State of ~~Texas~~ California  
 County of ~~COMAL~~ San Joaquin

This instrument was acknowledged before me on the 22 day of January, 2026

by Otoniel Avila (name of property owner).

(Notarial Seal)



  
 Notary Public's Signature

**Special Use Permit Review Fee - \$750.00 + \$100.00 per acre of the property,  
 with a maximum fee of \$3,000.00**



# LETTER OF AUTHORIZATION FOR APPLICATION

Planning & Development Department  
30360 Cougar Bend, Bulverde, TX 78163  
Telephone: 830-438-3612 - Fax: 830-438-4339  
[www.bulverdetx.gov](http://www.bulverdetx.gov)

*\*\*This form is only required for property owners allowing another person or entity to submit and amend documentation required by the City on the property owner's behalf.*

I, Otoniel Avila, owner of the property, described in this application, authorize Vanessa Avila (name of authorized person) to apply for a Special Use Permit (SUP) on my/our behalf.

The Authorized Person's information is:

Contact Name: VANESSA AVILA

Address: 2406 SANTIAGO WAY, SAN ANTONIO, TX 78259

[Signature] \_\_\_\_\_ 01/22/26  
Signature of Owner/Applicant Date

STATE OF ~~TEXAS~~ California  
COUNTY OF ~~COMAL~~ San Joaquin

This instrument was acknowledged before me on the 22 day of January, 2026, by

Otoniel Avila \_\_\_\_\_ (name of property owner).



[Signature]  
Notary Public's Signature

**Special Use Permit Review Fee - \$750.00 + \$100.00 per acre of the property, with a maximum fee of \$3,000.00**

BLACK  
OLD CT

Bulverde ETRJ

3128

3136

3119

30745

0695  
DG 3

30793

Property ID: 113881  
Legal Description: BRUMLEY,  
BLOCK 1, LOT 2

Bulverde

30815

281

3136

**Bulverde ETRJ**

30745

OPEN-AIR PAVILLION  
PROPOSED AREA  
EST. 2,900 SQFT



30793

INGRESS/EGRESS



EXISTING ACCESSORY  
STRUCTURE  
EST. 140 SQFT



EXISTING ACCESSORY  
STRUCTURE  
EST. 180 SQFT



OUTDOOR  
PROPOSED AREA  
EST. 3,000 SQFT

EXISTING ACCESSORY  
STRUCTURE  
(not part of proposed use)  
EST. 216 SQFT



**Bulverde**





ANTICIPATED PARKING

INGRESS/EGRESS

ANTICIPATED PARKING

INTERIOR TRAFFIC CIRCULATION

DROP OFF/LOADING AREA

ANTICIPATED PARKING

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4

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EXISTING NATURAL  
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**30793 US HWY 281 N Bulverde, TX 78163**

*Special Use Permit Request*

The purpose of this request is to obtain approval of a Special Use Permit to allow the subject property to be used as a private outdoor rental space. This request seeks to activate underutilized commercial land in a controlled and well-managed manner that is compatible with surrounding properties and consistent with the City of Bulverde's vision and planning goals.

***Outdoor Rental Use***

The initial focus of this Special Use Permit is to allow the property to operate as a private outdoor rental space/event venue. The property will be used for reservation-only events, including corporate events, work retreats and workshops, professional gatherings, structured wellness or instructional uses (such as yoga or fitness classes), and private ceremonial events such as family reunions, birthday parties, anniversaries, baptisms, graduation celebrations, bridal showers, wedding ceremonies, as well as other similarly scaled private gatherings. All events will be scheduled in advance and will be restricted to private, reservation-only use.

The property owner will not sell, serve, or provide food or alcohol in connection with the event space. Any food or beverages associated with an event will be arranged independently by the renter and must comply with all applicable laws and regulations. All renters will be required to obtain insurance naming the property owner as an additional insured. In addition, the property owner will maintain separate, ongoing insurance coverage for the property and its operations to ensure responsible and safe use of the site.

***Proposed Rental Use Areas***

The proposed venue consists of two distinct event areas:

- Pavilion
- Designated Outdoor Space

Event hosts may elect to utilize one or multiple event areas as part of their reservation. Events will be scheduled in advance, with booking procedures ensuring that only one event is active at a time. This operational control ensures that site impacts remain consistent with the parking, circulation, and intensity assumptions presented in this application. This operational limitation is a core component of the proposed use and is intended to limit overall attendance at any given time, reduce parking demand and traffic generation, minimize noise and activity intensity, and maintain compatibility with surrounding properties.

