

**Notice of Zoning Board of Adjustment Meeting**

Notice is hereby given of a **regular meeting of the Zoning Board of Adjustment** on Thursday, February 26, 2026, beginning at 6:30 p.m. in the **Municipal Building** located at 3800 University Blvd., West University Place, Texas.

*Note: The Board reserves the right to convene in a closed session for any agenda item if the need arises pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.*

The subject(s) of the meeting on which the Board will discuss and take action are:

1. **Call to order, notices, rules, etc.** Matters relating to notices, rules and meeting procedures, identifying parties, swearing of witnesses, etc.
2. **Docket No. 2026-00003, regarding the property located at 3407 Bissonnet Street, West University Place, TX 77005 (Special Exception).**
  - a. Public hearing regarding an application for a special exception provided in the City's Zoning Ordinance, Appendix A – Zoning Ordinance; Article 7A – Residential District-Specific Regulations; Table 7A-1, Note 3 to authorize an additional structure at the Beehive Parent Child Center.
  - b. Deliberate and decide or take other action, regarding the requested special exception.
3. **Selection of Vice-Chairman.** Discuss and consider selection of Vice-Chairman.
4. **Meeting Minutes.**
  - a. Public comments, if any, on the meeting minutes from November 20, 2025.
  - b. Discuss and approved minutes from November 20, 2025.

*Anyone with a disability requiring special arrangements to be able to participate in the meeting may contact the person who signs this notice, below, in advance of the meeting, to allow time for arrangements to be made as necessary. The meeting place mentioned above is accessible by wheelchairs by using the sloped ramp located at the west entrance to the municipal building. Specially marked parking spaces are available in the parking lot adjoining University Boulevard.*

**I CERTIFY THAT THIS NOTICE AND AGENDA OF ITEMS TO BE CONSIDERED BY THE WEST UNIVERSITY PLACE ZONING BOARD OF ADJUSTMENT ON FEBRUARY 26, 2026, WAS POSTED ON THE MUNICIPAL BUILDING BULLETIN BOARD ON OR BEFORE THE 20TH DAY OF FEBRUARY 2026, AT OR BEFORE 6:30 O'CLOCK P.M.**

*Chris Guess*  
cguess@westutx.gov  
713-662-5830

AGENDA

ITEM

#2

To: **The Zoning Board of Adjustment**  
From: **Chris Guess, Planning and Zoning Administrator**  
Date: **February 26, 2026**  
Re: **Staff Report for Docket No. 2026-00003, 3407 Bissonnet Street, West University Place, Texas.**

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**Applicant's Request:**

The applicant, Beehive Parent Child Center, requests approval of a Special Exception pursuant to Appendix A – Zoning Ordinance; Article 7A – Residential District-Specific Regulations; Table 7A-1, Note 3 of the City's Code of Ordinances to authorize one (1) additional accessory structure at the property located at 3407 Bissonnet Street, legally described as Lots 2, Block 91, West University Place Section 2.

**Background Information:**

The subject property is located at 3407 Bissonnet Street and is operated as the Beehive Parent Child Center, a lawful primary use within the applicable residential zoning district governed by Article 7A of the City's Zoning Ordinance.

Table 7A-1, Note 3 provides that additional accessory uses and structures may be authorized by the Zoning Board of Adjustment through the issuance of a special exception, provided the Board determines that the qualifying criteria are satisfied.

The applicant has submitted a request to place one additional structure on the site. The proposed structure is intended to function as an accessory structure to the existing childcare use. The applicant represents that the additional structure will be compatible with the existing development pattern on the site and surrounding properties.

**Applicable Regulations:**

- Article 7A – Residential District-Specific Regulations
- Table 7A-1, Note 3 – Accessory Uses and Structures

In the indicated districts, the Zoning Board of Adjustment may issue a special exception to authorize additional uses and structures if the ZBA finds and determines that each additional use and structure is:

1. Accessory to a lawful primary use; and
2. Compatible with nearby sites and their uses.

The special exception may include a site plan identifying and limiting such uses and structures.

- Section 11-102(b) – Special Exceptions; Findings

**Staff Analysis:**

Based on the application materials submitted, the proposed additional structure appears to be accessory to a lawful primary use and compatible with surrounding properties. There is no indication that the proposed special exception would result in a significant increase in traffic, parking demand, or burden on public facilities or services.

The request is consistent with the purpose and intent of Article 7A and Article 11 of the Zoning Ordinance, provided the ZBA finds that the applicable criteria have been satisfied based on the evidence presented at the public hearing.

**Staff Recommendation:**

City staff recommend approval of the requested special exception pursuant to Appendix A, Article 7A, Table 7A-1, Note 3, subject to:

- Compliance with all applicable City codes and ordinances; and
- Any reasonable conditions the Zoning Board of Adjustment deems necessary to ensure continued compatibility with the surrounding area.

The Zoning Board of Adjustment may approve, deny, or approve with conditions the requested special exception.

