



Planning and Zoning Commission Regular Meeting Agenda  
October 2, 2025 at 4:00 PM  
City Hall, 701 Main Street, Kerrville, Texas



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**CALL TO ORDER:**

1. **MINUTES:**

1.A Approval of meeting minutes from the September 4, 2025, regular meeting.

2. **CONSIDERATION AND FINAL ACTION:**

2.A A final plat establishing Gardens at Comanche Trace, Phase 1, an 18.251-acre tract of land located in the William Watt Survey No. 64, Abstract No. 363, Kerr County, Texas, and being a portion of a called 610.79-acre tract of land as described in Document No. 22-03728 of the Official Public Records of Kerr County, Texas. (Case 2025-029)

3. **STAFF REPORT:**

4. **ADJOURN.**

I hereby certify that this agenda was posted as notice of the meeting on the bulletin board at the City Hall of the City of Kerrville, Texas, and on the City's website 9/26/2025 at 9:00 a.m. and remained posted continuously for at least 3 business days preceding the scheduled time of the meeting.  
Shelley McElhannon, TRMC, City Secretary, City of Kerrville, Texas



**TO BE CONSIDERED BY THE PLANNING AND ZONING  
COMMISSION  
CITY OF KERRVILLE, TEXAS**

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**CAPTION:** Approval of meeting minutes from the September 4, 2025, regular meeting.

**AGENDA DATE:** October 2, 2025

**DATE SUBMITTED:** 09/16/2025

**SUBMITTED BY:**

**EXHIBITS:**

1. 20250904\_PZ Minutes\_draft

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**Expenditure:**  
**Account Number:**  
**Payment to/Vendor  
name:**

**Amount Budgeted:**  
**Account Balance:**

**Kerrville 2050 Item?**  
No

**Key Priority Area:**

**SUMMARY:**

**RECOMMENDED ACTION:**

Approve or approve with specific revisions.

**PLANNING AND ZONING COMMISSION  
MINUTES  
REGULAR MEETING**

**KERRVILLE, TEXAS  
SEPTEMBER 4, 2025 4:00 PM**

**PLANNING & ZONING MEMBERS**

**PRESENT:**

Chair Mike Sigerman  
Vice Chair David Lipscomb  
Kim Richards  
Abram Bueche  
Tabor McMillan

**PLANNING & ZONING MEMBERS**

**ABSENT:**

Kevin Bernhard

**CITY EXECUTIVE STAFF:**

Drew Paxton  
Steve Melander  
Mariela Sanchez

**CALL TO ORDER:**

The meeting was called to order by Chair Mike Sigerman at 4:00pm.

1. **MINUTES:**

1.A Approval of meeting minutes from the August 7, 2025 regular meeting.

David Lipscomb made a motion to approve the meeting minutes. Tabor McMillan seconded the motion and the motion passed 5-0.

2. **PUBLIC HEARING, CONSIDERATION & ACTION:**

2.A A change in zoning from Light Commercial District (C-2) to Multifamily Residential District (R-3) for the property identified as Loop 534 / SW of Fire Station 3; Lot 1, Block 5 of Legion Hills, Phase 4, 3.56 acres, KCAD Property ID 71535. (Case No. PZ-2025-16) - **CASE WITHDRAWN**

Case withdrawn. No action required.

2.B A sign variance for an LED sign larger than 32 SF for the property addressed as 134 Camp Meeting Road, Kerrville, Texas, 78028; Lot 1-R (Replat), Hosanna Lutheran Church Addition, 7.04 acres. (Case No. PZ-2025-17)

Drew Paxton presented the case.  
Clay Lambert was called to speak.  
Open public hearing.  
Close public hearing.

Kim Richards was called to speak.  
David Lipscomb was called to speak.  
Drew Paxton presented the staff report.  
Mike Sigerman was called to speak.  
Clay Lambert was called to speak.  
Drew Paxton was called to speak.  
General discussion occurred.  
Discussion of possible conditions for dark sky compliance and minimum screen display time of 20 to 30 seconds.  
Drew Paxton explained that conditions are allowed as part of a variance request.  
General discussion occurred.

Kim Richards made a motion to approve the sign variance with dark sky compliance and a minimum screen display time of 20 seconds. Abram Bueche seconded the motion and the motion failed 2-3. Mike Sigerman, David Lipscomb and Tabor McMillan voted to deny.

**3. STAFF REPORT:**

Next scheduled P&Z meeting is on October 2, 2025, 4pm, Council Chambers.

Thank you to Commissioner John Lovett for his time and contributions on the commission.

We are actively seeking a new Commissioner to join the commission.

**ADJOURN.**

Meeting was adjourned by Chair Mike Sigerman at 4:37pm.

