



**CITY OF CASTROVILLE CITY COUNCIL  
SPECIAL CALLED MEETING  
1209 FIORELLA  
Tuesday  
June 23, 2020  
5:00 p.m.**

The City Council of the City of Castroville will meet at the special called meeting at 5:00 p.m. in the Council Chambers at City Hall on the following items listed on the agenda.

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Invocation
- V. Citizen Comments  
The City Council will hear comments from any citizen or visitor. Speakers must address their comments to the presiding officer rather than individual council members or staff; stand at the podium, speak clearly into the microphone and state your name and residential address before speaking. Speakers will be allowed a maximum of 3 minutes for testimony. Speakers making personal, impertinent, profane or slanderous remarks will be given one warning before losing the privilege to speak or may be removed from the room. Unauthorized remarks from the audience, stamping of feet, whistles, yells and similar demonstrations/distractions will not be permitted. No placards, banners, or signs will be permitted in the Chambers or in any other room in which the council is meeting. In accordance with the State Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.
- VI. Consent Agenda
  - A. Minutes for June 09, 2020 Special Called Council Meeting.
  - B. Minutes for May 27, 2020 Planning and Zoning Commission Meeting.
- VII. Acceptance of letter of resignation from Mayor Phyllis Santleben.
- VIII. Discussion on procedures on vacancy of mayor, assigned duties of the mayor pro tem and possible action. *(Cynthia Trevino, City Attorney)*
- IX. Discussion and possible action on funding request of support of graduation seniors from Chamber of Commerce. *(Chrystal Molina, Chamber of Commerce)*
- X. Public Hearing on a request for a zoning change from R-A, One Family Dwelling District to C-H East, Commercial District for approximately 5.44 acres out of the A1884 J.E. Calder Survey 42, Parcel# R12893, Castroville Texas. Location of property is northeast of the intersection of Hwy 90 East and FM 471 North.

- XI. Discussion and take appropriate action on a request for a zoning change from R-A, One Family Dwelling District to C-H East, Commercial District for approximately 5.44 acres out of the A1884 J.E. Calder Survey 42, Parcel# R12893, Castroville Texas. Location of property is northeast of the intersection of Hwy 90 East and FM 471 North. *(Breana Soto, Community Development Coordinator)*
- XII. Discussion and take appropriate action on a request for a preliminary vacate and re-plat of Country Village Estates, Phase 1, located at 123 Country Lane, Castroville Texas. *(Breana Soto, Community Development Coordinator)*
- XIII. Discussion and appropriate action on a variance request for a proposed sign located at 408 Hwy 90 West. *(Breana Soto, Community Development Coordinator)*
- XIV. Discussion and appropriate action on purchasing a Ditch Witch HX-30 through the Texas Buyboard in an amount not to exceed \$57,000, and authorizing City Administrator to take execute contracts for and on behalf of the City. *(John Gomez, Public Works Director)*
- XV. Discussion and possible action on clarifying Phases of opening the city pool, including swim lessons. *(Devin Fredrickson, Parks and Recreation Director)*
- XVI. Discussion and possible action on process for utility customers with delinquent bills due to COVID 19 Virus outbreak.
- XVII. Executive Session:
  - (1) Pursuant to the Texas Government Code, Section 551.074 (entitled “personnel matters”) to deliberate the appointment, employment, performance and duties of the Interim City Administrator.
- XVIII. Reconvene in Open Session.
- XIX. Consider possible action or give direction on captioned items legally discussed in Executive Session.
- XX. Discussion and appropriate action on SGR contract for city administrator search process.
- XXI. Discussion on future agenda items.
- XXII. Adjourn.



**CITY OF CASTROVILLE CITY COUNCIL  
SPECIAL CALLED MEETING  
1209 FIORELLA  
Tuesday  
June 23, 2020  
5:00 p.m.  
SUPPLMENTAL**

XI. (A)Public Hearing on a request for a preliminary vacate and re-plat of Country Village Estates, Phase 1, located at 123 Country Lane, Castroville Texas. (*Breana Soto, Community Development Coordinator*)

**ACCESSIBILITY STATEMENT**

The City Hall is wheelchair accessible. The exit and parking ramps are located at the rear of the building.

**NON-DISCRIMINATION STATEMENT**

The City of Castroville does not discriminate on the basis of race, color, national origin, sex, religion, or disability in the employment or the provision of services.

The City Council of the City of Castroville reserves the right to adjourn into closed session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by the Texas Open Meetings Act.

I hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, Castroville, Texas on June 19, 2020 before 6:00 p.m.

Debra Howe  
City Secretary

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I hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, Castroville, Texas on June 19, 2020 before 5:00 p.m.



Debra Howe  
City Secretary

**CITY OF CASTROVILLE CITY COUNCIL  
SPECIAL CALLED COUNCIL MEETING**

**1209 Fiorella**

**City Council Chambers**

**June 9, 2020**

**Tuesday**

**5:00 P.M.**

**MINUTES**

**I. CALL TO ORDER**

The meeting was called to order at 5:04 p.m. by Mayor Phyllis Santleben.

**II. ROLL CALL**

Present:

Mayor Phyllis Santleben

Councilmember Sheena Martinez

Councilmember Paul Carey

Councilmember Jesse Byars

Councilmember Todd Tschirhart

Councilmember Darrin Schroeder

Debra Howe, City Secretary

Brian Jackson, Police Chief

John Gomez, Public Works Director

David Kirkpatrick, Airport Manager

Absent:

Leroy Vidales, Interim City Administrator/Finance Director

Devin Fredrickson, Parks and Recreation Director

**III. PLEDGE OF ALLEGIANCE**

**IV. INVOCATION**

Councilmember Paul Carey gave the invocation.

**V. Citizen Comments**

The City Council will hear comments from any citizen or visitor. Speakers must address their comments to the presiding officer rather than individual council members or staff; stand at the podium, speak clearly into the microphone and state your name and residential address before speaking. Speakers will be allowed a maximum of 3 minutes for testimony. Speakers making personal, impertinent, profane or slanderous remarks will be given one warning before losing the privilege to speak or may be removed from the room. Unauthorized remarks from the audience, stamping of feet, whistles, yells and similar demonstrations/distractions will not be permitted. No placards, banners, or signs will be permitted in the Chambers or in any other room in which the council is meeting. In accordance with the State Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.

Councilmember Martinez read an email from Joe Martinez, 113 River Trail, regarding the recent storms and the emergency sirens not being activated. Ms. Martinez said there had been a tornado alert sent out by text and shown on the television for Castroville. In the email, Mr. Martinez was concerned that the sirens might not be in good working order since they had not heard the testing in several months. Police Chief Jackson reported that he had been contact with the County Emergency Coordinator during the time of the storms and there had not been any rotation in Castroville. He said Keith Lutz had the

(Cont.)

authority to activate the city sirens if there had been an emergency. Chief Jackson said Mr. Lutz also conducted a silent test on a monthly basis on the city sirens. The activation procedure for the sirens would be brought back for council to review at a later date.

Arnie Dollase, 109 River Bluff, of the Castroville Area Economic Development Council, presented the city with a framed copy of the winning entry submitted by Lindy Wheeler from the annual Poppy Festive Contest. Mayor Santleben accepted the on behalf of the city. Mr. Dollase also spoke on the 2020 Census count and said Castroville had responded very well. Mayor Santleben said Castroville was at 60.5% at completing the on-line census count.

Kathryn Holloway, 905 Lafayette, spoke on her issues with a resident for the last several years related to noise. Ms. Holloway showed several pages of information related to the noise and asked the city council to look at a revision to the current ordinance so the police department could better enforce. Ms. Holloway said she need relief from the ongoing problems with her neighbor and the police department was unable to enforce. Ms. Hollway's mother also spoke on the noise issues and hoped the city council could help with changes to the ordinance to be able to enforce.

**VI. Consent Agenda**

**A. Minutes for May 12, 2020 Special Called Council Meeting**

Councilmember Martinez asked that on Page 7 of the minutes there would be a correction from Mr. Martinez to Ms. Martinez.

**A motion was made by Councilmember King and duly seconded by Councilmember Carey to approve the minutes with the correction. A vote was taken (5:0 all ayes) the motion carried by all present.**

**VII. Nominate and appointment of a Mayor Pro Tem.**

Councilmember Paul Carey nominated District 5 Councilmember Darrin Schroeder for the position of Mayor Pro Tem.

**A motion was made by Councilmember Carey and duly seconded by Councilmember King to appoint Darrin Schroeder to serve as Mayor Pro Tem. A vote was taken (5:0 all ayes) the motion carried by all present.**

**VIII. Discussion and appropriate action on an ordinance awarding a franchise contract within the City of Castroville to Waste Management of Texas, Inc. for the collection and disposal of solid waste. (Chris Cox, Area Manager Waste Management) (Tabled from May 12, 2020)**

Area Manager Chris Cox briefed the city council on meeting with Interim City Administrator Vidales, city staff and Councilmembers on concerns they had with the previous contract. Mr. Cox said he was able to increase the bulk size to 6 cubic yards at no extra cost to the city. Mayor Santleben said she would like to see the city look at purchasing a chipper to have for the excess brush the city picked up. Mayor Pro Tem Schroeder thanked Mr. Cox for speaking with him and thought there would be different sizes shown in the contract but liked the 6 yards. Mr. Cox said his company would be providing brochures to customers on the new containers, placement for pickup and bulk piles information. Councilmember Tschirhart asked what the protocol was on a pile of brush too large for pickup. Mr. Cox said the city was notified by either the route manager or himself on the reason for not being picked up and the city relayed to the customer. Councilmember Carey said he was concerned with the restrictions

on roll-offs. He felt the contractors should be able to choose who they wanted not just one source. Mr. Cox said the city was losing money when they used someone other than waste management. Councilmember Martinez said she was concerned with the language in the contract regarding brush/bulk piles couldn't be placed near parked vehicles. She said in the past they had put piles on property adjacent to homes to make it easier for pickup but drivers would not pickup as they considered it a vacant lot. Mr. Cox said if they contacted public works and let them know, it would be relayed and they would pick up. Councilmember King felt using one source for pickup protected the city and citizen from non-licensed providers. In closing, Mr. Cox said the citizens could put out piles measuring 3x6x9ft (6 cubic yards) plus a trash and recycling bins and the trucks and containers were good improvements.

**A motion was made by Councilmember King and duly seconded by Mayor Pro Tem Schroeder to approve an ordinance awarding a franchise contract within the City of Castroville to Waste Management of Texas, Inc. for the collection and disposal of solid waste. A vote was taken (5:0 all ayes) the motion carried by all present.**

**IX. Discussion and appropriate action on a variance request for the proposed subdivision of Country Village Estates, Phase I to allow the minimum street frontage to be less than 80 ft., for lots on the presented plat that do not meet the requirement as required by Castroville Code of Ordinances Chapter 100 Subdivisions, Section 100-54, Lots.**  
*(Breana Soto, Community Development Coordinator)*

Community Development Coordinator Breana Soto briefed the city council on a variance request for the proposed subdivision of Country Village Estates, Phase I. Ms. Soto said the variance had been approved by the Planning and Zoning Commission as platted. Ms. Soto said there were 5 lots that did not meet the city requirement of 80 ft., but they did meet the 12,000 sq. ft. lot size. Councilmember Tschirhart did not have a problem with the lot sizes but noted only one entrance. Ms. Soto said there was an emergency vehicle entrance through Lot 22 with a Knox box.

**A motion was made by Councilmember Carey and duly seconded by Councilmember Tschirhart to approve a variance request for the proposed subdivision of Country Village Estates, Phase I to allow the minimum street frontage to be less than 80 ft., for the five lots on the presented plat that do not meet the requirement as required by Castroville Code of Ordinances Chapter 100 Subdivisions, Section 100-54, Lots. A vote was taken (5:0 all ayes) the motion carried by all present.**

**X. Presentation on roles of the Castroville Area Economic Development Council and GoMedina with the City of Castroville.** *(Arnie Dollase, Chairman of CAEDC and Phyllis Santleben, Mayor)*

Mayor Santleben said this had been placed on the agenda at her request but she wanted to have the Chamber of Commerce and legal counsel Clay Binford included in the presentation.

**A motion was made by Councilmember Carey and duly seconded by Councilmember Tschirhart to table at the request of the mayor. A vote was taken (5:0 all ayes) the motion carried by all present.**

**XI. Discussion and appropriate action on re-opening of city facilities and parks to the public. (Leroy Vidales, Interim City Administrator)**

Interim City Administrator Leroy Vidales and Parks and Recreation Director Devin Fredrickson were not in attendance to present the phases of re-opening for the city facilities and the parks/pool. City Secretary Debra Howe spoke on the opening procedures for city hall, court, and the Steinbach Haus/Visitor Center. Ms. Howe said the recommendation was to open the following Monday with safety measures of masks, hand sanitizer, temperatures taken and keeping the 6 ft. distance in place. Library Director Angelia Alejandro briefed the city council on the different phases she was proposing to re-open the library, starting with curbside services. Public Works Director John Gomez briefly spoke on the phases proposed by Mr. Fredrickson on re-opening the pool. Mayor Santleben said fitness swim had been approved at the last meeting. Councilmember Martinez reviewed but questioned allowing swim lessons shown in phase three. Ms. Martinez said at a previous meeting this option had not been approved due to the COVID 19 guidelines could not be met. Mayor Santleben questions some of the proposed expenditures at the library such as touchless facets and light fixtures. Ms. Alejandro said it would be easier to clean and they would replace the aging facets. Mayor Pro Tem Schroeder said he was in favor and the re-openings followed the governor's order. Mr. Schroeder said if the costs exceeded the budget staff would come back to council. Councilmembers Tschirhart, King, Carey and Martinez were in favor, but Councilmember Martinez made note, swimming lessons were not allowed this season.

**A motion was made by Mayor Pro Tem Schroeder and duly seconded by Councilmember Carey to direct staff to open as per the governor's order and protect staff with safe hygiene materials staying within the budget. A vote was taken (5:0 all ayes) the motion carried by all present.**

**XII. Presentation on draft ordinance on Council Policies and Procedures. (Debra Howe, City Secretary)**

City Secretary Debra Howe briefed the city council on the draft ordinance on the Council Policies and Procedures the council was to consider. Ms. Howe said the ordinance had revisions made by the city attorney to bring the ordinance up to date on legislative changes. Ms. Howe said the ordinance would be brought back at a future meeting for discussion and could include any additions or changes the council might make.

**XIII. Appointment of Board Liaisons. (Phyllis Santleben, Mayor)**

The city council members chose which board they wanted to serve as the liaison for the upcoming year.  
Councilmember Martinez – Parks and Recreation  
Councilmember Carey – Planning and Zoning and Zoning Board of Adjustment  
Councilmember King – Historic Landmark Commission  
Councilmember Tschirhart – Airport Advisory Board  
Councilmember Schroeder – Library Advisory Board

**XIV. Updates from City Staff on: (Verbal Report)**

**a. Tree Trimming**

**b. Departmental procedures for afterhours service/emergency calls.**

Public Works Director Gomez briefed the city council on the recent tree trimming by city staff. Mr. Gomez said they were doing maintenance cuttings to clear electric lines. Mr. Gomez said the citywide trimming was being advertised and would bring back for council approval. Mr. Gomez also addressed the procedures on receiving after hours calls for emergencies. Mr. Gomez said with the recent storms he recommended looking at an answering service to handle the calls. City Council directed staff to go back and look at engaging an answering service.

