

**City of Olmos Park
Planning and Zoning Commission
Minutes of Regular Meeting held
Wednesday, December 10, 2025**

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The Planning and Zoning Commission for the City of Olmos Park held a meeting on Wednesday, December 10, 2025 at 6:30 p.m. in the Council Chambers at Olmos Park City Hall, located at 120 W. El Prado Dr., Olmos Park, Texas 78212 for the purpose of considering the following agenda:

1. Call the meeting to order, determine if a quorum is present

Present Members: Chair Lorin Runnels, Shawn Hatter, Walter Goff, David Youngquist, Jack Foster, Richard Wolf and Paul Covey.

Also Present: City Manager Ashley Maus, City Secretary Irma Duran, Building Director Albert Lara.

Chair Runnels called the meeting to order at 6:31 PM and announced a quorum was present.

2. **Citizens to be Heard**

The following individuals spoke during citizens to be heard:

- John Shipley, 146 Paloma Drive, wants to propose changing the front setback on his property from a 40 foot to a 30-foot setback. He explained that all the properties on Paloma Drive, and that his property line is 12 feet from the curb. The 40-foot setback would put him 52 feet back from the curb.
- Robert Craig, 921 E. Contour, stated that the existing codes are not currently being enforced, so why amend them. He stated that the building at 929 E. Contour is a law office and has raised this issue with the City, but nothing has been done.
- Andrea Chamberlain, 102 Stanford, asked if the zoning amendments would affect the fourplexes.

Chair Runnels stated that all the amendment issues would be addressed during the Public Hearing and that citizens to be heard are for items not on the agenda.

3. Discussion and possible action to approve the minutes from the April 16, 2025 Joint City Council and Planning and Zoning Commission meeting.

Member Jack Foster moved to approve the minutes from the April 16, 2025, Joint City Council and Planning and Zoning Commission Meeting. Member Covey seconded the motion. The motion passed with 7 in favor and 0 against.

4. Discussion and possible action to approve the minutes from the July 30, 2025, Planning and Zoning Commission meeting

Member Covey moved to approve the minutes from the July 30, 2025, Planning and Zoning Commission Meeting. Member Walter Goff seconded the motion. The motion passed with 7 in favor and 0 against.

5. Public hearing, discussion and possible action on a comprehensive amendment to the City of Olmos Park Code of Ordinances, Chapter 40 Zoning, including but not limited to: amending the procedures for changes or amendments to the zoning map or text; amending development regulations for each zoning district; amending the provisions governing special use permits (SUPs); amending the provisions governing nonconforming uses; amending the rules and regulations governing the Zoning Board of Adjustment; amending the provisions governing variances and special exceptions; amending landscaping requirements; establishing a site plan review process; and amending other matters in connection therewith.

Chair Runnels acknowledged there are people signed up to speak for the public hearing, but first she will open the floor to Amanda Padilla, Principal Planner with the City's law firm, Denton, Navarro, Rodriguez, Bernal, Santee and Zech, PC (the agency).

Amanda Padilla discussed that Olmos Park approached her agency in 2023 to make some amendments to the Zoning and Subdivision ordinances. In 2024, the agency was approved to move forward. She explained that the state now requires a City to notify residents with specific language any time there is a potential to create a non-conforming use on a property when making text amendments. Because of the difficulty and time to identify all property owners potentially affected, Cities have provided city-wide notices with statements required per state law. She clarified that because of this, Olmos Park mailed out notices to all property owners, even those that might not be affected by the amendments.

Amanda Padilla discussed the scope of work requested related to the zoning ordinance, the additional work provided after discussion with staff, and the joint council meeting with planning and zoning commission. She listed the proposed amendments, explaining that the majority were procedural:

- She explained that many of the amendments were clarifications of the definition or moving all definitions into the definition section.
- The major change to the zoning map or text, aligning it to state law requirements, is changing the two public notice requirements to one.
- Adding state requirements to local code to facilitate viewing from staff and citizens
- Removing the need for a text amendment and a zoning change each time a residential zoning change was requested by removing the text of the zoning description to facilitate future zoning changes. The zoning map and current zoning do not change.
- Customary use clarifications were added for single-family zoning, removing the need to consult with Legal for a definition.

Member Covey asked if small was a defined term. His concern with definition was that it seemed that a tennis court is now not allowed.