APPROVED BY PLANNING & ZONING: \_\_\_\_\_

APPROVED:  
\_\_\_\_\_

ATTEST:  
\_\_\_\_\_



**TO BE CONSIDERED BY THE PLANNING AND ZONING  
COMMISSION  
CITY OF KERRVILLE, TEXAS**

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**CAPTION:** A final plat establishing Gardens at Comanche Trace, Phase 1, an 18.251-acre tract of land located in the William Watt Survey No. 64, Abstract No. 363, Kerr County, Texas, and being a portion of a called 610.79-acre tract of land as described in Document No. 22-03728 of the Official Public Records of Kerr County, Texas. (Case 2025-029)

**AGENDA DATE:** October 2, 2025

**DATE SUBMITTED:** 09/16/2025

**SUBMITTED BY:**

**EXHIBITS:**

1. 2025-029\_Updated Final Plat\_Gardens at Comanche Trace Phase 1\_20250925
2. 2025-029\_Gardens at Comanche Trace Phase 1\_COA's\_20250925

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**Expenditure:**  
**Account Number:**  
**Payment to/Vendor  
name:**

**Amount Budgeted:**  
**Account Balance:**

**Kerrville 2050 Item?**

Yes

**Key Priority Area:**

H – Housing

**SUMMARY:**

The Planning & Zoning Commission approved the Preliminary Plat for Gardens at Comanche Trace in 2023 (Case 2023-003). The public improvements for Phase 1 are nearing completion, so the developer is requesting approval of the Final Plat for these 56 residential lots. Approval is permitted with the attached Conditions of Approval.

**RECOMMENDED ACTION:**

Approve the Final Plat with Conditions of Approval.

NOTES:

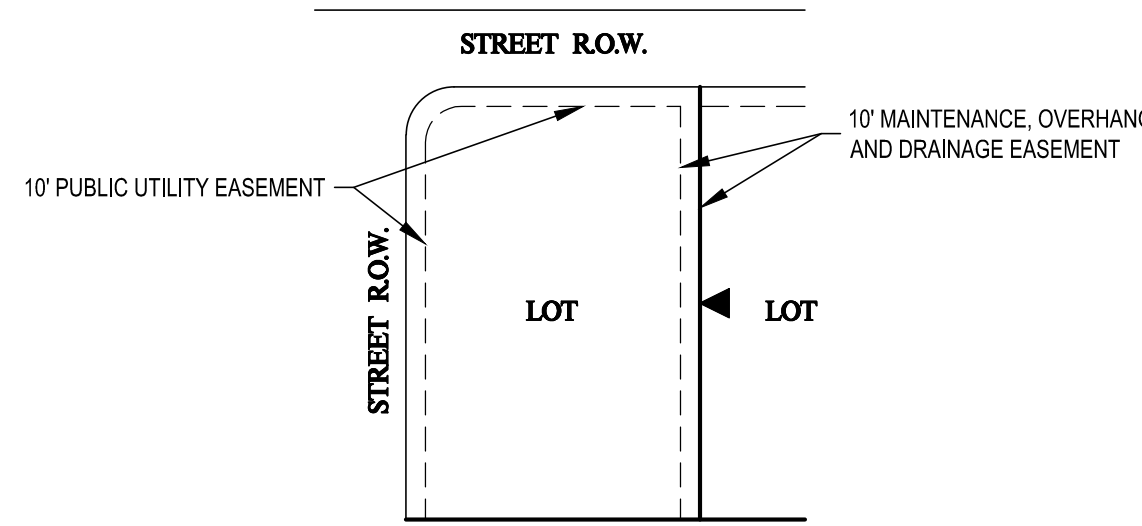
- 1. THE PRELIMINARY PLAT OF GARDENS AT COMANCHE TRACE (CASE 2023-003) WAS APPROVED BY THE CITY OF KERRVILLE PLANNING & ZONING COMMISSION ON MAY 11, 2023.
2. THE PROPERTY SHOWN HEREON IS LOCATED COMPLETELY WITHIN ZONE X ACCORDING TO THE FLOOD INSURANCE RATE MAP (FIRM) FOR KERR COUNTY, TEXAS (REF.: MAP NO.48265C0655F) MAP DATE: MARCH 03, 2021.
3. VERTICAL DATUM IS BASED ON NAVD 88.
4. BUILDING SETBACKS WILL BE IN ACCORDANCE WITH THE CITY OF KERRVILLE COMPREHENSIVE ZONING ORDINANCE ADDITIONAL SETBACKS AND RESTRICTIONS MAY BE APPLICABLE BASED ON GOVERNING CCR'S.
5. LOTS 901, 902, 903, AND 904 ARE DEDICATED AS COMMON SPACE, PRIVATE DRAINAGE AND PUBLIC UTILITY EASEMENT.
6. THE RECTANGULAR COORDINATES AND BEARINGS SHOWN HEREON (COG COORDS) WERE CALCULATED USING THE CITY OF KERRVILLE COORDINATE SYSTEM. THESE COORDINATES ARE FOR THE CITY OF KERRVILLE MAPPING PURPOSES ONLY AND ARE NOT TO BE USED TO REPLACE MISSING CORNERS ON THE GROUND.
7. ORIGINAL SURVEY LINES SHOWN ARE APPROXIMATE. NO ATTEMPT HAS BEEN MADE TO LOCATE ORIGINAL SURVEY LINES.
8. PARKLAND DEDICATION FEES SHALL BE PAID AT FINAL PLAT IN ACCORDANCE WITH CITY OF KERRVILLE ORDINANCE 2022-01.