**XV. Discussion on future agenda items.**

Mayor Santleben requested the agenda item related to the rolls of CAEDC and GoMedina with the other associations for next agenda. Also a discussion on reviving the newsletter and look at delinquent utility customers caused by the COVID 19 shutdown.

**XVI. ADJOURN**

Mayor Santleben adjourned the meeting at 7:23 p.m.

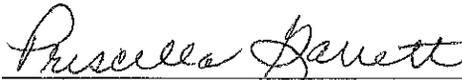
\_\_\_\_\_  
Mayor Pro Tem

ATTEST:

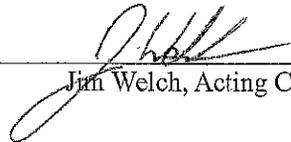
\_\_\_\_\_  
City Secretary

**MINUTES**  
**PLANNING AND ZONING COMMISSION**  
**Regular Meeting**  
**City Council Chambers**  
**1209 Fiorella, Castroville, Texas**  
**May 27, 2020**

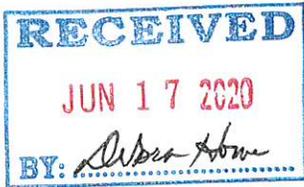
1. Call to order: 6:30 by Jim Welch in the absence of Bob Dean who has resigned.
2. Roll Call: Present: Priscilla Garrett, , Jim Welch, Larry Robertson. Eric Cherry, Jennifer Basinger.  
  
In attendance Aaron Neumann, representing CVC Country Lane LLC, Jack Uptmore
3. Citizen Comments: Open at 6:31. None. Closed 6:32
4. Approval of minutes from previous regular called meetings: February 12, 2020. Motion Jennifer Basinger, 2nd Larry Robertson. Motion passed.
5. Discussion and take appropriate action on a recommendation to the City Council for the proposed subdivision of Country Village Estates, Phase 1 located at 123 Contry Lane, Castroville, TX to approve/disapprove a request for variance to allow the minimum lot width to be smaller than the 80 feet as required by City of Castroville Ordinance 2002-003, Sec. 100-54, *Lots*. Staff recommended approval of the variance based on the Four Findings required for variance as submitted. There was discussion on how many lots were affected, approximately 11, but it was noted that even though the lots would not meet the 80' required frontage each lot would be 12,000 square feet as required by ordinance. In the Commission's opinion The four Findings Required for Variance were met. The acceptance of this variance does not create any negative outcome on the City of Castroville. Motion by Larry Robertson to approve the variance request to allow the minimum lot width to be smaller than the 80 feet as required by City of Castroville Ordinance 2002-003, Sec 100-54, *Lots*. The approval is specific to the lots that are less than 80' frontage as presented on the plat and to advance the variance request to City Council with recommendation for approval. 2nd by Eric Cherry. Motion passed.
6. Meeting adjourned at 6:49.



Reviewed and Approved  
Priscilla Garrett, Secretary



Jim Welch, Acting Chairman



16. June 2020

To Whom It may Concern,

I am submitting my resignation effective 17 June 2020.

I can no longer support a City government that disregards policy, ordinances, continuity records, citizens, and refuses to make decisions based on facts.

The inordinate amount of time and money spent on discrediting me (re: city attorney invoices), uncontrolled spending (re: Parks, Rec, Streets, Council Contingency funds, citizens' utility money), and disrespect for citizens who elected me, makes any and all campaign promises impossible to fulfil.

I cannot hold meetings without incorrect agenda/packet submissions.

I refuse to blame past administration for the City's current disarray.

I refuse to support utility hikes to fund personal opinions.

I refuse to support transfers of money from one account (various) to the airport based on prior resolutions which were based on questionable justifications.

I refuse to support an inexperienced and questionable organizational chart.

I am tired of Council's allegations (re: Councilman Camp's reply to Mr. Utis), I am tired of being blocked in regard to citizens' needs, requests, ethics, integrity that I insist on.

Mayor Phyllis Santuba



Castroville Chamber <chamber@castroville.com>

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## MV Senior Signs

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**Buddy Loessberg** <buddyls@me.com>  
To: Castroville Chamber <chamber@castroville.com>

Tue, Jun 16, 2020 at 1:04 PM

Crystal it is \$3,750.00 w/metal stakes.

If Samuel is going to send pictures please have him call me to talk about the best layout for a 18" wide x 24" tall.  
[Quoted text hidden]

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 **MVISD signs.docx**  
20K



Student Name



# CITY COUNCIL AGENDA REPORT

DATE: June 17, 2020

**AGENDA OF:** June 23, 2020  
**DEPARTMENT:** Community Development  
**SUBJECT:** Zoning Change – Northwest of intersection at FM 471 and Hwy 90

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## **BACKGROUND:**

**Applicant:** Prize Permanent Holdings – Castroville River Estate LLC.  
**Property Owner:** Prize Permanent Holdings – Castroville River Estate LLC.  
**Description:** A1884 J.E. CALDER SURVEY 42, ACRES 5.44, Parcel #R12893  
**Location:** Northwest of the intersection at FM 471 N and Hwy 90  
**Current Zoning:** R-A, One-Family Dwelling District  
**Proposed Zoning:** C-H East, Commercial District  
**Future Land Use Plan:** Commercial or Mixed Use

## **DISCUSSION:**

Planning and Zoning Commission recommended denial for the Zone Change Request.

The applicant no longer wanted to move forward with the Zone Change and requested that it be removed from the City Council meeting for approval.

## **ATTACHMENTS/ADDITIONAL INFORMATION:**

- Planning and Zoning Board Action

**CITY OF CASTROVILLE  
PLANNING AND ZONING COMMISSION ACTION**

**June 15, 2020**

**AGENDA ITEM:** 9

**LEGAL DESCRIPTION:** A1884 J.E. CALDER SURVEY 42, ACRES 5.44,  
Parcel #R12893

**APPLICANT:** Prize Permanent Holdings – Castroville River Estate  
LLC.

**OWNER:** Prize Permanent Holdings – Castroville River Estate  
LLC.

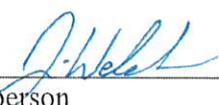
**ZONING:** R-A, One Family Residential District

**PROPOSED ZONING** C-H East, Commercial District

**REQUEST:** A request for zoning change for approximately 5.44 acres of located Northwest of intersection Hwy 90 and FM 471 N. The current zoning of the property is R-A, One Family Dwelling District. The proposed zoning for the property is C-H East, Commercial District.

**RECOMMENDATION:**

*REQUEST DENIED.*

  
\_\_\_\_\_  
Chairperson  
Planning and Zoning Commission

\_\_\_\_\_  
Date

*6/17/20*

**From:** [Luis Oseguera](#)  
**To:** [Breana Soto](#)  
**Subject:** Re: Castroville Zoning Request by Owner FM 471 Castroville Tx  
**Date:** Tuesday, June 16, 2020 12:50:03 PM

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Dear Breana , thank you so much for your time and professional guidance, after talked with consultants and hear some other similar cases in the City of Castroville , we came with the conclusion that we no longer want to move forward with the City counsel and more departments with our zoning request, At the end I don't want to create to much emotions , in something or project that I don't have yet , I do not want to have a red spot in our file with citizens of Castroville  
Thanks so much  
Luis Dangeville Oseguera Kernion  
(210) 296.8124

Sent from my iPad

> On Jun 15, 2020, at 8:20 AM, Breana Soto <[breana.soto@castrovilletx.gov](mailto:breana.soto@castrovilletx.gov)> wrote:

>

> Good morning,

>

> Just sending a reminder that the meeting for your Zone Change is tonight at 6:30. Please make sure you are present to answer any questions the commission may have. They will be limited seating inside the chambers, so you may have to wait in the lobby until it is your turn to present. We can figure all this out when you arrive.

>

> Your agenda item required a public hearing and so letters were sent out to 20 surrounding properties. I have 7 letters back that are in opposition and 2 letters back in favor, so far. The commission will look at these letters and the comments made on the letters when making their decision.

>

> Thank you,

>

> Breana Soto

> Community Development Director

> City of Castroville

> 830.931.4090

> [breana.soto@castrovilletx.gov](mailto:breana.soto@castrovilletx.gov)

>

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> -----Original Message-----

> From: Luis Oseguera <[lok@pphtrust.com](mailto:lok@pphtrust.com)>

> Sent: Tuesday, May 26, 2020 12:14 PM

> To: Breana Soto <[> Subject: Re: Castroville Zoning Request by Owner FM 471 Castroville Tx](https://urldefense.proofpoint.com/v2/url?u=http-3A__breana.soto-40castrovilletx.gov&d=DwIGaQ&c=euGZstcaTDllvimEN8b7jXrwqOF-v5A_CdpgnVfiiMM&r=D2qzUuW1I-wBcO9YpmNKwQ&m=n8XTvI_A3OcwZotJ2a2VMQxcbEgzBZQ_li4_aEYxHJA&s=sUFSs32d1Z3dvYsmmBvJeySMGasFY1sRICC-yfcmG4&e=></a>></p></div><div data-bbox=)

>

> Thanks B ; No problem after this COVI 19 Drama; The Rest is just Beauty!

>

> Sent from my iPhone

>

>> On May 26, 2020, at 12:10 PM, Breana Soto <[>>](https://urldefense.proofpoint.com/v2/url?u=http-3A__breana.soto-40castrovilletx.gov&d=DwIGaQ&c=euGZstcaTDllvimEN8b7jXrwqOF-v5A_CdpgnVfiiMM&r=D2qzUuW1I-wBcO9YpmNKwQ&m=n8XTvI_A3OcwZotJ2a2VMQxcbEgzBZQ_li4_aEYxHJA&s=sUFSs32d1Z3dvYsmmBvJeySMGasFY1sRICC-yfcmG4&e=></a>> wrote:</p></div><div data-bbox=)

>> Luis,

>>

>> I wanted to give you a heads up that the Planning and Zoning Meeting has been changed to June 15, 2020, same time. There was a conflict with the public hearing notification and this is the earliest date that the board members were available.

>>

>> Thank you,

>>

>> Breana Soto

>> Community Development Director

>> City of Castroville

>> 830.931.4090

>> [breana.soto@castrovilletx.gov](mailto:breana.soto@castrovilletx.gov)

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>> -----Original Message-----



# CITY COUNCIL AGENDA REPORT

DATE: June 17, 2020

**AGENDA OF:** June 23, 2020  
**DEPARTMENT:** Community Development  
**SUBJECT:** Preliminary Plat – Country Village Estates, Phase 1

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## **RECOMMENDATION:**

City Staff recommends conditional approval of the preliminary plat of Country Village Estates, Phase 1, with the condition that the plat and associated plans must be revised to remedy the deficiencies listed by the Planning and Zoning Commission and City Council.

Assuming the secondary access proposed by BGE is accepted by the City, then KFA recommends approval of the submitted plat and development plans.

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## **BACKGROUND:**

**Engineer/Surveyor:** BGE, INC. – Aaron Neumann/ Dion Albertson  
**Property Owner:** CV Country Lane, LLC – Jack Uptmore  
**Description:** Approximately 20.356 acres, Portion of Magnolia Subdivision, Lot 1  
**Location:** Immediately North and East of the existing Castroville’s Country Village Subdivision  
**Current Zoning:** R-A (One-Family Dwelling District) & ETJ  
**Future Land Use Plan:** Single Family

The attached application is a request for approval of a preliminary plat for approximately 20.356 acres of land vacating a portion of Magnolia Subdivision and platting Country Village Estates, Phase 1, located immediately North and East of the existing Castroville’s Country Village Subdivision, creating 53 new single-family residential lots.

This subdivision plat is the first phase of an overall Master Plan for Country Village Estates, Phase 1 & 2. The application has public roadway access to the existing roadway titled “Country Lane”. The proposed plat will extend those local streets into the new subdivision units. The proposed plat will also have a 20-foot-wide secondary access road with 10 inches of base material and a two-course surface treatment. This access will be controlled with a fire access gate and a Fire Department Knox box that will connect the north “Country Lane” to “Allen Avenue” for emergency vehicles.

The applicant proposes to accomplish their parkland dedication requirements by payment of a fee in lieu of parkland as provided in City Code Chapter 100.

In accordance with Article VII Section 1 of the Subdivision Ordinance, the subdivider must provide transferable water rights or funding to purchase water rights to the City of Castroville for ample water supply for the subdivision. Funding provided to the City for purchase of water rights shall be determined by the City of Castroville using the prevailing water rate. Ample water supply

determined by the City of Castroville is 0.612 acre-foot per lot, which will be provided before plat recordation.

If the preliminary plat is in conformance with the comprehensive plan and if the preliminary plat is for a development of less than 200 dwelling units or for a development generating less than 2,000 "one-way" trips per day, then a traffic impact analysis is not required as provided in City Code Chapter 100.

This subdivision is located partially inside and outside of the existing City Limits of the City of Castroville. The area is located wholly within the City of Castroville's Water and Wastewater CCN, bringing them within the City's jurisdiction for utilities including the payment of water and wastewater Impact Fees.

For this request, 29 public hearing notices went out to the surrounding properties.

**DISCUSSION:**

A review of the submitted plat application has been conducted by the City Engineer and Community Development Department Staff, and it has been determined that the submittal does meet the requirements of City Code Chapter 100 (Subdivision), except those already granted a variance. City Staff recommends conditional approval of the preliminary plat with the condition that any comments be addressed in the final plat submittal.

Planning and Zoning Commission recommended approval with consideration for a secondary street access and comments on drainage concerns and sewer capacity to be addressed in the final plat submittal.

**ATTACHMENTS/ADDITIONAL INFORMATION:**

- Planning and Zoning Board Action
- Presentation Slides
- Preliminary Plat of Country Village Estates, Phase 1
- City Engineer's Final Project Review Letter

**CITY OF CASTROVILLE  
PLANNING AND ZONING COMMISSION ACTION**

**June 15, 2020**

**AGENDA ITEM:** 7

**LEGAL DESCRIPTION:** Magnolia Subdivision Lot 1 Part of, Parcel #R38785  
Magnolia Subdivision Lot 1 Part of, Parcel #R38787

**APPLICANT:** Jack Uptmore, CV Country Lane, LLC

**OWNER:** Jack Uptmore, CV Country Lane, LLC

**ZONING:** R-A, One Family Residential District & ETJ

**PROPOSED ZONING** R-A (One-Family Dwelling District)

**REQUEST:** A request to recommend conditional approval of the preliminary plat of Castroville's Country Village, Phase 1, located immediately North and East of the existing Castroville's Country Village Subdivision. The proposed zoning for the property is R-A (One-Family Dwelling District).

