



Zoning & Planning Commission

Municipal Building 3800 University Blvd

Meeting Minutes

May 12, 2016

MEMBERS PRESENT: Richard Wilson, John Cutrer, Michael McEnany, David Kuykendall, Mimi Tsai and Bob Higley

MEMBER ABSENT: Mac Jensen

STAFF PRESENT: Debbie Scarcella, City Planner, Legal Counsel, Shelly Eversole and Public Works Administrative Coordinator, Josie M. Hayes

COUNCIL PRESENT: Brennan Reilly

GUEST PRESENT: Bo Whiteford, Alida Drewes and Doug Gilbert-Smith

1. **Notices, Rules, Etc.** Richard Wilson, Chairman, called the meeting to order at 6:17 pm. He asked the ZPC members and City Staff to introduce themselves. Richard Wilson asked staff to confirm that appropriate notices were given. Debbie stated notices were posted per state and local laws.
2. **Application for Approval of Building Site Designation (4039 Swarthmore).** There was ~~brief~~ discussion regarding the approval of a plan to divide a single building site into two 50' x 114' building sites at 4039 Swarthmore. The property at 4039 Swarthmore currently consists of two separately platted lots that are 50' x 114' in dimension. The two lots were combined through a building site designation form in 2000. The structure at 4033 Swarthmore was demolished and a pool and pool cabana building constructed in 2002. The current property owner wants to divide the building site along with the common boundary lines into two separate building sites – essentially the same as they were originally platted. Staff stated City ordinances have regulations that establish the dimensions of old building site (created prior to 1987) and new building sites (created after 1987). New building sites must be at least 75' feet wide. There is also a provision that states that ZPC can approve a plan for building sites that are smaller than 75' wide, but it does not give any guidance on what circumstances or conditions in which the approval can be granted. Property owner, Doug Gilbert-Smith stated the building site designation form did not show up in the title search and was unaware that the current lot configuration could not be re-platted. Their understanding was that since it showed up as two separate lots, that it could be re-platted. Bob Higley made a motion to table the item until the next meeting. Second by Mimi Tsai. **Motion carried.** ZPC requested an opinion in writing from the City Attorney as to the authority to approve the plan and the intent of the section.





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- 3. **School Use.** ZPC agreed upon the definition of school, other, with some grammatical changes. There was general discussion regarding the time frame in which the sunset clause should be. Bob Higley made a motion to change the time period of the sunset clause to comply or seek relief through the Zoning Board of Adjustments to end in August 1, 2026 to August 1, 2021. Second by Mimi Tsai. **Motion carried.** This amendment will be added to others and submitted with recommendations to City Council.
- 4. **Town Center Review.** The commission reviewed information regarding existing parking, tracts and businesses and briefly discussed the parking situation in the center. There was brief discussion regarding what types of businesses that would be allowed that would not impact the parking. ZPC asked that a quick inventory study of cars parked in the morning hours be completed. The Public Works Director, Dave Beach, agreed to conduct a brief inventory survey. ZPC will resume discussions at the next meeting scheduled in July.
- 5. **Minutes.** The commission reviewed the minutes of the meeting held on May 12, 2016. Mimi Tsai made a motion to approve the meeting minutes as amended. Second by David Kuykendall. **Motion carried.** Bob Higley excused himself from the meeting at 7:50 pm and did not vote.

[Adjournment]

Richard Wilson made a motion to adjourn. Second by Mimi Tsai. **Motion carried.** Meeting adjourned at 8:37 p.m.

PASSED THIS 9th DAY OF June, 2016

Richard A. Wilson
Richard Wilson, ~~Vice~~-Chairman

ATTEST: Josie M. Hayes
Mrs. Josie M. Hayes, Public Works Administrative Coordinator