A FINAL PLAT ESTABLISHING GARDENS AT COMANCHE TRACE, PHASE 1

A 18.251 ACRE TRACT OF LAND LOCATED IN THE WILLIAM WATT SURVEY NO. 64, ABSTRACT NO. 363 KERR COUNTY, TEXAS, AND BEING A PORTION OF A CALLED 610.79 ACRE TRACT OF LAND AS DESCRIBED OF RECORD IN DOCUMENT NO. 22-03728 OF THE OFFICIAL PUBLIC RECORDS OF KERR COUNTY, TEXAS.

TAX CERTIFICATES FILE # \_\_\_\_\_

FILE # \_\_\_\_\_

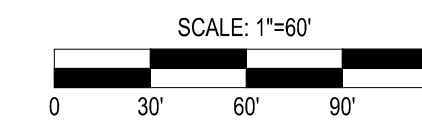


TYPICAL LOT EASEMENTS

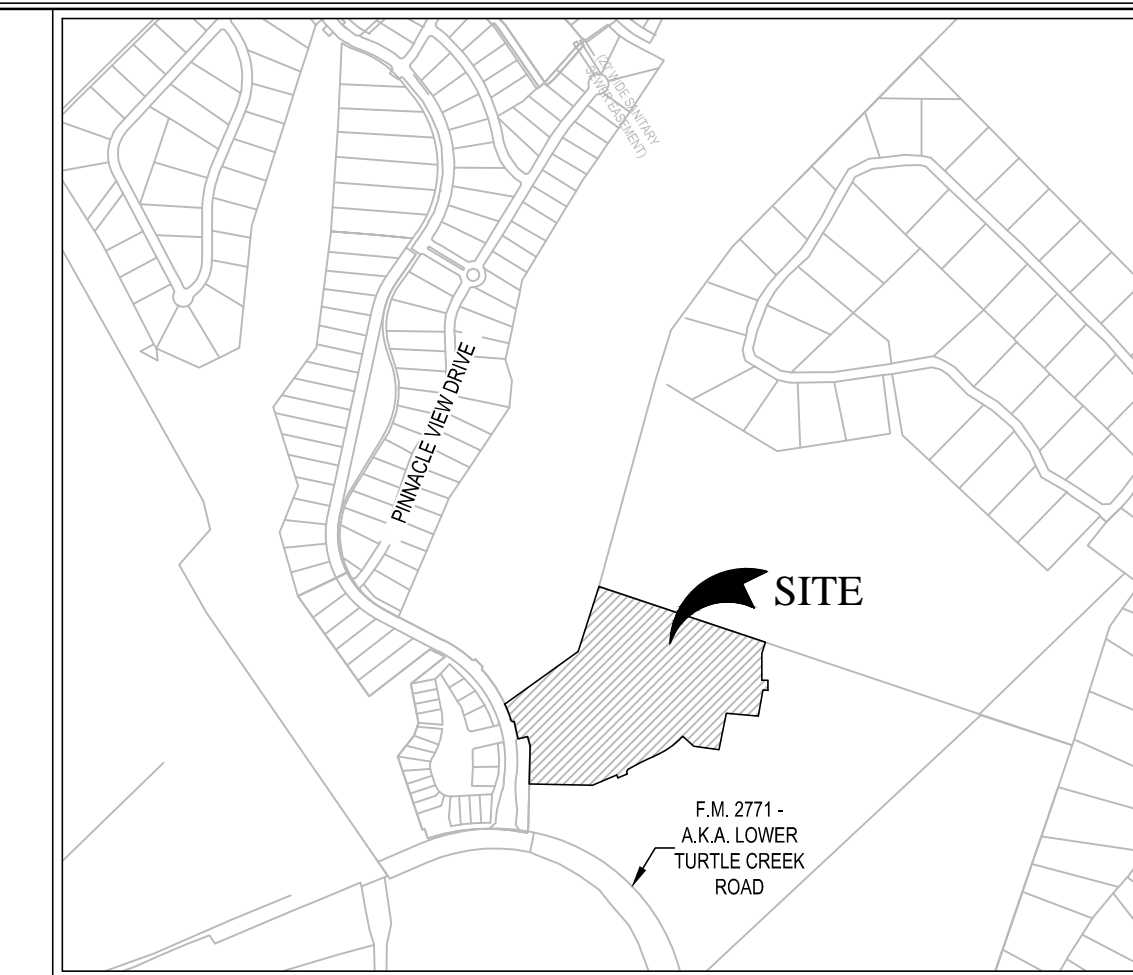
N.T.S. (ESTABLISHED ON ALL LOTS)
NOTE: SEE CITY OF KERRVILLE ZONING CODE FOR PATIO HOME SETBACK PARAMETERS.