**RECOMMENDATION:** *APPROVE AS PRESENTED WITH CONSIDERATION FOR A SECONDARY STREET FOR ACCESS AND COMMENTS ON DRAINAGE CONCERNS AND SEWER CAPACITY TO BE ADDRESSED IN THE FINAL PLAT SUBMITTAL.*

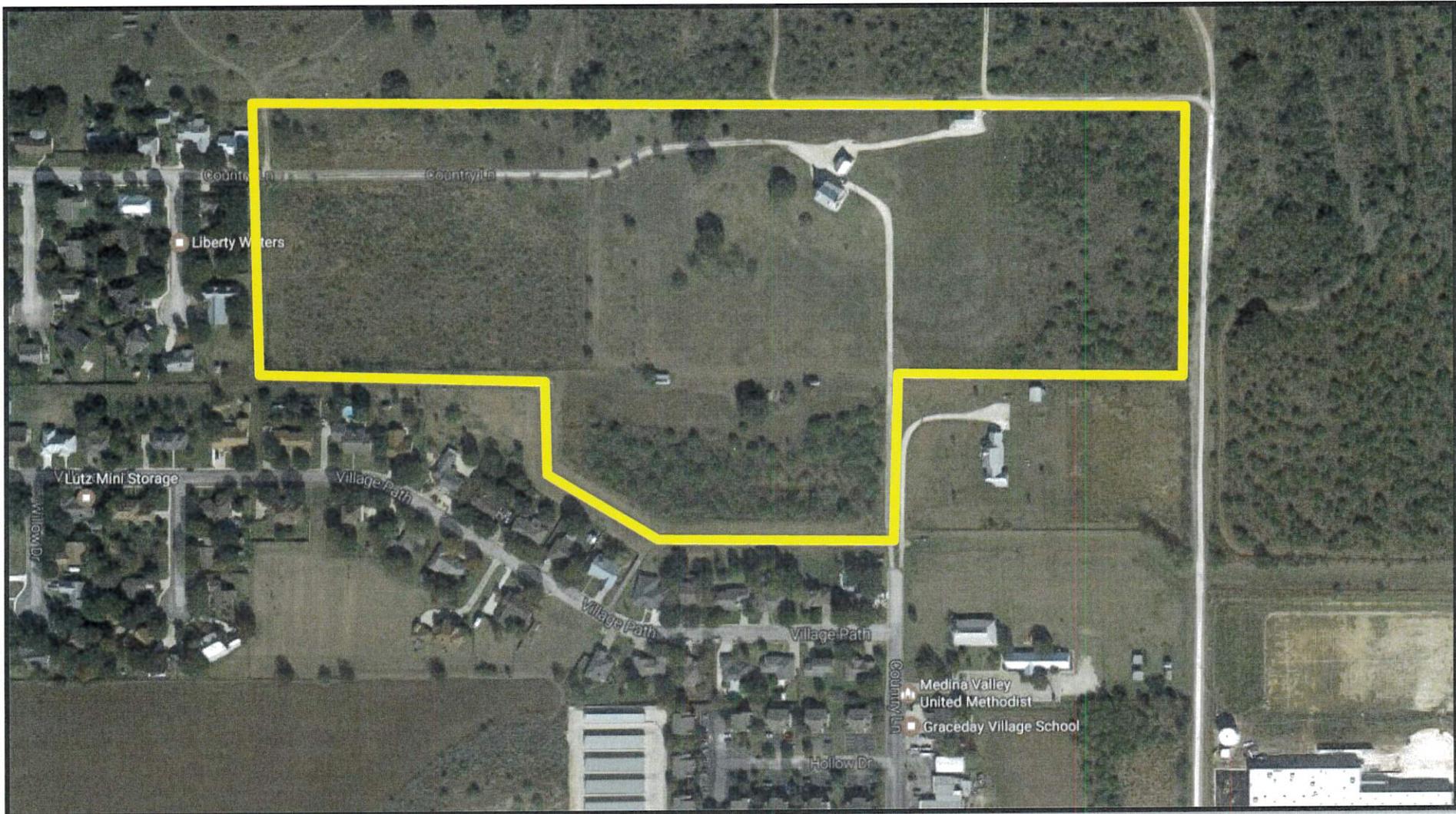
  
\_\_\_\_\_  
Chairperson  
Planning and Zoning Commission

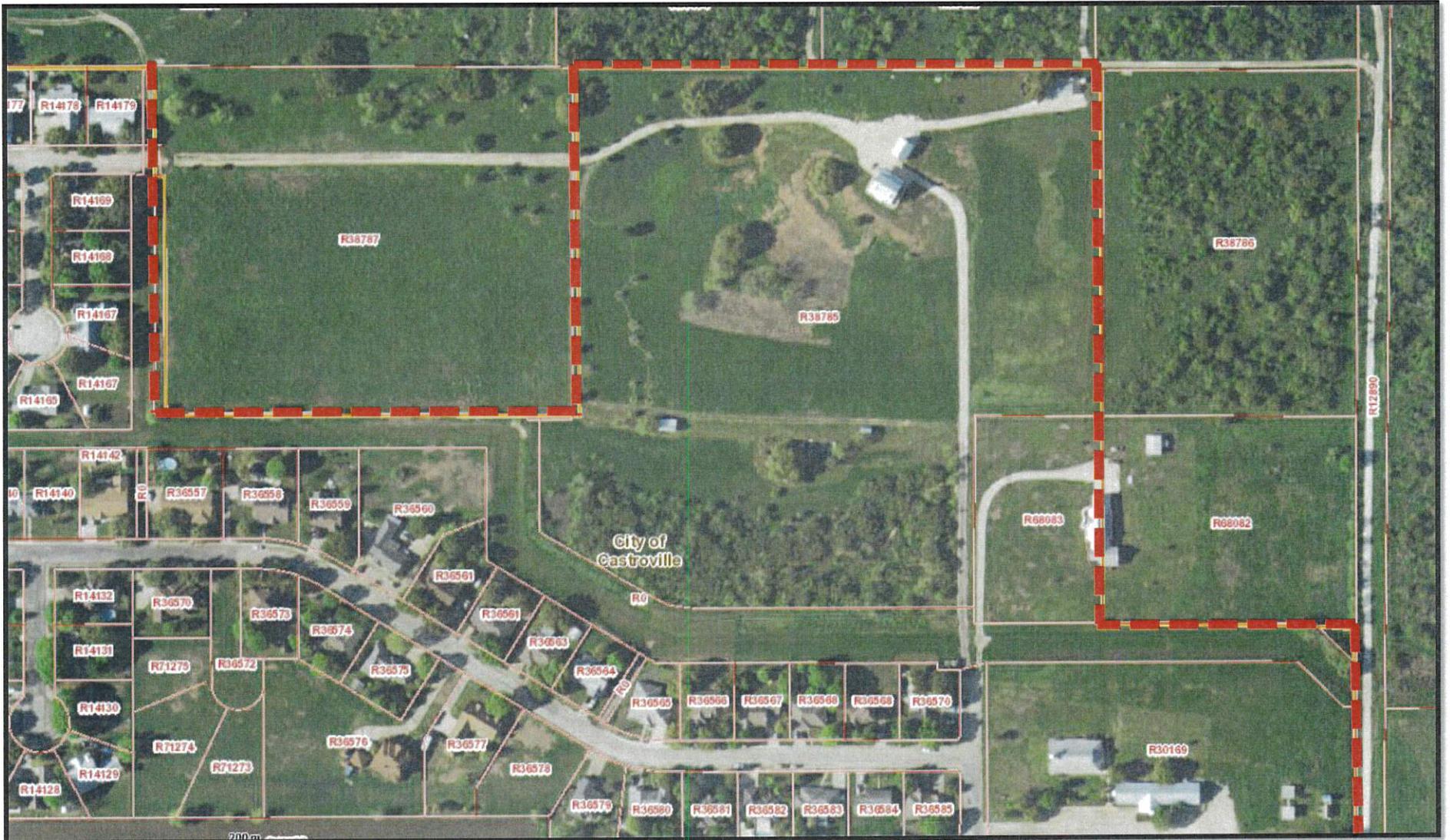
*6/17/20*  
\_\_\_\_\_  
Date

**PERMIT# 2019112  
COUNTRY VILLAGE ESTATES, PHASE I**

**Discussion and appropriate action on a Preliminary Plat of a portion of Magnolia Subdivision for Country Village Estates, Phase I.**

Surveyor/Engineer: BGE, INC – Aaron Neumann/ Dion Albertson  
Property Owner: CV Country Lane, LLC – Jack Uptmore  
Description: Approximately 20.356 acres, Portion of Magnolia Subdivision, Lot I  
Location: Immediately North and East of the existing Castroville’s Country Village Subdivision  
Current Zoning: R-A (One-Family Dwelling District) & ETJ  
Future Land Use Plan: Single Family





R14178 R14179

R14169

R14198

R14167

R14167

R14165

R38787

R38785

R38786

R12890

R14142

R14140

R36557

R36558

R36559

R36560

R36561

City of Castroville

R0

R68083

R68082

R14132

R36570

R36573

R36574

R36581

R36583

R36584

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R36581

R36582

R36583

R36584

R36585

R30169

200m



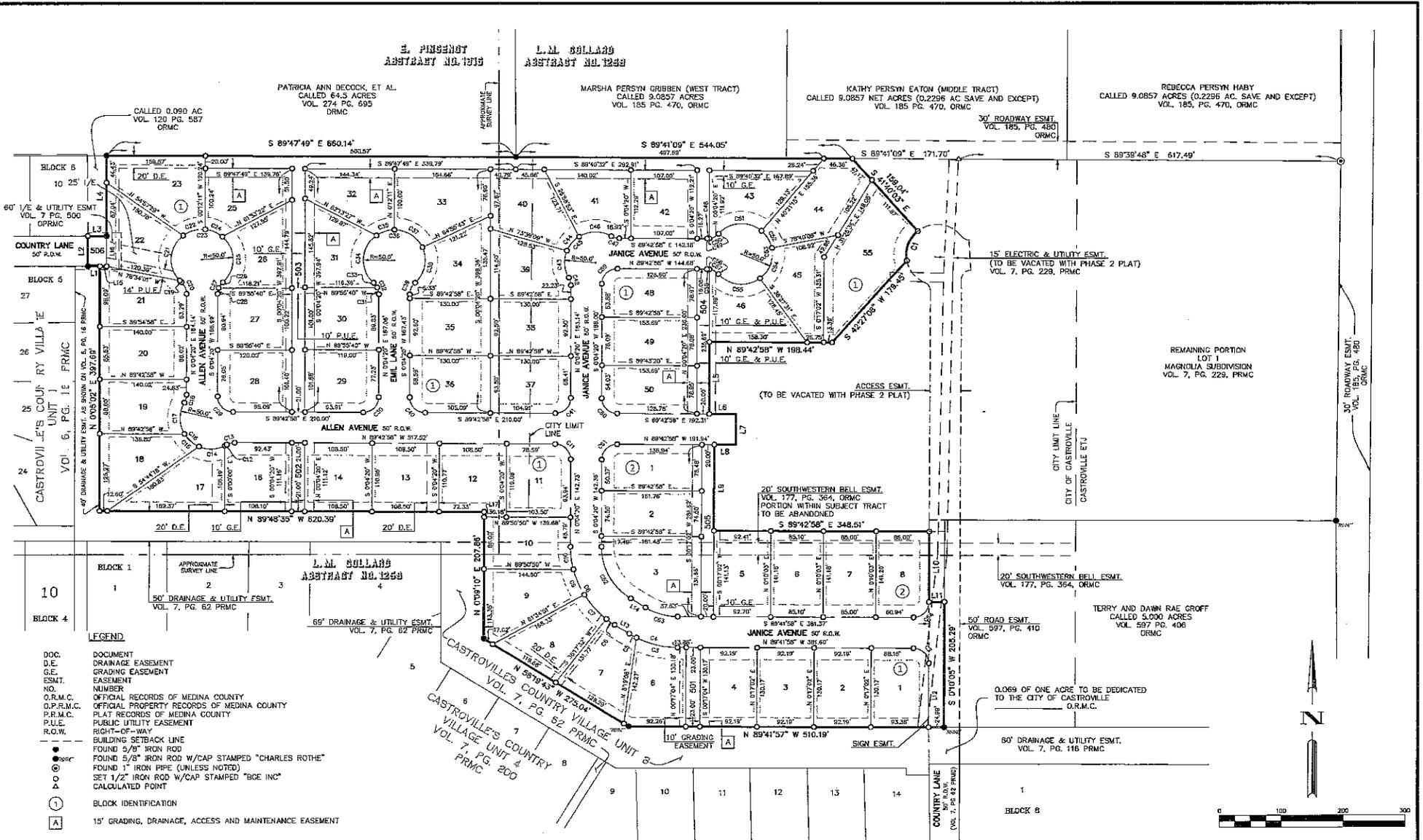
## PERMIT# 2019112 RECOMMENDATIONS

City Staff recommends that City Council approve the preliminary plat of Country Village Estates, Phase I, with the condition that **any comments be addressed in the final plat submittal.**

Assuming the secondary access proposed by BGE is accepted by the City, then KFA recommends approval of the submitted plat and development plans.

Planning and Zoning Commission recommend approval as presented with consideration for a secondary street for access and comments on drainage concerns and sewer capacity to be addressed in the Final Plat submittal.

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- LEGEND**
- DOC. DOCUMENT
  - D.E. DRAINAGE EASEMENT
  - G.E. GRADING EASEMENT
  - ESMT. EASEMENT
  - NO. NUMBER
  - O.R.M.C. OFFICIAL RECORDS OF MEDINA COUNTY
  - O.P.R.M.C. OFFICIAL PROPERTY RECORDS OF MEDINA COUNTY
  - P.R.M.C. PLAT RECORDS OF MEDINA COUNTY
  - P.U.E. PUBLIC UTILITY EASEMENT
  - R.O.W. RIGHT-OF-WAY
  - BUILDING SETBACK LINE
  - FOUND 5/8" IRON ROD
  - FOUND 5/8" IRON ROD W/CAP STAMPED "CHARLES ROTHE"
  - FOUND 1" IRON PIPE (UNLESS NOTED)
  - SET 1/2" IRON ROD W/CAP STAMPED "BGE INC"
  - CALCULATED POINT
  - ① BLOCK IDENTIFICATION
  - [A] 15' GRADING, DRAINAGE, ACCESS AND MAINTENANCE EASEMENT

**PRELIMINARY PLAT  
VACATING MAGNOLIA SUBDIVISION VOL. 7, PG. 229, P.R.M.C.  
REPLATTING AS**

**COUNTRY VILLAGE ESTATES PHASE 1**

A SUBDIVISION OF 20.356 ACRES OF LAND  
AND A 0.069 ACRE R.O.W. DEDICATION  
LOCATED IN THE

E. PINGENOT SURVEY SECTION 8, ABSTRACT NO. 1316 AND  
THE L.M. COLLARD SURVEY, SECTION 97, ABSTRACT NO. 1259  
MEDINA COUNTY, TEXAS

STREET NAMES			
STREET	R.O.W. WIDTH	CENTERLINE LENGTH	CLASSIFICATION
JANICE AVENUE	50 FT.	1,363 FT.	MINOR STREET
ALLEN AVENUE	50 FT.	1,114 FT.	MINOR STREET
EMIL LANE	50 FT.	272 FT.	MINOR STREET
TOTAL LINEAR FEET		2,749 FT.	

OWNER: CV COUNTRY LANE, LLC  
ADDRESS: 6400 BLANCO ROAD, SUITE 204  
SAN ANTONIO, TEXAS 78216  
PHONE: 210-598-2922

ACREAGE: 20.356 ACRES  
SURVEY(S): E. PINGENOT SURVEY SECTION 8, ABSTRACT NO. 1316  
L.M. COLLARD SURVEY, SECTION 97, ABSTRACT NO. 1259

NUMBER AND ACREAGE BY LOT TYPE: RESIDENTIAL: 54 LOTS/15,607 ACRES  
DRAINAGE RIGHT OF WAY: 6 LOTS/1.093 ACRE  
RIGHT-OF-WAY: 3,555 ACRES

PLAT PREPARED: 04/29/2020

SURVEYOR: BGE, INC. (DION ALBERTSON, RPLS.)  
PHONE: (210) 581-3619

ENGINEER: BGE, INC. (AARON J. NEUMANN, PE.)  
PHONE: (210) 581-3643



**BGE, Inc.**  
7300 San Pedro, Suite 202  
San Antonio, Texas 78216  
Tel 210-581-3600 • www.bgeinc.com  
TBPELS Registration No. F-1046  
TBPELS Licensed Surveying Firm No. 10194490

PRELIMINARY. THIS DOCUMENT SHALL NOT  
BE RECORDED FOR ANY PURPOSE AND  
SHALL NOT BE USED OR VIEWED OR RELIED  
UPON AS A FINAL SURVEY DOCUMENT.

