NOTE: Notice is hereby given that there may be a quorum of The City of Balcones Heights City Council Members. There will be no formal action taken by city council members.

NOTICE OF MEETING OF THE
City of Balcones Heights
PLANNING AND ZONING COMMISSION

AGENDA

Notice is hereby given that a meeting of the Planning and Zoning Commission of the City of Balcones Heights, Bexar County, Texas will be held Tuesday, April 18, 2017 at 6:00 p.m., at the Justice Center, located at 3300 Hillcrest Drive, Balcones Heights, Texas, at which time the following subjects will be discussed, to-wit:

I. CALL TO ORDER AND RECORDING OF QUORUM:

II. BUSINESS ITEMS:

1. Approval of Minutes – February 21, 2017

2. Commission will hold a Public Hearing on an application submitted by Methodist Healthcare System of San Antonio for the purpose of replat of LOT SE IRRG 121 FT OF 16, CB 5508 (0.590 ACRES), LOT 16 EXC SE IRRG 121 FT WONDERLAND, CB 5508 (1.5040 ACRES) LOT 17, CB 5508 "HEART HOSPITAL OF SAN ANTONIO" (9.043 ACRES), AND LOT 18, CB 5508 "HEART HOSPITAL OF SAN ANTONIO" (0.9574 ACRE). THE REPLAT WILL CREATE 1 LOT, LOT 17R CB 5508 (12.09 ACRES).

3. Commission will take ACTION to approve/disapprove application for re-plat submitted by Methodist Health System of San Antonio.

4. Commission will hold a Public Hearing on an application submitted by Big Wood Cay, LLC for the purpose of replat of Lots 3 and 3F, County Block 5894, Country Gentleman Estates.

5. Commission will take ACTION to approve/disapprove replat of Lots 3 and 3F, County Block 5894, Country Gentleman Estates.

6. Commission will hold a Public Hearing on a re-zoning application submitted by Big Wood Cay, LLC to rezone 0.342 Acres out of Lot 3F, County Block 5894 (0.926 Acres) from $-6 Multifamily Mid-rise Residence to MXD-Mixed Use.

7. Commission will consider and take ACTION on recommendation to City Council regarding re-zoning application request submitted.

8. Commission will conduct a Public Hearing to consider input from the public on amending sections of the City's Zoning Code, to include creating regulations for exterior construction standards, new Article 10 Sign and Advertising regulations on all types of signs located in the City, new Article 11 regulating easements, utilities and refuse.

9. Commission will take ACTION to submit a recommendation to City Council on amending sections of the City's Zoning Code, creating a new Article 10 Sign and Advertising, and a new Article 11 Regulating Easements, Utilities, and Refuse.
NOTE: Notice is hereby given that there may be a quorum of The City of Balcones Heights City Council Members. There will be no formal action taken by city council members.

III. CITIZENS TO BE HEARD:

At this time, citizens who have filled out a registration form prior to the start of the meeting may speak on any topic they wish to bring to the attention of the governing body so long as that topic is not on the agenda for this meeting. Citizens may speak on specific agenda items when that item is called for discussion. During the Citizens to be Heard section no action may take place and no discussion or response is required to the speaker. A time limit of three minutes per speaker is permitted; the council may extend this time at their discretion.

IV. ADJOURNMENT:

City of Balcones Heights

DELIA R. SANCHEZ
City Secretary

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted at the City of Balcones Heights, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: April 14, 2017 at 4:30 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

The Balcones Heights Planning and Zoning Commission reserves the right to adjourn into executive session at any time to discuss any of the matters listed above, as authorized by Texas Government Code § 551.071 (Consultation with Attorney) § 551.072 (Deliberations about Real Property) § 551.073 (Deliberations about Gifts and Donations) § 551.074 (Personnel Matters) § 551.076 (Deliberations about Security Devices), and § 551.086 (Economic Development)

NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

The City of Balcones Heights Planning and Zoning commission meeting is available to all persons regardless of disability. This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations, should you require special assistance, must be made 48 hours prior to this meeting. Braille is not available. Please contact the City Secretary’s office at 735-9148 ext. 236 or write to 3300 Hillcrest Drive, Balcones Heights, Texas 78201.
City of Balcones Heights
Planning and Zoning Commission
3300 Hillcrest Drive
Balcones Heights, Texas 78201

MINUTES

Date: February 21, 2017                Time: 6:12 p.m.

MEMBERS PRESENT:  George Monsive     Stephen Lara
                  Ashley Leising

MEMBERS ABSENT:   Madeline Slay

SIGN IN SHEET:    Sean Cummings       Kimberly Cummings   Brian Clark

I. CALL TO ORDER AND RECORDING OF QUORUM:

Meeting was called to order and quorum was present.

II. BUSINESS ITEMS:

1. ELECTION OF OFFICERS: Commission shall elect a Chair and Vice-Chair from among its members.

   Madeline Slay is the current Vice Chair through June 2017. Recommendation for Chair was made by Stephen Lara to elect Ashley Leising.

   MOTION: Motion to elect Ashley Leising for Chair.

   Motion by: Stephen Lara     Second: George Monsive  3/0/0     PASSED

2. Approval of Minutes – November 15, 2016

   MOTION: I would like to make a motion that we pass the minutes of November 15, 2016.

   Motion by: George Monsive  Second: Ashley Leising  3/0/0     PASSED

3. PUBLIC HEARING: To hear all interested parties regarding an application for a Special Use Permit for a Medical Clinic with late night services at 485 & 491 Spencer Lane.

   Public Hearing opened at 6:17 p.m.

   Ms. Hoyl, Director of Community Development gave a power point presentation on the background.

   Applicant Mr. Brian Clark came up to answer questions.

   Public Hearing closed at 6:43 p.m.
4. Consideration and ACTION on recommendation to City Council whether to approve or disapprove the Special Use Permit application for Medical Clinic at 485 & 491 Spencer Lane.

