

**CITY OF LAREDO
PLANNING AND ZONING COMMISSION**

MEETING MINUTES OF DECEMBER 19, 2024

The City of Laredo Planning and Zoning Commission convened in regular session open to the public at 6:00 p.m. on Thursday, December 19, 2024, in the City Council Chambers at City Hall, 1110 Houston Street, considered the following:

COMMISSIONERS PRESENT:

Johnny Narvaez, Chair
Rolando Cazares
Cindy E. Cantu
Michael Barron
Gene Belmares

COMMISSIONERS EXCUSED:

Hector "Tito" Garcia	(Excused)
Regina Portillo	(Excused)
Daniela Sada Paz, Vice Chair	(Excused)
Adolfo Martinez	(Excused)

STAFF PRESENT:

Vanessa Guerra, Planning Director
Rafael Vidaurri, Planner
Deidre Garcia, Planner
Laura Garza, Planner
Luis Vazquez, Planner
Stephanie Prado, Planner
Vanessa Fresnillo, Planner
Xavier Charles, Assistant City Attorney
Joe Arredondo, Fire Department

OTHERS PRESENT:

Juan Garcia
Luis Aguillon
Rosie Maaia
Christina Gutierrez
Dana Vital
Rick Villarreal
Salameh Maaia

1. CALL TO ORDER

Chair Narvaez called the Planning and Zoning Commission meeting to order at 6:05 p.m.

2. ROLL CALL

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

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

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

Motion Carried Unanimously

3. PLEDGE OF ALLEGIANCE

4. ELECTION OF OFFICERS:

A. Election of Chair

B. Election of Vice-Chair

MOTION: Commissioner Belmares made a motion to table the election of officers to the 1st meeting of the New Year.

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

Motion Carried Unanimously

5. CONSIDER APPROVAL OF MINUTES OF:

A. Regular Meeting of December 5, 2024

MOTION: Commissioner Belmares made a motion to approve the minutes of December 5, 2024.

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

Motion Carried Unanimously

6. CITIZEN COMMENTS

None

7. PUBLIC HEARING AND RECOMMENDATION OF AN ORDINANCE:

A. Amending the Zoning Ordinance (Map) of the City of Laredo by rezoning Lot 7, and Lot 8, Block 2084, Eastern Division, located at 1802 and 1804 Milk Street, from R-3 (Mixed Residential District) to B-1 (Limited Business District).

ZC-012-2025

District II

Staff Recommendation: Staff **does not support** the proposed zone change.

Laura Garza, Planner, provided a brief overview on the item.

Juan Garcia, applicant, informed the Commission of his support of the proposed zone change. Mr. Garcia stated when the property was purchased, there was previously a commercial business. Mr. Garcia also purchased the properties to the west of his property to be able to park his vehicles.

Vanessa Guerra, Planning Director, explained to the Commission since the property is currently zoned R-3, the applicant would have to change the base zone to a minimum of a B-1 in order to pursue the conditional use permit to allow the use of an auto body and paint shop.

Commissioner Belmares expressed concerns in regards to the property being in the floodplain.

MOTION: Commissioner Belmares made a motion to close the public hearing, support Staff recommendation, and **deny** the proposed zone change.

Second:
In Favor: 0
Opposed: 0
Abstained: 0

Motion failed for lack second

MOTION: Commissioner Barron made a motion to close the public hearing, and **postpone** the item till the end of the meeting.

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

Motion Carried Unanimously

B. Amending the Zoning Ordinance (Map) of the City of Laredo by authorizing the issuance of a Conditional Use Permit for a, Auto Body Repair (Paint and Body Shop) on Lot 7 and Lot 8, Block 2084, Eastern Division, located at 1802 and 1804 Milk Street.

ZC-001-2025

District II

Staff Recommendation: Staff **does not support** the proposed conditional use permit.

If approved, Staff suggests the following conditions:

1. The Conditional Use Permit is restricted to the site plan, "Exhibit A", which is made part hereof for all purposes.
2. The hours of operation shall be limited to, Monday to Saturday from 8:00 am to 6:00 pm.
3. Lighting of property shall be screened to avoid adverse impact on adjacent residential neighborhoods.
4. Landscaping shall be provided and maintained for the complete duration in accordance with the City of Laredo Land Development Code.
5. 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.
6. The establishment must make provisions to keep litter to a minimum, and to keep it from blowing onto adjacent streets and properties.
7. Signage shall be consistent with the City's Sign Ordinance.
8. Off-street parking shall be provided in accordance with the City of Laredo Land Development Code.
9. The proposed use shall not exceed the "Occupant Load" as set forth in the Certificate of Occupancy with Occupant Load issued to the CUP business holder.
10. The proposed use 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.
11. The proposed use shall undergo an annual Fire Inspection.
12. 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.
13. Owner shall comply with Building, Health, Safety, Fire, Environmental, and all applicable codes and regulations as required.
14. The establishment shall be kept in a sanitary condition.
15. The establishment shall follow proper protocols in handling and disposing of hazardous waste.
16. No hazardous materials shall be stored on site. Hazardous occupancy and the storage of hazardous materials shall be prohibited on the premises. The determination of a hazardous occupancy or material shall be made by the Fire Chief as per the Laredo Land Development Code, Section 24.74.3(d). Hazardous materials shall be defined as stated in the City of Laredo Code of Ordinances, Sec. 33-20.
17. The establishment shall store automotive fuel, lubricant and fluids, materials, equipment, and auto parts in proper storage areas within the property. Storage on the roof of any structure is prohibited. Storage outside the property boundaries is prohibited.
18. The display or storage of vehicles shall be kept within the property boundaries. Parking, displaying, or storing vehicles on city property is prohibited.
19. Floodplain development permit shall be obtained and approved by the Floodplain Administrator prior to operation.
20. The repair of Truck/Heavy Equipment/Recreational Vehicles shall be prohibited.

21. Each lot shall have either direct access to an improved public street, or access by a private driveway easement which shall be a minimum of twenty (20 feet in width, and not longer than one hundred and fifty (150) feet in depth.
22. The approval of the conditional use permit does not guarantee the issuance of the building permit.
23. The use authorized by the conditional use permit is required to abide by all relevant municipal codes.

MOTION: Commissioner Barron made a motion to close the public hearing, and postpone the item till the end of the meeting.

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

Motion Carried Unanimously

C. Amending the Zoning Ordinance (Map) of the City of Laredo by rezoning Lot 4, Block 848, Eastern Division, located at 1519 East San Pedro Street, from B-1 (Limited Business District) to B-3 (Community Business District).

ZC-010-2025

District IV

Staff Recommendation: Staff supports the proposed zone change.

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

Luis Aguillon, Owner, informed the Commission of his support to the proposed zone change

MOTION: Commissioner Belmares made a motion to close the public hearing, support Staff recommendation, and approve the proposed zone change.

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

Motion Carried Unanimously

D. Amending the Zoning Ordinance (Map) of the City of Laredo by rezoning approximately 3.8 acres, located east of Bob Bullock Loop and south of Date Palm Drive, from R-1 (Single Family Residential District) to R-2 (Multi-Family Residential District).

ZC-013-2025

District VI

Staff Recommendation: Staff supports the proposed zone change.

Stephanie Prado, Planner, provided a brief overview on the item.

Rosie Maaia, Neighbor, informed the Commission of her opposition to the proposed zone change.

MOTION: Commissioner Barron made a motion to close the public hearing, and postpone the item time certain.

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

Motion Carried Unanimously

8. REVIEW AND CONSIDERATION OF THE FOLLOWING MASTER PLAN:

- A. Review of the revision to the D&J Alexander Subdivision Masterplan. The intent is commercial and residential. The purpose of this revision is to incorporate the Arthur Miller Court Extension and reconfigure lots in Phase 15.**

PL-040-2025

District V – Councilmember Ruben Gutierrez, Jr.

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

Christina Gutierrez, Premier Engineering, informed the Commission that she concurred with Staff comments.

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

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

Motion Carried Unanimously

Planning:

- 1. In Unit XXVIII, connect the street to Country Club Drive and provide an additional cross street.

2. Submit a masterplan revision to the City of Laredo Building Department GIS Division within 10 days of Planning and Zoning Commission approval in a geo-referenced CAD file (§ 2-3.2 (a) 4 - Subdivision Ordinance).
3. 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.

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

A. Preliminary consideration of the plat of Los Presidentes East Subdivision, Phase 5. The intent is residential.

PL-041-2025

District III – Councilmember Melissa R. Cigarroa

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

Dana Vital, Howland Engineering, informed the Commission that she concurred with Staff comments.

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

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

Motion Carried Unanimously

Planning:

1. Ensure Lot 17, Block 1 meets the minimum lot width requirement for the R-1A zone. Lot width is measured at the front building setback line (§ 24.77.2 (2) - Land Development Code).
2. Remove "Interim" from the Planning Director's title on the Attestment of Planning Commission Approval certificate block.
3. The developer has submitted a notice of intention to place utilities in front of the lot. The front-of-lot utility layout/schematics, as prepared by the Developer's engineer, shall be submitted to plan review (§3-4 B.2 - Subdivision Ordinance).
4. Identify all easements.
5. 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: 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.