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CURVE TABLE					
NUMBER	ARC LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD DISTANCE
C1	54.56'	50.00'	62°31'37"	S 20°00'43" W	51.80'
C2	39.21'	25.00'	89°52'01"	S 89°52'01" W	35.31'
C3	68.61'	150.00'	26°12'23"	S 78°35'47" E	68.01'
C4	82.13'	150.00'	31°22'14"	S 74°00'51" E	51.11'
C5	13.52'	150.00'	5°08'52"	S 60°54'40" E	13.92'
C6	16.33'	150.00'	6°14'21"	S 55°12'34" E	16.33'
C7	53.38'	150.00'	20°23'28"	S 41°53'39" E	53.10'
C8	152.89'	150.00'	58°24'05"	S 29°07'42" E	146.36'
C9	45.57'	150.00'	17°24'19"	S 22°59'45" E	45.39'
C10	37.61'	150.00'	14°21'57"	S 07°06'39" E	37.51'
C11	39.18'	25.00'	89°47'18"	N 44°49'19" W	35.29'
C12	3.50'	50.00'	4°00'24"	N 61°43'23" E	3.50'
C13	13.34'	25.00'	30°33'51"	S 75°00'09" W	13.18'
C14	43.05'	50.00'	49°20'00"	N 88°23'35" E	41.73'
C15	31.35'	50.00'	35°59'11"	S 48°58'50" E	30.83'
C16	131.70'	50.00'	150°55'01"	S 44°49'19" E	96.80'
C17	53.81'	50.00'	61°39'27"	S 00°11'31" E	51.25'
C18	13.34'	25.00'	30°33'51"	N 15°21'16" E	13.18'
C19	3.60'	50.00'	4°07'23"	S 48°03'21" E	3.60'
C20	21.03'	25.00'	48°11'23"	N 24°01'21" W	20.41'
C21	84.00'	50.00'	96°15'37"	S 04°08'09" W	74.47'
C22	38.01'	50.00'	43°33'40"	S 74°02'48" W	37.11'
C23	241.19'	50.00'	276°22'46"	N 89°55'40" W	86.67'
C24	30.48'	50.00'	34°54'02"	N 68°43'21" W	29.99'
C25	85.11'	50.00'	97°32'03"	N 00°30'18" W	75.20'
C26	11.51'	25.00'	26°25'22"	S 35°04'02" W	11.41'
C27	21.03'	25.00'	48°11'23"	S 24°01'02" W	20.41'
C28	9.51'	25.00'	21°48'01"	S 10°56'21" W	9.45'
C29	39.18'	25.00'	89°47'18"	S 44°49'19" E	35.29'
C30	39.36'	25.00'	90°12'42"	N 45°10'41" E	35.42'
C31	11.58'	25.00'	26°32'36"	N 13°11'57" W	11.48'
C32	21.03'	25.00'	48°11'23"	N 24°01'21" W	20.41'

CURVE TABLE					
NUMBER	ARC LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD DISTANCE
C33	9.45'	25.00'	21°38'47"	N 37°17'39" W	9.39'
C34	89.53'	50.00'	102°42'40"	S 03°14'18" W	78.10'
C35	31.07'	50.00'	35°36'34"	S 72°23'54" W	30.58'
C36	241.19'	50.00'	276°22'46"	N 89°55'40" W	86.67'
C37	56.48'	50.00'	64°43'32"	N 57°26'03" W	53.53'
C38	64.00'	50.00'	73°20'00"	N 11°35'43" E	58.72'
C39	21.03'	25.00'	48°11'23"	S 24°01'02" W	20.41'
C40	39.18'	25.00'	89°47'18"	S 44°49'19" E	35.29'
C41	39.36'	25.00'	90°12'42"	N 45°10'41" E	35.42'
C42	13.25'	25.00'	30°22'03"	N 15°06'41" W	13.10'
C43	45.78'	50.00'	52°28'00"	S 04°03'43" E	44.20'
C44	31.00'	50.00'	35°31'24"	S 39°55'59" W	30.51'
C45	131.73'	50.00'	150°56'48"	S 45°10'41" W	96.80'
C46	54.94'	50.00'	62°57'24"	S 89°10'23" W	52.22'
C47	13.25'	25.00'	30°22'03"	S 74°31'56" E	13.10'
C48	3.75'	25.00'	8°35'15"	N 85°58'24" E	3.74'
C49	21.03'	25.00'	48°11'23"	N 66°11'21" E	20.41'
C50	17.26'	25.00'	39°36'08"	N 61°53'43" E	16.94'
C51	77.02'	50.00'	86°15'36"	S 86°15'27" W	69.53'
C52	33.44'	50.00'	38°18'53"	N 30°29'18" W	32.82'
C53	241.19'	50.00'	276°22'46"	N 09°17'02" E	86.67'
C54	56.61'	50.00'	64°32'21"	N 21°06'19" E	53.64'
C55	74.12'	50.00'	84°55'56"	S 83°56'33" E	67.52'
C56	21.03'	25.00'	48°11'23"	N 65°37'16" W	20.41'
C57	17.08'	25.00'	39°10'08"	N 61°06'39" W	16.78'
C58	3.94'	25.00'	9°01'15"	N 85°12'20" W	3.93'
C59	39.36'	25.00'	90°12'42"	S 45°10'41" W	35.42'
C60	36.18'	25.00'	89°47'18"	S 44°49'19" E	35.29'
C61	39.36'	25.00'	90°12'42"	S 45°10'41" W	35.42'
C62	101.93'	100.00'	58°24'05"	S 29°07'42" E	97.57'
C63	54.75'	100.00'	31°22'14"	S 74°00'51" E	54.07'
C64	39.33'	25.00'	90°07'59"	N 45°14'02" E	35.40'

LINE TABLE		
NUMBER	BEARING	DISTANCE
L1	N 89°42'17" W	19.28'
L2	N 0°02'07" W	50.00'
L3	S 89°42'17" E	30.31'
L4	N 00°01'56" W	131.47'
L5	S 00°04'20" W	118.00'
L6	S 89°42'58" E	43.53'
L7	S 00°17'02" W	50.00'
L8	N 89°42'58" W	35.00'
L9	S 00°17'02" W	140.50'
L10	S 00°10'03" W	116.17'
L11	S 89°49'57" E	24.99'
L12	N 00°10'03" E	105.23'
L13	N 58°19'44" W	27.90'
L14	S 58°19'44" E	27.90'
L15	N 90°00'00" W	10.94'
L16	S 00°01'56" E	49.94'
L17	S 00°09'10" W	8.51'

LAND USE SCHEDULE		
DESCRIPTION	NO.	ACREAGE
RESIDENTIAL	54	15.607 AC.
RIGHT-OF-WAY	-	3.656 AC.
DRAINAGE RIGHT-OF-WAY	6	1.093 AC.
TOTAL	60	20.356 AC.

**PRELIMINARY PLAT**  
**VACATING MAGNOLIA SUBDIVISION VOL. 7, PG. 229, P.R.M.C.**  
**REPLATTING AS**  
**COUNTRY VILLAGE ESTATES PHASE 1**

A SUBDIVISION OF 20.356 ACRES OF LAND  
 AND A 0.069 ACRE R.O.W. DEDICATION  
 LOCATED IN THE  
 E. PINGENOT SURVEY SECTION 8, ABSTRACT NO. 1316 AND  
 THE L.M. COLLARD SURVEY, SECTION 97, ABSTRACT NO. 1259  
 MEDINA COUNTY, TEXAS



BGE, Inc.  
 7300 San Pedro, Suite 202  
 San Antonio, Texas 78219  
 Tel: 210-561-3600 • www.bgeinc.com  
 TEPELS Registration No. F-15465  
 TEPELS Licensed Surveying Firm No. 10194490

PRELIMINARY. THIS DOCUMENT SHALL NOT  
 BE RECORDED FOR ANY PURPOSE AND  
 SHALL NOT BE USED OR REPLIED OR BELIED  
 UPON AS A FINAL SURVEY DOCUMENT.

STATE OF TEXAS  
COUNTY OF MEDINA

KNOW ALL MEN BY THESE PRESENTS:

THAT CV COUNTRY LANE, L.L.C. BEING THE OWNER OF A 37.303 ACRE TRACT OF LAND OUT OF THE F. PINGENOT SURVEY SECTION 8, ABSTRACT NO. 1316 AND THE L.M. COLLARD SURVEY, SECTION 97, ABSTRACT NO. 1259, MEDINA COUNTY, TEXAS, AS CONVEYED BY THE SUBDIVISION PLAT OF "MAGNOLIA SUBDIVISION", RECORDED IN VOLUME 7, PAGE 229 OF OFFICIAL PUBLIC RECORDS OF MEDINA COUNTY, TEXAS, DOES HEREBY SUBDIVIDE 20.356 ACRES OF LAND IN ACCORDANCE WITH THE ATTACHED MAP OR PLAT SHOWN HEREON, PURSUANT TO CHAPTER 212 AND 232 OF THE TEXAS LOCAL GOVERNMENT CODE, TO BE KNOWN AS:

**COUNTRY VILLAGE ESTATES PHASE 1**

THE OWNER OF THE LAND SHOWN ON THIS PLAT IN PERSON OR THROUGH A DULY AUTHORIZED AGENT, DEDICATES TO THE USE OF THE PUBLIC FOREVER ALL STREETS ALLEYS, PARKS, WATER COURSES, DRAINS, EASEMENTS AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

WITNESS MY HAND, THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ A.D.

JACK UPTMORE  
CV COUNTRY LANE, L.L.C.  
8400 BLANCO ROAD, SUITE 204  
SAN ANTONIO, TX 78210

STATE OF TEXAS  
COUNTY OF MEDINA

BEFORE ME, THE UNDERSIGNED AUTHORITY, PERSONALLY APPEARED JACK UPTMORE, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

NOTARY PUBLIC, STATE OF TEXAS

PRINT NOTARY'S NAME  
MY COMMISSION EXPIRES

I, DION P. ALBERTSON, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF TEXAS, HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT, THAT IT WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE UNDER MY SUPERVISION ON THE GROUND, AND THAT ALL NECESSARY SURVEY MONUMENTS ARE CORRECTLY SET OR FOUND AS SHOWN THEREON.

DION P. ALBERTSON, R.P.L.S.  
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 4963  
BGE, INC.  
7330 SAN PEDRO AVE, SUITE 202  
SAN ANTONIO, TEXAS 78216

DATE  
This Document is Released Under The Authority  
Of Dion P. Albertson, R.P.L.S.  
Registered Professional Land Surveyor No. 4963  
For Internal Review Purposes.  
BGE, Inc.  
TBPE Registration No. F-1046

I, AARON J. NEUMANN, AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF ENGINEERING, AND HEREBY CERTIFY THAT THIS PLAT IS FEASIBLE FROM AN ENGINEERING STANDPOINT, AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

AARON J. NEUMANN, P.E.  
BGE, INC.  
7330 SAN PEDRO AVE, SUITE 202  
SAN ANTONIO, TEXAS 78216  
210-651-3600  
TEXAS REGISTERED ENGINEERING FIRM F-1046

DATE  
This Document is Released Under The Authority  
Of Aaron J. Neumann, PE  
Texas Licensed Professional Engineer 114451  
For Internal Review Purposes.  
BGE, Inc.  
TBPE Registration No. F-1046

STATE OF TEXAS  
COUNTY OF MEDINA

THIS PLAT OF COUNTRY VILLAGE ESTATES SUBDIVISION HAS BEEN SUBMITTED TO AND CONSIDERED BY THE CITY COUNCIL OF THE CITY OF CASTROVILLE, TEXAS, AND IS HEREBY APPROVED BY SUCH COUNCIL.

DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

BY: \_\_\_\_\_  
MAYOR

BY: \_\_\_\_\_  
CITY SECRETARY

THIS PLAT OF COUNTRY VILLAGE ESTATES PHASE 1 HAS BEEN SUBMITTED TO AND CONSIDERED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF CASTROVILLE, TEXAS, AND IS HEREBY APPROVED BY SUCH COMMISSION.

DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

BY: \_\_\_\_\_  
CHAIR

BY: \_\_\_\_\_  
SECRETARY

STATE OF TEXAS  
COUNTY OF MEDINA

I, GINA CHAMPION, COUNTY CLERK OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT IN WRITING WITH ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ A.D. AT \_\_\_\_ O'CLOCK \_\_\_\_ A.M. AND DULY RECORDED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ A.D. AT \_\_\_\_ O'CLOCK \_\_\_\_ A.M. IN THE PLAT RECORDS OF SAID COUNTY IN CABINET \_\_\_\_\_ SLIDE TO CERTIFY WHICH, WITNESS MY HAND AND SEAL AT THE COUNTY COURT OF SAID COUNTY, AT MY OFFICE IN HONDO, TEXAS, THE DATE SHOWN ABOVE WRITTEN.

GINA CHAMPION, COUNTY CLERK  
MEDINA COUNTY, TEXAS

**NOTES:**

- APPROXIMATELY 3,120 LINEAR FEET OF PUBLIC ROADS WILL BE CONSTRUCTED TO CITY STANDARDS AND MAINTAINED BY CITY OF CASTROVILLE.
- WATER SERVICE SHALL BE PROVIDED BY THE CITY OF CASTROVILLE.
- SEWAGE FACILITIES SHALL BE PROVIDED BY CITY OF CASTROVILLE.
- THE SUBDIVISION IS LOCATED PARTIALLY WITHIN AND PARTIALLY OUTSIDE OF THE EXTRA TERRITORIAL JURISDICTION OF CASTROVILLE.
- THE SUBDIVISION IS WHOLLY LOCATED WITHIN THE MEDINA VALLEY INDEPENDENT SCHOOL DISTRICT.
- ELECTRIC SERVICE WILL BE PROVIDED BY CITY OF CASTROVILLE.
- TELEPHONE SERVICE IS AVAILABLE TO THE SUBDIVISION BY PRIVATE COMPANIES SERVING THE AREA.
- COMMERCIAL WASTE SERVICE IS AVAILABLE TO THE SUBDIVISION BY PRIVATE COMPANIES SERVING THE AREA.
- THERE IS HEREBY DEDICATED DRAINAGE EASEMENTS WITHIN THIS SUBDIVISION AS NOTED ON THIS PLAT. THE CITY MAY FURTHER RESTRICT THE LOCATION OF BUILDINGS AND/OR OTHER IMPROVEMENTS AS PROVIDED IN THE DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS RECORDED AT THE MEDINA COUNTY COURTHOUSE. PROPERTY OWNERS ARE ADVISED THAT THEY ARE RESPONSIBLE FOR MAINTENANCE OF DRAINAGE EASEMENTS ON THEIR PROPERTY AND MAY NOT UTILIZE THESE EASEMENTS FOR ANY PURPOSE DETRIMENTAL TO THEIR INTENDED USE (I.E. NO SOLID FENCES, DENSE SHRUBBERY, STRUCTURES, ETC.) THE CITY OF CASTROVILLE RESERVES THE RIGHT OF ACCESS TO SUCH EASEMENTS.
- A TEN (10) FOOT UTILITY EASEMENT IS HEREBY DEDICATED ALONG THE FRONT PROPERTY LINE OF ALL LOTS IN THIS SUBDIVISION IN ADDITION TO THOSE UTILITY AND DRAINAGE EASEMENTS SHOWN ON THE PLAT. THERE IS ALSO HEREBY DEDICATED A TEN (10) FOOT WIDE PUBLIC UTILITY AND DRAINAGE EASEMENT ADJACENT TO ALL NON-ROADWAY LOT LINES UNLESS OTHERWISE NOTED ON THE PLAT. IF TWO OR MORE LOTS ARE COMBINED AS A SINGLE PLATTED LOT, THIS EASEMENT SHALL BE RELINQUISHED ALONG THE COMMON LINE OR LINES OF THE COMBINED LOTS SO LONG AS NO UTILITY LINES OR DRAINAGE IMPROVEMENTS ARE LOCATED THEREIN.
- ENCROACHMENTS ARE PROHIBITED WITHIN THE DRAINAGE EASEMENTS AND FLOODPLAINS, INCLUDING FILL, NEW CONSTRUCTION, SUBSTANTIAL IMPROVEMENTS, AND OTHER DEVELOPMENTS, UNLESS CERTIFICATION BY A LICENSED PROFESSIONAL ENGINEER IS PROVIDED DEMONSTRATING ENCROACHMENTS SHALL NOT RESULT IN ANY INCREASE IN FLOOD LEVELS DURING OCCURRENCE OF BASE FLOOD DISCHARGE.
- MAINTENANCE OF DRAINAGE EASEMENTS DESIGNATED WITHIN A LOT SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNER. DRAINAGE EASEMENTS SHALL BE FREE FROM ALL OBSTRUCTIONS.