Recommendation to approve SUP for medical clinic with exception that if they decide to accept walk in patients it needs to come back to the Planning and Zoning Commission.

MOTION: Motion to approve. (Recommendation)

Motion by: Ashley Leising    Second: George Monsive    3/0/0    PASSED

5. WORKSHOP: Planning and Zoning Commission/City Council Joint Workshop regarding the Zoning Code pertaining to signs and other matters herewith.

Workshop will be moved to the Regular City Council Meeting to be held on Monday February 23, 2017.

III. CITIZENS TO BE HEARD:

None.

IV. ADJOURNMENT:

MOTION: Motion to adjourn at 6:46 p.m.

Motion by: Ashley Leising    Second: George Monsive    3/0/0    PASSED

Submitted by:

DELIA R. SANCHEZ
City Secretary
DATE: April 11, 2017
FROM: Rita Hoyl, Director of Community Development
SUBJECT: Re-plat-Amending Plat Application of Methodist Texsan Hospital
DATE AND TIME OF HEARING: April 18, 2017, 6 pm

BACKGROUND: On October 24, 2016, the Balcones Heights Board of Adjustment granted a variance (with conditions) to install one two-sided sign not to exceed 600 square feet with provided they meet specific conditions. One of the conditions included:

1. All existing Methodist Texsan Hospital lots are re-platted into one lot, except for the lot containing the medical office building.

Engineer Stephen Stokinger is submitting a Re-plat Application on behalf of Methodist Texsan Hospital for the purpose of re-platting Lot 16, CB 5508 (2.094 acres), Lot 17, CB 5508 (9.043 acres), and Lot 18, CB 5508 (0.9574 acres) and establishing Methodist Texsan Hospital Lot 17R, CB 5509 (12.09 acres).

<table>
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<th>Proposed Lot</th>
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<tr>
<td>18</td>
<td>0.9574</td>
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</tr>
</tbody>
</table>

Included are letters of approval from our city engineer and fire department.

Balcones Heights Code of Ordinances state:

152.37 ACTION BY PLANNING COMMISSION.
(A) Within 30 days of the filing date, the Commission shall take action on the proposed plat. If the Commission finds that modifications to the plat are necessary in order to comply with requirements, the
Commission may postpone such action. However, the Commission shall act upon the plat within 30 days of the filing date.
(Ord. 5-85, passed 5-20-85)

Stephen Stokinger submitted the final plat package on April 11, 2017.

Respectfully,

Rita Hoyl
CITY OF BALCONES HEIGHTS
3300 Hillcrest
Balcones Heights, Texas 78201

PLAT APPLICATION

PLANNING & ZONING COMMISSION

Application must be complete and have the following documents: Three Mylar, one original and two blue line copies, 18"x24", 100' to 1" scale. Plan must show the name of the subdivider, the record owner, survey primary control points, legal descriptions, boundary lines, compass rose, date, final contour data per 152.38, and all other data listed in 152.38.

Fees: $500.00 base fee + $100.00 each single family lot and/or $250.00 per acre or fraction thereof for non-single family lot

Certificates from each are required:

☑ Civil Engineer that completes the plans
☑ Property Owner's acknowledgement
☑ Balcones Heights Fire Chief
☐ TX Dot
☐ San Antonio Water System
☐ Time Warner
☐ City Public Service
☐ AT&T
☐ Balcones Heights City Engineer (Slay Engineering)

See Attached

Subdivision Name: ________________________________ File #: ________________________________

Owner:

Methodist Healthcare System of San Antonio
Name

P.O. Box 1504 Nashville, TN 37202
Address

210-842-0488
Phone

☑ Engineer ☐ Surveyor

Stephen Stokinger
Name

P.O. Box 312096, New Braunfels, TX 78131
Address

Phone

LAND AREA BEING PLATTED:

Residential ____________ Acres

Commercial ____________ Acres

Public R.O.W ____________ Acres

PROPOSED WATER SERVICE

☐ San Antonio Water System

☐ Water Well

☐ Other District

PROPOSED SEWER SERVICE

☑ City of Balcones Hgts/ SA

☐ Septic Tank

☐ Other System

EDWARDS AQUIFER:

Property lies: ( ) on (x) off Recharge Zone

( ) on (x) off Drainage Area

Existing Curbs: ( ) Yes ( ) No

Existing Sidewalks: ( ) Yes ( ) No

If yes, existing width __________________________

PROPOSED NUMBER OF LOTS

Residential 1 or 2 Family __________________________

Multi-Family Residential __________________________

Commercial __________________________

Total $3,522.50

Linear Feet of Units Per Acre __________________________

No. Dwelling Units Per Acre __________________________

Specific Proposed Uses: __________________________

City Use

Date Application Received: 12/20/2017

Total Cost of Permit: $3500.50

Received by: __________________________

Date Permit Fee Paid: 2/28/17
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CLERK 1: 001753 00000
Balcones Heights
Fire Department

MEMO

To: TS Engineering
From: Lt. / Fire Inspector Thomas Marroquin
Date: March 2, 2017
Subject: Letter of Certification

Balcones Heights Fire has reviewed and has no objection to the proposed replatting plans for Lot 16, Lot 17, and Lot 18 to create one 17R. The area in question conforms to the required data per city ordinance 152.40.

Balcones Fire Department
Lt. / Fire Inspector
Thomas Marroquin
April 4, 2017

Mrs. Rita Hoyl  
Director of Community Services  
City of Balcones Heights  
3300 Hillcrest Drive  
Balcones Heights, Texas 78201

Reference: Engineer’s Certificate of Approval  
Amending Plat of Methodist Texsan Hospital

Mrs. Hoyl,

We have reviewed the reference plat and approve of plat submitted by Tomsu Stokinger Engineering, LLC, (attached) pending seals and signatures.