10. CONSIDERATION OF THE FOLLOWING PRELIMINARY PLATS AND FINAL PLATS:

- A. Preliminary and final consideration of the plat of Copper Creek Subdivision, Phase VI. The intent is residential.**

PL-036-2025

District III - Councilmember Melissa R. Cigarroa

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

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

Motion Carried Unanimously

11. CONSIDERATION OF AN EXTENSION TO THE FOLLOWING PRELIMINARY PLATS AND PRELIMINARY REPLATS:

- A. Consideration of a six (6) month extension to the preliminary plat approval of Islitas Subdivision, Phase 1. The intent is residential. This request is to extend the scheduled expiration date from March 15, 2025 to September 15, 2025.

PL-038-2025

District VII - Councilmember Vanessa Perez

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

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

Motion Carried Unanimously

12. CONSIDERATION OF MODEL SUBDIVISION COMPLIANCE:

- A. Consideration of Model Rule Subdivision Compliance of the plat of Village South Subdivision, Phase 3. The intent is residential.

PL-042-2025

District I - Councilmember Gilbert Gonzalez

MOTION: Commissioner Belmares made a motion to approve the item.

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

Motion Carried Unanimously

MOTION: Commissioner Belmares made a motion to bring back item 7B.

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

Motion Carried Unanimously

7. PUBLIC HEARING AND RECOMMENDATION OF AN ORDINANCE:

B. Amending the Zoning Ordinance (Map) of the City of Laredo by authorizing the issuance of a Conditional Use Permit for a, Auto Body Repair (Paint and Body Shop) on Lot 7 and Lot 8, Block 2084, Eastern Division, located at 1802 and 1804 Milk Street.

ZC-001-2025

District II

Staff Recommendation: Staff **does not support** the proposed conditional use permit.

If approved, Staff suggests the following conditions:

1. The Conditional Use Permit is restricted to the site plan, "Exhibit A", which is made part hereof for all purposes.
2. The hours of operation shall be limited to, Monday to Saturday from 8:00 am to 6:00 pm.
3. Lighting of property shall be screened to avoid adverse impact on adjacent residential neighborhoods.
4. Landscaping shall be provided and maintained for the complete duration in accordance with the City of Laredo Land Development Code.
5. 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.
6. The establishment must make provisions to keep litter to a minimum, and to keep it from blowing onto adjacent streets and properties.
7. Signage shall be consistent with the City's Sign Ordinance.
8. Off-street parking shall be provided in accordance with the City of Laredo Land Development Code.
9. The proposed use shall not exceed the "Occupant Load" as set forth in the Certificate of Occupancy with Occupant Load issued to the CUP business holder.
10. The proposed use 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.
11. The proposed use shall undergo an annual Fire Inspection.
12. 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.
13. Owner shall comply with Building, Health, Safety, Fire, Environmental, and all applicable codes and regulations as required.
14. The establishment shall be kept in a sanitary condition.
15. The establishment shall follow proper protocols in handling and disposing of hazardous waste.
16. No hazardous materials shall be stored on site. Hazardous occupancy and the storage of hazardous materials shall be prohibited on the premises. The determination of a hazardous occupancy or material shall be made by the Fire Chief as per the Laredo Land Development Code, Section 24.74.3(d). Hazardous materials shall be defined as stated in the City of Laredo Code of Ordinances, Sec. 33-20.

17. The establishment shall store automotive fuel, lubricant and fluids, materials, equipment, and auto parts in proper storage areas within the property. Storage on the roof of any structure is prohibited. Storage outside the property boundaries is prohibited.
18. The display or storage of vehicles shall be kept within the property boundaries. Parking, displaying, or storing vehicles on city property is prohibited.
19. Floodplain development permit shall be obtained and approved by the Floodplain Administrator prior to operation.
20. The repair of Truck/Heavy Equipment/Recreational Vehicles shall be prohibited.
21. Each lot shall have either direct access to an improved public street, or access by a private driveway easement which shall be a minimum of twenty (20 feet in width, and not longer than one hundred and fifty (150) feet in depth.
22. The approval of the conditional use permit does not guarantee the issuance of the building permit.
23. The use authorized by the conditional use permit is required to abide by all relevant municipal codes.

Laura Garza, Planner, provided a brief overview on the item.
 Commissioner Barron requested the list of the conditions for the conditional use permit, if approved, to be read for the public.

Commissioner Barron also inquired if it was possible to include a condition of an expiration date for the conditional use permit.

MOTION: Commissioner Barron made a motion to close the public hearing and item 7B.

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

Motion Carried Unanimously

MOTION: Commissioner Barron made a motion to open the public hearing and item 7A.

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

Motion Carried Unanimously

A. Amending the Zoning Ordinance (Map) of the City of Laredo by rezoning Lot 7, and Lot 8, Block 2084, Eastern Division, located at 1802 and 1804 Milk Street, from R-3 (Mixed Residential District) to B-1 (Limited Business District).

ZC-012-2025

District II

Staff Recommendation: Staff does not support the proposed zone change.