***Current Property Use and Existing Structures***

The property is zoned commercial (C-2) however, there has never been/ there are no active or ongoing commercial operations on the site taking place at this time. The site includes existing outdoor areas and accessory structures. As part of the proposed Special Use Permit, the existing structures will remain in place and no new permanent buildings or expansions are proposed. The existing structures are intended to serve as accessory support elements for the

outdoor rental use (such as staging areas, covered gathering space, or ancillary functions associated with events). Any future work, if ever proposed, would be subject to separate City review and approval, as applicable. Overall, the proposed use relies primarily on the existing site layout and existing current structures, with operations designed to remain low-impact and compatible with surrounding properties and City regulations.

### ***Buffering and Landscaping***

Buffering for the proposed outdoor event rental use will be provided through the existing natural trees, vegetation, and open space on the property. No new landscaping, planting, or grading is proposed unless required. Existing vegetation will be retained and maintained and will serve as the primary visual and environmental buffer between areas of activity and adjacent properties. Any maintenance of the site will be limited to routine upkeep to preserve existing vegetation and maintain the natural character of the property in compliance with City requirements. The natural landscape is intended to remain a defining feature of the property.

### ***General Operating Conditions***

All uses of the property will operate subject to the following conditions:

- All events and activities will be scheduled and managed by the property owner or a designated representative.
- All use of the property will be conducted in compliance with applicable City ordinances, including regulations related to curfew, noise, parking, occupancy, traffic circulation, and public safety.
- All parking will be on-site with designated ingress, egress, and internal circulation, and no on-street parking will be permitted

- Events may include music or amplified sound provided by event hosts as part of private, scheduled events. Sound will be managed through advance scheduling and site operations to maintain compatibility with surrounding properties. Music associated with events will be typical of private, scheduled gatherings and may include recorded or amplified sound customary for the types of events proposed. Music is incidental to the event and not intended to function as a standalone performance. All sound associated with events will be conducted in compliance with applicable City noise regulations.

### ***Community & Local Economic Considerations***

Events hosted on the property are private and limited in scale; however, they may generate incidental support for nearby hotels, restaurants, and local service providers through event-related needs and visiting guests. Event hosts often engage local vendors and small businesses for catering, rentals, décor, and other services. Where feasible, the

venue will seek to partner with and refer local vendors to event hosts, creating a modest and complementary benefit to the surrounding Bulverde community without altering the low-intensity nature of the proposed use.

### ***Conclusion***

This request proposes a clearly defined, low-intensity use of commercially zoned property through the operation of a private, reservation-only outdoor event and rental space. Approval of this Special Use Permit would provide a local option for gatherings, reducing the need for residents and organizations to travel outside the City for similar events, while encouraging the responsible, low-impact use of the property. The proposed use supports localized activity and engagement in a manner that maintains the character of the surrounding area and aligns with the City of Bulverde's emphasis on controlled, well-managed development. The event space is envisioned as a low-intensity, thoughtfully managed venue that celebrates Bulverde's rural charm and strong sense of community. The property is intended to host private, limited-scale events that bring people together for meaningful moments, while remaining respectful of neighboring properties and the natural character of the area.

## **Parking Proposal - 30793 US HWY 281 N Bulverde, TX 78163**

### ***Parking Requirements City of Bulverde***

- Parking demand calculated based on maximum event capacity, with one event occurring on the property at a time.
- Proposed Formula: 1 parking space per 4 guests
- Max Capacity: 120
- Minimum required spaces: 30 parking spaces
- All of the parking spaces will meet the minimum size requirement – 9'x18'

### ***Proposed Parking***

- 33 Proposed Parking Spaces
- The proposed parking ratio of 1 space per 4 guests reflects typical arrival patterns for private, reservation-only events, where guests generally arrive in families and groups and share vehicles. With a single event hosted at a time and a capped guest capacity, this ratio is expected to adequately accommodate on-site parking demand while maintaining a low-intensity operation.
- The site contains additional open areas that could support temporary overflow parking if needed, depending on event configuration and attendance. Any future consideration of expanded or modified parking would be evaluated based on operational experience and demand and would occur in coordination with and subject to City review.

### ***Parking Design & Materials***

- Proposed parking spaces will be accessed from and graded off the main driveway to provide safe circulation and minimize site disturbance.
- Parking surface: Compacted aggregate parking is proposed as a practical surface appropriate for the scale and nature of the use and consistent with the character of the property. These materials are proposed in lieu of traditional asphalt or concrete paving.
- Parking areas are proposed within existing open areas of the property, with minimal grading or tree removal, in accordance with City standards.
- All proposed parking spaces will be located outside of the required setbacks as shown on the site plan. Drive aisles and access drives may cross through setback areas where permitted. Distances from the parking areas to the nearest lot lines are labeled on the site plan for clarity. No parking spaces are proposed within required setback areas.