NUMBER OF RESIDENTIAL LOTS: 56
TOTAL ACREAGE: 18.251 Ac.
AVERAGE DENSITY: 0.33 Ac./LOT

SEE SHEET 2 FOR LINE AND CURVE TABLES



- LEGEND
PROPERTY BOUNDARY
LOT LINE
RIGHT-OF-WAY
DRAINAGE EASEMENT
PUBLIC UTILITY EASEMENT
ADJOINER PROPERTY LINE
SET 1/2" IRON ROD WITH A RED MARKING HOOD OVER ENG. & SURVEY" PLASTIC CAP
FOUND 1/2" IRON ROD
FOUND 1/2" IRON ROD "GROGAN"
FOUND TEXTOD MONUMENT
FOUND "X"
FOUND WOOD POST
FOUND METAL POST
ZERO LOT LINE
PUBLIC UTILITY EASEMENT
VARIABLE WIDTH DRAINAGE EASEMENT



VICINITY MAP N.T.S.

STATE OF TEXAS §
COUNTY OF KERR §

THAT I, STEVEN C. HELD, BEING A DULY AUTHORIZED REPRESENTATIVE FOR COMANCHE TRACE DEVELOPMENT COMPANY, LP, THE OWNER OF THE LAND SHOWN AND PLATTED HEREON FOR SUBDIVISION, HEREBY ADOPT THIS PLAT OF SUBDIVISION, ESTABLISH THE MINIMUM BUILDING RESTRICTION LINES AND DEDICATE ALL EASEMENTS FOR PURPOSES NOTED.

WITNESS MY HAND THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

COMANCHE TRACE DEVELOPMENT COMPANY, LP
STEVEN C. HELD, PRESIDENT/CEO

IN ACCORDANCE WITH SEC. 62-33 (b) OF THE CODE OF ORDINANCE OF THE CITY OF KERRVILLE, TEXAS, AND IN CONSIDERATION OF THE APPROVAL OF GARDENS AT COMANCHE TRACE PHASE 1, STEVEN C. HELD DOES HEREBY WAIVE ANY AND ALL CLAIMS FOR DAMAGES AGAINST THE CITY OF KERRVILLE, KERR COUNTY, TEXAS, OCCASIONED BY THE ESTABLISHMENT OF GRADES OR THAT ALTERATION OF THE SURFACE OF ANY PORTION OF EXISTING STREETS AND ALLEYS TO CONFORM TO THE GRADES ESTABLISHED IN THE ABOVE NAMED SUBDIVISION.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

COMANCHE TRACE DEVELOPMENT COMPANY, LP
STEVEN C. HELD, PRESIDENT / CEO

STATE OF TEXAS §
COUNTY OF KERR §

BEFORE ME, THE UNDERSIGNED AUTHORITY ON THIS DAY PERSONALLY APPEARED STEVEN C. HELD, 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.

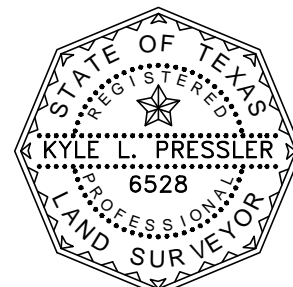
GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

NOTARY PUBLIC FOR THE STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS:

THAT I, KYLE L. PRESSLER DO HEREBY CERTIFY THAT I MADE AN ACTUAL AND ACCURATE SURVEY ON THE GROUND OF THE HEREON PLATTED LAND AND THAT THE CORNER MONUMENTS SHOWN HEREON WERE PROPERLY PLACED UNDER MY PERSONAL SUPERVISION IN ACCORDANCE WITH THE SUBDIVISION ORDINANCE OF THE CITY OF KERRVILLE, TEXAS.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025



KYLE L. PRESSLER
REGISTERED PROFESSIONAL LAND SURVEYOR
TEXAS REGISTRATION NO. 6528

FILED FOR RECORD ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M.

RECORDED ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M. IN FILE # \_\_\_\_\_ OF

THE PLAT RECORDS OF KERR COUNTY, TEXAS

MADRENE ALFORD, KERR COUNTY CLERK

I HEREBY CERTIFY THAT THIS SUBDIVISION PLAT MEETS THE CITY MASTER GRID SYSTEM REGARDING STREET NAMES AND ADDRESSES ASSIGNED BY THE CITY OF KERRVILLE PLANNING DIVISION.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

DREW FAXTON, DIRECTOR OF PLANNING AND DEVELOPMENT

I HEREBY CERTIFY THAT THE SUBDIVISION SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS FOR KERRVILLE, TEXAS, WITH THE EXCEPTION OF SUCH VARIANCES OR WAIVERS, IF ANY, AS ARE NOTED IN THE MINUTES OF THE CITY PLANNING AND ZONING COMMISSION AND THAT IT HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE COUNTY CLERK.