Amanda Padilla answered that a definition was not provided because the ordinance can be interpreted by the City Manager in reviewing a case and verifying it aligns with the character of the neighborhood. She added that a definition can be added but leaving it broad and complementary is the intention to not restrict cases.

Member Covey stated he liked customary because it provides a wide range of code

interpretation.

Amanda Padilla stated that the changes do not take away from interpretation and highlighted some of the examples in the draft.

Member Covey was concerned there were no mention about maids' quarters and similar structures.

Amanda Padilla explained the definition of an accessory dwelling unit and how it can extend into open interpretation. She stated that during the previous meeting, it was stated to not touch accessory dwelling units. She added that there is no way for a City to differentiate between a rented unit or a structure being used as maid's quarters.

Amanda Padilla continued that a change made was to comply with the 89th legislative session regarding home occupation registration, outlining what the state would consider a no impact home occupation. The City would not be able to require registration for home occupation.

Amanda Padilla stated that there are conflicting setbacks with the original setbacks. Many people have replatted properties since then. The City is only enforcing setbacks via the zoning code, not the setbacks on the plat. She added that a change made to the code was regarding minimal building features affecting the setback requirements: an exception was added to allow eaves, windowsills and other minor features to go into the setbacks no more than 18 inches.

Member Covey requested a definition be added from where to measure setbacks from.

Amanda Padilla continued that her agency was tasked with removing all architectural requirements from the code in districts SD-2 and SD-3. There are currently no properties zoned SD-2 and one group of properties zoned SD-3, and that as they exist they comply with the requirements.

A member of the audience asked for the definition of SD-2 and SD-3. Amanda Padilla clarified that SD referred to single family. She added that most residences are zoned SD-1, there are no residents in SD-2, and the PSW housing development on E. Olmos is in SD-3.

A member of the audience asked if residents are grandfathered in. Amanda Padilla stated that the short answer is that there is vesting in local requirement codes and considered legal non-conforming. She suggested residents consult with staff regarding questions about their particular property.

A member of the audience asked about the green section of the map (SD-3), and why architectural requirements were removed from SD-3. Amanda Padilla clarified that the state law changed prior to 2018 that Cities cannot regulate building materials unless it falls within certain criteria. To meet state law requirements, the City decided not to regulate.

Mayor Erin Harrison (as a member of the audience) clarified that the City could not regulate it unless the City was within a historic district.

Amanda Padilla continued with the zoning code amendments, stating that the intent for apartment districts was added. No existing uses were changed in the apartment district. The term apartment house was changed to apartment dwelling to align with typical language. Manufactured housing was added as an allowable use in the apartment district because of a

state requirement Cities must have a place for manufactured homes in their zoning.

Pat Meier stated that the amendments were sweeping changes and residents were not a part of the discussions. She stated that citizens needed an opportunity for a town hall where the zoning could be discussed. She stated the changes were too confusing and that residents need time to review and provide input.

Amanda Padilla clarified that the Planning and Zoning commission is a governing body and can recommend changes. She stated that the requirement to allow manufactured housing does not go into effect until 2026. The City has an option to pull out that requirement and deal with it at a later date. She continued that another change was an error in SD-3, naming car ports as an accessory dwelling structure, that was removed and did not provide regulation.

Member Covey explained that these changes were to comply with state law and could run the risk of getting sued because they are required.

Amanda Padilla continued explaining the local retail district. The text describing the properties was removed because they were not necessary, but there were no descriptions for retail commercial intended purposes and read the description and showed the area on the map. The changes added prohibited uses to the local retail district, of which there are currently none and added uses that could be allowed only through a special use permit. She also listed the allowable uses in the local retail district and uses that could only be allowed through a special use permit. Existing businesses would become non-conforming if the building was abandoned for more than six months.

A member of the audience asked for the intent of this zoning. Amanda Padilla explained that language helps determine if business use is appropriate for the district.

Member Covey brought up the two multi story office buildings and the two gas stations which would all be completely prohibited. He asked why the City would want to make these prohibited uses.

Amanda Padilla clarified that if the use was abandoned for more than six months, this is when it would become non-confirming. The business could go before the City to decide if they could issue a Special Use Permit. She stated that if the Planning and Zoning commission wanted to reconsider this, it could be taken back.

A member of the audience stated that he owned a gas station and wanted to renovate, at what point would he need to leave because the station is a non-conforming use and he cannot renovate.