**Special Exception – Findings; burden of proof:**

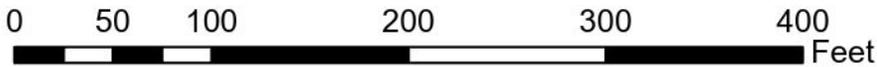
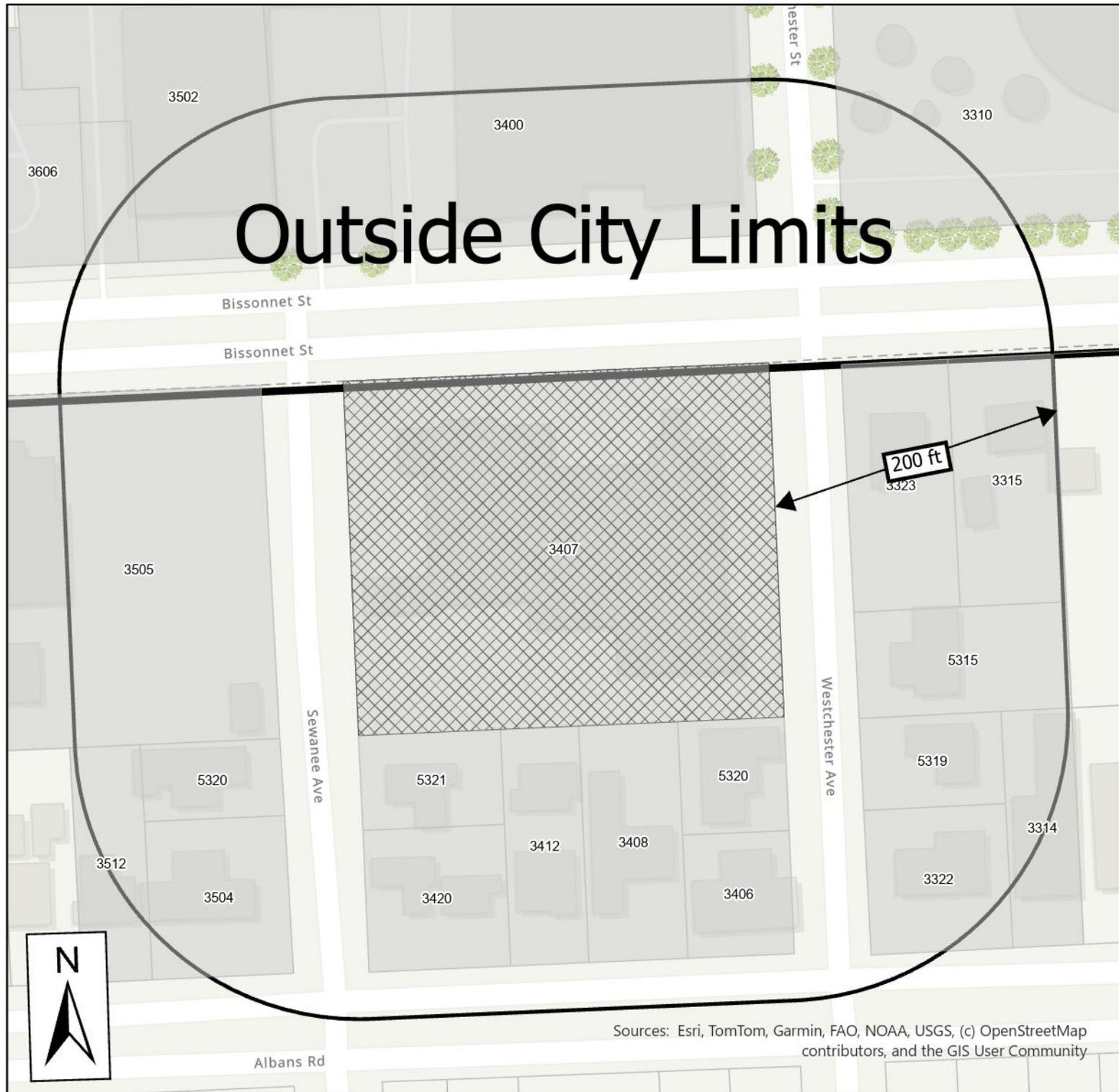
Special exceptions. The ZBA may not issue or modify a special exception unless all of the following circumstances are present:

- (1) The ZBA has determined that the proposed special exception will not cause any significant increase in on-street parking, will not cause any substantial traffic congestion, will not cause any substantial increase in traffic or an unreasonable burden upon utility systems or upon any other public facility or public service.
- (2) The ZBA has determined that the proposed special exception will be in harmony with the general purpose and intent of this section.

- (3) If the proposed special exception involves a bar, the ZBA has found that the applicant has clearly demonstrated that there is a readiness, willingness and ability to comply with all applicable laws, rules, regulations and ordinances relating to alcoholic beverages.
- (4) The ZBA has made any additional findings and determinations required by a specific provision of this section.
- (5) The special exception has been reduced to writing and includes any conditions prescribed by the ZBA or required by this section for the special exception in question.

**Attachments:**

1. Notification Map
2. Neighborhood Notifications
3. Note 3. Accessory Uses and Structures
4. Application
5. Applicant's Narrative (w/ applicant provided attachments)



### Legend

City of West University Place  
 Map Produced by: Chris Guess  
 Date Produced: February 16, 2026

-  Selected Parcel
-  200 ft. Buffer
-  Notification Parcels



**Disclaimer:**  
 The City of West University Place has attempted to verify the accuracy of the information contained in the following map at the time of publication. The City of West University Place assumes no liability for any errors, omissions, or inaccuracies in the information provided regardless of how caused. This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

HCAD	Current Owner	LocAddr	City	zip	LocNur	LocNar	MAILTO	MAIL_ADDR	MAIL_C
0551210900009	YAPP CAROLYN A	3314 ALBANS RD	HOUSTON	77005	3314	ALBANS	YAPP CAROLYN A	3314 ALBANS RD	HOUSTON
0551210900007	EVANS RANDALL E	3322 ALBANS RD	HOUSTON	77005	3322	ALBANS	EVANS RANDALL E	3322 ALBANS RD	HOUSTON
0551230910008	SLATON DANIEL L & CARLI E	3406 ALBANS RD	HOUSTON	77005	3406	ALBANS	SLATON DANIEL L & CARLI E	3406 ALBANS RD	HOUSTON
0551230910009	PEARSON JOHN & LAURIE	3408 ALBANS RD	HOUSTON	77005	3408	ALBANS	PEARSON JOHN & LAURIE	3408 ALBANS RD	HOUSTON
0551230910004	GOODGAME JOHN T III & PAULINE J	3420 ALBANS RD	HOUSTON	77005	3420	ALBANS	GOODGAME JOHN T III & PAULINE J	3420 ALBANS RD	HOUSTON
0551230920005	HOSTER CLAY	3504 ALBANS RD	HOUSTON	77005	3504	ALBANS	HOSTER CLAY	3504 ALBANS RD	HOUSTON
0551230920006	SINCLAIR DONALD R & SUSAN L	3512 ALBANS RD	HOUSTON	77005	3512	ALBANS	SINCLAIR DONALD R & SUSAN L	3512 ALBANS RD	HOUSTON
0551210900002	ST ANDREWS PRESBYTERIAN CHURCH	3315 BISSONNET ST	HOUSTON	77005	3315	BISSONNET	ST ANDREWS PRESBYTERIAN CHURCH	5308 BUFFALO SPEEDWAY	HOUSTON
0551230920001	ST GEORGES ORTH CHURCH	3505 BISSONNET ST	HOUSTON	77005	3505	BISSONNET	ST GEORGES ORTH CHURCH	5311 MERCER	HOUSTON
0551210900012	RIGSBY SANDI C	5319 WESTCHESTER AVE	HOUSTON	77005	5319	WESTCHE	RIGSBY SANDI C	5319 WESTCHESTER AVE	HOUSTON
0551230920007	POKLUDA RALPH	5320 SEWANEE AVE	HOUSTON	77005	5320	SEWANEE	POKLUDA RALPH	5320 SEWANEE AVE	HOUSTON
0551230910007	BALDRIDGE MITCHELL & MELANIE	5320 WESTCHESTER AVE	HOUSTON	77005	5320	WESTCHE	BALDRIDGE MITCHELL & MELANIE	5320 WESTCHESTER AVE	HOUSTON
0551230910003	GANNON DANIEL A	5321 SEWANEE AVE	HOUSTON	77005	5321	SEWANEE	GANNON DANIEL A	5321 SEWANEE	HOUSTON
0551230910006	CURRENT OWNER	3412 ALBANS RD	HOUSTON	77005	3412	ALBANS	CURRENT OWNER	5809 WILLIAMSTOWN RD	DALLAS
0551210900003	CURRENT OWNER	5315 WESTCHESTER AVE	HOUSTON	77005	5315	WESTCHE	CURRENT OWNER	PO BOX 6811	HOUSTON