Roger C. Lawhead, P.E  
Slay Engineering Co., Inc.
DATE: April 14, 2017

FROM: Rita Hoyl, Director of Community Development

SUBJECT: Re-plat Application of Lot 3 and Lot 3F, County Block 5894, Country Gentleman Estates

DATE AND TIME OF HEARING: April 18, 6 pm

BACKGROUND: HMT Engineering and Surveying, is submitting a Re-plat Application on behalf of Big Wood Cay, LLC for the purpose of re-platting Lot 3 (1.26 acre known as 4455 Fredericksburg Rd.) and Lot 3F (.926 acre vacant lot) and establishing Lot 3 (1.603 acre) and Lot 3F (.583 acre).

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<table>
<thead>
<tr>
<th>Proposed Lots</th>
<th>Acres</th>
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</thead>
<tbody>
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<td>3</td>
<td>1.603</td>
</tr>
<tr>
<td>3F</td>
<td>.583</td>
</tr>
</tbody>
</table>

Lot 3 (4455 Fredericksburg Rd.) was recently acquired by Big Wood Cay, LLC for redevelopment of a food service establishment. The applicant will also acquire Lot 3F (0.926 acre vacant lot) in order to accommodate the proposed development of food service establishment at 4455 Fredericksburg Rd. on 1.603 acres.

Prior to site plan review and permitting the redevelopment on the 1.603 acres, it is required that the lots are platted for the redevelopment. The remaining Lot 3F (.583 acre) will be developed at a later time.

Preliminary plats were submitted for limited circulation by the city engineer and fire department. Included are letters of certification from the required entities.

HMT Engineering and Surveying submitted the final plat package on 4-14-17.
Balcones Heights Code of Ordinances state:

152.37 ACTION BY PLANNING COMMISSION.
   (A) Within 30 days of the filing date, the Commission shall take action on the proposed plat. If the
   Commission finds that modifications to the plat are necessary in order to comply with requirements, the
   Commission may postpone such action. However, the Commission shall act upon the plat within 30 days of the
   filing date.
   (Ord. 5-85, passed 5-20-85)

152.047 REPLATTING WITHOUT VACATING A PREVIOUS PLAT.
   (A) Conditions. A subdivision, or a portion thereof, may be replatted without vacating the immediately
   previous plat of such subdivisions under the following conditions:
   (1) The replat must be signed and acknowledged by the owners of the particular properties being replatted.
   (2) The replat does not attempt to alter, amend or remove any covenants or restrictions.
   (3) The replat must be approved by the Planning and Zoning Commission after a public hearing in relation
      thereto at which interested parties and citizens shall have had an opportunity to be heard.
   (4) If any of the area to be replatted was, within a five-year period immediately preceding the date on which
      the replat is filed with the Planning and Zoning Commission, limited by any interim or permanent zoning
      classification to not more than two dwelling units per lot, or if any lot on the immediately previous plat was
      limited by deed restriction to residential use involving not more than two dwelling units per lot, the procedures
      outlined in division (B)(3) below, shall be followed before the approval of the Planning and Zoning Commission
      can be given.
   (5) However, if all the area to be replatted was designated or reserved for use other than for single-family or
       two-family use by notation on the last legally recorded plat or in the legally recorded deed restriction applicable
       to such plat, the procedures outlined in division (B)(2) below, shall apply.

152.48 AMENDING A PLAT.
   (A) A plat that has been approved by the Planning and Zoning Commission may be amended if the sole
   purposes for amending the plat is one or more of the following:
   (1) To correct an error in any course or distance shown on the prior plat;
   (2) To add any course or distance that was omitted on the prior plat;
   (3) To correct an error in the description of the real property shown on the prior plat;
   (4) To indicate monuments set after death, disability, or retirement from practice of the engineer or
       surveyor charged with responsibilities for setting monuments;
   (5) To show the proper location or character of any monument which has been changed in location or
       character or which originally was shown at the wrong location or incorrectly as to its character on the prior plat;
   (6) To correct any other type of scrivener or clerical error or omission as previously approved by the
       Planning and Zoning Commission; such errors and omissions may include, but not be limited to, lot numbers,
       acreage, street names, and identification of adjacent recorded plats;
   (7) To correct an error in courses and distances of lot lines between two adjacent lots where both lot
       owners join in the application for plat amendment and neither lot is abolished, provided that such amendment
       does not attempt to remove recorded covenants or restrictions and does not have a material adverse effect on
       the property rights of the other owners in the plat; or
   (8) To relocate a lot line in order to cure an inadvertent encroachment of a building or improvement on a lot
       line or an easement.
   (B) A subdivider wishing to amend an approved plat shall file with the Planning and Zoning Commission the
   amending plat, together with a copy of the plat being amended and a statement detailing the amendments being
   proposed. The city will determine the extent to which the amending plat will require review by the various
   departments and agencies of the city. Following such review as is necessary, the plat will be considered by the
   Planning and Zoning Commission.

(Ord. 5-85, passed 5-20-85)

Respectfully,

Rita Hoyl

3300 Hillcrest Drive       Balcones Heights, TX 78201       (210) 735-9148 phone (210) 735-4954 fax
CITY OF BALCONES HEIGHTS
3300 Hillcrest
Balcones Heights, Texas 78201

PLAT APPLICATION

PLANNING & ZONING COMMISSION

Application must be complete and have the following documents: Three Mylar, one original and two blue line copies, 18"x24", 100' to 1" scale. Plan must show the name of the subdivider, the record owner, survey primary control points, legal descriptions, boundary lines, compass rose, date, final contour data per as outlined in Section 152.38, and all other data listed in Section 152.38.