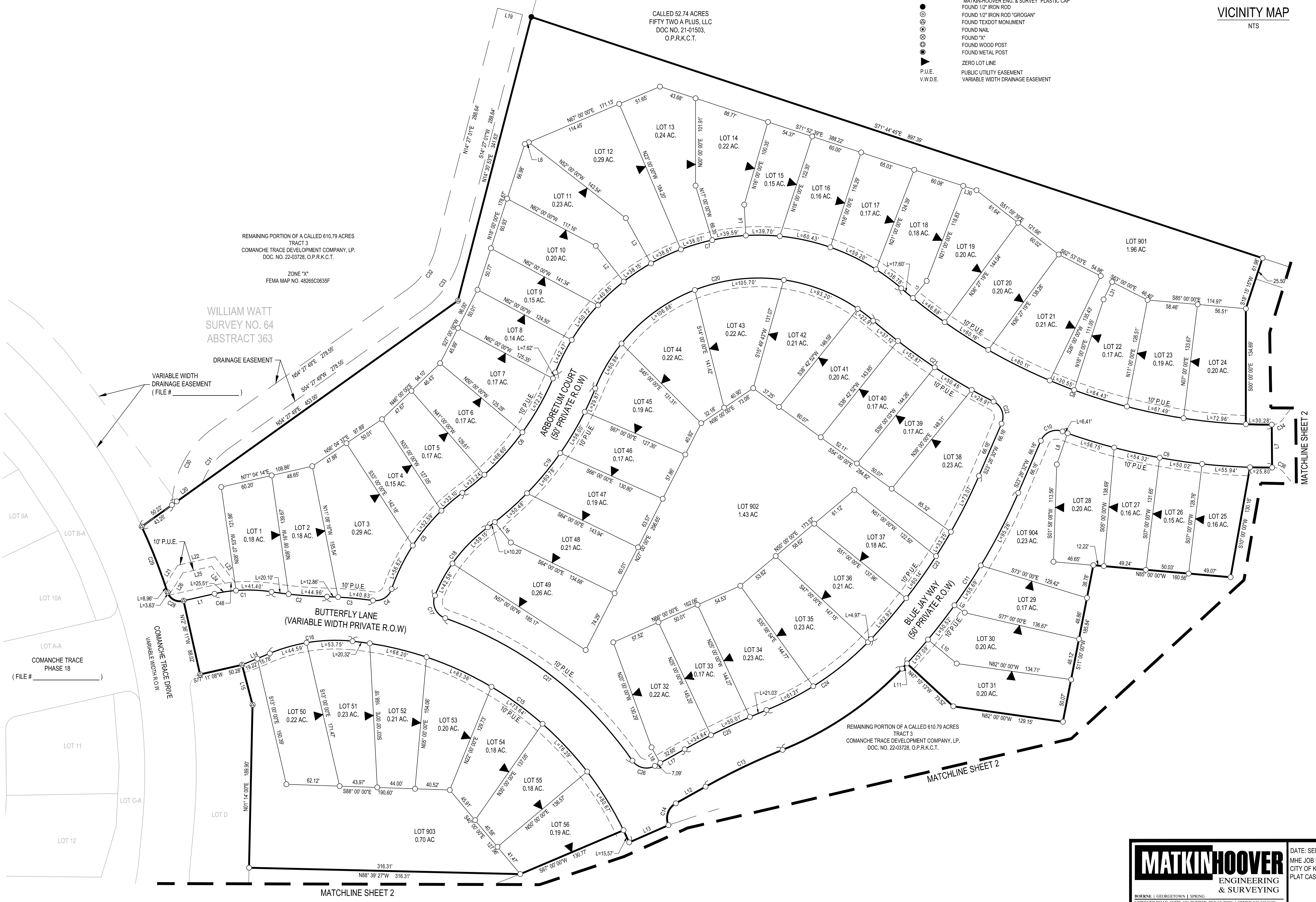
DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

CHAIRMAN, CITY OF KERRVILLE PLANNING & ZONING COMMISSION

I HEREBY CERTIFY THAT THE SUBDIVISION PLATTED HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF KERRVILLE, TEXAS AND THAT IT IS EXISTING IN AN ACCEPTABLE MANNER AND IS CURRENTLY SERVED BY PUBLIC INFRASTRUCTURE.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

KYLE BUROW, CITY ENGINEER



REMAINING PORTION OF A CALLED 610.79 ACRES TRACT 3 COMANCHE TRACE DEVELOPMENT COMPANY, LP, DOC. NO. 22-03728, O.P.R.K.C.T.
ZONE "X"
FEMA MAP NO. 48265C0639F

WILLIAM WATT SURVEY NO. 64 ABSTRACT 363

BUTTERFLY LANE (VARIABLE WIDTH PRIVATE R.O.W)

REMAINING PORTION OF A CALLED 610.79 ACRES TRACT 3 COMANCHE TRACE DEVELOPMENT COMPANY, LP, DOC. NO. 22-03728, O.P.R.K.C.T.