**NOTICE OF ZONING BOARD OF ADJUSTMENT HEARING**

The Zoning Board of Adjustment (“ZBA”) of the City of West University Place, Texas (“City”) will hold a public hearing in the Municipal Building, 3800 University Boulevard, City of West University Place, Texas 77005, during a meeting set to begin at **6:30 p.m.** on **February 26, 2026.** The hearing may be recessed and continued to a ZBA meeting set to begin at **6:30 p.m.** on **March 26, 2026.** The purpose of the hearing is to provide an opportunity for all persons to be heard in relation to the following matter:

**Address of the site:** 3407 Bissonnet Street, West University Place, TX 77005  
**Legal Description:** Lots 2, Block 91 West University Place Sec 2  
**Docket Number:** 2026-00003  
**Applicant:** Beehive Parent Child Center  
**Action Requested:** Requesting a special exception from Appendix A – Zoning Ordinance; Article 7A – Residential District-Specific Regulations; Table 7A-1, Note 3 to authorize an additional structure at the Beehive Parent Child Center.

**Additional Details:**

**The applicant is requesting a special exception permitting an additional structure per the qualifying criteria in Note 3.**

Applicable regulations include the City’s Zoning Ordinance, Code of Ordinances, Chapter 211 of the Texas Local Government Code and the rules of the ZBA. The application is available on the city’s website at [www.westutx.gov](http://www.westutx.gov). Additional details on such matters, as well as the applicable regulations are also available for public inspection in the **Public Works Center, 3826 Amherst, West University Place, 77005.** Any person interested in such matters should attend the hearing.

If you plan to attend this public meeting and you have a disability that requires special arrangements at the meeting please contact the Planning & Zoning Administrator at 713-662-5830 in advance of the meeting. Reasonable accommodations will be made to assist your participation in the meeting. The Municipal Building is wheelchair accessible from the West and Southwest entrances and specially marked parking spaces are available in the Southwest parking area.

**Signed: Chris Guess, Planning & Zoning Administrator, for the ZBA. Posted and mailed on or before February 16, 2026.**

*Chris Guess*  
cguess@westutx.gov  
713-662-5830

*Note 3. Accessory Uses and Structures.*

In the indicated districts, the ZBA may issue a **special exception** to authorize additional uses and structures, if the ZBA finds and determines that each additional use and structure is:

- I. accessory to a lawful primary use and
- II. compatible with nearby sites and their uses.

The special exception may include a site plan identifying and limiting such uses and structures.



**City of West University Place**  
**APPLICATION TO THE ZONING BOARD OF ADJUSTMENT OF THE**  
**CITY OF WEST UNIVERSITY PLACE, TEXAS ("CITY")**

**Address of site:** 3407 BISSONNET

**Legal description of the site:** LOT 2 BLOCK 91 WEST UNIVERSITY PLACE SEC 2

**Applicant:** BEEHIVE PARENT-CHILD CENTER

**Address:** 3407 BISSONNET, HOUSTON, TEXAS 77005

**Contact:** MANDY DAILEY                      **Phone:** 423-534-4128                      **Fax:**                      **Email:** mdailey@od.sco.edu

**Decision or Action Requested (check one or more and provide requested data):**

- ( ) **Appeal.** Hear and decide an appeal from an order, requirement, decision or determination made by the Administrative Official.
  - Is the official's action in writing? ( ) Yes; ( ) copy is attached. ( ) No, but the action appealed is as follows:
  - When was the action taken?                      Note: Appeals must be filed within a reasonable time. Please explain any delay below:
  - Exact zoning ordinance section(s) involved:
  - Grounds for appeal:

- (x) **Special Exception.**
  - Exact zoning ordinance section that authorizes the special exception:  
**Appendix A, Article 7, Section 7A-101, Regulations, Tables, Etc., Table 7A-1, Note 3. Accessory Uses and Structures**
  - Exact wording of special exception requested:  
**PLEASE REFER TO THE ATTACHED APPLICATION ADDENDUM**

- ( ) **Variance.**
  - Exact zoning ordinance section from which a variance is requested:
  - Exact wording of variance requested:

**Other Data.** Are there drawings or other data? ( ) No (x) Yes (list items here and attach them)

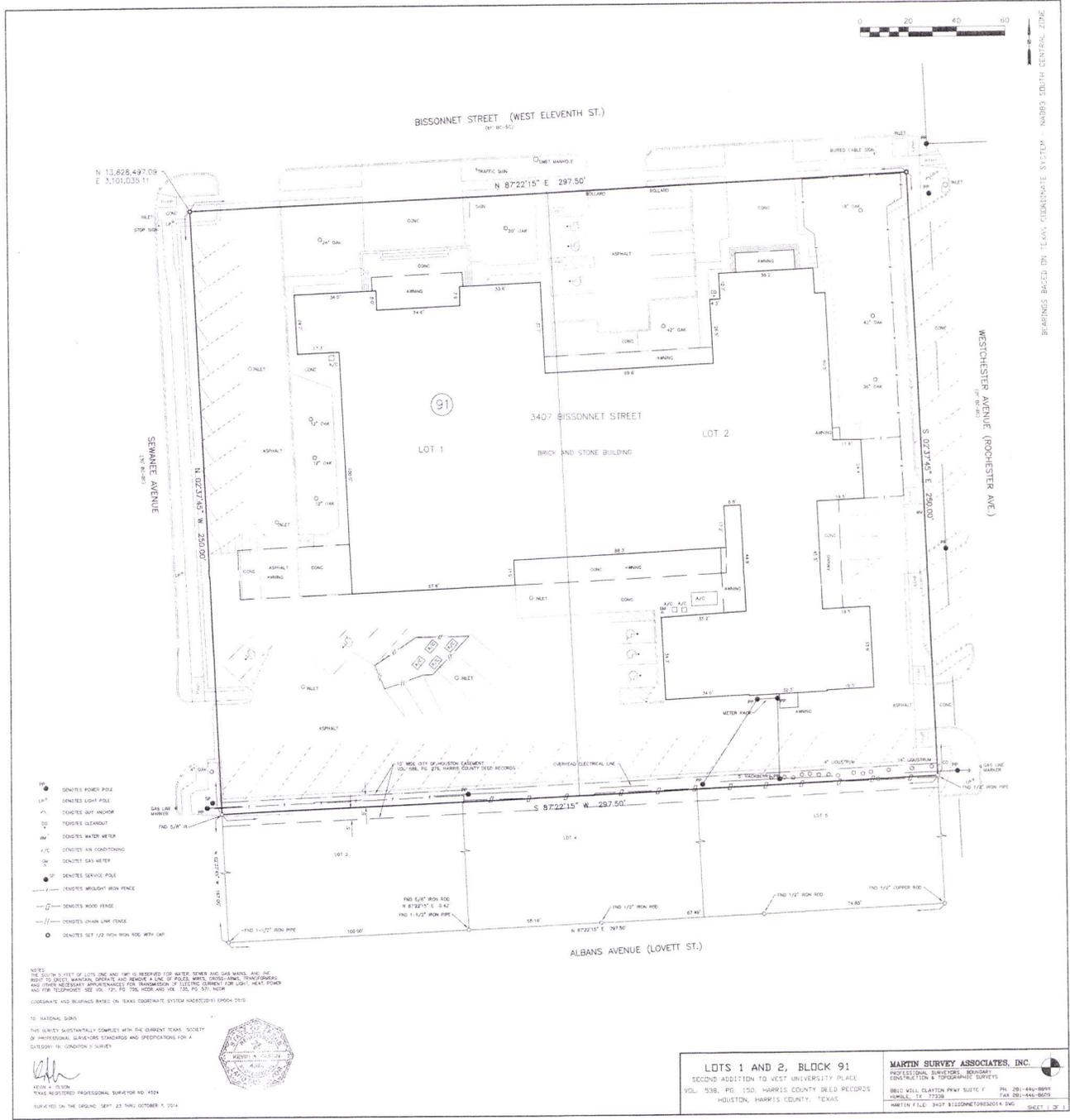
- APPLICATION ADDENDUM
- EXHIBIT A: SURVEY/LEGAL DESCRIPTION OF THE PROPERTY
- EXHIBIT B-1: PROPOSED SITEWORK PLAN
- EXHIBIT B-2: PROPOSED SITEWORK PLAN ENLARGED
- EXHIBIT B-3: PROPOSED PLAY STRUCTURE
- EXHIBIT B-4: PHOTOS OF PLAY STRUCTURE
- EXHIBIT B-5: AESTHETIC AND USE INSPIRATION
- EXHIBIT C: APPROVED WEST UNIVERSITY ZBA OF COMPATIBLE NEARBY SITE ACROSS THE STREET