- ALL PUBLIC UTILITY EASEMENTS ARE FOR UTILITY IMPROVEMENTS, INCLUDING BUT NOT LIMITED TO WATER, SANITARY SEWER, NATURAL GAS, ELECTRIC, TELEPHONE AND/OR CAVITY LINES AND APPURTENANCES.
- UNLESS OTHERWISE NOTED, ALL CORNERS, ANGLES, AND POINTS OF CURVATURE ARE MARKED WITH A 1/2" IRON ROD SET WITH CAP STAMPED "BGE, INC."
- BASIS OF BEARING WAS ESTABLISHED USING TRIMBLE GPS, NAD83, TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH CENTRAL ZONE, 4204, US SURVEY FOOT, GRID.
- THIS DEVELOPMENT WILL CONSIST OF RESIDENTIAL LOTS, WITH A MINIMUM LOT AREA = 12,000 SQ. FT.
- NO STRUCTURE IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO A PUBLIC WATER SYSTEM.
- A SIDEWALK SHALL BE CONSTRUCTED PER CITY OF CASTROVILLE STANDARDS ALONG BOTH SIDES OF THE ROAD AT THE TIME OF LOT DEVELOPMENT BY THE LOT OWNER.
- TYPICAL BUILDING SETBACK LINE: 20' FRONT; 25' REAR; 10' SIDE; 15' SIDE FOR CORNER LOTS.
- LOT 22 WILL BE A NON-BUILDABLE LOT OWNED & MAINTAINED BY THE DEVELOPER OR HOA UNTIL A FUTURE SECONDARY ACCESS IS PROVIDED. 25' ACCESS EASEMENT TO BE ABANDONED UPON COMPLETION OF PROPER SECONDARY ACCESS.

**DRAINAGE NOTES:**

- NO PORTION OF THIS SUBDIVISION IS WITHIN A SPECIAL FLOOD HAZARD ZONE "A" AS Delineated ON THE FLOOD INSURANCE MAP (FIRM) FOR MEDINA COUNTY, TEXAS ON MAP NUMBER 48325C0530C, DATED APRIL 03, 2012 AS PREPARED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA).
- THE TRACT DOES NOT LIE OVER THE EDWARDS AQUIFER RECHARGE ZONE (EARZ) OR CONTRIBUTING ZONE.
- DRAINAGE IMPROVEMENTS SUFFICIENT TO MITIGATE THE IMPACT OF CONSTRUCTION SHALL BE INSTALLED PRIOR TO ADDING IMPERVIOUS COVER.
- LOTS 501-505 WILL BE DRAINAGE RIGHT-OF-WAY LOTS OWNED AND MAINTAINED BY THE CITY OF CASTROVILLE. THESE LOTS CANNOT BE DEVELOPED INTO SINGLE FAMILY HOMES.
- LOT 506 WILL BE A DRAINAGE RIGHT-OF-WAY AND ACCESS LOT OWNED AND MAINTAINED BY THE CITY OF CASTROVILLE. THIS LOT CANNOT BE DEVELOPED INTO A SINGLE FAMILY HOME.

**UTILITY EASEMENT**

- UTILITIES, INCLUDING, WITHOUT LIMITATION, SEWER, WATER, GAS, ELECTRICITY, TELEPHONE, AND CABLE TELEVISION, WITH ALL NECESSARY AND/OR DESIRABLE LINES, LATERALS AND/OR APPURTENANCES THERETO (THE "UTILITIES")
- TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS OVER THE ADJACENT LAND TO OR FROM THE EASEMENT FOR THE PURPOSE OF CONSTRUCTING, RECONSTRUCTING, INSPECTING, PATROLLING, OPERATING, MAINTAINING, REPAIRING, AND REMOVING THE UTILITIES, THE RIGHT TO PLACE NEW OR ADDITIONAL UTILITIES IN AND TO CHANGE THE SIZE THEREOF; THE RIGHT TO RELOCATE ALONG THE SAME GENERAL DIRECTION OF THE UTILITIES; THE RIGHT TO REMOVE FROM THE EASEMENT ALL TREES AND PARTS THEREOF OR OTHER OBSTRUCTIONS, WHICH REASONABLY ENDANGER OR MAY REASONABLY INTERFERE WITH THE EFFICIENCY OR OPERATION OF THE UTILITIES; AND THE RIGHT TO PLACE TEMPORARY STRUCTURES FOR USE IN CONSTRUCTING OR REPAIRING THE UTILITIES.
- THE PROPERTY OWNER RETAINS THE RIGHT TO USE ALL OR ANY PART OF THE EASEMENT FOR ANY PURPOSE WHICH DOES NOT DAMAGE, DESTROY, INJURE, AND/OR UNREASONABLY INTERFERE WITH THE USE OF THE EASEMENT. HOWEVER, THE EASEMENT SHALL BE KEPT CLEAR OF ALL STRUCTURES OR OTHER IMPROVEMENTS.
- THE CITY SHALL MAKE COMMERCIALLY REASONABLE EFFORTS TO ENSURE THAT DAMAGE TO THE PROPERTY IS MINIMIZED AND THE CITY WILL AT ALL TIMES, AFTER DOING ANY WORK IN CONNECTION WITH THE SYSTEM, RESTORE THE PROPERTY TO THE CONDITION IN WHICH THE PROPERTY WAS FOUND BEFORE SUCH WORK WAS UNDERTAKEN TO THE EXTENT THAT SUCH RESTORATION IS REASONABLE IN ACCORDANCE WITH THE CITY'S USUAL AND CUSTOMARY PRACTICES.

**DRAINAGE EASEMENT:**

ALL PROPERTIES DESIGNATED AS EASEMENTS SHALL OR MAY BE UTILIZED FOR THE FOLLOWING PURPOSES:

- DRAINAGE, WATER DIVERSION, AND SANITARY CONTROL, INCLUDING WITHOUT LIMITATION, WALLS, BEDS, EMBANKMENTS, SPILLWAYS, APPURTENANCES, AND OTHER ENGINEERED DEVICES (THE "DRAINAGE SYSTEM")
- TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS OVER THE ADJACENT LAND TO OR FROM THE EASEMENT FOR THE PURPOSE OF CONSTRUCTING, RECONSTRUCTING, INSPECTING, PATROLLING, OPERATING, MAINTAINING, REPAIRING, AND REMOVING THE DRAINAGE SYSTEM; THE RIGHT TO CHANGE THE SIZE THEREOF; THE RIGHT TO RELOCATE ALONG THE SAME GENERAL DIRECTION OF THE DRAINAGE SYSTEM; THE RIGHT TO CREATE AND/OR DREDGE A STREAM COURSE, REFILL, OR DIG OUT SUCH STREAM COURSE; ESTABLISH OR CHANGE STREAM EMBANKMENTS WITHIN THE EASEMENT; INSTALL STORM SEWER SYSTEMS, CULVERTS, WATER CAPS, AND PROTECTING RAILS; THE RIGHT TO REMOVE FROM THE EASEMENT ALL TREES AND PARTS THEREOF; OR OTHER OBSTRUCTIONS, WHICH REASONABLY ENDANGER OR MAY REASONABLY INTERFERE WITH THE EFFICIENCY OF THE DRAINAGE SYSTEM; AND THE RIGHT TO PLACE TEMPORARY STRUCTURES FOR USE IN CONSTRUCTING OR REPAIRING THE DRAINAGE SYSTEM.
- WITH RESPECT TO THE DRAINAGE SYSTEM, IT IS EXPRESSLY AGREED AND UNDERSTOOD BY ALL PARTIES HERETO, THAT THE INTENTION IS TO IMPROVE CONDITIONS OF SANITATION AND WATER DRAINAGE CONTROL ON THE PROPERTY FOR THE BENEFIT OF THE PROPERTY; ADJACENT PROPERTY; AND THE COMMUNITY, BUT THE CITY DOES NOT GUARANTEE OR WARRANT THAT SUCH CONTROL WORK WILL BE EFFECTIVE, NOR DOES THE CITY ASSUME ANY ADDITIONAL LIABILITY WHATSOEVER FOR THE EFFECTS OF FLOOD, STANDING WATER, OR DRAINAGE ON OR TO THE PROPERTY, OR ANY OTHER PROPERTY OR PERSONS THAT MIGHT BE AFFECTED BY SAID STREAM, WASH, OR GULLY IN ITS NATURAL STATE OR AS CHANGED BY THE CITY.

**PLAT NOTES:**

**FENCE NOTES:**

**EASEMENT ACCESS AT FENCES:**

DOUBLE SWING GATES OR A REMOVABLE FENCE PANEL SHALL BE INSTALLED WHEREVER FENCES CROSS UTILITY EASEMENTS.

**OBSTRUCTIONS OF DRAINAGE:**

ADEQUATE STRUCTURES SHALL BE PROVIDED TO ALLOW THE UNHINDERED PASSAGE OF ALL STORM AND DRAINAGE FLOWS WHEREVER FENCES CROSS DRAINAGE EASEMENTS.

**SIDEWALK NOTES:**

REINFORCED CONCRETE SIDEWALKS SHALL BE INSTALLED ADJACENT TO ALL STREET FRONTAGE PROPERTY LINES OF EACH LOT FRONTING A STREET AT SUCH TIME AS THAT LOT IS DEVELOPED.

**CAPITAL RECOVERY FEE ASSESSMENT:**

ASSESSMENT AND COLLECTION OF THE CITY OF CASTROVILLE WATER AND WASTEWATER UTILITIES' CAPITAL RECOVERY FEES SHALL BE THE AMOUNT PER LOT AS SET FORTH IN CITY ORDINANCE NO. 236.

**TAX CERTIFICATE:**

TAX CERTIFICATE AFFIDAVIT FILED THIS DATE IN VOLUME \_\_\_\_ PAGE \_\_\_\_ MEDINA COUNTY OFFICIAL RECORDS.

**PRELIMINARY. THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR HELD UPON AS A FINAL SURVEY DOCUMENT.**

**PRELIMINARY PLAT  
VACATING MAGNOLIA SUBDIVISION VOL. 7, PG. 229, P.R.M.C.**

**REPLATTING AS**

**COUNTRY VILLAGE ESTATES PHASE 1**

A SUBDIVISION OF 20.356 ACRES OF LAND  
AND A 0.069 ACRE R.O.W. DEDICATION  
LOCATED IN THE  
E. PINGENOT SURVEY SECTION 8, ABSTRACT NO. 1316 AND  
THE L.M. COLLARD SURVEY, SECTION 97, ABSTRACT NO. 1259  
MEDINA COUNTY, TEXAS



BGE, Inc.  
7300 San Pedro, Suite 202  
San Antonio, Texas 78216  
Tel: 210-681-3600 • www.bgeinc.com  
TBPELS Registration No. F-1046  
TBPELS Licensed Surveying Firm No. 10194490



10001 Reunion Place, Suite 404  
San Antonio, Texas 78216  
P 210.491.2391 | kfriese.com  
TBPE Firm No. 6535

June 12, 2020

Ms. Breana Soto  
Community Development Director  
City of Castroville  
1209 Fiorella  
Castroville, TX 78009

Re: Country Village Estates Recommendation

Sent Via: Email

Dear Ms. Soto:

K Friese + Associates (KFA) has reviewed the documents prepared by BGE for the planned Country Village Estates development. It is our opinion that the planned development is in general conformance with the City of Castroville's ordinances with minor exceptions:

- Variances already discussed and approved by Planning and Zoning
- Secondary access – we have a difference of opinion with the developer's engineer regarding the interpretation of the ordinance on secondary access, but if the City Planning & Zoning Commission and city Council are agreeable to their proposal, we don't take any issues with it.

Assuming the secondary access proposed by BGE is accepted by the City, then KFA recommends approval of the submitted plat and development plans.

Should you have any questions, please don't hesitate to contact me at (210) 491-2391 or mpersyn@kfriese.com.

Sincerely,

Michael Persyn, PE  
Project Manager



# CITY COUICIL AGENDA REPORT

DATE: June 17, 2020

**AGENDA OF:** June 23, 2020  
**DEPARTMENT:** Community Development (CDD)  
**SUBJECT:** Variance Request, 408 Hwy 90 W

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## **RECOMMENDATION:**

Staff does not recommend approval of this variance as requested. It is staff's determination that this request does not meet the findings required by City Code for a positive ruling.

---

## **BACKGROUND:**

**Applicant:** DBH Castroville, LLC – Stephen Berchelmann  
**Property Owner:** DBH Castroville, LLC – Stephen Berchelmann  
**Description:** Lots 1 through 7, Block 3, Range 4  
**Location:** 408 Hwy 90 W, the old Lowes Grocery Store  
**Current Zoning:** C-H Central, Commercial District  
**Ordinance Section:** Chapter 24, Signs and Signage, Article 7, Section 07.01

## **REQUEST:**

A variance is being requested at the above referenced property for relief from City Code Chapter 24 (entitled "Signs and Signage"), Article 7 (entitled "Definitions"), Section 07.01 (entitled "Prototype Sign Definitions") to permit the commercial complex sign to be approximately 139 square feet and 24 feet in height, which is greater than the allowed area of 64 square feet and height of 20 feet for a freestanding commercial complex sign in this zone.

## **ORDINANCE LANGUAGE:**

Area Limitations: *The area of a self-supported signs shall not exceed:*

Commercial Complex:

*Thirty-two (32) square feet - in the CG*

*Sixty-four (64) square feet - in the ETJ or in the City limits not within CG*

*One hundred fifty (150) square feet maximum within CH with a land area of two (2) acres or more and frontage of two hundred (200) feet or more on each of two (2) or more streets*

*One Hundred Seventy (170) square feet - notwithstanding any limitations set forth above, a self-supported sign that is located in a CH zoning district and on property immediately adjacent to Highway 90 or FM 471*

Height Limitations: *The height of a self-supported sign shall not exceed*

*Twenty (20) feet in the CH Central Commercial District*

*Twenty (20) feet in the CH-West Commercial District*

*Twenty-five (25) feet in the CH-East Commercial District, -as measured from the centerline of Highway 90 or the surface on which the sign is standing, whichever is higher, and not to exceed*

*Thirty (30) feet above the centerline of Highway 90*

*Twenty-five (25) feet in all other districts*

**FINDINGS REQUIRED FOR VARIANCE:**

The Planning and Zoning Commission may recommend to City Council a variance to the requirements of Chapter 24 when, in the Commission's judgment, undue hardship will result from requiring strict compliance.