MATKINHOOPER ENGINEERING & SURVEYING
BUREAU: GEORGETOWN, J. SPRING
1101 SPENCER ROAD, SUITE 104, BOERNE, TEXAS 78001 | OFFICE: 817.240.0600
(THESE FIRM REGISTRATIONS ARE SUBJECT TO THE PUBLIC RECORDS REGISTRATION - 110000000)
CIVIL ENGINEERS | SURVEYORS | LAND ACQUISITION MANAGERS | CONSULTANTS

DATE: SEPTEMBER 2025
MHE JOB NO. - 2041.19
CITY OF KERRVILLE
PLAT CASE # 2025 - 029

A FINAL PLAT ESTABLISHING  
**GARDENS AT COMANCHE TRACE, PHASE 1**

A 18.251 ACRE TRACT OF LAND LOCATED IN THE WILLIAM WATT SURVEY NO. 64, ABSTRACT NO. 363 KERR COUNTY, TEXAS, AND BEING A PORTION OF A CALLED 610.79 ACRE TRACT OF LAND AS DESCRIBED OF RECORD IN DOCUMENT NO. 22-03728 OF THE OFFICIAL PUBLIC RECORDS OF KERR COUNTY, TEXAS.

NUMBER OF RESIDENTIAL LOTS : 56  
 TOTAL ACREAGE : 18.251 Ac.  
 AVERAGE DENSITY : 0.33 Ac / LOT

CALLED 52.74 ACRES  
 FIFTY TWO A PLUS, LLC  
 DOC NO. 21-01503, O.P.R.K.C.T.

WILLIAM WATT  
 SURVEY NO. 64  
 ABSTRACT 363

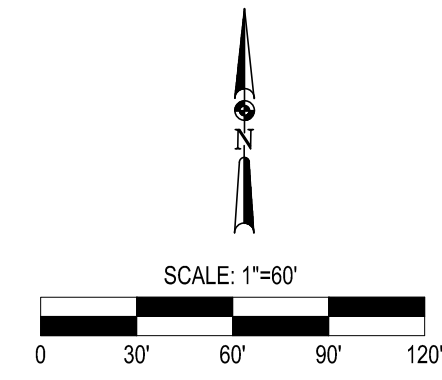
WILLIAM T CROOK  
 SURVEY NO. 63  
 ABSTRACT 116

REMAINING PORTION OF A  
 CALLED 610.79 ACRES  
 TRACT 3  
 COMANCHE TRACE DEVELOPMENT COMPANY, LP  
 DOCUMENT NO. 22-03728  
 O.P.R.K.C.T.

