

**MINUTES**  
**PARKS & RECREATION COMMISSION OF THE CITY OF UNIVERSAL CITY, TEXAS**  
Regular Meeting, Monday Evening, 03 April 2023

1. **CALL TO ORDER:** Chairman Ron Jackson at 6:17 p.m.
2. **QUORUM CHECK:** Michael Cassata, Development Services Director

**Commission Members Present:**

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

**Staff Present:**

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

Mr. Cassata noted a quorum was present.

3. **MINUTES OF THE PREVIOUS MEETING:** Regular Meeting – 06 February 2023

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

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

4. **NEW BUSINESS:**

- A. **Public Meeting:** P.C. 568 – A request for approval of the **Preliminary & Final Plats of Subdivision** being a total of 28.516 acres of land inclusive of a 0.023 acre right-of-way dedication to the City of Universal City, 28.516 acres recorded in Document No. 20220126682 of the real property records of Bexar County, Texas, out of the Maria Torres Survey Number 81, Abstract 745, County Block 5053, establishing Lot 7, Block 1, in City Block 5053, in the City of Universal City, Bexar County, Texas to establish **Northlake Business Park**, zoned C4-General Commercial, per Zoning Ordinance 581.

Mr. Cassata explained this is the largest remaining tract in Northlake Business Park, approximately 29 acres in size, which connects Byrd and Northlake Pass. The property has a single owner who intends to use the tract as a business park.

**Chair Jackson opened the Public Meeting at 6:20 p.m.**

Seeing as there were no further questions or comments, **the Public Meeting was closed at 6:21 p.m.**

- B. **Consider:** P.C. 568 – A request for approval of the **Preliminary & Final Plats of Subdivision** being a total of 28.516 acres of land inclusive of a 0.023 acre right-of-way dedication to the City of Universal City, 28.516 acres recorded in Document No. 20220126682 of the real property records of Bexar County, Texas, out of the Maria Torres Survey Number 81, Abstract 745, County

Block 5053, establishing Lot 7, Block 1, in City Block 5053, in the City of Universal City, Bexar County, Texas to establish **Northlake Business Park**, zoned C4-General Commercial, per Zoning Ordinance 581.

Mr. Hudson moved to approve the Preliminary & Final Plats of Subdivision. Ms. Spurlock seconded the motion.

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

- C. **Public Hearing:** P.C. 563 (ZC 234) – A request for an amendment to the **Future Land Use Plan** for an approximately 2.487-acre tract located at 3600 E. FM 1518 N (ORCHARD PARK #1 BLOCK 2 LOT 1A HOA COMMERCIAL LOT2.487 AC) from AC-Aviation Commercial to CS-Commercial Services, per Zoning Ordinance 581.

Mr. Cassata conveyed the location of the tract. He stated the applicant is proposing a retail commercial center, which would front the Orchard Park residential subdivision on FM 1518. He further stated the lot had always been planned as a retail center dating back to its original platting as part of the overall Orchard Park Subdivision. Mr. Cassata explained the land would be rezoned from R1-Large Lot Residential to PUD 2023-102 if the proposed annexation is approved by City Council at its meeting on April 18<sup>th</sup>. He went over specifics of the development, including building and development requirements, traffic analysis, and landscaping requirements. He said 29 legal notices were sent out with only one response from an adjacent property owner. He stated the floodplain CLOMR, or Conditional Letter of Map Revision, had recently been approved by FEMA.

**Chair Jackson opened the Public Hearing at 6:32 p.m.**

Mr. Trinkle stated he was there to take questions about the development.

Mr. Jackson asked about the layout and whether there would be an entrance off of FM 1518 as he was concerned about traffic.

Mr. Trinkle clarified there would be no curb cuts on FM 1518. He stated a turnaround for Fire Department apparatus would be provided in the parking lot.

Dick Wehman, who owns an adjacent property, expressed concern about the floodplain and gave history of the 1998 flood that affected his property.

Ms. Garcia asked for clarification on how the property is no longer in a floodplain, wondering if the original floodplain was declassified as such.

Mr. Cassata explained that the City's engineer worked with the applicant's engineer to redesign a portion of the property to remove it from the 100-year floodplain. In short, the front portion of the buildable area would be elevated.

Mr. Carlton asked about the number of tenants the development could hold.

Mr. Trinkle stated they do not have a number yet as they are not yet in that phase of development.

**The Public Hearing was closed at 6:37 p.m.**

- D. **Consider:** P.C. 563 (ZC 234) – A request for an amendment to the **Future Land Use Plan** for an approximately 2.487-acre tract located at 3600 E. FM 1518 N (ORCHARD PARK #1 BLOCK 2 LOT 1A HOA COMMERCIAL LOT 2.487 AC) from AC-Aviation Commercial to CS-Commercial Services, per Zoning Ordinance 581.

Mr. Carlton moved to approve PC 563 (ZC 234) and the amendment to the Future Land Use Plan from AC-Aviation Commercial to CS-Commercial Services for the Property at 3600 E FM 1518 N with the following conditions:

1. City Council approval of the Annexation petition.
2. City Council approval of the Zone Change from R1-Large Lot Residential to PUD 2023-102 District
3. City Council approval of the PUD Final Plan

Mr. Hudson seconded the motion.

