

**CITY OF LAREDO
PLANNING AND ZONING COMMISSION**

MEETING MINUTES OF AUGUST 7, 2025

The City of Laredo Planning and Zoning Commission convened in regular session open to the public at 6:00 p.m. on Thursday, August 7, 2025, in the City Council Chambers at City Hall, 1110 Houston Street, considered the following:

COMMISSIONERS PRESENT:

Daniela Sada Paz, Chair
Vice Chair Gene Belmares
Rolando Cazares
Cindy E. Cantu
Michael Barron (Arrived 6:18 p.m.)
Jerry Garza (Arrived 6:14 p.m.)
Adolfo Martinez

COMMISSIONERS EXCUSED:

Regina Portillo (Excused)
Hector “Tito” Garcia (Excused)

STAFF PRESENT:

Vanessa Guerra, Planning Director
Rafael Vidaurri, Planner
Deidre Garcia, Planner
Luis Vazquez, Planner
Vanessa Fresnillo, Planner
Xavier Charles, Assistant City Attorney
Ruben Dominguez, Fire Department
Albert Quintanilla, Traffic Safety Director

OTHERS PRESENT:

Guadalupe Ramirez
Pablo Mendivil
Rudy Garcia
Wayne Nance
Francisco Ramos
Andrea de Anda

1. CALL TO ORDER

Chair Sada Paz called the Planning and Zoning Commission meeting to order at 6:08 p.m.

2. ROLL CALL

Vanessa Guerra, Planning Director, called roll and confirmed a quorum was present.

MOTION: Vice Chair Belmares made a motion to excuse the Commissioner(s) not present.

Second:	Commissioner Martinez
In Favor:	5
Opposed:	0
Abstained:	0

Motion Carried Unanimously

3. PLEDGE OF ALLEGIANCE

4. CONSIDER APPROVAL OF MINUTES OF:

A. Regular Meeting of July 17, 2025

MOTION: Vice Chair Belmares made a motion to approve the minutes of July 17, 2025.

Second:	Commissioner Martinez
In Favor:	5
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 special use permit for a Tobacco Shop on Lot 5, Block 2, Santa Rita Commercial Subdivision, located at 5618 US Highway 83 South, Unit 1 (1,000 square feet).

ZC-056-2025

District II

Deidre Garcia, Planner, provided a brief overview on the item.

Staff Recommendation: Staff does not support the proposed special use permit.

If approved, Staff suggest the following conditions:

1. The Special Use Permit is issued to Pablo Ramon Mendivil, and shall be non-transferal.
2. The Special Use Permit is restricted to 1,000 square feet located within Unit 1 as per the site plan, Exhibit A, which is made part hereof for all purposes.
3. The hours of operation shall be limited to, from Monday to Sunday, 10:00 a.m. to 11:00 p.m.
4. No person under 18 years of age shall be permitted to enter the establishment or purchase any products from the establishment unless accompanied by an adult parent or guardian.
5. The establishment shall post a sign conspicuously on each public entrance or near each public entrance notifying the public that no person under the age of eighteen years of age may enter the establishment unless accompanied by an adult parent or guardian.
6. Lighting of property shall be screened to avoid adverse impact on adjacent residential neighborhoods.
7. Landscaping shall be provided in accordance with the City of Laredo Land Development Code.
8. The owner shall provide an opaque fence or wall of not less than 7 (seven) feet in height along any side or rear property lines which abut or adjoin property containing a residential use or residential zoning district. Apartment complexes, residential condominiums or residential townhomes shall be similarly screened irrespective of which zoning district they occur in.
9. Establishments must make provisions to keep litter to a minimum, and to keep it from blowing onto adjacent streets and properties.
10. Signage shall be consistent with the City's Sign Ordinance for a B-1 Zoning District.
11. Off-street parking shall be provided in accordance with the City of Laredo Land Development Code.
12. There shall be no ground vibrations created or sustained on the site which are perceptible without instruments at any point on any property adjoining the subject property.
13. The establishment shall not exceed the "Occupant Load" as set forth in the Certificate of Occupancy with Occupant Load.
14. The establishment shall undergo an annual Fire Inspection.
15. The establishment shall, during all hours of operation, maintain, free from obstruction or impediment to full instant use in the case of fire or other emergency, all exit accesses, exits or exit discharges.
16. All permits, licenses, certifications and inspections required by the codes and ordinances of the City of Laredo shall be kept up to date and current including but not limited to: a. Food Manager License (annual), b. Food Handler's Permit (annual), c. Certificate of Occupancy with Occupant Load. Occupant Load being the approved capacity of a building or portion thereof.
17. Owner shall comply with, Building, Health, Safety, and all applicable codes and regulations as required.
18. Nothing herein, including but not limited to the issuance of a Special Use Permit, is intended to, nor shall it be interpreted as legalizing or applying to the delivery, furnishing, transferring, possessing or manufacture of drug paraphernalia or any use otherwise prohibited by state or federal law, including without limitation, Texas Health & Safety Code §481.125.
19. Tobacco Shops shall be required to submit, at the request of the City, an audit or allow an audit, of their gross revenue to ensure that not more than 45% of the establishments gross revenue is derived from the sale of Drug paraphernalia.