Fees: $500.00 base fee + $100.00 each single family lot and/or $250.00 per acre or fraction thereof for non-single family lot

Certificates from each are required:

- Civil Engineer that completes the plans
- Property Owner's acknowledgement
- San Antonio Water System
- City Public Service
- Balcones Heights City Engineer (Slay Engineering)
- Balcones Heights Fire Chief
- TX Dot
- Time Warner
- AT&T

Replat of Lots 3 and 3F, County Block 5894, Country Gentleman Estates

Subdivision Name: ____________________________ File #: ____________________________

Owner:

Big Wood Cay, LLC.
Name: ____________________________ 5602 W Hausman Road, Suite 201, San Antonio, Tx 78249 Address: ____________________________ Phone: 210-424-3793

Engineer

HMT Engineering and Surveying
Name: ____________________________ 8200 IH-10 W, Suite 810, San Antonio, Tx 781230 Address: ____________________________ Phone: 210-562-3844

☑ Engineer
☐ Surveyor

LAND AREA BEING PLATTED:

Residential 0.58 Acres

Commercial 1.598 Acres

Public R.O.W 0 Acres

PROPOSED WATER SERVICE

☑ San Antonio Water System
☐ Water Well
☐ Other District

PROPOSED SEWER SERVICE

☑ City of Balcones Hgts/ SA
☐ Septic Tank
☐ Other System

EDWARDS AQUIFER:

Property lies: ( ) on ( ) off Recharge Zone
( ) on ( ) off Drainage Area

Existing Curbs: ( ) Yes ( ) No
Existing Sidewalks: ( ) Yes ( ) No
If yes, existing width ________________

PROPOSED NUMBER OF LOTS

Residential 1 or 2 Family

Multi-Family Residential 1

Commercial 1

Total 2

Linear Feet of Units Per Acre 146'

No. Dwelling Units Per Acre 3.67

Specific Proposed Uses:

PROPOSED NUMBER OF LOTS

City Use

Date Application Received: August 21, 19__
Received by: ____________________________

Total Cost of Permit: $1,044.50
Date Permit Fee Paid: 2-17-17

Ch# 2199
REQUEST FOR REVIEW

TO: AT&T-SA Engineering Rm. 740, 4119 Broadway SA TX  DATE: 3-3-17
FROM: HMT Engineering and Surveying
EMAIL: meaghan@hmtnb.com
PLAT NAME: Country Gentleman Estates Lots 3 & 3F  FILE# na
RE: PLAT REVIEW

SUBJECT: The attached item has been submitted for your review, recommendation, and or comment to the Planning Commission or Director. Please review and forward your response to the CONSULTANT OF RECORD. Return response as soon as possible, but no later than the date shown below. Response time will commence from the date of receipt of this request or receipt of all the items your agency requires for this review. "Days" represents work days.

Please Return By 3-17-17

| X | Minor Plat – 10 days | Major Plat – 50 days | □ Amending Plats |
|   | □ Plat deferral – 30 days | □ Variance – 15 days | □ Other – 15 days |

☑ I recommend approval  □ I do not recommend approval

On ________________, I notified ___________________________the engineer/subdivider/agent, of the corrections needed to remove this objection. Tel # ________________

Comments: PLEASE INCLUDE AT&T IN ANY ELECTRIC EASEMENTS GRANTED. IF ANY EXISTING AT&T FACILITIES NEED TO BE MOVED, REMOVED, REPLACED OR RELOCATED CWOTS (CUSTOM WORK ORDER/CONSTRUCTION) CHARGES WILL APPLY.

EXISTING AERIAL ATT CABLE

__________________________________________________________
Signature

Engineer

Title

Date 3-23-17
3/24/2017

HMT Engineering
Attn: Kelly Kephart
8200 W. Interstate 10
San Antonio, TX 78253

Re: Letter of Certification Recommending Approval

Plat No: Country Gentleman Estates Lots 3 & 3F
Plat Date: 3/21/2017

To Whom It May Concern:

Please accept this Letter of Certification for approval of the above mentioned plat. CPS Energy has no objection to the filing of this plat for consideration by the appropriate governmental entity.

The installation of electric and natural gas (if applicable) facilities is subject to conformance with all legal regulations and requirements relating to platting, subdividing, governmental approvals and permits incidental to installing and maintaining the facilities as planned.

Should changes be made to the approved plat noted and dated above, this letter will be deemed invalid and the updated plat will have to follow the plat review and approval process.

If you should have any questions or concerns regarding this Letter of Certification, please contact our office at (210) 353-4050.

Sincerely,

Gregory Lee
Gregory Lee
Customer Service Supervisor
Customer Engineering Department
April 11, 2017

Ms. Rita Hoyl
Director of Community Development
City of Balcones Heights
3300 Hillcrest Dr.
Balcones Heights, TX 78201

Reference: Replat of Lots 3 & 3F Country Gentlemen Estates Subdivision, CB 5894

Subject: Engineer's Certificate of Approval

Ms. Hoyl:

We have reviewed the reference replat and approve of the submittal by HMT Engineering & Surveying, (attached) pending seals and signatures.

Roger Lawhead, P.E.
Slay Engineering Co., Inc.
MEMO

To: HMT Engineering & Surveying

From: Lt. / Fire Inspector Thomas Marroquin

Date: March 2, 2017

Subject: Letter of Certification

Balcones Heights Fire Department has reviewed and has no objection to the proposed replat plans for Lot 3 and Lot 3F (Country Gentleman Estates). The area in question conforms to the required data per city ordinance 152.040.

Balcones Fire Department

Lt. / Fire Inspector

Thomas Marroquin
LETTER OF CERTIFICATION FOR SUBDIVISION PLATS AND PLANS

Approval DATE: 4/3/2017

Expire Date: 1/3/2018

SUBDIVISION NAME: Country Gentleman Estates
Subdivision Lots 3 & 3F

PLAT NO: BH0016

TO: HMT Engineering & Surveying
8200 W INTERSTATE 10
SAN ANTONIO, TX, 78130

C.O.S.A. Major Plat:

SAWS Major Plat:

The required data for the above subdivision, as required by Appendix A of the City of San Antonio Unified Development Codes, has been received by this department

Deferred Impact Fee Payment: Yes

SEWER

SAWS Job Number(s):

Sewer Impact Fee Required?