Juan Garcia, applicant, informed the Commission of his support of the item. Mr. Garcia is also willing to comply with all the conditions on the conditional use permit. Mr. Garcia's daughter also spoke in favor of the item.

MOTION: Commissioner Cantu made a motion to close the public hearing, go against Staff recommendation, and approve the proposed zone change.

Second:	Commissioner Barron
In Favor:	3
Opposed:	2 Chair Narvaez and Commissioner Belmares
Abstained:	0

Motion Carried

MOTION: Commissioner Barron made a motion to open item 7B.

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

Motion Carried Unanimously

B. Amending the Zoning Ordinance (Map) of the City of Laredo by authorizing the issuance of a Conditional Use Permit for a, Auto Body Repair (Paint and Body Shop) on Lot 7 and Lot 8, Block 2084, Eastern Division, located at 1802 and 1804 Milk Street.

ZC-001-2025

District II

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

If approved, Staff suggests the following conditions:

1. The Conditional Use Permit is restricted to the site plan, "Exhibit A", which is made part hereof for all purposes.
2. The hours of operation shall be limited to, Monday to Saturday from 8:00 am to 6:00 pm.
3. Lighting of property shall be screened to avoid adverse impact on adjacent residential neighborhoods.
4. Landscaping shall be provided and maintained for the complete duration in accordance with the City of Laredo Land Development Code.
5. 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.

6. The establishment must make provisions to keep litter to a minimum, and to keep it from blowing onto adjacent streets and properties.
7. Signage shall be consistent with the City's Sign Ordinance.
8. Off-street parking shall be provided in accordance with the City of Laredo Land Development Code.
9. The proposed use shall not exceed the "Occupant Load" as set forth in the Certificate of Occupancy with Occupant Load issued to the CUP business holder.
10. The proposed use 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.
11. The proposed use shall undergo an annual Fire Inspection.
12. 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.
13. Owner shall comply with Building, Health, Safety, Fire, Environmental, and all applicable codes and regulations as required.
14. The establishment shall be kept in a sanitary condition.
15. The establishment shall follow proper protocols in handling and disposing of hazardous waste.
16. No hazardous materials shall be stored on site. Hazardous occupancy and the storage of hazardous materials shall be prohibited on the premises. The determination of a hazardous occupancy or material shall be made by the Fire Chief as per the Laredo Land Development Code, Section 24.74.3(d). Hazardous materials shall be defined as stated in the City of Laredo Code of Ordinances, Sec. 33-20.
17. The establishment shall store automotive fuel, lubricant and fluids, materials, equipment, and auto parts in proper storage areas within the property. Storage on the roof of any structure is prohibited. Storage outside the property boundaries is prohibited.
18. The display or storage of vehicles shall be kept within the property boundaries. Parking, displaying, or storing vehicles on city property is prohibited.
19. Floodplain development permit shall be obtained and approved by the Floodplain Administrator prior to operation.
20. The repair of Truck/Heavy Equipment/Recreational Vehicles shall be prohibited.
21. Each lot shall have either direct access to an improved public street, or access by a private driveway easement which shall be a minimum of twenty (20 feet in width, and not longer than one hundred and fifty (150) feet in depth.
22. The approval of the conditional use permit does not guarantee the issuance of the building permit.
23. The use authorized by the conditional use permit is required to abide by all relevant municipal codes.

Vanessa Guerra, Planning Director, advised the Commission if the conditional use permit expires, the applicant will be exposed to citations, and the applicant would have to come back to the Planning Department to reapply for the conditional use permit.

MOTION: Commissioner Barron made a motion to close the public hearing, go against Staff recommendation and approve the conditional use permit with the addition of an expiration date of 3 years.

Second: Commissioner Cantu

In Favor: 3
Opposed: 2 Chair Narvaez and Commissioner Belmares
Abstained: 0

Motion Carried

13. DISCUSSION AND POSSIBLE ACTION:

A. Discussion and possible action to reschedule the Planning and Zoning Commission meeting dates for the month of January 2026 to the second and fourth Thursday.

MOTION: Commissioner Belmares made a motion to approve the item.

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

Motion Carried Unanimously

Vanessa Guerra, Planning Director, encourages the public to come to the Planning Department before any purchases or contracts are signed to ensure the property is in compliance.

Vanessa Guerra, Planning Director, introduced Vanessa Fresnillo, Planner, to the Commission.


Vanessa Guerra, Planning Director, acknowledged the Commission for their time and service on the Commission.

14. ADJOURNMENT:

MOTION: Commissioner Cantu made a motion to adjourn the meeting at 7:12 p.m.

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

Motion Carried Unanimously



Vanessa Guerra, AICP
Planning Director



Johnny Narvaez, Chair
Planning & Zoning Commission