

**CITY OF LAREDO  
PLANNING AND ZONING COMMISSION**

**MEETING MINUTES OF MAY 1, 2025**

The City of Laredo Planning and Zoning Commission convened in regular session open to the public at 6:00 p.m. on Thursday, May 1, 2025, in the City Council Chambers at City Hall, 1110 Houston Street, considered the following:

**COMMISSIONERS PRESENT:**

Daniela Sada Paz, Chair  
Gene Belmares, Vice-Chair  
Rolando Cazares  
Michael Barron  
Jerry Garza  
Regina Portillo  
Hector “Tito” Garcia

**COMMISSIONERS EXCUSED:**

Cindy E. Cantu	(Excused)
Adolfo Martinez	(Excused)

**STAFF PRESENT:**

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

**OTHERS PRESENT:**

Arturo Arce  
Francisco Ramos  
Ricardo Villarreal  
Andrea De Anda  
Rodolfo Garcia  
Edward Garza  
Frank Estrada  
Joe Arce  
Edwin Garcia  
Andres Rubio  
Mario Saldivar

**1. CALL TO ORDER**

Chair Sada Paz called the Planning and Zoning Commission meeting to order at 6:04 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 Portillo
In Favor:	7
Opposed:	0
Abstained:	0

Motion Carried Unanimously

### **3. PLEDGE OF ALLEGIANCE**

### **4. CONSIDER APPROAL OF MINUTES OF:**

#### **A. Regular Meeting of April 17,2025**

**MOTION:** Commissioner Garcia made a motion to approve the minutes of April 17, 2025.

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

Motion Carried Unanimously

### **5. CITIZEN COMMENTS**

None

### **6. CONSIDERATION OF THE FOLLOWING PRELIMINARY PLATS AND PRELIMINARY REPLATS:**

#### **A. Preliminary consideration of the replat of Lot 7, Ranchos Peñitas West, Unit 1A into Lot 1, Block 1, Margal Rancho Pila Plat. The intent is residential.**

**PL-127-2025**

#### **Extra-Territorial Jurisdiction (ETJ)**

Luis Vazquez, Planner, provided a brief overview of the item.

Arturo Arce, PEUA Consulting, informed the Commission he concurred with Staff comments.

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

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

Motion Carried Unanimously

**Planning:**

1. Provide a plat note stating the purpose of this replat.
2. Modify Plat Note No. 3 to state that setbacks shall be determined as per Webb County Model Subdivision Rules and the City of Laredo Land Development Code Section 24.80.4.
3. Provide the Tract's legal description and metes & bounds.
4. Since this plat is in the ETJ, coordinate with Webb County for the applicable certificate books (e.g., On-Site Sewage Facility Order (OSSF Order), County engineer, County Road & Bridge Superintendent, County planning, Commissioners Court, etc.).
5. No on-site sewage facility system is allowed if the tract is within 200 ft of an organized sewer system (Section 24.80.4 E.2. Land Development Code - Model Rules). Coordinate with Health Department Sanitarian for required certification.
6. Ensure the remainder of Lot 7 (9.23 AC) reflects the most updated ownership information. Include the name and recordation information (Section 2-3.2 (b) (xiii) - Subdivision Ordinance).
7. Coordinate with Webb County regarding the ROW width of Ranch Pila Rd. and Rancho Nopal Rd. and dedicate ROW as needed.
8. Provide a plat note stating the Point of Beginning (P.O.B).
9. Identify all easements.
10. All improvements as per the 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:** 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 replat of Lot 1, Block 1, Peña Plat and an unplatted 0.40-acre tract into Lot 1A, Block 1, Peña Plat. The intent is commercial.**

**PL-115-2025**

**District VII – Councilmember Vanessa Perez**

Luis Vazquez, Planner, provided a brief overview of 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 the following comments.

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

Motion Carried Unanimously

**Planning:**

1. Revise the plat title and the “As Platted/Replat” section titles to include the unplatted tract information (e.g., Lot 1, Block 1 Vol. 33, Pg. 82, W.C. P. R. and an unplatted 0.40-acre tract, Vol. 5089, Pg. 861, W.C.O.P.R. into Lot 1A, Block 1, Pena Plat). Additionally, incorporate this description into the purpose statement of the replat - under the Plat Notes/Restrictions section.
2. Revise the P&Z Chair to reflect “Daniella Sada Paz under the Planning Commission Approval certificate block.
3. Revise the labeling of San Lorenzo Drive as the current placement is located further from the corresponding street, which may cause confusion when interpreting the layout.
4. Provide the ownership and recordation information for the adjacent properties (Section 2-3.2(b) (xiii) - Subdivision Ordinance).
5. Identify all easements.
6. All improvements as per the Subdivision Ordinance.

**Parks & Leisure:**

1. If new construction is proposed, bring landscaping into compliance.

**Engineering:** No comments submitted.

**Fire:** No comments submitted.

**Environmental:** No comments submitted.

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

**Traffic Safety:** 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.

**C. Preliminary consideration of the plat of Lakeside Commercial Subdivision, Phase 1. The intent is commercial.**

**District V – Councilmember Ruben Gutierrez, Jr.**

Luis Vazquez, Planner, provided a brief overview of the item.