20. A business entity, which has been granted a special use permit, is required to report (on a form approved by the Building Official or designee) any change in the entity's ownership status which occurs by virtue of the transfer of a majority of its stock or a majority of its membership interest to the City of Laredo Building Services Building Official or designee. Any change in ownership interest (occurring by virtue of the transfer of a majority of its stock or a majority of its membership interest) shall be deemed a transfer of the business and the existing special use permit shall be null, void and of no force or effect. In every instance of transfer of ownership, a new special use permit application is required to be submitted and shall be processed as a new special use permit request.
21. Any use allowed under the current zone or proposed special use permit is required to abide by all relevant municipal codes.

Guadalupe Ramirez, Property Owner, informed the Commission she was in favor of the proposed special use permit.

Commissioner Garza arrived at 6:14 p.m.

Pablo Mendivil, Tenant, informed the Commission he was in favor of the proposed special use permit.

Commissioner Barron arrived at 6:18 p.m.

MOTION: Vice Chair Belmares made a motion to close the public hearing, go against Staff recommendation and **approve** the item.

Second:	Commissioner Cantu
In Favor:	5
Opposed:	0
Abstained:	2 Commissioner Barron, Commissioner Garza

Motion Carried Unanimously

B. Public Hearing and recommendation on the adoption of the updated Future Thoroughfare Plan as Appendix D of the City of Laredo's Comprehensive Plan.

Staff Recommendation: Staff recommended **approval** of the proposed ordinance.

Rafael Vidaurri, Planner, provided the Commission with a presentation on the updated Future Thoroughfare Plan. He identified in the presentation the realignment of the multiple roads.

MOTION: Commissioner Garza made a motion to close the public hearing, and **approve** the updated Future Thoroughfare Plan.

Second:	Commissioner Cazares
In Favor:	7

Opposed: 0
Abstained: 0

Motion Carried Unanimously

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

- A. Preliminary consideration of the replat of Lot 328 and Lot 329, Block 15, Regency Park Subdivision, Section 2, Unit 2 into Lot 328A, Block 15, Regency Park Subdivision, Section 2, Unit 2. The intent is residential.**

PL-179-2025

District V - Councilmember Ruben Gutierrez

Vanessa Fresnillo, Planner, provided a brief overview on the item.

Rudy Garcia, Do-Rite Engineering, informed the Commission he concurred with Staff comments.

MOTION: Vice Chair Belmares made a motion to **approve** the item subject to Staff comments.

Second: Commissioner Martinez
In Favor: 7
Opposed: 0
Abstained: 0

Motion Carried Unanimously

Staff Recommendation: Staff approves the item subject to the following comments:

Planning:

1. Include the recording information of Lot 328 and Lot 329, Block 15, Regency Park Subdivision, Section 2, Unit 2 (e.g., Vol. 7, Pg. 63, W.C.P. R., Webb County, Texas).
2. Include the drainage easement plat note from the replat of Lot 313, Block 15, Regency Park Subdivisions, Section 2, Unit 2, as recorded in Vol. 7, Pg. 63, W.C.P. R., Webb County, Texas.
3. Specify the typical block grading type that is going to be used.
4. Identify the setback measurements on the drawing to comply with dimensional standards.
5. Identify all easements.
6. All improvements as per the Subdivision Ordinance.

Engineering: No comments submitted.

Environmental: No comments submitted.

Fire: No comments submitted.

Parks & Leisure: No comments submitted.

Traffic Safety: No comments submitted.

Water & Utilities: No comments submitted.

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.

B. Preliminary consideration of the plat of Santa Elena Subdivision, Phase V. The intent is residential.

PL-178-2025

District II - Councilmember Ricardo “Richie” Rangel, Jr.

Vanessa Fresnillo, Planner, provided a brief overview on the item.

Wayne Nance, Porras Nance Engineering, informed the Commission he concurred with Staff comments.

MOTION: Commissioner Martinez made a motion to **approve** the item subject to Staff comments.

Second:	Vice Chair Belmares
In Favor:	7
Opposed:	0
Abstained:	0

Motion Carried Unanimously

Staff Recommendation: Staff approves the item subject to the following comments:

Planning:

1. A zone change will be required for the intended use. Please note that all zone change requests are subject to City Council discretion and are not guaranteed. Should the request be denied, a plat revision will be required.
2. The developer has submitted a notice of intention to place utilities in the front of the lot. The front- of-lot utility layout/schematics, as prepared by the Developer’s engineer, shall be submitted to plan review (Section 3-4 B.2 - Subdivision Ordinance).
3. Identify all easements.
4. All improvements as per the Subdivision Ordinance.

Fire:

1. Fire hydrants required every 500ft for residential development. (Ordinance 2012-O-183, IFC 2012 Section 507.5.1, where required. Fire hydrants shall be required along public and private streets at every 500 feet for residential development.)