**Attached.** The applicant has read the State and City regulations attached.

Signature of applicant:  Date: 02/04/2026

For Staff Use only Date filed: 02/05/26 Date heard: 02/26/26 Docket#: PZ-26-00003

# EXHIBIT A





Attachment to Application for Special Exception

**West U Church of Christ - Beehive Parent Child Center**

Amendment to Special Exception

**I. Executive Summary**

- a. Note 3. Accessory Uses and Structures. In the indicated districts, the ZBA may issue a special exception to authorize additional uses and structures, if the ZBA finds and determines that each additional use and structure is : (i) accessory to a lawful primary use and (iii) compatible with nearby sites and their uses. The special exception may include a site plan identifying and limiting such uses and structures.
- b. Section 7A – 101, Table 7A-1, Note 3: Accessory Uses and Structures
- c. Beehive Parent Child Center is requesting a Special Exception to authorize (1) additional play structure that can function as a playhouse, store toys, and offer an imaginative lemonade stand.

**II. Background on Beehive Co-Op Preschool –  
Philosophy, Mission, Goals, Curriculum, and Other Details**

a. Beehive's Philosophy

As a child's first teacher, parents play an important role in a child's experience at Beehive. Parents and teachers at Beehive are guided by the following beliefs about children learning:

- Children learn best through active play and exploration.
- Children need positive support and encouragement as they develop social and emotional skills.
- Children's education is enhanced when teachers and parents work together to support learning and development.

b. Beehive's Mission

Beehive is a play-based preschool that encourages children to become independent thinkers and explore learning through their interests. The school's mission is to nurture the whole child by supporting academic, social, emotional, and physical growth; create school readiness; and foster parent involvement in their child's education. Beehive teachers facilitate play-based learning in combination with established educational curricula, while parents have the unique opportunity to be actively involved in their child's educational community.

c. Beehive's Goals for Children

Through interaction with the physical and social environment at Beehive, children will:

- Learn about literacy, math, and science through play and exploration to get ready for kindergarten.
- Explore their creativity to foster problem solving and critical thinking skills.

- Build social skills and work collaboratively with other children.
- Develop ability to follow directions and practice self-control.
- Develop emotion regulation skills in a supportive, positive environment.
- Develop fine and gross motor skills.
- Learn to take care of their bodies independently.

d. Leadership

Anna Rosenblath is our director. She reports to our Board of Directors which is the governing body of Beehive Co-op Preschool and has the authority to make decisions and establish policy for the school. The officers of the Board of Directors are President, President-Elect, Fundraising, Treasurer, Secretary, and Community Members.

e. Hours

School Day Program: 9am – 2 pm

Extended Day Options: 8 – 9 am and 2 – 3:30pm

f. Enrollment

Current enrollment is 25 students

g. Curriculum

Research supports the benefits of play-based education as one of the best forms of learning. Through play, children develop their creativity, social emotional skills, and develop problem solving and critical thinking skills. At Beehive, our play-based environment encourages children to become independent thinkers and explore learning through their interests.

- We incorporate two research backed curricula into our play-based learning environment: Get Set for School from Learning Without Tears and Blueprint for Early Literacy Pre-K curriculum supplement from Children’s Literacy Initiative

**III. The New Structure**

For years, two plastic toy sheds have lined our fence along Westchester Avenue and Bissonnet Street. Repeated storms have rendered them a safety hazard, causing doors to detach and the locking mechanism to fail. It was a priority to replace the toy sheds with a safer option, while creating a play structure that promotes imaginative play in which they can grow and explore. Given that Beehive is a non-profit preschool and every improvement to our spaces is outside of the budget scope, our fundraiser last year (along with donated materials) is making it possible for us to bring this project to life.

**IV. Requested Special Exception**

- a. Beehive Parent Child Center, a pre-school, is requesting a special exception to authorize (1) additional play structure. The proposed play structure, which will serve as an accessory to the established primary use of the site, includes a shed that can function as a playhouse with an attached lemonade stand.

**V. Argument for Special Exception**

*Accessory Use*

- a. The requested additional play structure is an accessory use to the school in that this structure is both (i) subordinate and incidental to Beehive Parent Child Center pre-school curriculum, and (ii) is a necessary component of Beehive Parent Child Center’s program.

### *Specific Findings Required*

- a. Accessory Uses and Structures – Note 3 of Table 7A-1 require specific findings for an accessory use and structures. Those requirements and the basis for the findings are as follows:
- The use and structure is an accessory to a lawful primary use – See above statement. Playground structures are common and required accessories to a pre-school.
  - The use is reasonably compatible with nearby sites and their uses. Our playground and new play structure sits directly across the street from St. Andrew's Presbyterian Church – The Children's Place. These uses are the same and compatible with each other. Across Bissonnet are commercial uses.
  - EXHIBIT C shows a similar request that was approved from St. Andrew's Presbyterian Church – The Children's Place to the ZBA for a special exception to their play structures across Westchester Avenue.
- b. All Special Exceptions – All special exceptions require the following findings:
- The use will not cause any significant increase in on-street parking, will not cause any substantial traffic congestion, will not cause any substantial increase in traffic or any unreasonable burden upon utility systems or upon other public facilities or public service – This use will not affect parking, traffic, or public infrastructure.
  - The use is in harmony with the general purpose and intent of this Section (11-102) – The use is supportive of the West University Place community and is a common part of pre-schools.
  - Specific findings and determinations required have been made – See above.
  - Special Conditions – The structures shall be constructed in accordance with the attached proposed site plan and drawings as shown in EXHIBITS B-1, B-2, B-3, B-4 and B-5.
  - Our structure meets the 20 ft. visibility requirement at the intersection of Bissonnet Street and Westchester Avenue.
  - The structure hasn't gone through the building phase and will need to be reviewed for permitting including stud spacing, grounding, etc.

