

MINUTES
PLANNING & ZONING COMMISSION OF THE CITY OF UNIVERSAL CITY, TEXAS
Regular Meeting, Monday, November 3, 2025 @ 6:00 PM

1. **CALL TO ORDER:**
Chair Spurlock at 6:00 p.m.
2. **QUORUM CHECK:**
Michael Cassata, Development Services & EDC Director

Present:

Chair Cynthia Spurlock
Commissioner Sheila Garcia
Commissioner Deborah Hernandez
Commissioner John Hudson
Vice-Chair Linda Sefton
Commissioner Devona Trigilio
Secretary Diane Woods
Commissioner Roslyn McCumber

Staff Present:

Kim Turner, City Manager
Michael Cassata, Development Services & EDC Director
Maribel Garcia-Uribe, City Clerk

Absent:

Commissioner Scott Dagg

Mr. Cassata noted a quorum was present.

3. **MINUTES OF PREVIOUS MEETING:**
 - a. **Regular Meeting - 6 October 2025**
Mr. Hudson moved to approve the minutes as written. Ms. Woods seconded the motion. **The motion was approved unanimously.**
4. **NEW BUSINESS:**
 - Item 1**
 - a. **Public Meeting: P.C. 573 - A request for approval of an update to the Byrd Street Crossing Final Plat of Subdivision and related variance being a total of 29.5-Acre tract located at the southeast corner of E. Loop 1604 N. Access Road and W. Byrd Boulevard (CB 5053 P-103 (12.756 AC), P-104 (11.419 AC) & P-105 (5.345 AC) ABS 745), in connection with the proposed PUD 2023-103, per Zoning Ordinance 581.**

Mr. Cassata clarified the location of the subject property. He reminded the Commission that the plat is related to a PUD project approved in 2023 for a mixed-use development that includes five lots for an apartment complex, retail, storage facility and warehousing. He explained that the developer has included a drainage easement on the plat that would benefit the Reunion Project's stormwater discharge.

Mr. Hudson moved to open the Public Meeting. Ms. Garcia seconded the motion. **After the motion was approved unanimously, Chair Spurlock opened the Public Meeting at 6:03 p.m.**

There being no public comments, Mr. Hudson moved to close comments. Ms. Garcia seconded the motion. **After the motion was approved unanimously, Chair Spurlock closed the Public Meeting at 6:04 p.m.**
 - b. **Consider: P.C. 573 - A request for approval of an update to the Byrd Street Crossing Final Plat of Subdivision and related variance being a total of 29.5-Acre tract located at the southeast corner of E. Loop 1604 N. Access Road and W. Byrd Boulevard (CB 5053 P-103 (12.756 AC), P-104 (11.419 AC) & P-105 (5.345 AC) ABS 745), in connection with the proposed PUD 2023-103, per Zoning Ordinance 581.**

Upon inquiry, Ms. Sefton received updates on HUD funding for the apartment portion of this project.

Ms. Woods said that, after conducting a public meeting on the request for approval of an update to the final plat of subdivision for the Byrd Street Crossing Subdivision at the southeast corner of E. Loop 1604 North access road and W. Byrd Boulevard, the Planning and Zoning Commission has considered the request and moves to approve PC 573 with the following conditions: 1. Staff approval of any outstanding comments; 2. A variance to Section 4-2-28(c)(1) is granted to allow a final plat scale of 1" = 200'. Mr. Hudson seconded the motion.

Vote: Yeas: Woods, Hudson, Spurlock, Garcia, Hernandez, McCumber, Sefton, Triglio

Nays: None

Motion to approve carried.

Item 2

c. Public Hearing: P.C. 630 - Consideration of the Universal City Vision 35 Comprehensive Plan Update.

Ms. Woods moved to open the Public Hearing. Mr. Hudson seconded the motion. **After the motion was approved unanimously, Chair Spurlock opened the Public Hearing at 6:07 p.m.**

Mr. Cassata gave a brief history of the UC Vision 35! Comprehensive Plan (hereafter, the "Plan") process. He explained that after this evening's presentation, P&Z Commission would make a recommendation to City Council for their final consideration on November 18th.

Mrs. Turner thanked the Commission for the effort they put into reviewing the Plan. She felt the responses from residents throughout the process were good.

Ed Boik with HR Green, the consulting firm creating the Plan, noted the plan replaces the current comprehensive plan which was more of a strategic plan that did not address all areas a comprehensive plan typically addresses. He also noted that while State law does not require a City to have a comprehensive plan, it allows for one that provides a general view of the future and may cover many or only a few topics, which is at the discretion of the City.

He further explained that a comprehensive plan provides a broad umbrella approach with a general high-level view so that the plan can be adaptable for future needs over a longer period of time. He emphasized that it is meant to reflect the community's priorities via the established goals and policies. However, he emphasized the Plan is not a regulatory document, but rather a policy document.

Mr. Boik then explained the various segments of the Plan, including the goals and policies component. He mentioned that policies provided act as the implementation mechanism to accomplish the goals. He then reviewed the methods of community engagement used to create the Plan followed by a review of the various categories, including Land Use, Transportation and Mobility, Economic Development, Parks, Open Space, and the Environment, Community Facilities and Infrastructure, and Image, Identity, and Community Character. Mr. Boik then spent some time describing the Future Land Use Map (FLUP). He commented that the FLUP provides categories that accommodate different densities and economic uses. Most of the economic opportunities that result from the proposed FLUP come from redevelopment and mixed-use areas, such as land near Northeast Lakeview College, the Aviation District, and main thoroughfare corridors. He then presented the development build-out estimates at low-, medium- and high-density, as well as providing examples of the goals and policies listed in each category.

Ms. Sefton expressed her appreciation that the Plan was fully driven by community feedback.

Richard Edwards, 209 Trudy Lane, commented on the information relating to smart technology by saying he liked the idea of preparing for technology but that he was very skeptical. He then gained clarification

regarding traffic-calming techniques.

Ms. Sefton moved to close the Public Hearing. Mr. Hudson seconded the motion. **After the motion was approved unanimously, Chair Spurlock closed the Public Hearing at 6:41 p.m.**

d. **Consider: P.C. 630 - Consideration of the Universal City Vision 35 Comprehensive Plan Update.**

Ms. Garcia received clarification regarding the accident potential zones identified on the FLUP map.

Ms. Sefton noted that the Plan establishes guidelines for use by the City and governmental bodies when making impactful decisions.

Ms. Sefton made a motion stating that in accordance with Section 1-3-42(f) of the Municipal Code, the Planning & Zoning Commission recommends approval of Universal City Vision 35, an update to the City's Comprehensive Plan. Mr. Hudson seconded the motion.

Vote: Yeas: Sefton, Hudson, Spurlock, Garcia, Hernandez, McCumber, Trigilio, Woods

Nays: None

Motion to approve carried.

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

Mrs. Turner gave updates on projects, developments and upcoming events in the City.

6. **ADJOURNMENT:**

Chair Spurlock at 6:46 p.m.

Cynthia Spurlock 01/05/2026