Engineering: No comments submitted.

Environmental: No comments submitted.

Parks & Leisure: No comments submitted.

Traffic Safety: No comments submitted.

Water & Utilities: No comments submitted.

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.

**8. RECONSIDERATION OF THE FOLLOWING PRELIMINARY PLATS AND
PRELIMINARY REPLATS:**

- A. Preliminary reconsideration of the replat of Lot 2, Block 1, Riverhill South Subdivision – Phase 1 into Lot 2A and Lot 2B, Block 1, Riverhill South Subdivision – Phase 1. The intent is multi-family residential. The purpose of this reconsideration is to subdivide Lot 2 into Lots 2A and 2B.

PL-174-2025

District II - Councilmember Richard “Richie” Rangel, Jr.

Vanessa Fresnillo, Planner, provided a brief overview on the item.

Francisco Ramos, Ramos Engineering, informed the Commission he concurred with Staff comments.

MOTION: Commissioner Barron made a motion to **approve** the item subject to Staff comments.

Second:	Commissioner Cazares
In Favor:	7
Opposed:	0
Abstained:	0

Motion Carried Unanimously

Staff Recommendation: Staff approves the item subject to the following comments:

Planning:

1. Remove all references to 'Lot 2C' as the intent of this replat is to subdivide Lot 2 into Lots 2A and 2B, as shown on the drawing.
2. Include the original plat note no. 10 regarding drainage and fencing from Riverhill Subdivision, Phase I, as recorded in Vol. 37, Pgs. 16-17, W.C.P.R., Webb County, Texas.
3. Include the applicable language from the original plat note no. 11 regarding lot grading from Riverhill Subdivision, Phase I, as recorded Vol. 37, Pgs. 16-17, W.C.P.R., Webb County, Texas
4. Coordinate with the Traffic Department for driveway placement(s).
5. Identify all easements.
6. All improvements as per the Subdivision Ordinance.

Engineering: No comments submitted.

Environmental: No comments submitted.

Fire: No comments submitted.

Parks & Leisure: No comments submitted.

Traffic Safety: No comments submitted.

Water & Utilities: No comments submitted.

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.

Commissioner Barron left the meeting at 6:36 p.m.

9. CONSIDERATION OF THE FOLLOWING FINAL PLATS AND FINAL REPLATS:

Chair Sada Paz requested a motion to hear Items 9A, 9B and 9C together.

MOTION: Vice Chair Belmares made a motion to **hear** Items 9A thru 9C together.

Second:	Commissioner Martinez
In Favor:	6
Opposed:	0
Abstained:	0

Motion Carried Unanimously

A. Final consideration of the plat of Embarcadero Southeast Quadrant, Phase 11. The intent is commercial.

PL-176-2025

District VII – Councilmember Vanessa Perez

Staff Recommendation: Staff approves the item.

- B. Final reconsideration of the plat of Calle Del Norte Springfield Subdivision. The intent is commercial.**

PL-175-2025

District V – Councilmember Ruben Gutierrez, Jr.

Staff Recommendation: Staff approves the item.

- C. Final consideration of the plat of Lot 1, Block 1, Bunn-Moreno. The intent is commercial.**

PL-180-2025

District III – Councilmember Melissa R. Cigarroa.

Staff Recommendation: Staff approves the item.

Luis Vazquez, Planner, read Items 9A, 9B and 9C into the record.

MOTION: Vice Chair Belmares made a motion to approve Items 9A, 9B and 9C.

Second: Commissioner Martinez
In Favor: 6
Opposed: 0
Abstained: 0

Motion Carried Unanimously

10. CONSIDERATION OF MODEL SUBDIVISION COMPLIANCE:

- A. Consideration of Model Rule Subdivision Compliance of the plat Cuatro Vientos East, Wright Ranch Subdivision, Phase V. The intent is residential.**

PL-177-2025

District I – Councilmember Gilbert Gonzalez & District III – Councilmember Melissa R. Cigarroa

Staff Recommendation: Staff approves the item.

MOTION: Vice Chair Belmares made a motion to approve the item.

Second:	Commissioner Cantu
In Favor:	6
Opposed:	0
Abstained:	0

Motion Carried Unanimously

Vanessa Guerra, Planning Director, informed the Commission Vice Chair Belmares had decided to resign from his position as Planning and Zoning Commissioner for Council District V. She took the opportunity to thank him for his service, noting the significant positive impact he had made on both the Commission and the community.

Vice Chair Belmares thanked his fellow Commissioners and Staff for the kindness and support he got during his time on the Commission.

11. ADJOURNMENT:

MOTION: Commissioner Martinez made a motion to adjourn the meeting at 6:40 p.m.

Second:	Vice Chair Belmares
In Favor:	6
Opposed:	0
Abstained:	0

Motion Carried Unanimously

Vanessa Guerra, AICP, MPA
Planning Director

Daniella Sada Paz, Chair
Planning & Zoning Commission