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

- E. **Public Hearing:** P.C. 564 (ZC 235) – A request for a **Zone Change** from R1-Large Lot Residential to PUD 2023-102 for an approximately 2.487-Acre tract located at 3600 E. FM 1518 N (ORCHARD PARK #1 BLOCK 2 LOT 1A HOA COMMERCIAL LOT 2.487 AC), per Zoning Ordinance 581.

**Chair Jackson opened the Public Hearing at 6:39 p.m.**

Chair Jackson expressed concern that the P&Z Commission may be acting hastily considering the property does not become R1 residential until it is annexed.

Mr. Cassata explained that the P&Z Commission may recommend appropriate rezoning of the property should City Council approve the proposed annexation, which is why the approval motion was conditioned or worded that way.

Chair Jackson asked what the advantages of a PUD district were as opposed to a commercial zoning district.

Mr. Cassata stated the PUD allows flexibility when it comes to allowed uses, which is important considering the changing nature of bricks-and-mortar and e-commerce. This approach saves time and money when an owner wants a use not usually permitted in a traditional retail zoning district; for example, doggy day care or financial services. He added that a PUD allows the City to establish certain aesthetic and landscaping requirements.

Chair Jackson shared support for PUDs.

**The Public Hearing was closed at 6:40 p.m.**

- F. **Consider:** P.C. 564 (ZC 235) – A request for a **Zone Change** from R1-Large Lot Residential to PUD 2023-102 for an approximately 2.487-Acre tract located at 3600 E. FM 1518 N (ORCHARD PARK #1 BLOCK 2 LOT 1A HOA COMMERCIAL LOT 2.487 AC), per Zoning Ordinance 581.

Ms. Woods asked why the property would automatically be zoned residential if the intended use had always been commercial.

Mr. Cassata explained that, per State law, newly annexed property is automatically classified into the most restrictive zoning district before it can be rezoned to the appropriate district for the intended use. In this case, Universal City's most restrictive zoning classification is R1-Large Lot Residential.

Mr. Carlton moved to recommend approval of PC 564 (ZC 235) and the Zone Change from R1-Large Lot Residential to PUD 2023-102 District for the property at 3600 E FM 1518 N with the following conditions:

1. City Council approval of the Annexation petition
2. City Council approval of the FLUP amendment from AC-Aviation Commercial to CS-Commercial Services
3. City Council approval of the PUD Final Plan

Mr. Hudson seconded the motion.

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

- G. **Public Hearing:** P.C. 565 (ZC 236) – A request for approval of **PUD Preliminary and Final Plans** for an approximately 2.487-Acre tract located at 3600 E. FM 1518 N (ORCHARD PARK #1 BLOCK 2 LOT 1A HOA COMMERCIAL LOT 2.487 AC), per Zoning Ordinance 581.

**Chair Jackson opened the Public Hearing at 6:47 p.m.**

**There being no comments, the Public Hearing was closed at 6:48 p.m.**

- H. **Consider:** P.C. 565 (ZC 236) – A request for approval of **PUD Preliminary and Final Plans** for an approximately 2.487-Acre tract located at 3600 E. FM 1518 N (ORCHARD PARK #1 BLOCK 2 LOT 1A HOA COMMERCIAL LOT 2.487 AC), per Zoning Ordinance 581.

Mr. Hudson, stating the PUD Preliminary and Final Plans, as well as the Findings of Fact, had met with the procedural process requirements, moved to recommend approval of PC 565 (ZC 236) and the associated PUD Preliminary and Final Plans for the property at 3600 E FM 1518 N with the following conditions:

1. City Council approval of the Annexation petition
2. City Council approval of the FLUP amendment from AC-Aviation Commercial to CS-Commercial Services
3. City Council approval of the Zone Change from R1-Large Lot Residential to PUD 2023-102 District

Ms. Garcia seconded the motion.

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

- I. **Election of Officers**

Mr. Hudson nominated Chair Jackson to continue his position as Chair. Ms. Woods seconded the nomination. None opposed or made other nominations.

Chair Jackson nominated Mr. Carlton for Vice Chair. Ms. Garcia seconded the nomination. None opposed or made other nominations.

Ms. Garcia nominated Ms. Woods for Secretary. Ms. Spurlock seconded the nomination. None opposed or made other nominations.

Consensus was given for all candidates in the same vote.


**The candidates were unanimously elected.**

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

Ms. Turner reminded the Commission the Easter Egg Hunt would be held at Red Horse Park, City Council's Venue Tax Workshop would be April 11<sup>th</sup> at 6:00 P.M., the Fire Department would host a pancake breakfast on May 6<sup>th</sup>, which is also Election Day, and the budget cycle would begin soon. She and Mr. Hudson discussed traffic signals and working with TXDOT.

Mr. Cassata gave an update on projects including Chipotle, HTeaO, and two new drive-thru coffee shops.

**6. ADJOURNMENT:** Chair Jackson adjourned the meeting at 6:57 p.m.

  
Ronald N. Jackson  
Chairman