

**MINUTES**  
**PLANNING AND ZONING COMMISSION OF THE CITY OF UNIVERSAL CITY, TEXAS**  
Regular Meeting, Monday Evening, 06 February 2023

**1. CALL TO ORDER:** Chairman Ron Jackson at 6:00 p.m.

**2. QUORUM CHECK:** Michael Cassata, Development Services Director

**Commission Members Present:**

Ron Jackson, Chairperson  
Mary Andrews, Member  
Sheila Garcia, Member  
Zach Carlton, Member  
Deborah Hernandez, Member  
John Hudson, Member  
Cynthia Spurlock, Member  
Justin Villa, Member

**Staff Present:**

Kim Turner, City Manager  
Michael Cassata, Development Services Director  
Maribel Garcia, Deputy City Clerk

**Absent:**

Diane Woods, Member

Mr. Cassata noted a quorum was present.

**3. MINUTES OF THE PREVIOUS MEETING:** Regular Meeting – 09 January 2023

Mr. Hudson moved to accept the minutes as presented. Mr. Carlton seconded the motion.

**The motion was approved on an 8-0 vote.**

**4. NEW BUSINESS:**

- A. **Public Hearing:** P.C. 566 (SU 013) – A request for a **Specific Use Permit** at 2101 Pat Booker Road, Suite 104 (CB 5047F (UNIVERSAL MEDICAL PLAZA), BLOCK 1, LOT 1) to allow an insurance agency and financial services company in a C3 – Commercial Services District, per zoning ordinance 581.

Chair Jackson requested Mr. Cassata give background on the item.

Mr. Cassata explained 1<sup>st</sup> Command's request for the Specific Use Permit to be able to extend their business to the vacant suite next to their existing three-suite space. He mentioned 1<sup>st</sup> Command had gained approval from City Council in 2020 for another Specific Use Permit which is how they have their current space. He explained how a Specific Use Permit is tied specifically to that user and that it cannot be transferred to a new user conducting the same type of business.

**Chair Jackson opened the Public Hearing at 6:04 p.m.**

A representative from 1<sup>st</sup> Command explained that the request is for 1,500 additional square feet.

Chair Jackson asked if they were requesting the suite closest to Pat Booker Road, and if they have the middle three units of the strip with a dentist on the other end to which the answer was yes to both.

Seeing as there were no further questions or comments, **the Public Hearing was closed at 6:05 p.m.**

- B. **Consider:** P.C. 566 (SU 013) – A request for a **Specific Use Permit** at 2101 Pat Booker Road, Suite 104 (CB 5047F (UNIVERSAL MEDICAL PLAZA), BLOCK 1, LOT 1) to allow an insurance agency and financial services company in a C3 – Commercial Services District, per zoning ordinance 581.

Chair Jackson opened the floor for discussion but first asked for a motion.

Mr. Hudson made a motion to approve PC 566 (SU 013) and to grant a Specific Use Permit to First Command to allow an insurance agency and financial services company at 2101 Pat Booker Road, Suite 104.

Mr. Carlton seconded the motion.

**The motion was approved on an 8-0 vote.**

Mr. Cassata noted that this item would be presented before City Council on February 21<sup>st</sup>, 2023.

- C. **Public Meeting:** P.C. 555 – A request for approval of a **Preliminary and Final Plat of Subdivision** establishing **1465 Pat Booker Subdivision:** Being 0.871 acres (37,934 square feet) situated in the Maria Lucia Torres survey No. 81, Abstract No. 745, County Block 5053, City of Universal City, Bexar County, Texas: being a portion of that certain 5.112 acre “TRACT 1” described in instrument to Northlake UC, Ltd. Recorded in Volume 11418, page 24 of the Bexar County Official Public Records.

Chair Jackson asked Mr. Cassata to give background on the item.

Mr. Cassata explained the land would be used for an HTeaO, which meets the requirements of the Zoning Code, including use and bulk requirements. He explained the property would share an entrance from Pat Booker Road with the adjacent car wash He added that the City submitted a notification letter to JBSA-Randolph and anticipates a response soon. Upon inquiry from the Commission, the location of the property was clarified.

Chair Jackson expressed concern over flooding.

Mrs. Turner clarified that the lot does flood, but not the section of the lot proposed for development.

Ms. Hernandez shared concerns about traffic with the shared curb cut.

Mr. Cassata clarified it is a wide curb cut which should accommodate traffic from both uses. He added TXDOT approved the curb cut with two property users in mind.

Mrs. Turner further explained that HTeaO having their own curb cut is unrealistic due to the existing number of curb cuts near the intersection at Pat Booker Road and Kitty Hawk Road.

Traffic concerns were reiterated by Ms. Hernandez and Ms. Spurlock.

Ms. Garcia shared her belief that it would not get so busy that traffic from HTeaO would overflow onto Pat Booker Road.

Mr. Cassata again clarified the location and added that it is in APZ1 in the AICUZ.

Ms. Hernandez shared concerns about parking.

Mr. Cassata explained that HTeaO is mainly a drive-thru location, but that there would be a small lobby to go inside, and the site plan meets the Zoning Code requirements for parking and queuing.

**Chair Jackson opened the Public Meeting at 6:16 p.m.** Seeing as there were no speakers or comments on this item, **the Public Meeting was closed at 6:16 p.m.**

- D. **Consider:** P.C. 555 – A request for approval of a **Preliminary and Final Plat of Subdivision** establishing **1465 Pat Booker Subdivision:** Being 0.871 acres (37,934 square feet) situated in the Maria Lucia Torres survey No. 81, Abstract No. 745, County Block 5053, City of Universal City, Bexar County, Texas: being a portion of that certain 5.112 acre “TRACT 1” described in instrument to Northlake UC, Ltd. Recorded in Volume 11418, page 24 of the Bexar County Official Public Records.

Chair Jackson opened the floor for discussion but first asked for a motion.

Ms. Garcia made a motion for approval of P.C. 555 and the Preliminary and Final Plat of subdivision with the following condition:

1. Staff approval of any outstanding final plat of subdivision comments.

Mr. Hudson seconded the motion.


**The motion was approved on an 8-0 vote.**

#### **5. CITY MANAGER'S REPORT:**

Mrs. Turner shared that City Council will be discussing the venue tax, projected revenue and capital improvements associated with the golf course.

Upon inquiry, Mrs. Turner explained the benefits of the hotel and golf course affiliation.

**6. ADJOURNMENT:** Chair Jackson adjourned the meeting at 6:23 p.m.

  
Ronald N. Jackson  
Chairman