

**CITY OF LAREDO**

**PLANNING AND ZONING COMMISSION**

**MINUTES OF THE PLANNING AND ZONING MEETING OF OCTOBER 5, 2023**

The City of Laredo Planning and Zoning Commission convened in regular session open to the public at 6:00 p.m. on Thursday, October 5, 2023, in the Multipurpose Room at the Joe A. Guerra Laredo Public Library, 1120 E. Calton Road, considered the following:

**Present:** Johnny Narvaez  
Rolando Cazares  
Mike Barron  
Manuel A. Rangel  
Hector "Tito" Garcia  
Regina Portillo

**Absent:** Yu-Hsien Huang (Excused)  
Daniela Sada Paz (Excused)  
Council District VIII

**Staff:** Orlando Navarro  
Vanessa Guerra  
Rafael Vidaurri  
Amanda Pruneda  
Laura Garza  
Luis Vazquez  
David Arredondo  
Ruben Dominguez

**Others:** Ricardo Ramos  
Jose Briones  
Carlos Garza  
Sergio Narvaez  
Jonathan Vazquez Garcia  
Oscar Ramirez

**1. CALL TO ORDER**

Chm. Narvaez, Planning and Zoning Commission, called the meeting to order at 6:00 p.m.

**2. ROLL CALL**

Dir. Orlando Navarro, Planning Staff, called roll and confirmed a quorum has been met.

Chm. Narvaez, requested a motion to excuse the Commissioners that are not present.

Cm. Rangel made a motion to **excuse** the Commissioners that are not present.

Second:	Cm. Casarez
In Favor:	6
Opposed:	0
Abstained:	0

Motion Carried Unanimously

**3. PLEDGE OF ALLEGIANCE**

**4. CONSIDER APPROVAL OF MINUTES OF:**

Regular Meeting of September 21, 2023

Cm. Garcia made a motion to **approve** the minutes of September 21, 2023

Second:	Cm. Rangel
In Favor:	6
Opposed:	0
Abstained:	0

Motion Carried Unanimously

**5. CITIZEN COMMENTS**

None

**6. PUBLIC HEARING AND RECOMMENDATION OF AN ORDINANCE:**

**A. Amending the Zoning Ordinance (Map) of the City of Laredo by authorizing the issuance of a Planned Unit Development for townhomes on approximately 8.04 acre tract of land, out of a tract of land conveyed to San Isidro Northeast, Limited, described in deed recorded in Volume 1450, Pages 868-874, and Volume 3355, Pages 170-178, Deed Records, Webb County, Texas, located south of Juan Escutia Boulevard and west of Cavatina Drive, from R-1 (Single Family Residential District) to R-2 P.U.D. (Multi - Family Residential District - Planned Unit Development).**

**ZC-107-2023**

**District VI**

Staff **supports** the proposed Planned Unit Development.

Dir. Orlando Navarro, Planning Staff, informed the Commission that the Applicant requested the item be tabled.

Chm. Narvaez, requested a motion to table the item.

Cm. Portillo made a motion close the public hearing, and **table** the item.

Second:	Cm. Garcia
In Favor:	6
Opposed:	0
Abstained:	0

Motion Carried Unanimously

- B. Public Hearing and consideration of a motion to consider the Planned Unit Development - Site Plan on approximately 8.04 acre tract of land, out of a tract of land conveyed to San Isidro Northeast, Limited, described in deed recorded in Volume 1450, Pages 868-874, and Volume 3355, Pages 170-178, Deed Records, Webb County, Texas, located south of Juan Escutia Boulevard and west of Cavatina Drive.**

**ZC-108-2023**

**District VI**

Staff **supports** the proposed Planned Unit Development – Site Plan.

Dir. Orlando Navarro, Planning Staff, informed the Commission that the Applicant requested this item be tabled.

Chm. Narvaez, requested a motion to table the item.

Cm. Portillo made a motion close the public hearing, and **table** the item.

Second:	Cm. Garcia
In Favor:	6
Opposed:	0
Abstained:	0

Motion Carried Unanimously

**7. CONSIDERATION OF THE FOLLOWING PRELIMINARY PLATS AND PRELIMINARY REPLATS:**

- A. **Preliminary consideration of the plat of a 0.8024 acre tract of land, more or less, out of and part of Tract 72 Ranchos Peñitas West Subdivision Unit V, into Tract 72-B, Ranchos Peñitas West Subdivision, Unit V. The intent is non-residential.**

**PL-297-2023**

**Extra-Territorial Jurisdiction (ETJ)**

Amanda Pruneda, Planning Staff, provided a brief overview on the item.