Ricardo Villarreal, Top Site Civil Group, informed the Commission he concurred with Staff comments except Planning comment number 1. He explained Lot 2’s primary access is not off of Bayside Boulevard. The primary access for Lot 2 is off of Loop 20.

**MOTION:** Vice Chair Belmares made a motion to **approve** the item subject to the following comments except Planning Comment No. 1.

Second:	Commissioner Portillo
In Favor:	6
Opposed:	1 Commissioner Garcia
Abstained:	0

Motion Carried

**Planning:**

1. ~~Provide an access easement from Bayside Blvd. to the proposed Lot 2 in compliance with Section 3-2 A – Subdivision Ordinance.~~
2. The Lakeside Subdivision Masterplan identifies this tract has Phase 16. Update the plat name to reflect the Phase number and update the masterplan accordingly to show the division.
3. Revise the P&Z Chair to reflect “Daniella Sada Paz” under the Planning Commission Approval certificate block.
4. Access to Bob Bullock subject to review and approval by TX-DOT.
5. Identify all easements.
6. All improvements as per the Subdivision Ordinance.

**Fire:**

1. Fire hydrants shall be provided along public and private streets at every 300 feet for commercial development.

**Parks & Leisure:**

1. Trees and shrubs required for Building Permit.

**Engineering:** No comments submitted.

**Environmental:** No comments submitted.

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

**Traffic Safety:** 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.

**D. Preliminary consideration of the plat of Calle Del Norte Springfield Subdivision. The intent is Commercial.**

**PL-108-2025**

**District V – Councilmember Ruben Gutierrez, Jr.**

Luis Vazquez, Planner, provided a brief overview of the item.

Andrea De Anda, KCI Technologies, informed the Commission she concurred with Staff comments.

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

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

Motion Carried Unanimously

**Planning:**

1. Calle Del Norte is designated as a collector with a minimum of 80' ROW. Ensure the ROW width and street design of Calle Del Norte align with the Future Thoroughfare Plan and Comprehensive Plan (sec. 3-2 A. & 3-2 B. - Subdivision Ordinance).
2. Revise the P&Z chair to reflect "Daniella Sada Paz" under the Planning Commission Approval certificate block.
3. Include "AICP" certification after the Planning Director's name under the Attestment of Planning Commission Approval certificate block.
4. Identify all easements.
5. All improvements as per the Subdivision Ordinance.

**Fire:**

1. Fire hydrants required every 300 feet for commercial 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 300 feet for commercial development.

**Parks & Leisure:**

1. Street trees and shrubs are required.

**Engineering:** No comments submitted.

**Environmental:** No comments submitted.

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

**Traffic Safety:** 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.

**E. Preliminary consideration of the plat of Lot 1, Block 1, Gonzalez-Gonzalez Plat. The intent is commercial.**

**PL-116-2025**

**District III – Councilmember Melissa Cigarroa**

Luis Vazquez, Planner, provided a brief overview of the item.

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

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

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

Motion Carried Unanimously

**Planning:**

1. Revise the P&Z Chair to reflect “Daniella Sada Paz” under the Planning and Zoning Commission.
2. Correct the typos in Plat Note No. 1 - “Conoitions” should be revised to “Conditions,” and Plat Note No. 3 - “Maoe” should be revised to “Made.”
3. Identify the existing drainage easement along northern edge of the tract as shown as on the plat of James Haynes Industrial Park Unit VII (vol. 30, pg. 34, Webb County Plat Records).
4. Identify all easements.
5. All improvements as per the Subdivision Ordinance.

**Parks & Leisure:**

1. Trees and shrubs required for Building Permit.

**Engineering:** No comments submitted.

**Fire:** No comments submitted.

**Environmental:** No comments submitted.

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

**Traffic Safety:** 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.

- F. Preliminary consideration of the replat of Lot 1, Block 1, Lago Del Valle, Phase III and Tract II of Mezquite Land Development, Inc. into Lot 1A, Block 1 & Lots 1-15, Block 2, Lago Del Valle Subdivision, Phase III. The intent is residential.**

**PL-119-2025**

**District III – Councilmember Melissa R. Cigarroa**

Luis Vazquez, Planner, provided a brief overview of the item.

Edward Garza, Crane Engineering, informed the Commission he concurred with Staff comments. Mr. Garza also provided a background summary of the development.

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

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

Motion Carried Unanimously

**Planning:**

1. Provide the Base Flood Elevations (Section 24-69.7.C (3) - Land Development Code).
2. Revise the P&Z Chair to reflect “Daniella Sada Paz” under the Planning and Zoning Commission certificate block.
3. 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).
4. Identify all easements.
5. All improvements as per the Subdivision Ordinance.