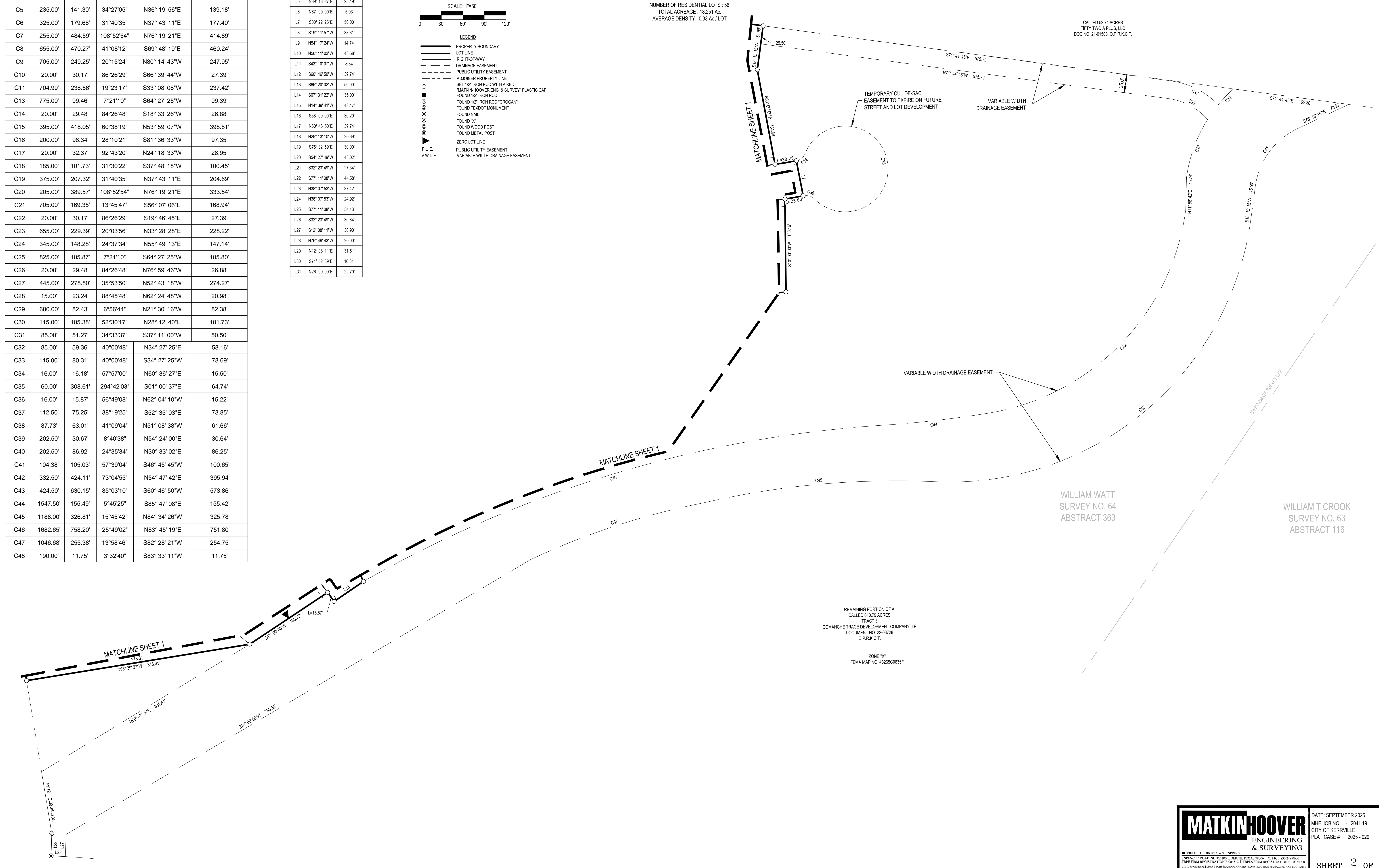
ZONE "X"  
 FEMA MAP NO. 48265C0635F

CURVE TABLE					
CURVE	RADIUS	LENGTH	DELTA	CHORD BEARING	CHORD LENGTH
C1	180.00'	66.92'	21°18'00"	N88° 02' 49"E	66.53'
C2	500.00'	65.06'	7°27'21"	S85° 01' 52"E	65.02'
C3	445.00'	53.68'	6°54'43"	S85° 18' 34"E	53.65'
C4	20.00'	27.59'	79°02'24"	N58° 37' 36"E	25.45'
C5	235.00'	141.30'	34°27'05"	N36° 19' 56"E	139.18'
C6	325.00'	179.68'	31°40'35"	N37° 43' 11"E	177.40'
C7	255.00'	484.59'	108°52'54"	N76° 19' 21"E	414.89'
C8	655.00'	470.27'	41°08'12"	S69° 48' 19"E	460.24'
C9	705.00'	249.25'	20°15'24"	N80° 14' 43"W	247.95'
C10	20.00'	30.17'	86°26'29"	S66° 39' 44"W	27.39'
C11	704.99'	238.56'	19°23'17"	S33° 08' 08"W	237.42'
C13	775.00'	99.46'	7°21'10"	S64° 27' 25"W	99.39'
C14	20.00'	29.48'	84°26'48"	S18° 33' 26"W	26.88'
C15	395.00'	418.05'	60°38'19"	N53° 59' 07"W	398.81'
C16	200.00'	98.34'	28°10'21"	S81° 36' 33"W	97.35'
C17	20.00'	32.37'	92°43'20"	N24° 18' 33"W	28.95'
C18	185.00'	101.73'	31°30'22"	S37° 48' 18"W	100.45'
C19	375.00'	207.32'	31°40'35"	N37° 43' 11"E	204.69'
C20	205.00'	389.57'	108°52'54"	N76° 19' 21"E	333.54'
C21	705.00'	169.35'	13°45'47"	S56° 07' 06"E	168.94'
C22	20.00'	30.17'	86°26'29"	S19° 46' 45"E	27.39'
C23	655.00'	229.39'	20°03'56"	N33° 28' 28"E	228.22'
C24	345.00'	148.28'	24°37'34"	N55° 49' 13"E	147.14'
C25	825.00'	105.87'	7°21'10"	S64° 27' 25"W	105.80'
C26	20.00'	29.48'	84°26'48"	N76° 59' 46"W	26.88'
C27	445.00'	278.80'	35°53'50"	N52° 43' 18"W	274.27'
C28	15.00'	23.24'	88°45'48"	N62° 24' 48"W	20.98'
C29	680.00'	82.43'	6°56'44"	N21° 30' 16"W	82.38'
C30	115.00'	105.38'	52°30'17"	N28° 12' 40"E	101.73'
C31	85.00'	51.27'	34°33'37"	S37° 11' 00"W	50.50'
C32	85.00'	59.36'	40°00'48"	N34° 27' 25"E	58.16'
C33	115.00'	80.31'	40°00'48"	S34° 27' 25"W	78.69'
C34	16.00'	16.18'	57°57'00"	N60° 36' 27"E	15.50'
C35	60.00'	308.61'	294°42'03"	S01° 00' 37"E	64.74'
C36	16.00'	15.87'	56°49'08"	N62° 04' 10"W	15.22'
C37	112.50'	75.25'	38°19'25"	S52° 35' 03"E	73.85'
C38	87.73'	63.01'	41°09'04"	N51° 08' 38"W	61.66'
C39	202.50'	30.67'	8°40'38"	N54° 24' 00"E	30.64'
C40	202.50'	86.92'	24°35'34"	N30° 33' 02"E	86.25'
C41	104.38'	105.03'	57°39'04"	S46° 45' 45"W	100.65'
C42	332.50'	424.11'	73°04'55"	N54° 47' 42"E	395.94'
C43	424.50'	630.15'	85°03'10"	S60° 46' 50"W	573.86'
C44	1547.50'	155.49'	5°45'25"	S85° 47' 08"E	155.42'
C45	1188.00'	326.81'	15°45'42"	N84° 34' 26"W	325.78'
C46	1682.65'	758.20'	25°49'02"	N83° 45' 19"E	751.80'
C47	1046.68'	255.38'	13°58'46"	S82° 28' 21"W	254.75'
C48	190.00'	11.75'	3°32'40"	S83° 33' 11"W	11.75'