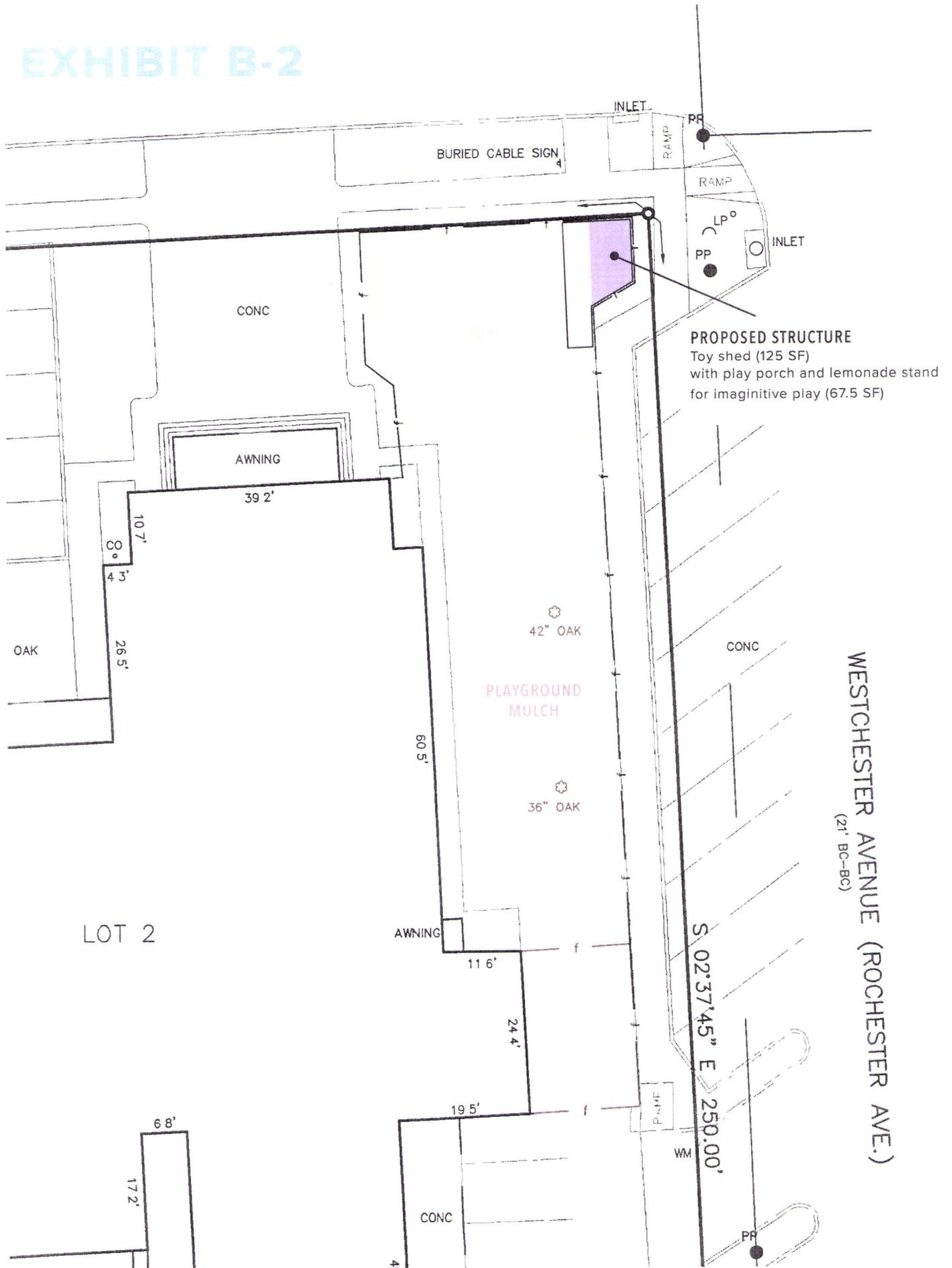
### **VI. Request for Approval**

Beehive Parent Child Center respectfully requests the Board of Adjustment set a hearing for this matter in February and approve the requested Variance.

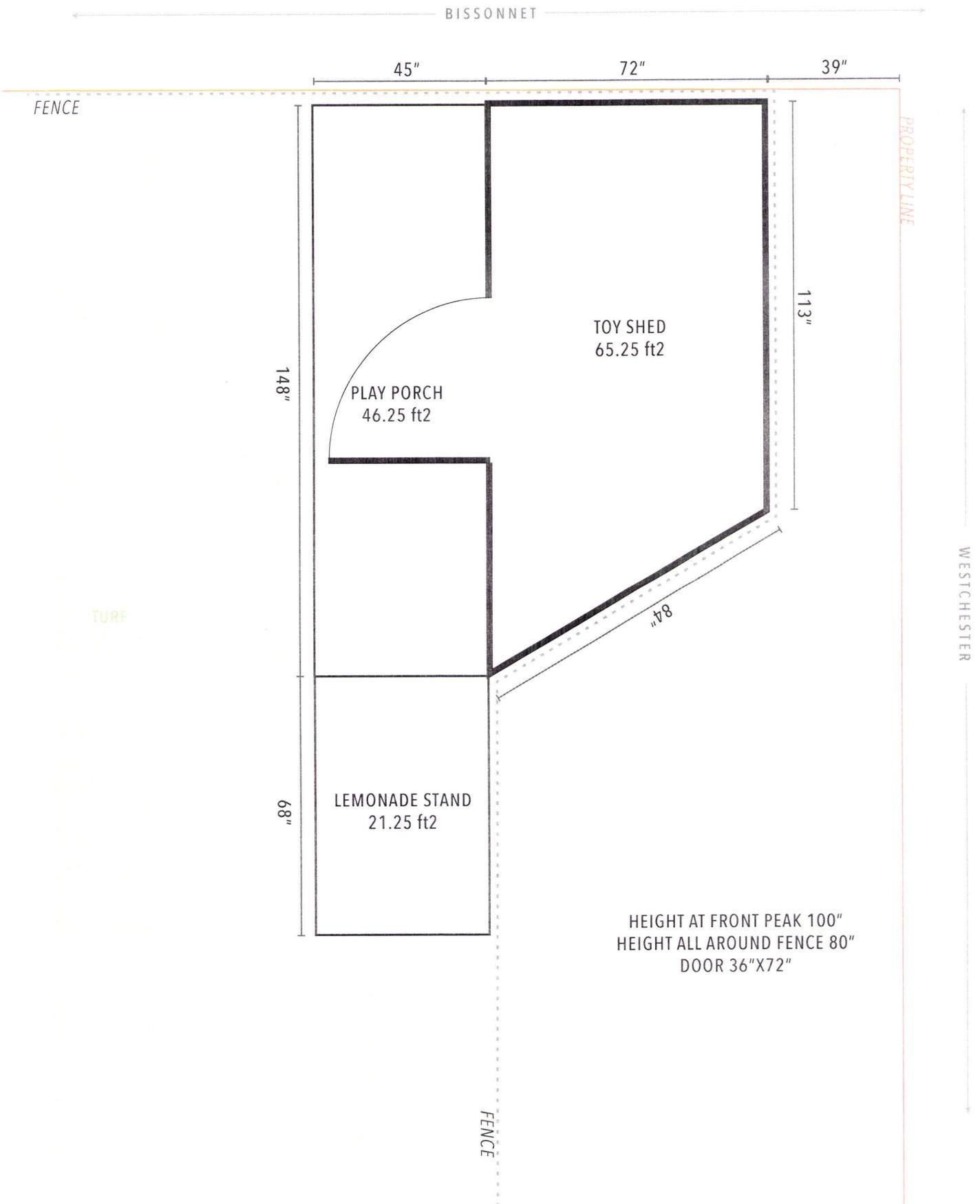
Exhibits: Exhibit A : Survey/Legal Description of the Property  
Exhibit B-1 : Proposed Sitework Plan  
Exhibit B-2 : Proposed Sitework Plan Enlarged  
Exhibit B-3 : Proposed Play Structure  
Exhibit B-4 : Photos of Play Structure  
Exhibit B-5 : Aesthetic and use inspiration  
Exhibit C : Approved West University ZBA of  
Compatible Nearby Site Across the Street