A variance may be granted only by the City Council when in harmony with the general purpose and intent of Chapter 24 so that the public health, safety and welfare may be secured, and substantial justice done. Financial hardship, standing alone, shall not be deemed to constitute undue hardship. In granting a variance, the City Council shall prescribe only conditions that it deems necessary to or desirable in the public interest.

In making the findings herein required, the Commission shall take into account the nature of the proposed use of the land involved, existing uses of land in the vicinity, the number of persons who will reside or work in the proposed development, and the probable effect of such variance upon traffic conditions and upon the public health, safety, convenience and welfare in the vicinity.

No variance shall be granted unless the Commission makes affirmative findings as to all the following:

1. *That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable use of his/her land;*
2. *That the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant;*
3. *That the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property in the area; and*
4. *That the granting of the variance will not have the effect of preventing the orderly subdivision of other land in the area in accordance with the provisions of this chapter.*

**DISCUSSION:**

In accordance with Staff's responses regarding the findings of fact as stated in the attached slides, Staff recommends **denial** of the variance as requested. It is staff's recommendation that the variance as requested does not meet the required findings of fact for a favorable decision.

Based on the non-approval of numbers 1 and 2 of the required four finding, the Planning and Zoning Commission recommended denial for the request for variance.

**ATTACHMENTS/ADDITIONAL INFORMATION:**

Planning and Zoning Board Action

Planning and Zoning Commission Presentation Slides

Applicants Backup and Rationale

**CITY OF CASTROVILLE  
PLANNING AND ZONING COMMISSION ACTION**

**June 15, 2020**

**AGENDA ITEM:** 10

**LEGAL DESCRIPTION:** Lots 1 through 7, Block 3, Range 4

**APPLICANT:** DBH Castroville, LLC – Stephen Berchelmann

**OWNER:** DBH Castroville, LLC – Stephen Berchelmann

**ZONING:** C-H Central, Commercial District

**ORDINANCE SECTION:** Chapter 24, Signs and Signage, Article 7, Section 07.01

**REQUEST:** A request to recommend conditional approval of the variance for relief from City Code Chapter 24 (entitled “Signs and Signage”), Article 7 (entitled “Definitions”), Section 07.01 (entitled “Prototype Sign Definitions”) to permit the commercial complex sign to be approximately 140 square feet, without the base dimensions included, or approximately 240 square feet, with the base dimensions included and 24 feet in height, which is greater than the allowed area of 64 square feet and height of 20 feet for a freestanding commercial complex sign.

**RECOMMENDATION:**

*REQUEST DENIED BASED ON NOT MEETING ALL FOUR REQUIREMENTS  
TO OBTAIN A VARIANCE.*

  
\_\_\_\_\_  
Chairperson  
Planning and Zoning Commission

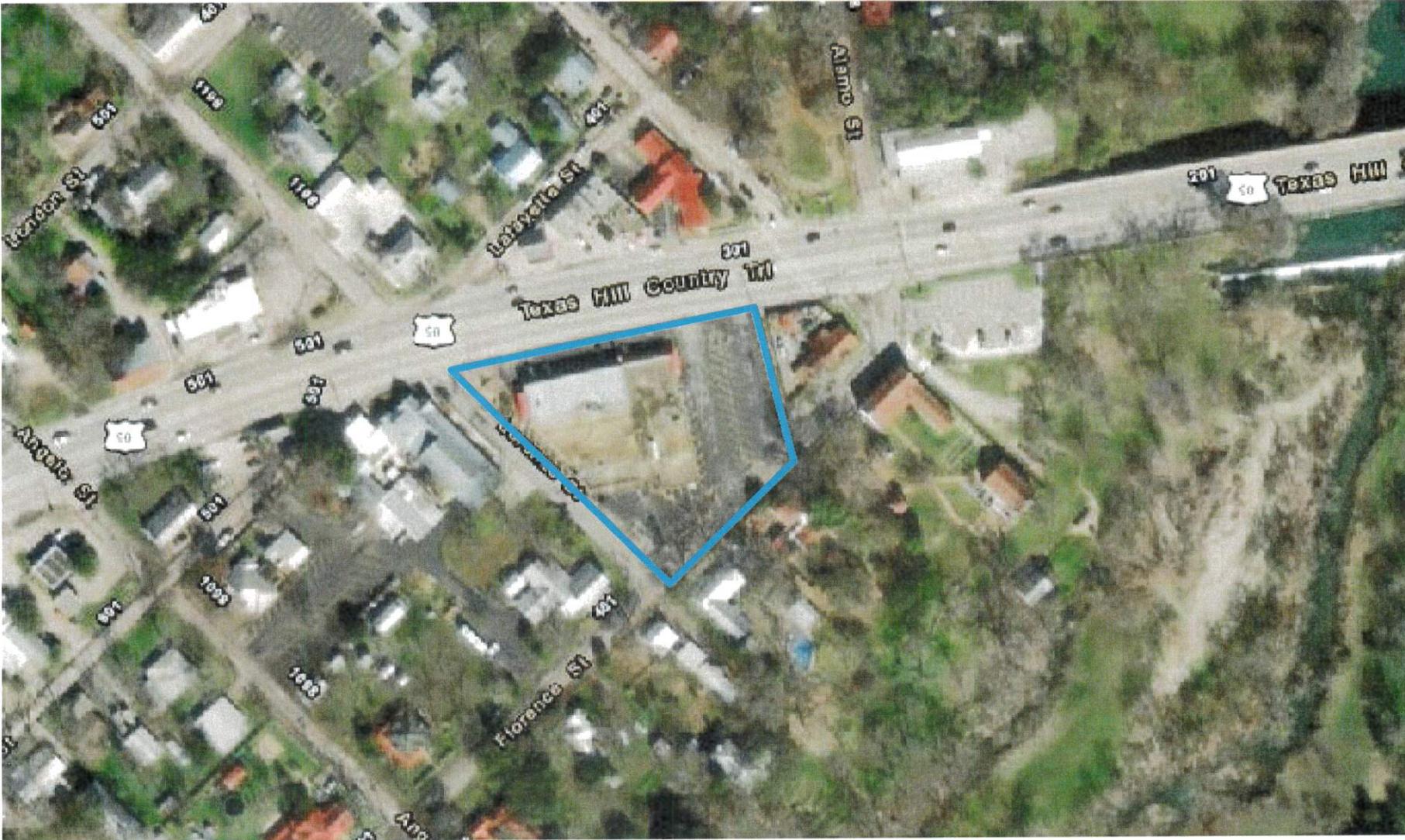
Date

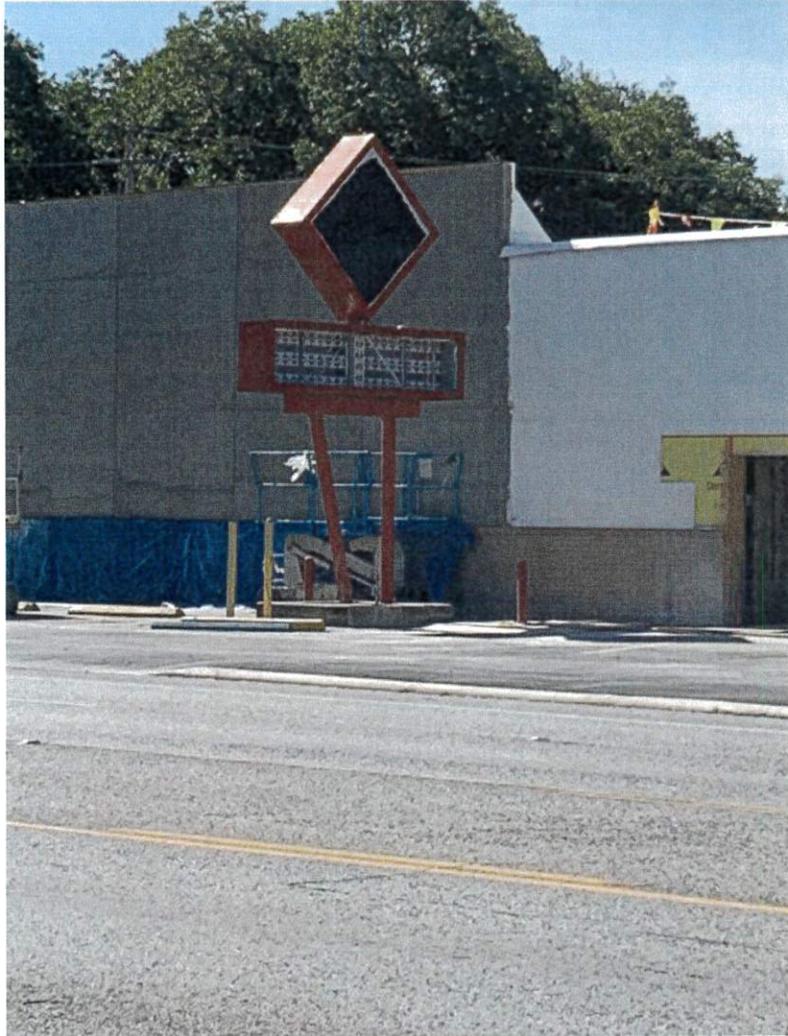
*6/17/20*  
\_\_\_\_\_

**PERMIT# 2020074**  
**408 HWY 90 W, VARIANCE REQUEST FOR SIGN**

**Discussion and appropriate action on a variance request for a proposed sign located at Hwy 90 W.**

Surveyor/Engineer: DBH Castroville, LLC – Stephen Berchelmann  
Property Owner: DBH Castroville, LLC – Stephen Berchlemann  
Description: Lots 1 through 7, Block 3, Range 4  
Location: 408 Hwy 90 W, old Lowes Grocery Store  
Current Zoning: C-H Central, Commercial District  
Ordinance Section: Chapter 24, Signs and Signage, Article 7, Section 07.01





EXISTING SIGN

Sign cabinets 139 sqft.

10' 20' 5' 8' 9" 24'

**DOLLAR TREE**

**DOLLAR TREE**

Manufacture new sign structure as per rendering. Cabinets will be internally illuminated with 6500 white LEDs. Faces will be 7328 white with vinyl overlay translucent graphics. Pole cover will cover bottom part of structure. Exact colors TBD. Signs installed on existing pipe structure with added pipe to accommodate new cabinets.

 State License TSCL 18159 	258 TRADE CENTER DRIVE NEW BRAUNFELS, TEXAS 78130 830.629.4411 FAX 830.629.8099 ussignnb@gmail.com • www.ussignsnb.com	Client 480 W. Highway 90 Castroville
	Approval	Date
<small>All drawings submitted are property of U.S. Signs until purchased by The Client. No alterations or distributions can be made without written consent from U.S. Signs</small>		<small>THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 803 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER CALCULATIONS AND DIMENSIONS OF THE SIGN.</small>

## PROPOSED SIGN

- Sign Cabinet Area – 139 Square Feet
- Sign Height – 24 feet

## CHAPTER 24, ARTICLE 7, SECTION 07.01 AREA LIMITATIONS

*Area Limitations: The area of a self-supported signs shall not exceed:*

- *Commercial Complex:*
- *Thirty-two (32) square feet - in the CG*
- *Sixty-four (64) square feet - in the ETJ or in the City limits not within CG*
- *One hundred fifty (150) square feet maximum within CH with a land area of two (2) acres or more and frontage of two hundred (200) feet or more on each of two (2) or more streets*
- *One Hundred Seventy (170) square feet - notwithstanding any limitations set forth above, a self-supported sign that is located in a CH zoning district and on property immediately adjacent to Highway 90 or FM 471*

## CHAPTER 24, ARTICLE 7, SECTION 07.01 HEIGHT LIMITATIONS

- Height Limitations: *The height of a self-supported sign shall not exceed*
  - *Twenty (20) feet in the CH Central Commercial District*
  - *Twenty (20) feet in the CH-West Commercial District*
  - *Twenty-five (25) feet in the CH-East Commercial District. -as measured from the centerline of Highway 90 or the surface on which the sign is standing, whichever is higher, and not to exceed Thirty (30) feet above the centerline of Highway 90*
  - *Twenty-five (25) feet in all other districts*

## FINDING OF FACTS

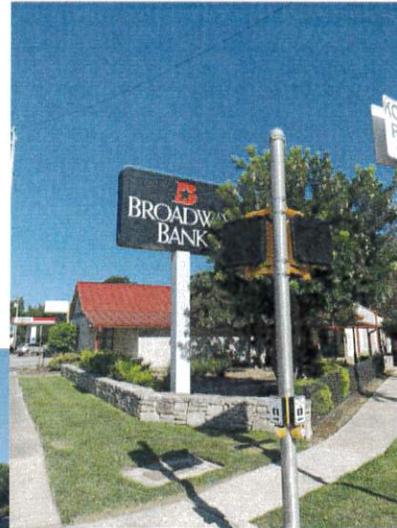
1. *That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable use of his/her land;*
  - *Staff does not find that there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable use of his/her land. With a sign that is within the limits stated in the ordinance, the businesses will still have adequate signage and stay within the aesthetics of Central Commercial Castroville.*
2. *That the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant;*
  - *Staff does not find that the variance is necessary for preservation and enjoyment of a substantial property right of the applicant. There are many surrounding business complexes (pictures shown in upcoming slides) that use signs within the allowed square footage and height.*

## FINDING OF FACTS

3. *That the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property in the area; and*
  - *Staff finds that the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property in the area. APPROVAL*
4. *That the granting of the variance will not have the effect of preventing the orderly subdivision of other land in the area in accordance with the provisions of this chapter.*
  - *Staffs finds that the granting of the variance will not have the effect of preventing the orderly subdivision of other land in the area in accordance with the provisions of this chapter. APPROVAL*



# OTHER SIGNS IN THE AREA



**PERMIT# 2020074  
RECOMMENDATION**

City Staff recommends that the City Council deny the variance request for the proposed sign located at 408 Hwy 90 W.

The Planning and Zoning Commission recommended denial of the variance request.



Tuesday, May 26, 2020

**RE: Request for Variance**  
**408 W. US Highway 90, Castroville, Texas 78009**

To Whom It May Concern:

My name is Stephen Berchelmann and I represent DBH Castroville, LLC, and ("Owner") the current owner of the commercial property located at 408 W. US Highway 90 in Castroville, Texas ("Property"). This letter along with the attached documentation is the ownership's request for a variance of ordinance regarding the permitted use signage at the Property.

Along with the other improvements to the Property, it is the fervent belief of the Owner that adequate signage necessary for the viability of existing and future commercial tenants at the Property. It is the desire of the Owner to enhance the existing pylon sign to include spaces for existing tenants, which include Dollar Tree and the QRC HealthMart Pharmacy, as well as, four other spaces for potential tenants.