Lift Station Fee:

Sewer Fee/EDU: Sewer EDUs: 8.40

Total Sewer Impact Fee:

Total Planned Sewer Improvements - Cost Estimate: 0

Main Extension Required: No

Sewer service is available through SAWS Counter Service Permit: No

Plat is subject to 30TAC 213.5 (b) and 213.5 (c) (Located over EARZ): No

WATER

SAWS Job Number(s):

Water Impact Fee Required?

Water Fee/EDU: Water EDUs: 9.00

Total Water Impact Fee:

Total Planned Water Improvements - Cost Estimate: $0.00

Main Extension Required: No

Water service is available through SAWS Counter Service Permit: Yes

Remarks:

Total Improvements: Total Impact Fees:

cc: COSA Development Services Consultant/Engineer

Development Engineering Services

RELEASE FOR RECORDATION
March 10, 2017

To Whom It May Concern:

Please be advised that the City of Balcones Heights, Texas is the purveyor of sewer services for Country Gentleman Estates Subdivision, CB 5894 Lot 3 and CB5894 Lot 3F, for the purpose of re-platting and establishing new Lots 3 and 3F, which are within the city limits of Balcones Heights, Texas.

Please feel free to contact Rita Hoyl at (210) 735-9148, ext. 246 if you should have any questions or concerns regarding sewer service for these properties.

Sincerely,

[Signature]

Rita Hoyl
Director of Community Services
REQUEST FOR REVIEW

TO: MMT Engineering and Surveying

FROM: Charter Communications

PHONE NUMBER: (972) 537-5323

FILE# N/A

RE: Country Gentleman Estates Lots 3 & 3F

SUBJECT: The attached item has been submitted for your review, recommendation, and or comment to the Planning Commission or Director. Please review and forward your response to the ENGINEER OF RECORD. Return response as soon as possible, but no later than the date shown below. Response time will commence from the date of receipt of this request or receipt of all the items your agency requires for this review. "Days" represents work days.

Please Return By:_________ ASAP ____________, 2017

☑ Minor Plat-10 days ☐ Major Plat-50 days ☐ Amending Plats – 10 days
☐ Plat deferral-30 days ☐ Variance-15 days ☐ Other-15 days

☐ I recommend approval ☐ I do not recommend approval

On ____________, I notified ____________, the engineer/subdivider/agent, of the corrections needed to remove this objection. Tel #__________

Comments Property owner must work with Charter to have existing plant removed from the building.

Property owner also must call for utilities to be located prior to any work on site.

________________________________________
Signature

Sr. Mgr. Design
Title

Date

June 5, 2001
Texas Department of Transportation
P.O. Box 29928 | SAN ANTONIO, TEXAS 78229-0928 | (210) 615-1110 | WWW.TXDOT.GOV

April 13, 2017

TXDOT REFERENCE NO. 5820
HIGHWAY: LP 345

Attn: Chris Crim, PE

HMT Engineering & Surveying
8200 Interstate 10 Frontage Rd. #810
San Antonio, TX 78230

SUBDIVISION PLAT: Country Gentleman Estates Subdivision Lots 3 & 3F
LOCATION: LP 345 (approx. 150' W of Siesta Lane, along SB LP 345)
DATE RECEIVED: 3/13/2017

PLAT REVIEWED FOR:

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<td>TxDOT NOTES</td>
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THE FOLLOWING TxDOT NOTES WILL BE REQUIRED TO BE ANNOTATED ON YOUR PLAT:

1. For residential development directly adjacent to state right of way, the developer shall be responsible for adequate set-back and/or sound abatement measures for future noise mitigation.
2. Owner/developer is responsible for preventing any adverse impact to the existing drainage system within the highway right-of-way. For projects in the Edwards Aquifer Recharge or Contributing Zones, outfalls for water quality and/or detention ponds treating impervious cover related to the development, will not encroach by structure or grading into state R.O.W. Placement of permanent structural best management practice devices or vegetative filter strips within state R.O.W. will not be allowed.
3. Maximum access points to State highway from this property will be regulated as directed by “Access Management Manual”. This property is eligible for a maximum combined total of one (1) access point along LP 345 (Fredericksburg Road) based on the overall platted highway frontage of 160.00 feet.
4. If sidewalks are required by appropriate city ordinance, a sidewalk permit must be approved by TxDOT prior to construction within state right-of-way. Locations of sidewalks within state right-of-way shall be directed by TxDOT.
5. Any traffic control measures (left-turn lane, right-turn lane, signal, etc.) for any access fronting a state maintained roadway shall be the responsibility of the developer/owner.

Permit applications along with construction plans for streets, driveways, utilities, drainage, and sidewalks (if required by appropriate City ordinance) must be submitted to the Texas Department of Transportation for review and approval before working on highway right-of-way. This letter of approval is valid until the property is redeveloped or land use changes. At that time it may be subject to the current access regulations. Subdivision of a larger tract of land will not entitle additional access locations to be granted.

Richard L. De La Cruz, P.E.
Transportation Engineer

Reference material: http://onlinemanuals.txdot.gov/txdotmanuals/acm/index.htm

OUR GOALS
MAINTAIN A SAFE SYSTEM • ADDRESS CONGESTION • CONNECT TEXAS COMMUNITIES • BEST IN CLASS STATE AGENCY
An Equal Opportunity Employer
Should you have any questions, please feel free to contact me.

Thank you.