**Parks & Leisure:**

1. Relabel Drainage easement into Public Parkland. All residential lots are required to plant 2 trees per lot.



**WEBB County App:**

1. Drainage easement is not dedicated unless the City accepts dedication.

**Engineering:** No comments submitted.

**Fire:** No comments submitted.

**Environmental:** No comments submitted.

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

**Traffic Safety:** 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.

- G. Preliminary consideration of the replat of Lot 2, Block 1, Riverhill South Subdivision – Phase 1 into Lot 2A, Lt 2B, and Lot 2C, Block 1, Riverhill South Subdivision – Phase 1. The intent is multi-family residential.**

**PL-114-2025**

**District II – Councilmember Richard “Richie” Rangel, Jr.**

Luis Vazquez, Planner, provided a brief overview of the item.

Commissioner Barron left the meeting at 6:39 p.m.

Frank Ramos, Ramos Engineering, informed the Commission he concurred with Staff comments. Mr. Ramos also clarified the property is currently 1 lot, and it will be broken up into 3 lots. He stated only 2 lots will be considered multi-family, and the smaller lot, Lot 2C, will be single family residential.

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

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

Motion Carried Unanimously

**Planning:**

1. Revise the P&Z Chair to reflect “Daniella Sada Paz” under the Planning and Zoning Commission certificate block.
2. Identify all easements.
3. All improvements as per the Subdivision Ordinance.

**Parks & Leisure:**

1. Park improvement fees apply to all residential units, please post fees.

**Traffic Safety:**

1. Show access (driveways) to lots. Parking on street will be an issue due to the roundabout (As per Subdivision Ordinance Handbook, Section 3-2).

**Engineering:** No comments submitted.

**Fire:** No comments submitted.

**Environmental:** 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.

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

- A. Preliminary and final consideration of the plat of Cuatro Vientos R.O.W. Extension Plat. The intent is for Right-of-Way (R.O.W.) dedication.**

**PL-121-2025**

**District I – Councilmember Gilbert Gonzalez**

- B. Preliminary and final consideration of the plat of Cuatro Vientos R.O.W. Dedication Plat. The intent is for Right-of-way (R.O.W.) Dedication.**

**PL-122-2025**

**District I – Councilmember Gilbert Gonzalez**

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

Frank Estrada, Sherfey Engineering, informed the Commission he concurred with both items 7A and 7B.

**MOTION:** Commissioner Cazares made a motion to **approve** the items 7A and 7B.

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

Motion Carried Unanimously

## **8. CONSIDERATION OF AN EXTENSION TO FOLLOWING FINAL PLATS:**

- A. Consideration of a six (6) month extension to the final plat approval of Lot 1A, Block 1, Nava Ranchitos Re-plat. The intent is industrial. The request is to extend the scheduled expiration date from May 3, 2025 to November 3, 2025.**

**PL-129-2025**

**District VII – Councilmember Vanessa Perez**

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

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

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

Motion Carried Unanimously

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

**MOTION:** Commissioner Garcia made a motion to **hear** items 9A, 9B, 9C, 9D, 9E, and 9F at the same time.

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

Motion Carried Unanimously

- A. Final consideration of the plat of the Gutierrez Mines Rd. Plat. The intent is commercial.**

**PL-128-2025**

**District VII – Councilmember Vanessa Perez**

- B. Final consideration of the plat of Pinnacle Industry Center – FM 1472, Unit 7. The intent is industrial.**

**PL-118-2025**

**District VII – Councilmember Vanessa Perez**

- C. Final consideration of the plat of Palm Lake Subdivision, Phase 3. The intent is residential, multi-family, and commercial.**

**PL-123-2025**

**District VII – Councilmember Vanessa Perez**

**D. Final consideration of the plat of Resendez Commercial Plat. The intent is industrial.**

**PL-113-2025**

**District VII – Councilmember Vanessa Perez**

**E. Final consideration of the replat of Lot 8, Block 261, Eastern Division into Lots 8A & 8B, Block 261, Eastern Division. The intent is residential.**

**PL-117-2025**

**District VIII – Councilmember Alyssa Cigarroa**

**F. Final consideration of the plat of Phoenix Village Subdivision, Phase XIV. The intent is residential.**

**PL-120-2025**

**District III – Councilmember Melissa R. Cigarroa**

Vanessa Fresnillo, Planner, read items 9A, 9B, 9C, 9D, 9E and 9F in for the record.

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

Second:	Commissioner Cazares
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 of Palm Lake Subdivision, Phase 2. The intent is residential.**

**PL-125-2025**

**District VII – Councilmember Vanessa Perez**

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

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

Second:	Commissioner Cazares
In Favor:	6

Opposed: 0  
Abstained: 0

Motion Carried Unanimously

**B. Consideration of Model Rule Subdivision Compliance of the plat of Cielo Vista Subdivision, Phase 1. The intent is residential.**

**PL-124-2025**

**District II – Councilmember Ricardo “Richie” Rangel, Jr.**

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

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

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

Motion Carried Unanimously

**10. ADJOURNMENT:**

Vanessa Guerra, Planning Director, informed the Commission a Building Permit Workshop will be held soon. Once the date gets closer, staff will provide more information.

**MOTION:** Vice Chair Belmares made a motion to **adjourn** the meeting at 6:50 p.m.

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

Motion Carried Unanimously

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Vanessa Guerra, AICP  
Planning Director

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Daniella Sada Paz, Chair  
Planning & Zoning Commission