

MINUTES
PLANNING AND ZONING COMMISSION OF THE CITY OF UNIVERSAL CITY, TEXAS
Regular Meeting, Monday Evening, 10 July 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
Zack Carlton, Vice-Chair
Deborah Hernandez, Member
John Hudson, Member
Cynthia Spurlock, Member
Justin Villa, Member
Diane Woods, Secretary

Not Present:

Sheila Garcia, Member

Staff Present:

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

Applicant Attendees:

Alan Schoolcraft, applicant/tenant
Patrick Christensen, owner's representative

Mr. Cassata noted a quorum was present.

3. MINUTES OF THE PREVIOUS MEETING: Regular Meeting – 05 June 2023

Mr. Carlton moved to accept the minutes with noted changes. Mr. Hudson seconded the motion.

The motion was approved unanimously.

4. NEW BUSINESS:

A. Public Hearing: P.C. 577 (SU 015) – A request for a Specific Use Permit at Coronado Square Shopping Center, 2326 Pat Booker Road, Suite 968 (CB 5047D BLK 2 LOT 1 BRUNSWICK SUBD) to allow an Administrative and Business Offices use in a C2-Retail District, per Zoning Ordinance 581.

Mr. Cassata clarified the location at Coronado Square on the second floor. He explained that the tenant wished to relocate from another location on Pat Booker Road. He added that the tenant had occupied the proposed space a number of years ago. He also clarified that this use is not a permitted use by-right for this location, which is why the applicant is seeking a Specific Use Permit (SUP).

Chair Jackson inquired why the applicant was not identified in the SUP staff memo as had been historically done for SUPs. He further questioned why the property owner applied for the SUP instead of the tenant since the tenant would receive the SUP, not the property owner.

Mr. Cassata explained and clarified that the tenant, TXdocs LLC, would be receiving the SUP, not the property owner. He assured Chair Jackson that the SUP would not be issued to the property owner and would not allow the property owner to apply the SUP to any tenant. He said the ordinance presented to City Council would specify the tenant. After further questions, he clarified that the "applicant" was the property owner, but they were applying for the tenant who would be the recipient of the SUP. He said the tenant's name could be added to the motion to approve the SUP.

Chair Jackson also asked why the agenda packet displayed a different address than the one listed on the

SUP site plan.

Mr. Cassata explained that the floor plan provided in the agenda packet was created before the address change and that the current address for the subject suite on the second floor is number 968. He added that 30 notices were sent to surrounding residents and/or property owners with no responses.

Chair Jackson opened the Public Hearing at 6:08 P.M.

Mr. Carlton asked the applicant if there was a reason for relocating to the space listed in the SUP application.

Mr. Schoolcraft stated that their current address is 404 Pat Booker and the space is too small. He stated the space in Coronado Square has been empty since 2012 and fits their company growth better than their current space.

Chair Jackson closed the Public Hearing at 6:09 P.M.

- B. **Consider: P.C. 577 (SU 015) – A request for a Specific Use Permit at Coronado Square Shopping Center, 2326 Pat Booker Road, Suite 968 (CB 5047D BLK 2 LOT 1 BRUNSWICK SUBD) to allow an Administrative and Business Offices use in a C2-Retail District, per Zoning Ordinance 581.**

Chair Jackson requested that the tenant be named in the motion to approve. He noted that Suite 968 on the second floor is a terrible location for retail but a good space for administrative offices.

Mr. Carlton added that this move makes prime retail space on Pat Booker Road available where the applicant currently resides.

Mr. Hudson stated that having made findings, based upon the evidence presented at the public hearing, to support the conclusions identified in Section 4-5-54(4) of the Zoning Code, I move to approve PC 577 (SU 015) and to grant a Specific Use Permit to allow an Administrative and Business Offices use for Txdocs, LLC. at 2326 Pat Booker Road, Suite 968.

Mr. Carlton seconded the motion.

The motion was approved unanimously.

5. CITY MANAGER'S REPORT:

Ms. Turner gave updates on community events hosted by the City. She invited everyone to attend the July 12th budget workshop at 5 P.M. She thanked Chair Jackson for his time and service on the Commission.

Mr. Cassata thanked Chair Jackson for his guidance, leadership, and manner by which he conducted his meetings.

6. ADJOURNMENT: Chair Jackson adjourned the meeting at 6:15 P.M.

Ronald N. Jackson
Chairman