Ricardo Ramos, Do-Rite Engineering, informed the Commission that he concurs with Staff Comments.

Cm. Garcia made a motion to **approve** the item subject to the following comments.

**APPROVE SUBJECT TO THE FOLLOWING COMMENTS:**

**Planning:**

1. Modify plat name in title block to reflect that is a plat of a 0.8024 acre tract.
2. Modify calls/descriptions along property lines as they are not legible.
3. Secure plat approval from the County of Webb as this subdivision is located within the Extra-Territorial Jurisdiction of the City of Laredo (§ 242.001 (a) and § 242.001 (a)(2), Texas Local Government Code).
4. Provide a plat note restricting against residential uses. Tract must comply with the provisions of Section 31-3 of the Laredo Code of Ordinances for tracts used for "industrial purposes" as defined therein.
5. Identify all easements. (§ 2-3.2 (b)(1)(iii)e - Subdivision Ordinance).
6. All improvements as per Subdivision Ordinance. (§ 3-1B - Subdivision Ordinance).

**Engineering:** No comments submitted.

**Fire:** No comments submitted.

**Environmental:** No comments submitted.

**Water & Utilities:** No comments submitted.

**Traffic Safety:** No comments submitted.

**Parks & Leisure:**

1. Please provide parking lot trees and shrubs and street trees.

**WEBB County App:** No comments submitted.

**AEP Engineers:** No comments submitted.

**U.I.S.D.:** No comments submitted.

**L.I.S.D.:** No comments submitted.

**AT&T:** No comments submitted.

NOTICE TO THE DEVELOPER:

**Planning:**

1. Only the utility easements within the plat boundaries are subject to change prior to plat recordation due to revisions by the utility companies.
2. All comments set forth herein are preliminary comments and not exhaustive list. Additional comments may be added prior to final approval.

Second:	Cm. Rangel
In Favor:	6
Opposed:	0
Abstained:	0

Motion Carried Unanimously

- B. Preliminary consideration of the replat of Lot 4A, Block 1, McPherson West Subdivision, Unit 3, Manor Plaza into Lots 4A-1, 4A-2, 4A-3, 4A-4, 4A-5, 4A-6, 4A-7, Block 1, McPherson West Subdivision, Unit 3, Manor Plaza and the granting of a variance to the front setback from 25 ft to 10 ft, side setback from 10 ft to 0 ft, rear setback from 20 ft to 6 ft, and reduce the minimum width of the primary access easement and paving section from 50 ft wide to 29 ft and from 30 ft to 24 ft, respectively (§ 3-2 A. - Subdivision Ordinance). The intent is residential.**

**PL-296-2023**

**District V - Cm. Ruben Gutierrez, Jr.**

Amanda Pruneda, Planning Staff, provided a brief overview on the item.

Ricardo Ramos, Do-Rite Engineering, informed the Commission that he concurs with Staff Comments.

Cm. Garcia made a motion to **approve** the item subject to the following comments.

**APPROVE SUBJECT TO THE FOLLOWING COMMENTS:**

**Planning:**

1. No variance to be granted to the side setback as the authority is not under the purview of the Planning and Zoning Commission to grant side yard setbacks pursuant to § 24-77.2(6) -Land Development Code.
2. Should variance(s) be granted, provide plat note indicating which variance(s) were granted and the date thereof.
3. Provide Legal Description
4. Place lien holder signature block on the face of the plat.
5. Identify all easement.
6. All improvements as per Subdivision Ordinance.

**Engineering:** No comments submitted.

**Fire:** No comments submitted.

**Environmental:** No comments submitted.

**Water & Utilities:** No comments submitted.

**Traffic Safety:** No comments submitted.

**Parks & Leisure:**

1. Please provide payment in lieu of parkland dedication and park improvement fees before Final Plat. Contact us for a letter for the fee statement.

**WEBB County App:** No comments submitted.

**AEP Engineers:** No comments submitted.

**U.I.S.D.:** No comments submitted.

**L.I.S.D.:** No comments submitted.

**AT&T:** No comments submitted.

NOTICE TO THE DEVELOPER:

**Planning:**

1. Only the utility easements within the plat boundaries are subject to change prior to plat recordation due to revisions by the utility companies.
2. All comments set forth herein are preliminary comments and not an exhaustive list. Additional comments may be added prior to final approval.

