

CITY OF OLMOS OARK  
PLANNING AND ZONING COMMISSION  
MINUTES OF MEETING HELD  
NOVEMBER 13, 2014

The Planning and Zoning Commission for the City of Olmos Park, Texas held a meeting at 5:00 p.m. on Thursday, November 13, 2014 at City Hall. Members present were Patricia Meier, Wade Giddens, George Williams, Sandra Ryan, Wade Giddens, Joseph Johnson and Blair Young. Members that were not present were James Griffin. Administrative staff present was Celia DeLeon, City Manager, Diane Gonzales, City Secretary and Jim Raby, Building Official. Also present was Merribell Parsons, 486 E. Olmos Drive.

Chairwoman Patricia Meier called the meeting to order and announced a quorum was present at 5:02 p.m.

Joseph Johnson joined the meeting at 5:05.

Approve minutes from October 28, 2014.

Tabled minutes to be considered at the December meeting to make changes on the explanation as to how we came up with the 300 feet.

Review and discuss the possible application of the McCullough Corridor Plan (elements of sidewalk and storefront design(s) to the current Economic Development Corporation's McCullough Project; take possible action

Chairwoman Meier stated I met with City Manager and Jim Raby and we looked over the Master Vision Plan and I drafted up a worksheet and I provided spaces for you to make notes on it. We are trying to see what on the Master Vision Plan applies to the Economic Development plan. We are not going to call it the Master Plan; we are going to call it The McCullough Corridor Plan. I believe the goals on page 6 still apply; they talked about wanting a town square and closing Olmos Drive to optimize commercial performance of the McCullough Corridor so that the north and south corridor was more like a small town main street rather than just a highway through. Parking issues are on page 2, I think we need to see if there is anything in here that we would take and recommend that Economic Development Corporation look at the parking, landscaping, street stripping, and pedestrian networking. Some options on the east side of McCullough are bike lining lanes, and other options are finance, planning and public private cooperation and how to implement street improvement and where to get money.

Review annual report to City Council in December.

Chairwoman Meier stated I went through and outlined what we did last year and broke down the reports by month. The attendance report will be attached. We looked at three petitions for Special Use Permits, we did a re-plat, we created an ordinance for PSW Homes, we set an ordinance on height and rear accessory buildings in the public district, we set an ordinance for impervious cover, we refined chapter 26 signage, we reviewed the height and the rear yard fences, but took no action. We gave City Council a definition of public view, reviewed ordinances of governing lot size and width, but took no action. We will continue with on-going issues and look at what reforms are needed and what guiding ideas are needed to develop an overall concept for the future of Olmos Park and McCullough Corridor.

Blair Young suggested to add to the next agenda to discuss adding language to our building permit processes that require a lot to be zoned residential before a residential structure can be built on the lot.

Jim Raby stated we need to define the language as “single family residential” since apartments are a residential structure.

Workshop session on discussing the McCullough Corridor Plan

Chairwoman Meier stated we are going to have a workshop session on the Master Vision Plan and make comments that you would think would fit into some requirements for parking that you would like to see on McCullough.

Workshop session started at 5:40 p.m.

Jim Raby, Wade Giddens and Blair Young discussed parking and George Williams, Joseph Johnson, Sandra Ryan and Pat Meier discussed landscaping.

Workshop session ended at 6:20 p.m.

Chairwoman Meier stated when a store front puts up a sign that says customer parking only; do they do that because they own it?

Jim Raby stated it is usually related to the strip centers where they have multiple tenants and how their lease is written as to how many spaces they are allowed.

Chairwoman Meir stated what was discussed about parking in your work session?

Wade Giddens stated we talked about the notion of how parking could come into play and what types of things we might want to look at, for example do we want to require parking to be on the rear of the property or requiring buildings to be in a certain distance from the front. We discussed it is very difficult to have this conversation without a concept of what McCullough is supposed to be and Council needs to develop a concept of what we want McCullough to be and hire a consultant to do that.

Chairwoman Meier stated could the parking requirements be the same on each block?

Wade Giddens stated yes, the parking requirement needs to be what we want the future to be, so when those properties are re-developed in the future they will have to comply.

Merribell Parsons stated you need to have a concept that is safer to have parking off the street and a sidewalk that is safe for pedestrians.

Chairwoman Meier stated we need to get some specifics down on parking and landscaping, store frontage and signage.

Blair Young left the meeting at 6:00 p.m.

George Williams stated if you had a vacant piece of property on McCullough and you want to put a building on it, is there a minimum set back that the building has to abide by?

Jim Raby stated 30 feet from the front property line.

George Williams stated if you are pushing 30 feet to the west of where the sidewalk is then you are creating a problem with trying to have a pedestrian set up.

Chairwoman Meier stated is the minimum requirement for parking spaces 5?

Jim Raby stated for every 200 feet of floor space of the building is one parking space and a parking place is 180 square feet. Olmos Park has no designation for parking places other than it has to be 180 square feet. You can incorporate different size parking requirements. For side setbacks there is a zero lot line for side and rear provided that the adjoining property is not a residentially zoned property.

Wade Giddens stated do we require a demolition permit?

Jim Raby said yes.

Consider what reforms are needed to assure that the "Character" of Olmos Park is sustained as future development is proposed and what measures could be taken to accomplish the goal; take possible action on the following items:

Tabled item for next month.

Discuss implementing a review of the City's ordinances relating to Olmos Park's commercial district; take possible action

Next meeting is scheduled for December 17<sup>th</sup> at 5:00 p.m.

There was no other business and the meeting adjourned at 6:23 p.m.

Adjourn

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Patricia Meier  
Chair

ATTEST:

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Diane Gonzales  
City Secretary