A member of the audience asked if there would be restrictions regarding color uses or signage. Amanda Padilla explained that there would not be any architectural requirements, but color requirements are currently in existing zoning definitions, and the agency was not tasked to create any.

A member of the audience asked about non-conforming use businesses needing remodeling or repair with a value of more than 50% of the property value. Amanda Padilla stated that similar language could be added if that is how the agency was directed.

Member Goff stated that he agreed with both members of the audience and there should be

happy medium regarding non-conforming use.

Member Covey stated that Article seven (7) needed to be modified. Member Goff added that he did not want Article seven (7) open to interpretation.

Amanda Padilla discussed that she needs direction to change the language and that it does not have to be as broad. The difficulty is that a City cannot look at each individual property to create zoning amendments. The board and City council would have to look at the vision they want to take and provide the agency with direction.

A member of the audience asked if the non-conforming uses would affect the condominium complex.

Amanda Padilla stated that the use would continue to exist unless the entire building was vacant for more than six months. There could be special exceptions for remodeling. She added that this information was previously presented at the joint City Council/ Public and Zoning Commission joint workshop in October.

A member of the audience asked who attended the meeting. City Manager Maus stated that the meeting was a public meeting and that notice was posted before the meeting.

Chair Runnels stated that she believed issues stemmed from making uses non-conforming. She did not see the need to have such a large number of prohibited uses.

A member of the audience stated that she had three non-conforming businesses in a row, and there are many more on McCullough.

Pat Meier requested a town hall to go through each item.

Chair Runnels stated that there is potential to set up another public meeting. She requested Amanda Padilla to continue the presentation of the items.

Member Covey asked who the site plan applied to.

Amanda Padilla continued reviewing the changes to the Mixed Retail district. She explained that a description was added for the mixed retail commercial district. She listed the proposed permitted, prohibited and special use permit required uses and explained that there were small changes to the landscaping section regarding tree measurements.

Amanda Padilla discussed the proposed site plan requirements, explaining that they are not required for single family homes and two-family residential developments.

Member Covey stated that he is not sure that this would be needed in our commercial area.

Amanda Padilla discussed that the site plan review is the time for the city to ensure that city codes and other requirements are followed.

Member Covey stated that the information should be clearer about which zoning districts would be impacted and discussed what types of work would trigger requirements.

Amanda Padilla discussed the site plan addition that was requested of her agency. She

concluded her presentation.

Chair Runnels opened the public hearing at 8:20 PM.

The following individuals spoke during the public hearing:

- Adam Holden stated that increasing walkability and increasing tax dollars are conflicting goals. Traffic needs to increase if tax dollars are to increase. He also discussed the proposed changes in uses that seem to be unclear in the proposed amendments. He stated that if there are businesses that currently do not exist in the City and are not wanted, it is good to make restrictions. He concluded that non-conforming uses are unclear regarding special use permits, site plan review and the definition of abandonment regarding leaving a residence after six months.
- Carl Liefstadt, representing 103 E Olmos, encouraged reviewing the current landscaping provisions and asked agency to consider revisiting requirements for commercial retail landscaping.

A member of the audience asked about non-compliant businesses and how that list was formulated. He understood about the City wanting to attract tax generating businesses but stated concern the City should also want to have businesses that serve residents. His follow up question was who checks on business compliance, and what businesses are allowed as home occupations.

A member of the audience asked for clarification about City walkability. She asked if the walkability was for residents, or for others that park in the City to walk to the businesses.

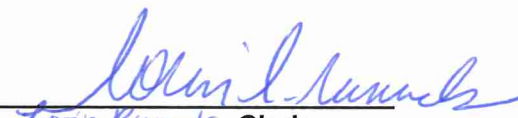
Chair Runnels stated that staff will post information for a future open forum and closed the public hearing at 8:38 p.m.

6. Discussion regarding Planning and Zoning Commission membership and terms

City Manager Maus presented this procedural item, reminding board members that the City Council would reappoint board members at the December City Council meeting. No members have reached their term limits. City Manager Maus stated the following terms were up at the end of 2025: Chair Lorin Runnels, Place 1; Walter Goff, Place 3; Paul Covey, Place 5; Chris Petty, Place 7.

There being no further business, the meeting was adjourned at 8:41 PM

Minutes approved on the 26 day of Feb, 2026.


Lorin Runnels, Chair

ATTEST:


Irma Duran, City Secretary