# EXHIBIT B-2

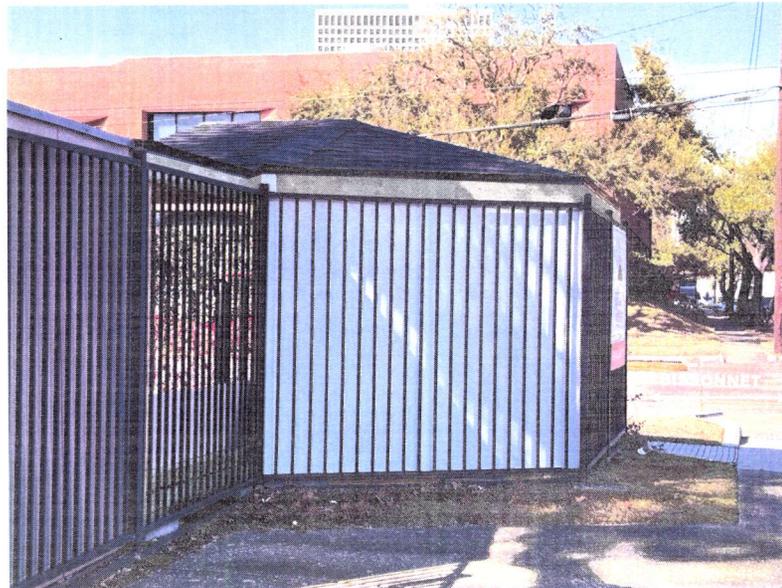


# EXHIBIT B-3



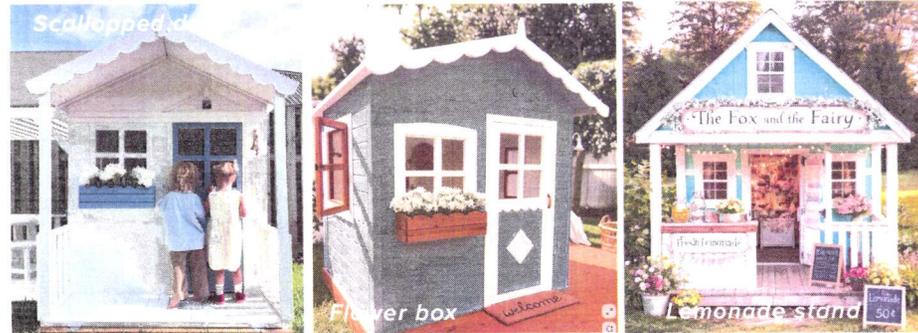
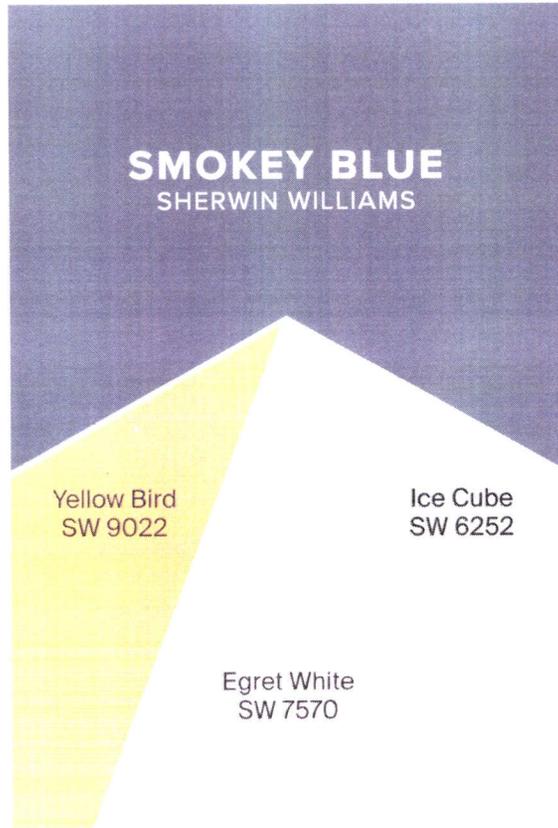


# EXHIBIT B-4



# EXHIBIT B-5

## INSPIRATION:





# EXHIBIT C

Street name changed from Buffalo  
Speedway to Bissonnet. Corrected as of  
10/22/2024

## Public Works Department

### Notice of Zoning Board of Adjustment Meeting

Notice is hereby given of a **regular meeting of the Zoning Board of Adjustment** on Thursday, October 24, 2024, beginning at 6:30 p.m. in the **Municipal Building** located at 3800 University Blvd., West University Place, Texas.