Richard (Rich) Martinez, EIT
Design Technician II
Texas Department of Transportation
Advanced Transportation Planning
San Antonio District
4615 NW Loop 410
San Antonio, Texas 78229
Phone: 210-615-6218
Richard.Martinez@txdot.gov
MEMO TO THE PLANNING & ZONING COMMISSION

DATE:        April 11, 2017
FROM:        Rita Hoyl, Director of Community Development
SUBJECT:     REZONING APPLICATION
             Rezone 0.342 Acres out of Lot 3F, County Block 5894 (0.926 Acres)
             Existing Zoning: R-6 Multifamily Mid-rise Residence
             Existing Use: Vacant Lot
             Proposed Zoning: MXD Mixed Use
             Proposed Use of 0.342 acres: Food Service Establishment as one project with 4455 Fredericksburg Rd.

DATE AND TIME OF HEARING: April 18, 2017, 6 pm.

BACKGROUND: The applicant, Big Wood Cay, LLC is requesting to rezone 0.342 acres out of a 0.926 acre lot to MXD Mixed Use.

The property located at 4455 Fredericksburg Rd., has recently been purchased by Big Wood Cay, LLC for redevelopment of a food service establishment. This property is zoned MXD Mixed Use and a food service establishment is a permitted use.

In order to accommodate the proposed development of a food service establishment at 4455 Fredericksburg Rd., the applicant will also acquire the adjoining 0.926 acre vacant lot that fronts Gentleman Rd. The 0.926 acres is identified as Lot 3F County Block 5894, Country Gentleman Estates Subdivision, zoned R-6 Multifamily Mid-rise Residence.

Big Wood Cay, LLC is requesting to rezone 0.342 acres of the vacant lot to MXD Mixed Use; zoning exhibit is included. The remaining 0.584 acres will maintain its R-6 Multifamily Mid-rise zoning.

Staff recommends approval of rezoning 0.342 acres of Lot 3F County Block 5894, Country Gentleman Estates Subdivision, for the redevelopment as one project with 4455 Fredericksburg Rd. as noted on the Zoning Exhibit.

Respectfully,

Rita Hoyl
3300 Hillcrest Drive        Balcones Heights, TX 78201        (210) 735-9148 phone (210) 735-4954 fax
REZONING APPLICATION

CITY OF BALCONES HEIGHTS
3300 HILLCREST DR.
Balcones Heights, TEXAS 78201

1. Case Z- _____ - ______  Applicant  Big Wood Cay, LLC
2. Property Address:  0.342 acres out of County Block 5894 (See Attached Field Notes)
3. Lot(s) Portion of 3F County Block 5894 Addition

If not able to identify as simple as above, provide legal description including meets and bounds.
___ Please find the attached metes and bounds description

4. Existing Property Use:  Vacant  5. Proposed Use:  Food Service Establishment
   Mid-Rise Residence
8. Furnish names and addresses of legal owners of all property within 200 feet, in all directions of property to be rezoned.

NAME       ADDRESS                CITY/ STATE/ ZIP
Steve C. Miller Properties  1850 Lockhill Selma Road, Suite 100, San Antonio, Texas 78213
Gentleman Road Apartment, LLC  9811 S. IH 35 Bldg 3, Suite 100, Austin, Texas 78744
Siesta Lane, LLC  388 Solitaire Path, New Braunfels, TX 78130
Wayne C. Wirth  P.O. Box 780005, San Antonio, Texas 78278
Premier Enterprise, Inc.  6138 Kingston Ranch, San Antonio, Texas 78249
Jad Sa Investments, LLC  120 Chula Vis, Hollywood Park, Texas 78232
Angelina Gonzalez  601 Gentleman Road, San Antonio, Texas 78201
Antonio Castillo  201 Vivian Lane, San Antonio, Texas 78201

(If additional space is needed, use reverse side or attach additional page)

9. Fee paid:  $500.00

   (Make check payable to the City of Balcones Heights)

For Zone Request and/ or land use: $500.00
10. I hereby certify that: a) the information included in this application is true to the best of my knowledge, and b) I have checked to determine that no deed restrictions apply to this property that conflict with this request.

<table>
<thead>
<tr>
<th>Applicant’s Signature</th>
<th>Date</th>
<th>Name (Printed) Address + Zip</th>
<th>Telephone</th>
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<table>
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<tr>
<th>Buyer’s Signature, if under contract</th>
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<th>Name (Printed) Address + Zip</th>
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<td>210-593-9100</td>
</tr>
</tbody>
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11. List names of all partners, board members, and officers of companies involved in this case, in order for the Plan Commission and City Council to determine conflicts of interest they might have in individual cases. Failure to do so may result in delaying action on the case.

   Please see attached listing of management registered with the Texas Secretary of State.

12. IT IS IMPERATIVE THAT SOMEONE REPRESENT THE APPLICANT AT EACH PUBLIC HEARING TO ANSWER ANY QUESTIONS, WHICH THE COMMISSION, COUNCIL, OR PUBLIC MAY HAVE! The Planning and Zoning Commission holds a public hearing on each request to determine the effect of the proposed uses upon the neighborhood, traffic, utilities, public health and safety and general welfare. After receiving the report and recommendation of the Plan Commission, the City Council also holds a public hearing on the application. Such hearings and their notices are given in accordance with State statutes and City Ordinances regulating the rezoning of property.

Mail this application to:

Building Official, City of Balcones Heights, 3300 Hillcrest Dr., Balcones Heights, Texas 78201

OR: deliver to City Hall at the above address.

If you need more information, please call (210) 735-9148 ext. 246 or 236
February 28, 2017

City of Balcones Heights
Community Development Department
3300 Hillcrest Drive
San Antonio, Texas 78201

RE: Authorization to Apply for Rezoning Request for Property Located at a 0.342 Acre Portion of County Block 5894 Lot 3F, Balcones Heights, Texas, 78201

To Whom It May Concern,

The purpose of this correspondence is to provide authorization to Kaufman & Killen, Inc. as the representative to meet with City of Balcones Heights staff and file the required application for the property located at a 0.342 acre portion of County Block 5894 Lot 3F, Balcones Heights, Texas, 78201 ("Property").