Below I will address in four points why the Owner believes that a variance from the City's current sign ordinance is necessary for completion of the repurposing of the Property:

1. The City of Castroville's current sign ordinance does not permit signage to be greater than 60 square-feet. Although, it is understood why such limits are necessary as a measure to block non-conforming and intrusive commercial signage, the Property as briefly stated above is undergoing a repurposing from a single retail user to multi-tenant use. It is therefore reasonable for the Owner of the Property to likewise repurpose and improve the existing pylon sign to provide panel boxes for existing and future potential tenants.
2. The Owner's intent is to make tenant signage that is both reasonably in proportion to the size of the building, visible to drive-by traffic and an enhancement to the Property's aesthetic appeal.
3. As per the attached sign rendering, the improved sign will be constructed on the existing pylon sign base and will not be a detriment to public health, safety, welfare or injurious to any property in the area.



4. The granting of the request of Variance will in no way have the effect of preventing future or potential subdivision of the Property or adjacent properties.

Please see the attached sign rendering produced by US Signs of New Braunfels with cooperation from ZDA Architecture of San Antonio.

On behalf of the Owner, I appreciate your consideration and I look forward to the opportunity to discuss this matter in greater detail. Furthermore, I am open to any questions or concerns you may have regarding this request.

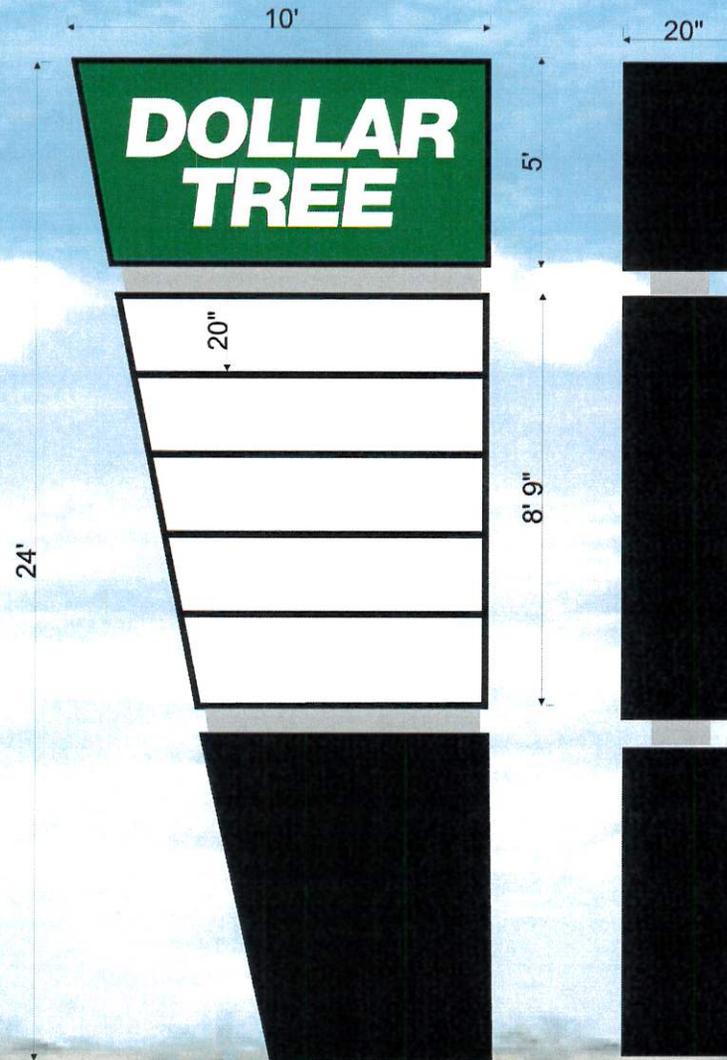
Sincerely,

A handwritten signature in black ink, appearing to read "Stephen Berchelmann", written in a cursive style.

Stephen Berchelmann  
Vice President of Investment Sales  
Foresite Commercial Real Estate



Sign cabinets 139 sqft.



Manufacture new sign structure as per rendering. Cabinets will be internally illuminated with 6500 white LEDs. Faces will be 7328 white with vinyl overlay translucent graphics. Pole cover will cover bottom part of structure. Exact colors TBD. Signs installed on existing pipe structure with added pipe to accommodate new cabinets.



State License TSCL 18159  
Regulated by The Texas Dept. of Licensing & Regulation, P.O. Box 12187, Austin, TX 78711  
 1-800-852-8822 www.texas.gov/dls/licensing

258 TRADE CENTER DRIVE  
 NEW BRAUNFELS, TEXAS 78130  
 830.629.4411 FAX 830.629.8099  
 ussignnb@gmail.com • www.ussignsnb.com



Client 480 W. Highway 90 Castroville

Approval

Date

All drawings submitted are property of U.S. Signs until purchased by The Client. No alterations or distributions can be made without written consent from U.S. Signs

THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.



# CITY OF CASTROVILLE

*Little Alsace of Texas*

Permit Number:	<u>2020074</u>
Submittal Date:	<u>05/26/2020</u>
<i>office use only</i>	

## Community Development Department

703 Paris St. Castroville, Tx 78009

(830) 931-4090

[permits@castrovilletx.gov](mailto:permits@castrovilletx.gov)

## Application for Variance

**Any application that is missing information will be considered incomplete and will not be processed.**

1. Applicant - If owner(s), so state; If agent or other type of relationship, a letter of authorization must be furnished from owner(s) at the timesubmitted.

Name: DBH Castroville, LLC

Mailing Address: PO Box 100, Beeville, TX 78104-0100

Telephone: (361) 362-3648 Email: dehnisch@mac.com; sberchermann@foresitecre.com  
(210) 373-9155

2. Property Address/Location: 408 US Hwy 90 W, Castroville, TX 78009

3. Legal Description:

Name of Subdivision: SEE EXHIBIT "A"

Lot(s): \_\_\_\_\_ Block(s): \_\_\_\_\_ Acreage: \_\_\_\_\_

4. Existing Use of Property: Retail Current Zoning: CH-C

5. The variance(s) requested being more the boards consideration for relief from:

Ordinance Number 2016-001, Article \_\_\_\_\_, Section 07.01 to permit  
Chapter 24: Sign and Signage

6. The following shall be furnished by the applicant:

- Building plan, sketch, plat, and/or survey as may be required for the purpose of clearly and accurately depicting the type and extent of relief being sought.
- Explanation of hardship, based upon the criteria for granting such a variance. Such criteria is found within the City Code. A letter clearly addressing each of the criteria is required for review of a variance request and must be attached to this application.

*The undersigned hereby requests to be granted the variance(s) to the regulations established by the Code of Ordinances of the City of Castroville, TX, of the above described property as indicated.*

DBH Castroville, LLC

(361)362-3648; (210) 373-9155

dehnisch@mac.com;  
sberchermann@foresitecre.com

Owner's Name (Printed)

Phone Number

Email

05-26-2020

Signature of Owner

Date

EXHIBIT "A"

LEGAL DESCRIPTION

1.23 Acres of Land out of Lots 1 through 7, Block 3, Range 4, Castroville, Texas as described by Deeds in Volume 89 on page 176 and Volume 118 on page 586 of the Deed Records and as recorded in Volume 1 on page 124 of the Plat Records of Medina County, Texas, being more particularly described by metes and bounds in that certain Special Warranty Deed dated February 10, 2015, from the Schott Family Trust, grantor, to DBH Leasing, Ltd. et al., grantees, and recorded as Instrument No. 2015000961 in the Public Records of Medina County, Texas.



# CITY COUNCIL AGENDA REPORT

DATE: June 16, 2020

**AGENDA OF:** June 23, 2020

**DEPARTMENT:** Public Works

**SUBJECT:** Purchase of Ditch Witch

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**RECOMMENDATION:** Staff recommends the purchase of a Ditch Witch HX-30 through the Buy board for \$56,513.99

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**BACKGROUND:** This piece of equipment is used to locate or better known as pothole utilities in and around the city. The city uses this frequently for locating our own utilities and marking them so outside contractors or the city will not damage the underground utilities. This purchase will be through the Texas Buyboard.

**DISCUSSION:** Questions

**FISCAL IMPACT/SOURCE OF FUNDING:** Public Works Capital Outlay Budget / Admin

Submitted by: John Gomez

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Approved by:

---

**ATTACHMENTS/ADDITIONAL INFORMATION:**



CITY OF CASTROVILLE  
PURCHASE REQUISITION FORM

1209 FIORELLA ST.  
CASTROVILLE, TX 78009  
(830)931-4070 FAX (830)931-6373

ATTACH COPY OF BID QUOTE

VENDOR NAME: EKA  
P.O. Box 932  
GRAYSON, GA 30017-0018  
ADDRESS: 770-498-9316  
PHONE #: 770-498-9318 FAX #

P.O.#: \_\_\_\_\_  
DATE: 3/10/20

BUY BOARD #597-19

QUANTITY	DESCRIPTION	UNIT COST	TOTAL COST	ACCOUNT CODE
(1)	Ditch Witch HX 30 with the following			
	Spoils TANK 500 GALLON			
	WATER TANK 200 GALLONS			
	4 IN 2-1 TOOL			
	PROSPECTOR DIGGING LANCE			
	Rear working Lights			
	TRAFFIC Cone Storage			
	WATER AIR GAP			
	Filter Cyclonic Separator			
	Controls Right Hand Traffic			
	TRAILER model VT 12			
	TRAILER JACK / manual			
	Hydraulic oil standard			
	color standard			
	Details English			
	weight display 500 lb			
	#190-2507 Prospector Assembly, w/48" Lance			#
	#325-411-4" 2 IN 1 TOOL (Extendable)			Nozz
	#190 TRAILER TONGUE TOOLBOX			Public Works / City Administration
	#330-3060 Rear work Lights			CAPITAL OUTLAY
	#330-3061 TRAFFIC Cone STORAGE			2020/50109-995
	#025-1040 VT 12 500 GAL STANDARD TRAILER			↓
	GRAND TOTAL		\$56,513.92	

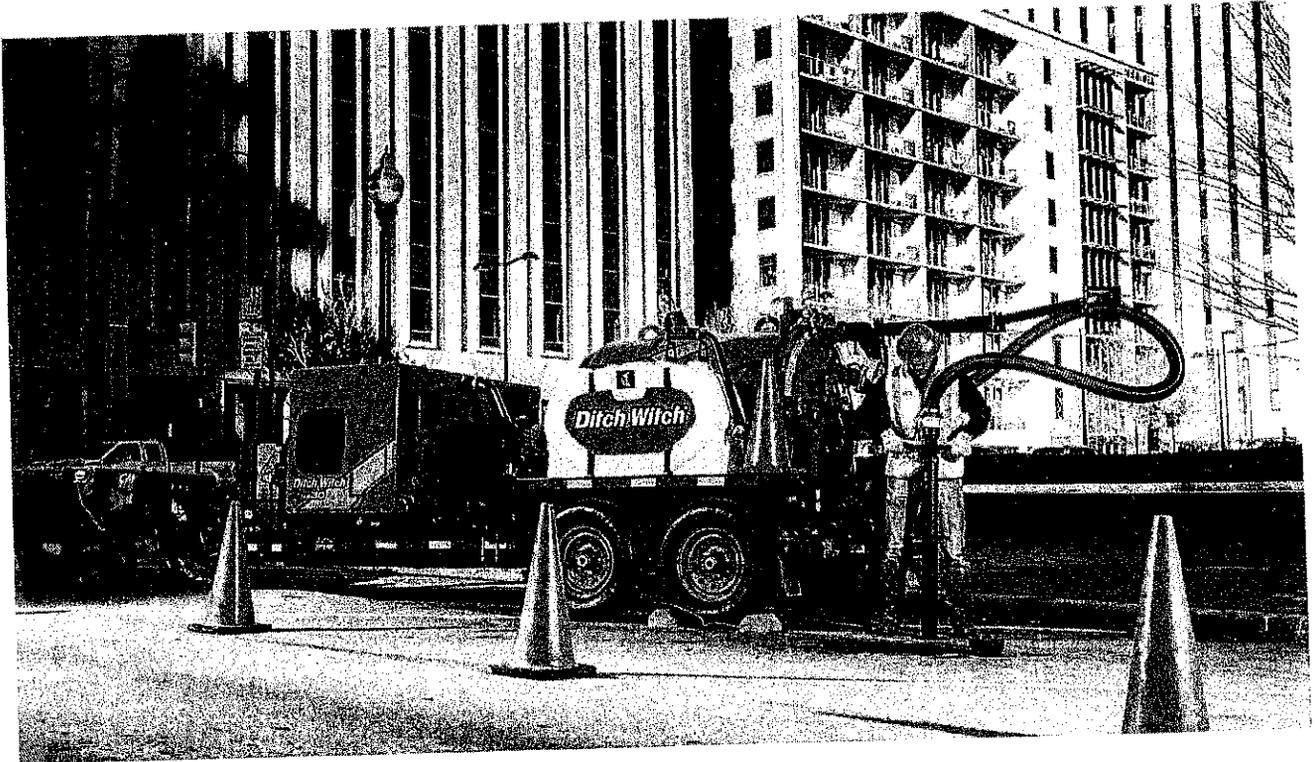
SHIPPING & DELIVERY INSTRUCTIONS MONDAY - FRIDAY HOURS 8 AM TO 5 PM EXCEPT LEGAL HOLIDAYS	DEPARTMENT	ADDRESS	PHONE #
	PUBLIC WORKS	703 PARIS ST.	830-931-4090
DELIVER TO:	POLICE DEPT.	411 LONDON ST.	830-931-2222
	AIRPORT	10501 AIRPORT RD.	830-931-0234
	CITY HALL	1209 FIORELLA ST.	830-931-4070
	LIBRARY	802 LONDON ST.	830-931-4095
	MUNICIPAL CRT.	1209 FIORELLA ST.	830-931-4089

DEPARTMENT HEAD SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

CITY ADMINISTRATOR \_\_\_\_\_

DATE \_\_\_\_\_





EKA

P.O. Box 992 • Grayson, GA 30017-0018  
 770.498.9316 • 866.498.9316 • 770.498.9316 (fax)  
 EKA@ekasales.com



## Customer Quote

EKA Quote #	Date	Quote valid until
9283	3/9/2020	7/31/2020

Name / Address	
CITY OF CASTROVILLE Roy Clayton 703 PARIS ST CASTROVILLE, TX 78009-4620 8309314090	
Quotation number	DEALER/CUST REQUEST

Delivery Address

EKA Quote Contact	Contract Number	Payment Terms	F.O.B. terms	Dealer
cindy@ekasales.com	597-19	NET 30 DAYS	DEST	DITCH WITCH CTL TX
Item / Description	Qty	Price Each	Total	
DITCH WITCH HX30 With the following configuration: Spoils Tank 500 Gallon Water Tank 200 Gallons 4in 2-1 Tool Prospector Digging Lance Rear Work Lights Traffic Cone Storage Water Air Gap Filter Cyclonic Separator Controls Right Hand Traffic Trailer Model VT12 Trailer Jack Manual Hydraulic Oil Standard Color Standard Decals English Weight Display 500G #190-2507 PROSPECTOR ASSEMBLY, W/48" LANCE,#3 NOZZ #325-411 4" 2 IN 1 TOOL (EXTENDABLE) #190-2385 TRAILER TONGUE TOOLBOX #350-3060 REAR WORK LIGHTS #350-3061 TRAFFIC CONE STORAGE #025-1040 VT12 500 GAL STANDARD TRAILER  BUYBOARD #597-19	1	56,513.99	56,513.99	

DUNS: 97-694-9344 TIN: 58-1628593 CAGE Code: 2Y851 We appreciate the opportunity to serve your government business needs.	<b>Total</b>	<b>\$56,513.99</b>
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# CITY COUNCIL AGENDA REPORT