*Note: The Board reserves the right to convene in a closed session for any agenda item if the need arises pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.*

The subject(s) of the meeting on which the Board will discuss and take action are:

1. **Call to order, notices, rules, etc.** Matters relating to notices, rules and meeting procedures, identifying parties, swearing of witnesses, etc.
2. **Docket No. 2024-0005, regarding the property located at 3303 (Bissonnet St.), Houston, TX 77005 (Special Exception).**
  - a. Public hearing regarding an application for a special exception from the City's Zoning Ordinance, Appendix A, Article 7, Section 7-101, Table 7-1, Note 3 to authorize (2) additional structures at The Children's Place pre-school ministry.
  - b. Deliberate and decide or take other action, regarding the requested variance.
3. **Meeting Minutes.**
  - a. Public comments, if any, on the meeting minutes from February 22, 2024.

*Anyone with a disability requiring special arrangements to be able to participate in the meeting may contact the person who signs this notice, below, in advance of the meeting, to allow time for arrangements to be made as necessary. The meeting place mentioned above is accessible by wheelchairs by using the sloped ramp located at the west entrance to the municipal building. Specially marked parking spaces are available in the parking lot adjoining University Boulevard.*

**I CERTIFY THAT THIS NOTICE AND AGENDA OF ITEMS TO BE CONSIDERED BY THE WEST UNIVERSITY PLACE ZONING BOARD OF ADJUSTMENT ON OCTOBER 24, 2024, WAS POSTED ON THE MUNICIPAL BUILDING BULLETIN BOARD ON OR BEFORE THE 21ST DAY OF OCTOBER 2024, AT OR BEFORE 6:30 O'CLOCK P.M.**

*Brett Cast*

Brett Cast, Asst. Public Works Director

[bcast@westutx.gov](mailto:bcast@westutx.gov)

To: **The Building and Standards Commission**  
From: **Brett Cast, Asst. Public Works Director**  
Date: **September 26, 2024**  
Re: **Staff Report for Docket 2024-0005, 3303 Bissonnet St**

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**Applicant's Request:**

The applicant in Docket #2024-0005 – 3303 Bissonnet Street, requests that the Zoning Board of Adjustment (the “ZBA”) approve a Special Exception from the city’s Code of Ordinances to allow the construction of two (2) additional play structures to be located at the Children’s Place pre-school ministry.

**Background Information:**

The applicant has proposed two additional play structures to be installed at the Children’s Place pre-school ministry. This special exception is a follow-up to a prior variance and special exception request which were approved unanimously during the 7/24/22 meeting of the ZBA. The prior special exception request was related to approving an accessory childcare use for St. Andrews as required by the zoning code. The prior approved variances were related to alternative front and side street setbacks and pervious area. During the initial request, the applicant provided a conceptual site plan which included details on the proposed layout for the pre-schools’ play area. The site plan was approved by the ZBA in the proposed configuration and layout. Recently, the applicant submitted a modified plan to the city indicating that they desired to install two (2) additional play structures that were not included on the site plan approved by the ZBA. To authorize the additional play structures, the applicant was informed that they would be required to submit a request for a special exception to modify the approved site plan.

**Sec. 7-101, Table 7-1, Note 3. – Accessory Uses and Structures.**

In the indicated districts, the ZBA may issue a special exception to authorize additional uses and structures, if the ZBA finds and determines that each additional use and structure is: (i) accessory to a lawful primary use and (ii) compatible with nearby sites and their uses. The special exception may include a site plan identifying and limiting such uses and structures.

**Staff Recommendation:**

City staff makes a recommendation for the approval of this special exception request.

**Variance Request**

The ZBA may not issue or modify a special exception unless all of the following circumstances are present:

- (1) The ZBA has determined that the proposed special exception will not cause any significant increase in on-street parking, will not cause any substantial traffic congestion, will not cause any substantial increase in traffic or an unreasonable burden upon utility systems or upon any other public facility or public service.
-

- (2) The ZBA has determined that the proposed special exception will be in harmony with the general purpose and intent of this section.
- (3) If the proposed special exception involves a bar, the ZBA has found that the applicant has clearly demonstrated that there is a readiness, willingness and ability to comply with all applicable laws, rules, regulations and ordinances relating to alcoholic beverages.
- (4) The has made any additional findings and determinations required by a specific provision of this section.
- (5) The special exception has been reduced to writing and includes any conditions prescribed by the ZBA or required by this section for the special exception in question.

The ZBA may approve, deny or approve with conditions a variance.



**City of West University Place**  
**APPLICATION TO THE ZONING BOARD OF ADJUSTMENT OF THE**  
**CITY OF WEST UNIVERSITY PLACE, TEXAS ("CITY")**

**Address of site:** 3303 BISSONNET

**Legal description of the site:** LOT 2 BLK 90 WEST UNIVERSITY PLACE SEC 2

**Applicant:** ST. ANDREW'S PRESBYTERIAN CHURCH

**Address:** 5308 BUFFALO SPEEDWAY, HOUSTON, TX 77005

**Contact:** KELLY LEWIS

**Phone:** 713-667-1703

**Fax:**

**Email:** kelly@sahouston.com

**Decision or Action Requested (check one or more and provide requested data):**

( ) **Appeal.** Hear and decide an appeal from an order, requirement, decision or determination made by the Administrative Official.

- Is the official's action in writing? ( ) Yes; ( ) copy is attached. ( ) No, but the action appealed is as follows:

- When was the action taken? Note: Appeals must be filed within a reasonable time. Please explain any delay below:

- Exact zoning ordinance section(s) involved:
- Grounds for appeal:

(x) **Special Exception.**

- Exact zoning ordinance section that authorizes the special exception:  
**Appendix A, Article 7, Section 7-101. Regulations, Tables, Etc., Table 7-1, Note 3. Accessory Uses and Structures**
- Exact wording of special exception requested:  
**PLEASE REFER TO THE ATTACHED APPLICATION ADDENDUM**

( ) **Variance.**

- Exact zoning ordinance section from which a variance is requested:
- Exact wording of variance requested:

**Other Data.** Are there drawings or other data? ( ) No (x) Yes (list items here and attach them)

APPLICATION ADDENDUM

EXHIBIT A: SURVEY/LEGAL DESCRIPTION OF PROPERTY

EXHIBIT A-1: FORM SURVEY - THE CHILDREN'S PLACE  
 (UNDER CONSTRUCTION)

EXHIBIT B: APPROVED BUILDING PERMIT

EXHIBIT B-1: APPROVED PERMIT CODE SHEET

EXHIBIT C-1: APPROVED PERMIT SITEWORK PLAN

EXHIBIT C-2: APPROVED PERMIT ENLARGED SITEWORK PLAN

EXHIBIT D-1: PROPOSED REVISED SITEWORK PLAN

EXHIBIT D-2: PROPOSED REVISED SITEWORK  
 ENLARGEMENT PLAN

EXHIBIT D-3: PROPOSED GARDEN HUT

EXHIBIT D-4: PROPOSED MEADOW HUT

EXHIBIT E: APPROVED WEST UNIVERSITY SPECIAL  
 EXEMPTIONS AND VARIANCES

**Attached.** The applicant has read the State and City regulations attached.

Signature of applicant: [Signature] Date: 08/01/2024

**For Staff Use only** Date filed: 9/15/2024 Date heard: 9/26/24 Docket#: P2-24-0005

Attachment to Application for Special Exception  
**St. Andrew's Presbyterian Church – The Children's Place**

Amendment to Special Exception

I. Executive Summary

- a. Note 3. Accessory Uses and Structures. In the indicated districts, the ZBA may issue a special exception to authorize additional uses and structures, if the ZBA finds and determines that each additional use and structure is: (i) accessory to a lawful primary use and (iii) compatible with nearby sites and their uses. The special exception may include a site plan identifying and limiting such uses and structures.
- b. Section 7-101, Table 7-1, Note 3: Accessory Uses and Structures
- c. "Requesting a Special Exception to authorize (2) additional play structures at The Children's Place pre-school ministry. The proposed play structures include a "Garden Playhut" and a "Meadow Playhut"."