I hereby declare that I am a representative of Big Cay Wood, LLC and have the authority to grant permission for Kaufman & Killen, Inc. to submit a rezoning application in connection with said Property. Feel free to contact me at schiller@gfrdevelopment.com if you have questions or wish to discuss.

Thank you for your time and attention to this matter.

Sincerely,

GFR Development Services, LLC,
Manager of Cay Management, LLC,
Manager of Big Wood Cay, LLC

[Signature]

Mr. Mark G. Granados, Member
City of Balcones Heights Zoning Application Purpose

The purpose of the requested zoning change is to permit a food service establishment on 0.342 acres out of County Block 5894, see attached field notes for reference. The properties are currently zoned “R-6” Multifamily Mid-Rise Residence. The rezoning request is to rezone the properties to “MXD” Mixed-use. The rezoning request is consistent with the zoning designation at 4455 Fredericksburg Road. The proposed rezoning request is proposed to be redeveloped as one project with 4455 Fredericksburg Road.

The rezoning request will not substantially nor permanently injure the property rights of the owner(s) of all real property affected by the proposed change and it will not hinder the health, safety, morals, or general welfare of the community.
METES AND BOUNDS DESCRIPTION
TO ACCOMPANY ZONING EXHIBIT

BEING A 0.342 ACRE (14,903 SQUARE FEET) TRACT OF LAND OUT OF LOT 3F, COUNTY BLOCK 5894, COUNTRY GENTLEMAN ESTATES SUBDIVISION, CITY OF BALCONES HEIGHTS, BEXAR COUNTY, TEXAS, ACCORDING TO PLAT RECORDED IN VOLUME 9596, PAGE 129, DEED AND PLAT RECORDS, BEXAR COUNTY, TEXAS; AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOW:

COMMENCING at a 1/2-Inch Iron Rod Found on the Northeasterly right of way line of Gentleman Street, a 50 foot public right of way, and marking the most Southerly corner of said Lot 3F; from which a 1/2-Inch Iron Rod Found marking the most Easterly corner of said 3F bears N 49° 24' 36" E a distance of 240.47';

THENCE N 49° 24' 36" E a distance of 158.79 feet, departing the Northeasterly right of way line of Gentleman Street along the Southeasterly boundary line of said Lot 3F to the POINT OF BEGINNING;

THENCE N 40° 26' 32" W a distance of 159.51 feet, departing the Southeasterly boundary line of said Lot 3F, over and across said Lot 3F, to a Point on the Northwesterly boundary line of said Lot 3F;

THENCE N 49° 33' 28" E a distance of 95.33 feet, along the Northwesterly boundary line of said Lot 3F, to a Point marking the most Northerly corner of said Lot 3F;

THENCE S 39° 07' 43" E a distance of 159.31 feet, along the Northeasterly boundary line of said Lot 3F, to a 1/2-Inch Iron Rod with Cap Found, marking the most Easterly corner of said Lot 3F;

THENCE S 49° 24' 36" W a distance of 91.68 feet, along the Southeasterly boundary line of said Lot 3F to the POINT OF BEGINNING and containing 0.342 acres more or less as surveyed by Macina, Bose, Copeland, and Associates;

Note: A Survey Sketch that is made a part hereof and shall accompany this instrument.

Joel Christian Johnson, R.P.L.S. No.5578

31637-1172
Revised: January 20, 2017
December 14, 2016
Permit Information

**Date**: 12/19/2016
**Permit Number**: 3028
**Type of Permit**: Planning & Zoning-Rezone
**Type of Business**: Project/Resident/Business Name
**Project/Resident/Business Address**: 0.342 acres out of County Block 5894, Portion of Lot 3F
**Business Phone #**: 6602 West Hausman, Suite
**Contractor's Company Name**: Big Wood Cay, LLC
**Applicant's Last Name**: Granados
**Applicant's First Name**: Mark D
**Applicant's Address**: 5602 West Hausman, Suite
**City**: San Antonio
**State**: TX
**Zip Code**: 78249
**Applicants Home Phone**: 
**Applicants Cell Phone**: 
**Job Valuation**: 0.00
**Status**: Pending Review
**Expiration Date**: 
**Email**: krystin@kk-lawfirm.com
**Tag #**: 
**Date of Pavilion Rental**: 
**Responsible Party**: 
**Type/Name of Event**: 
**Start Time**: 
**End Time**: 
**Assigned To**: Rita Hoyl

Fees

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Property Identification #: 1126193

Geo ID: 05894-000-0035
Situs: GENTLEMAN ST BALCONES
Address: HEIGHTS, TX 78201
Property Type: Real
State Code: F3

Property Information: 2017
Legal Description: CB 5894 BLK LOT 3F (COUNTRY GENTLEMEN ESTATES SUBD)
Abstract: A05894
Neighborhood: NBHD code 10950
Appraised Value: N/A
Jurisdictions: 08, 11, 57, 06, CAD, 09, 23, 10

Owner Identification #: 260668
Name: CITY OF BALCONES HEIGHTS
Exemptions: EX-XV
DBA: Null

This product is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. The Bexar County Appraisal District expressly disclaims any and all liability in connection herewith.
**Bexar CAD**

**Property Search Results > 1126193 CITY OF BALCONES HEIGHTS for Year 2017**

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**Owner**

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**Taxing Jurisdiction**

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Taxes w/o Exemptions: N/A

### Improvement / Building

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### Deed History - (Last 3 Deed Transactions)