Second: Cm. Rangel

In Favor: 5  
Opposed: 1 Cm. Barron  
Abstained: 0

Motion Carried

**C. Preliminary consideration of the replat of Lot 3A, Block 355 Western Division into Lots 3A & 3B, Block 355 Western Division. The intent is residential.**

**PL-289-2023**

**District VIII - Cm. Alyssa Cigarroa**

Amanda Pruneda, Planning Staff, provided a brief overview on the item.

Chm. Narvaez, informed the Commission that Daniel Gomez, Gomez Engineering, submitted an e-mail, stating that he could not make the meeting but agrees with Staff Comments.

Jose Briones, Construction Manager for Habitat for Humanity, informed the Commission that he is in favor of the item.

Cm. Portillo made a motion to **approve** the item subject to the following comments.

**APPROVE SUBJECT TO THE FOLLOWING COMMENTS:**

**Planning:**

1. Provide a plat note indicating the purpose of the replat (§ 2-3.2 3 & § 2-3.2 5 - Subdivision Ordinance).
2. As per section 24.80.4(I) of the Laredo Land Development Code (Model Rules), provide plat note stating "No more than one single family detached dwelling shall be located on an individual lot.
3. Correct the Planning and Zoning Commission Certificate to reflect Juan M. Narvaez, Jr. as Chairman.
4. Modify Certificate of Owner to reflect Habitat for Humanity of Laredo, Inc.
5. Identify all easements.
6. All improvements as per Subdivision Ordinance.

**Engineering:** No comments submitted.

**Fire:** No comments submitted.

**Environmental:** No comments submitted.

**Water & Utilities:** No comments submitted.

**Traffic Safety:** No comments submitted.

**Parks & Leisure:**

1. Please provide payment in lieu of parkland dedication and park improvement fees before Final Plat. Contact us for a letter for the fee statement.

**WEBB County App:** No comments submitted.

**AEP Engineers:** No comments submitted.

**U.I.S.D.:** No comments submitted.

**L.I.S.D.:** No comments submitted.

**AT&T:** No comments submitted.

NOTICE TO THE DEVELOPER:

**Planning:**

1. Only the utility easements within the plat boundaries are subject to change prior to plat recordation due to revisions by the utility companies.
2. All comments set forth herein are preliminary comments and not an exhaustive list. Additional comments may be added prior to final approval.

Second:	Cm. Casarez
In Favor:	6
Opposed:	0
Abstained:	0

Motion Carried Unanimously

**D. Preliminary consideration of the DG Cielito Lindo Subdivision. The intent is commercial.**

**PL-290-2023**

**District I - Cm. Gilbert Gonzalez**

Amanda Pruneda, Planning Staff, provided a brief overview on the item.

Carlos Garza, AEC Engineering, informed the Commission that he concurs with Staff Comments.



Cm. Rangel made a motion to **approve** the item subject to the following comments.

**APPROVE SUBJECT TO THE FOLLOWING COMMENTS:**

**Planning:**

1. Provide a plat note with X, Y coordinate for point of beginning and point of commencement.
2. Modify Attestment of Planning Commission Approval Certificate to reflect Orlando D. Navarro as Planning Director.
3. Draw plat at a scale of 1" = 100'.
4. Modify plat note 2 to indicate that the setbacks shall be determined based on the current zoning in accordance to section 24.77.1 of the Laredo Land Development Code.
5. Provide a legible vicinity map at a scale of 1" = 2000'.
6. Correct the Planning and Zoning Commission Certificate to reflect Juan M. Narvaez, Jr. as Chairman.
7. Remove plat note 5.
8. Remove plant note 12.
9. Coordinate with the Traffic Safety Department the placement of driveways.
10. Identify all easements.
11. All improvements as per Subdivision Ordinance.

**Engineering:** No comments submitted.

**Fire:** No comments submitted.

**Environmental:** No comments submitted.

**Water & Utilities:** No comments submitted.

**Traffic Safety:** No comments submitted.

**Parks & Leisure:**

1. Please provide parking lots trees and shrubs and street trees.

**Webb County App:** No comments submitted.

**AEP Engineers:** No comments submitted.

**U.I.S.D.:** No comments submitted.

**L.I.S.D.:** No comments submitted.

**AT&T:** No comments submitted.

NOTICE TO THE DEVELOPER:

**Planning:**

1. Only the utility easements within the plat boundaries are subject to change prior to plat recordation due to revisions by the utility companies.
2. All comments set forth herein are preliminary comments and not an exhaustive list. Additional comments may be added prior to final approval.