DATE: June 17, 2020

AGENDA OF: Devin Fredrickson

DEPARTMENT: Parks & Rec

SUBJECT: Review of Parks & Rec Opening & Programs

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RECOMMENDATION:

Approval of Swim Lessons Summer 2020

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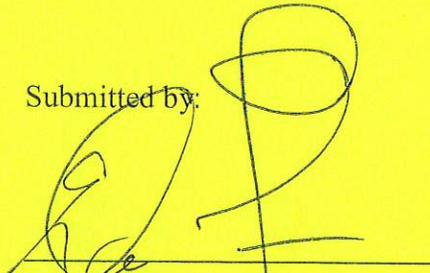
BACKGROUND:

Prior Parks & Rec Opening Plan

FISCAL IMPACT/SOURCE OF FUNDING:

ATTACHMENTS:

Submitted by:

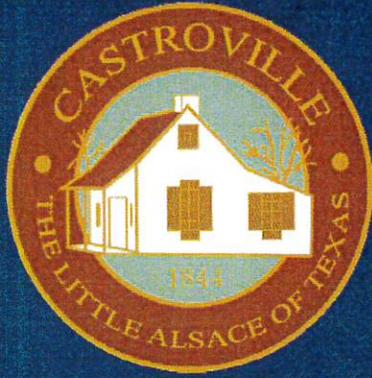


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Approved by:



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# Parks and Recreation Reopening Plan

Created by Devin Fredrickson- Director of Parks and Recreation

June 2020



## Risk Assessment

Category	Contact Intensity	Number of Contacts	Modification Potential
Parks, walking paths, trails	Low	Low	Low
Pools	Medium	Low	High
Fitness Areas	Medium	Medium	Medium
Noncontact Sports	Low	Medium	High
Playgrounds and other recreation spaces	Medium	Medium	Medium
Athletic fields and other outdoor congregated settings	Medium	Medium	Low
Amphitheater	Low	High	Medium
Mass gatherings, community events, festivals and sports related games	High	High	Medium
Summer Camps/ Group Activates	High	High	Low

- Contact intensity was rated as low, medium or high, taking into account close contact vs. distant contact and duration of contact. For example, low contact intensity activities are brief and fairly distant, like walking past someone on a trail. High contact intensity involves prolonged close contact, like sharing a dorm room.
- Number of contacts were rated as low, medium or high, defined by the approximate number of people in the setting at the same time.
- Modification potential is defined as a qualitative assessment of the degree to which activities can be modified to reduce risk. In this case, high modification potential is better. For example, a high modification potential allows for substantial changes to the space or activity to limit contact. This may include implementing physical distancing measures, creating physical barriers between people, using technology to facilitate communication, or having people wear PPE. A low modification potential may only allow for one or two of these measures.



# OPENING TIMELINE

## Phase 1:

Currently open

- Walking
- Running
- Trails
- Biking
- Fishing

Starting Dates
June 1, 2020
June 15, 2020
June 22, 2020
TBD

## Phase 2:

- Fitness Swim
- RV Park Reservations
- Tennis Court
- Park Bathrooms
- Athletic Fields can open to small groups (none contact sports)
- Tent Camping

## Phase 3:

- Adult Recreational Sports (Games/Practices)
- Youth Sport (Games/Practices)
- Pavilions with more than one table will open by reservation only and will accommodate up to 10 people or 25% of the pavilion capacity.
- Park Bathrooms
- Picnicking for family groups of less than 10 (non- table use & BBQ pits)
- Public Swim / Swim Lessons
- Fitness equipment
- Tables/BBQ pits
- Playgrounds
- Basketball Courts
- Volleyball Courts
- Swimming in river

## Phase 4:

- All operations can resume, including large community gatherings with enhanced public health measures.



# Parks and Recreation

## Path to Recovery Phases:

<b>Transition from Stay at Home Status to Phase 1</b>
<ul style="list-style-type: none"><li>• Effectively meet World Health Organization indicators or White House Coronavirus Task Force and CDC Gating Criteria as well as core state preparedness responsibilities as determined by state and local public health officials.</li><li>• Conduct a risk assessment of all spaces, facilities and programs.</li><li>• Ensure sufficient park and recreation department staff capacity and budget to support reopening for Phase 1.</li><li>• Prepare and train staff for Phase 1 to ensure their health and safety.</li><li>• Assess capacity of critical partners in Phase 1.</li><li>• Secure cleaning and disinfection supplies, personal protective equipment (PPE) and establish standard operating procedures (SOPs) and associated training for Phase 1.</li><li>• Ensure community awareness and education of public health measures of Phase 1.</li><li>• Be prepared to revert to stay at home status if transmission increases.</li></ul>
<b>Transition from Phase 1 to Phase 2</b>
<ul style="list-style-type: none"><li>• Continued downward trajectory in cases and upward trajectory in screening, testing and treating (determined by state and local public health officials).</li><li>• Ensure sufficient park and recreation department staff capacity and budget to support reopening for Phase 2.</li><li>• Prepare and train staff for Phase 2 to ensure their health and safety.</li><li>• Secure cleaning and disinfection supplies, PPE, establish SOPs and associated training for Phase 2.</li><li>• Ensure community awareness and education of public health measures of Phase 2.</li><li>• Prepared to revert to previous phases if transmission increases.</li></ul>
<b>Transition from Phase 2 to Phase 3</b>
<ul style="list-style-type: none"><li>• Continued downward trajectory in cases and upward trajectory in screening, testing and treating (determined by state and local public health officials).</li><li>• Ensure sufficient park and recreation department staff capacity and budget to support reopening for Phase 2.</li><li>• Prepare and train staff for Phase 2 to ensure their health and safety.</li><li>• Secure cleaning and disinfection supplies, PPE, establish SOPs and associated training for Phase 2.</li><li>• Ensure community awareness and education of public health measures of Phase 2.</li><li>• Be prepared to revert to previous phases if transmission increases.</li></ul>
<b>Transition from Phase 3 to Phase 4</b>
<ul style="list-style-type: none"><li>• Vaccine and anti-viral treatments accessible to community.</li><li>• Ensure sufficient park and recreation department staff capacity and budget to support reopening for Phase 4.</li><li>• Secure cleaning and disinfection supplies, document SOPs for normal operations and prepare and train staff.</li><li>• Be prepared to revert to previous phases if transmission increases.</li></ul>



<b>Phase 1</b> <b>(only if WHO or White House Coronavirus Task Force and CDC indicators are met)</b>
<p style="text-align: center;"><b><u>Allowable Activities</u></b></p> <p><b>This outlines the spaces, facilities and programs that could reopen, along with the types of use allowed.</b></p>
<ul style="list-style-type: none"><li>• Effectively meet World Health Organization indicators or White House Coronavirus Task Force and CDC Gating Criteria as well as core state preparedness responsibilities as determined by state and local public health officials.</li><li>• Outdoor park and recreation spaces that allow for physical distancing can open to public for individual and household unit use.</li><li>• Permanent outdoor restrooms should open to promote public health and hygiene with enhanced cleaning and sanitation measures.</li><li>• Playgrounds, splash pads, swimming pools, recreation centers, athletic fields/complexes, outdoor exercise equipment, skate parks, senior centers stay closed.</li><li>• No organized small or large group programs or events and no sharing of equipment</li></ul>
<p style="text-align: center;"><b>Mitigation Strategies Implemented by Agency</b></p> <p><b>This outlines the additional measures that agencies should put in place to lower the risk of transmission.</b></p>
<ul style="list-style-type: none"><li>• Limit times of use if necessary.</li><li>• Monitor spaces to reinforce physical distancing – implement environmental controls or reinstate closings if needed.</li><li>• Install signage clearly identifying what is allowable and what is not in Phase 1; ensure signage is inclusive.</li><li>• Launch community awareness and education campaign centered on public health measures individuals must take in Phase 1</li><li>• Implement enhanced cleaning and sanitation measures.</li><li>• Ensure adequate supplies and PPE to support hygiene, including staff modeling behaviors.</li><li>• All vulnerable individuals should continue to stay home as much as possible.</li></ul>
<p style="text-align: center;"><b>Protective Measures for Public</b></p> <p><b>This outlines the protective public health measures that park users and participants should follow.</b></p>
<ul style="list-style-type: none"><li>• Must adhere to physical distancing.</li><li>• Follow CDC guidance for face coverings, hygiene, staying home if symptomatic and as much as possible.</li><li>• No gatherings of more than 10 people.</li></ul>



**Phase 2**

**(only if transition criteria for Phase 1 to 2 is met)**

**Allowable Activities**

**This outlines the spaces, facilities and programs that could reopen, along with the types of use allowed.**

- Outdoor Park and recreation spaces and facilities can open to public for individual and household unit use and small group activities if physical distancing and conditions on gatherings are followed.
- Additional park facilities and infrastructure can open based on risk and ability to physically distance (may include swimming pools, athletic complexes, dog parks, community gardens, courts, etc.).
- Temporary outdoor restrooms can open with enhanced cleaning and sanitation.
- Recreation centers can open for individual use and small group use with enhanced public health measures and physical distancing.
- Playgrounds, splash pads, skate parks, and outdoor exercise equipment stay closed.
- No organized large group programs or events and limit equipment sharing.

**Mitigation Strategies Implemented by Agency**

**This outlines the additional measures that agencies should put in place to lower the risk of transmission.**

- Limit times of use and hours of operation if necessary.
- Monitor spaces to reinforce physical distancing.
- Install signage clearly identifying what is allowable and what is not in Phase 2; ensure signage is inclusive.
- Implement environmental controls in indoor facilities when necessary – installing physical barriers (e.g. sneeze guards), hand sanitizer stations, zero-touch soap dispensers, spacing equipment 6 ft. apart, etc.
- Establish protocols for health screenings of participants.
- Maintain accurate participation records and contact information.
- Continue community awareness and education campaign centered on public health measures individuals must take in Phase 2.
- Implement enhanced cleaning and sanitation measures.
- Ensure adequate supplies and PPE to support hygiene, including staff modeling behaviors.
- All vulnerable individuals should continue to stay home as much as possible.

**Protective Measures for Public**

**This outlines the protective public health measures that park users and participants should follow.**

- Must adhere to physical distancing.
- Follow CDC guidance for face coverings, hygiene, staying home if symptomatic and as much as possible.
- No gatherings of more than 10 people.



**Phase 3**

**(Only if transition criteria for Phase 2 to 3 is met)**

**Allowable Activities**

**This outlines the spaces, facilities and programs that could reopen, along with the types of use allowed.**

- Playgrounds, outdoor exercise equipment and other frequently touched infrastructure and park facilities can open with enhanced public health measures and physical distancing.
- Childcare programs can open with enhanced public health measures and physical distancing.
- Group programs, including youth and adult sports, can run with enhanced public health measures, physical distancing and no travel.

**Mitigation Strategies Implemented by Agency**

**This outlines the additional measures that agencies should put in place to lower the risk of transmission.**

- Limit times of use and hours of operation if necessary.
- Monitor spaces to reinforce physical distancing.
- Install signage clearly identifying what is allowable and what is not in Phase 3; ensure signage is inclusive.
- Implement environmental controls at indoor and outdoor facilities when necessary – installing physical barriers (e.g. sneeze guards), hand sanitizer stations, zero-touch soap dispensers, spacing equipment 6 ft. apart, etc.
- Maintain accurate participation records and contact information.
- Establish protocols for health screenings of participants.
- Continue community awareness and education campaign centered on public health measures individuals must take in Phase 3.
- Maintain enhanced cleaning and sanitation measures.
- Ensure adequate supplies and PPE to support hygiene, including staff modeling behaviors.

**Protective Measures for Public**

**This outlines the protective public health measures that park users and participants should follow.**

- Physical distancing still encouraged
- Follow CDC guidance on hygiene and protective measures
- No gatherings of more than 50 people.



<b><u>Phase 4</u></b> <b>(Only if transition criteria for Phase 3 to 4 is met)</b>	
<b><u>Allowable Activities</u></b> <b>This outlines the spaces, facilities and programs that could reopen, along with the types of use allowed.</b>	
<ul style="list-style-type: none"><li>• All operations can resume, including large community gatherings with enhanced public health measures.</li></ul>	
<b><u>Mitigation Strategies Implemented by Agency</u></b> <b>This outlines the additional measures that agencies should put in place to lower the risk of transmission.</b>	
<ul style="list-style-type: none"><li>• Continue community awareness and education campaign centered on potential need to reinstate mitigation measures as needed.</li><li>• Maintain enhanced cleaning and sanitation measures.</li><li>• Ensure adequate supplies to support hygiene, including staff modeling behaviors.</li></ul>	
<b><u>Protective Measures for Public</u></b> <b>This outlines the protective public health measures that park users and participants should follow.</b>	
<ul style="list-style-type: none"><li>• Practice good hygiene and stay home when sick.</li></ul>	

## Personal Responsibility

It is important that all individuals utilizing playground equipment and park facilities acknowledge that COVID-19 may be present. All patrons must take personal precautions in preventing the contraction and/or spread of the virus. Social distancing, wearing face masks, and washing of hands before and after playing on parks equipment or utilizing park facilities are strongly recommended and are necessary in helping to contain and defeat this virus.

# City of Castroville

## Pool Standard Operating Procedures

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### Patrons

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This is an addition to our current SOP's and Rules to meet guidelines due to COVID-19

**All patrons are required to follow all new and existing rules and guidelines.**

- A) Failure to comply with any rules will result in being asked to leave or ban from pool.
- B) Patrons must adhere to the six foot rule unless from the same household.
- C) Patrons temp must be below 100.4 before being allowed in the pool.
- D) Patrons must not show these symptoms, coughing, shortness of breath, chills, repeated shaking with chills, Muscle pain, Headache, sore throat, new loss of taste and smell or have been around a person who had COVID-19.
- E) Patrons will be asked when entering pool using the handles, that they use hand sanitizer before and after they enter the pool.
- F) There will be no use of table or chairs by Patrons.
- G) Diving board will not be used.
- H) Patrons are asked to follow all health guidelines.
- I) There will be hand sanitizer available for the patrons to use

# City of Castroville

## Pool Standard Operating Procedures

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### Staff

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This is an addition to our current SOP's to meet guidelines due to COVID-19. Staff is required to wear all PPE while pool patrons are present:

#### 1) Health assessment of entering patrons:

- A) Check that all patrons entering have face coverings/ mask on. Entry will not be allowed prior.
- B) If temperature is below 100.4 patron will be allowed to enter pool area.
- C) If temperature is above 100.4, the patron will be asked to step aside for 5 min's to take temperature again.
- D) Upon reassessment of temperature, the patron will be denied entry to the pool if failed.

#### 2) Collection of payment:

- A) Make sure you are wearing gloves.
- B) Handle money as little as possible.
- C) Do not at any time handle money without gloves.

#### 3) Cleaning:

- A) Pool areas will be disinfected prior to opening.
- B) Additional cleaning if needed due to patron interaction
- C) Ensure hand sanitizer is available for the patrons.
- D) Restrooms/ changing areas will be single use and cleaned after each patron.
- E) Prior to opening all of restroom/ changing areas will be cleaned with disinfectant.
- F) If swimmers use restroom, that restroom must be cleaned prior to next entry.
- G) All restrooms will be stocked after each cleaning break if needed.
- H) Restrooms will be cleaned prior to closing.

#### 4) Documentation:

- A) Chemicals will be measured 3X a day by Pool Maintenance Specialist.
- B) Lifeguards will also check chemicals during cleaning hour and document.
- C) If at any time chemicals do not meet CDC COVID-19 guidelines the pool will be closed immediately.
- D) All documentation will be updated daily to Director.