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<th>#</th>
<th>Deed Date</th>
<th>Type</th>
<th>Description</th>
<th>Grantor</th>
<th>Grantee</th>
<th>Volume</th>
<th>Page</th>
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<td>1</td>
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<td>VILLANUEVA INVESTMENTS LLC</td>
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TEXAS SECRETARY of STATE
CARLOS H. CASCOS

UCC | Business Organizations | Trademarks | Notary | Account | Help/Fees | Briefcase | Logout

BUSINESS ORGANIZATIONS INQUIRY - VIEW ENTITY

Filing Number: 802524316
Original Date of Filing: August 19, 2016
Formation Date: N/A
Tax ID: 32061332139
Duration: Perpetual

Name: Big Wood Cay, LLC
Address: 5602 W HAUSMAN RD STE 201
SAN ANTONIO, TX 78249-4912 USA

<table>
<thead>
<tr>
<th>REGISTERED AGENT</th>
<th>FILING HISTORY</th>
<th>NAMES</th>
<th>MANAGEMENT</th>
<th>ASSUMED NAMES</th>
<th>ASSOCIATED ENTITIES</th>
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<td>Name</td>
<td>Title</td>
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<td>Cay Management, LLC</td>
<td>Manager</td>
<td>5602 W. Hausman Rd, Ste 201</td>
<td>San Antonio, TX 78249 USA</td>
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</tbody>
</table>

Order | Return to Search

Instructions:
- To place an order for additional information about a filing press the 'Order' button.
TEXAS SECRETARY of STATE  
CARLOS H. CASCOS

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**BUSINESS ORGANIZATIONS INQUIRY - VIEW ENTITY**

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<td>Entity Status:</td>
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<table>
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<td>Title</td>
<td>Manager</td>
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<td>Address</td>
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**Instructions:**
- To place an order for additional information about a filing press the 'Order' button.
TEXAS SECRETARY of STATE
CARLOS H. CASCOS

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BUSINESS ORGANIZATIONS INQUIRY - VIEW ENTITY

Filing Number: 801105795
Entity Type: Domestic Limited Liability Company (LLC)

Original Date of Filing: April 2, 2009
Entity Status: In existence

Formation Date: N/A
Tax ID: 32039238855

Duration: Perpetual
FEIN:

Name: GFR Development Services, L.L.C.
Address: 4600 LOCKHILL SELMA SUITE 108
SAN ANTONIO, TX 78249 USA

<table>
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<th>REGISTERED AGENT</th>
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<th>ASSUMED NAMES</th>
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<tbody>
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<td>MARK D GRANADOS</td>
<td>MEMBER</td>
<td>4600 LOCKHILL SELMA 108</td>
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Order | Return to Search

Instructions:

- To place an order for additional information about a filing press the 'Order' button.
Warranty Deed

Notice of confidentiality rights: If you are a natural person, you may remove or strike any or all of the following information from any instrument that transfers an interest in real property before it is filed for record in the public records: your Social Security number or your driver’s license number.

Date: September 6, 2012

Grantor: VILLANUEVA INVESTMENTS, L.L.C., a Texas limited liability company

Grantor’s Mailing Address: 11703 Huebner Road San Antonio, Bexar County, TX 78230-1201

Grantee: CITY OF BALCONES HEIGHTS

Grantee’s Mailing Address: 3300 Hillcrest Drive, Balcones Heights, Bexar County, TX 78201

Consideration: TEN DOLLARS ($10.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged.

Property (including any improvements): Lot 3F, County Block 5894, Country Gentleman Estates Subdivision, an addition to the City of Balcones Heights, Bexar County, Texas, according to a map or plat thereof recorded in Volume 9596, Page 129, Deed and Plat Records of Bexar County, Texas.

Reservations from and Exceptions to Conveyance and Warranty:

a. Building setback line, 30’ wide along the front property line, as shown on the subdivision plat recorded in Volume 9596, Page 129, Deed and Plat Records, Bexar County, Texas.

b. Electric, gas, telephone and cable TV easement, 14’ wide along the front property line, as shown on the subdivision plat recorded in Volume 9596, Page 129, Deed and Plat Records, Bexar County, Texas.

c. Apparent sewer or utility easement traversing the property along the Southeasterly property line as evidenced by a survey dated January 31, 2006, prepared by George Gutierrez, R.P.L.S. No. 2249 and attached to instrument dated February 6, 2006, recorded in Volume 11974, Page 1268, Real Property Records, Bexar County, Texas. Said easement also shown, but not identified, on the subdivision plat recorded in Volume 9596, Page 129, Deed and Plat Records, Bexar County, Texas.

Grantor, for the Consideration and subject to the Reservations from Conveyance and the Exceptions to Conveyance and Warranty, grants, sells, and conveys to Grantee the Property,
together with all and singular the rights and appurtenances thereto in any way belonging, to have and to hold it to Grantee and Grantee's heirs, successors, and assigns forever. Grantor binds Grantor and Grantor's heirs and successors to warrant and forever defend all and singular the Property to Grantee and Grantee's heirs, successors, and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof, except as to the Reservations from Conveyance and the Exceptions to Conveyance and Warranty.

When the context requires, singular nouns and pronouns include the plural.

VILLANUEVA INVESTMENTS, L.L.C.,
a Texas limited liability company

STATE OF TEXAS
COUNTY OF BEXAR

This instrument was acknowledged before me on this ___ day of September, 2012, by ________, of VILLANUEVA INVESTMENTS, L.L.C., a Texas limited liability company, on behalf of said limited liability company.

Notary Public, State of Texas
After Recording Return to:

City of Balcones Heights
Justice Center
3300 Hillcrest Drive
Balcones, Heights, TX 78201
STATE OF TEXAS
COUNTY OF BEXAR
This is to Certify that this document
was e-FILED and e-RECORDED in the Official
Public Records of Bexar County, Texas
on this date and time stamped thereon.
09/14/2012  1:44PM
COUNTY CLERK, BEXAR COUNTY TEXAS