LINE TABLE		
LINE	BEARING	DISTANCE
L1	N77° 23' 49"E	36.89'
L2	N38° 00' 00"W	52.89'
L3	N29° 00' 00"W	60.39'
L4	N33° 00' 00"W	36.01'
L5	N39° 13' 27"E	25.49'
L6	N67° 00' 00"E	5.03'
L7	S00° 22' 25"E	90.00'
L8	S19° 11' 57"W	38.31'
L9	N54° 17' 24"W	14.74'
L10	N50° 11' 03"W	43.58'
L11	S43° 10' 07"W	8.34'
L12	S80° 48' 50"W	39.74'
L13	S66° 20' 02"W	50.00'
L14	S67° 31' 22"W	35.00'
L15	N14° 39' 41"W	48.17'
L16	S38° 00' 00"E	30.29'
L17	N60° 46' 50"E	39.74'
L18	N29° 13' 10"W	20.69'
L19	S75° 32' 59"E	30.00'
L20	S54° 27' 49"W	43.02'
L21	S32° 23' 49"W	27.34'
L22	S77° 11' 08"W	44.58'
L23	N38° 07' 53"W	37.42'
L24	N38° 07' 53"W	24.92'
L25	S77° 11' 08"W	34.13'
L26	S32° 23' 49"W	30.84'
L27	S12° 06' 11"W	30.90'
L28	N78° 49' 43"W	20.00'
L29	N12° 08' 11"E	31.51'
L30	S71° 52' 39"E	16.31'
L31	N28° 00' 00"E	22.70'



- LEGEND**
- PROPERTY BOUNDARY
  - LOT LINE
  - - - RIGHT-OF-WAY
  - - - DRAINAGE EASEMENT
  - - - PUBLIC UTILITY EASEMENT
  - - - ADJOINER PROPERTY LINE
  - SET 1/2" IRON ROD WITH A RED "MATKINHOOVER ENG. & SURVEY" PLASTIC CAP
  - FOUND 1/2" IRON ROD
  - ⊙ FOUND TEXDOT MONUMENT
  - ⊙ FOUND NAIL
  - ⊙ FOUND "X"
  - ⊙ FOUND WOOD POST
  - ⊙ FOUND METAL POST
  - ▲ ZERO LOT LINE
  - ▲ P.U.E.
  - ▲ V.W.D.E.



# **Gardens at Comanche Trace Phase 1 Final Plat**

## **Conditions of Approval**

### **Case 2025-029**

**9/25/25**

Prior to the City of Kerrville signing the final plat for submittal to the County for recording, the following items shall be completed by the developer and confirmed by City staff:

1. All public improvements must be completed, inspected and accepted by Engineering.
2. For completed, inspected, and accepted public improvements, a warranty bond/security must be posted with Engineering.
3. Engineering shall issue a letter confirming that all public improvements have been completed, inspected and accepted, and that the warranty bond/security has been posted.
4. Obtain confirmation from all public and private utilities serving the project that all required utility easements are clearly and accurately identified on the plat.
5. Reference the recording file numbers for the Comanche Trace Phase 18 Amending Plat (Case 2025-028) and variable width drainage easement.
6. Pay Parkland Dedication fee per City of Kerrville Ordinance 2022-01.

When the above items have been addressed by the developer and confirmed by City staff, please provide the following to the City for submittal to the County for recording:

7. A minimum of two executed mylars.
8. A minimum of one executed white bond.
9. Original tax certificates from the County and ISD showing a zero balance.
10. Contact information for the County to call for payment of recording fees.