Second: Cm. Garcia  
In Favor: 6  
Opposed: 0  
Abstained: 0

Motion Carried Unanimously

**8. CONSIDERATION OF THE FOLLOWING FINAL PLATS AND FINAL REPLATS:**

Chm. Narvaez requested a motion to hear items 8A, 8B and 8C.

Cm. Portillo made a motion to hear items 8A, 8B and 8C.

Second: Cm. Garcia  
In Favor: 6  
Opposed: 0  
Abstained: 0

Motion Carried Unanimously

- A. Final consideration of the plat of D & J Alexander, Phase 15, Alexander Crossing Plaza, Lot 4, Block I. The intent is commercial.**

**PL-293-2023**

**District V - Cm. Ruben Gutierrez, Jr.**

- B. Final consideration of the replat of Lot 3, James Haynes Industrial Park Unit 1, and Unplatted 0.3744 Acre Tract Whataburger #741 Plat. The intent is commercial.**

**PL-298-2023**

**District III - Cm. Melissa R. Cigarroa**

- C. Final consideration of the plat of Pueblo Nuevo, Lots 19, 20, & 21, Block 5. The intent is residential.**

**PL-292-2023**

**Extra-Territorial Jurisdiction (ETJ)**

Chm. Narvaez requested a motion to approve items 8A, 8B, and 8C.

Cm. Garcia made a motion to **approve** items 8A, 8B, and 8C.

Second:	Cm. Portillo
In Favor:	6
Opposed:	0
Abstained:	0

Motion Carried Unanimously

Luis Vazquez, Planning Staff, read items 8A, 8B, and 8C for the record.

**9. RECONSIDERATION OF THE FOLLOWING FINAL PLATS AND FINAL REPLATS:**

- A. Final reconsideration of the plat of Lomas Del Sur Subdivision, Unit XVI-A. The intent is residential. The purpose of this reconsideration is to adjust a property line.**

**PL-291-2023**

**District I - Cm. Gilbert Gonzalez**

Chm. Narvaez requested a motion to approve the item.

Cm. Portillo made a motion to **approve** the item.

Second:	Cm. Casarez
In Favor:	6
Opposed:	0
Abstained:	0

Motion Carried Unanimously

**10. CONSIDERATION OF MODEL SUBDIVISION RULES COMPLIANCE:**

- A. Consideration of Model Subdivision Rule Compliance of the plat of Lomas Del Sur Subdivision, Unit XVI-A. The intent is residential.**

**PL-274-2023**

**District I - Cm. Gilbert Gonzalez**

Chm. Narvaez requested a motion to approve the item.

Cm. Garcia made a motion to **approve** the item.

Second: Cm. Rangel  
In Favor: 6  
Opposed: 0  
Abstained: 0

Motion Carried Unanimously

Chm. Narvaez asked Staff if there was anything that needed to be discussed as Director's Comments.

Dir. Orlando Navarro, Planning Staff, informed the Commission that it is the month of October which is when Election of Officers should take place. Therefore, he requested for a full quorum at the next meeting of October 19, 2023.

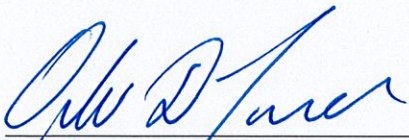
**11. ADJOURNMENT**

Chm. Narvaez requested a motion to adjourn the meeting.

Cm. Garcia made a motion to **adjourn** the meeting.

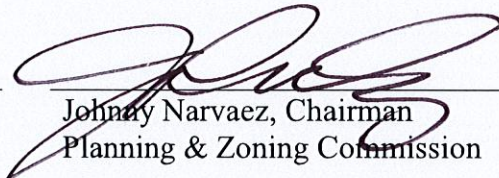
Second: Cm. Portillo  
In Favor: 6  
Opposed: 0  
Abstained: 0

Motion Carried Unanimously



---

Orlando D. Navarro  
Planning Director



---

Johnny Narvaez, Chairman  
Planning & Zoning Commission