II. The Children's Place

The new Children's Place, pre-school ministry, has been under construction for the past 10 months. Before construction commenced the Church appeared before the Zoning Board to apply for a special exception (*Accessory Use*) and (3) variances (*setbacks & pervious area requirements*) which were granted, as shown in **EXHIBIT E**.

At that time, only a conceptual landscape plan was presented outlining the playground zones, with no programmatic landscape elements shown. The approved landscape permit drawings, see **EXHIBITS C-1 & C-2**, further clarified the programmatic elements of the playground located along the Westchester front yard setback. Due to concerns about budget, the church did not include two play structures in the permit set of documents. However, during the construction process, additional funds were obtained, and the church would like to include these new elements to the overall design of the playground to allow for proper separation between age groups. By adding these two play structures, the facility will be able to "zone" off different portions of this playground for different age groups, which provides them with greater flexibility and keeping in line with daycare playground standards.

III. Requested Special Exception

1. The Children's Place, a pre-school ministry, is requesting a special exception to authorize (2) additional play structures. The proposed play structures, which serve as an accessory use to the established primary use of the site, include a "Garden Playhut" and a "Meadow Playhut".

IV. Argument for Special Exception

*Accessory Use*

1. The requested additional play structures are an accessory use to the school in that these structures are both (i) subordinate and incidental to The Children's Place, pre-school ministry, and (ii) is a necessary component of The Children's Place program

### *Specific Findings Required*

1. Accessory Uses and Structures – Note 3 of Table 7-1 require specific findings for an accessory use and structures. Those requirements and the basis for the findings are as follows:
  - i. The use and structures are an accessory to a lawful primary use - See above statement. Playground structures are common and required accessory use to a childcare / pre-school ministry.
  - ii. The use is reasonably compatible with nearby sites and their uses. The new playground located within the established Westchester front yard setback that sits directly across from the Beehive playground, the preschool component of the West University Place Church of Christ. These uses are the same and compatible with each other. Across Bissonnet are commercial uses.
  
2. All Special Exceptions – All special exceptions require the following findings:
  - i. The use will not cause any significant increase in on-street parking, will not cause any substantial traffic congestion, will not cause any substantial increase in traffic or any unreasonable burden upon utility systems or upon other public facilities or public service – This use will not affect parking, traffic or public infrastructure.
  - ii. The use is in harmony with the general purpose and intent of this Section (11-102) - The use is supportive of the West University Place community and is a common part of pre-schools.
  - iii. Specific findings and determinations required have been made. – See above.
  - iv. Special Conditions – The structures shall be constructed in accordance with the attached proposed site plan and rendering as shown in **EXHIBITS D-1, D-2, D-3 & D-4.**

### V. Request for Approval

The Church respectfully requests the Board of Adjustment set a hearing for this matter in September and approve the requested Variance.

#### Exhibits:

- A: Survey / Legal description of property – 2023/09/14
- A-1: Form Survey – The Children's Place Building Currently Under Construction – 2023/12/14
- B: Approved Building Permit – 2023/10/03
- B-1: Approved Permit Code Sheet – 2023/10/03
- C-1: Approved Permit Sitework Plan – 2023/05/10 (Submission Date)
- C-2: Approved Permit Sitework Enlargement Plan – 2023/05/10 (Submission Date)
- D-1: Proposed Revised Sitework Plan – 2024/08/01
- D-2: Proposed Revised Sitework Enlargement Plan – 2024/03/13
- D-3: Proposed Garden Hut – 2024/08/01
- D-4: Proposed Meadow Hut – 2024/08/01
- E: Approved West University Special Exemptions and Variances – 2022/08/10

**AGENDA**

**ITEM**

**#4**

**ZONING BOARD OF ADJUSTMENT  
MUNICIPAL BUILDING  
3800 UNIVERSITY BOULEVARD  
MEETING MINUTES  
NOVEMBER 20, 2025  
6:30 p.m.**

I.	MEMBERS PRESENT:	Ross Fava (voting), Jennifer Sickler (voting), Harold Rocketto (voting), Shaffer Braun (voting), Myrenda Takashima (voting), Gerry Spedale, Scott Miller and Gerardo Paez
II.	MEMBERS ABSENT:	N/A
III.	STAFF PRESENT:	Philip Boedeker, Legal Counsel, Chuck Sandifer, Building Official, Josie Hayes, Administrative Coordinator and Chris Guess, Planning & Zoning Administrator
IV.	CALL TO ORDER:	6:30 p.m.

1.	<b>Call the meeting to order. Notices, Rules, etc.</b>	Ross Fava called the meeting to order at 6:30 p.m. Ross Fava asked members to briefly introduce themselves. Ross Fava then described the hearing procedures. Swearing in of witnesses.	Ross Fava administered the oath to all witnesses. Josie Hayes stated there were not any alternate voting members.
2.	<b>Swearing in of Zoning Board of Adjustments Commission Members.</b>	Swearing in of members lead by Administrative Coordinator, Josie Hayes.	Josie Hayes administered the Oath of Office and Statement of Appointed Officer to all members.
3.	<b>Board Member Orientation.</b>	Orientation lead by Legal Counsel, Philip Boedeker.	PowerPoint presentation by Legal Counsel, Philip Boedeker.
4.	<b>Docket No. 2025-0022; regarding property at 6218 Auden St., West University Place, Texas 77005 (Variance).</b> a. Public hearing regarding a variance to Appendix A – Zoning Ordinance; Article 7A – Residential District-	<b>Applicant’s Request</b> The applicant in Docket #2025-0022, concerning Lots 6, 7, 8 and 9, Block 19. College View Section 1; Lot 9 and Tract 8A, block 18, College View Section 3; and Tracts 15M and 16, Abstract 61, A.C. Reynolds Survey (collectively referred to as CityRise Church/West U Baptist), has submitted an application to	The applicant presented their request for the Variance.  Motion to close the deliberation portion of the hearing was made by Harold Rocketto. Second by Myrenda Takashima. <b>AYES:</b> Ross Fava, Jennifer Sickler, Harold Rocketto, Shaffer Braun and Myrenda Takashima. <b>Motion carried (5-0).</b>

	<p>Specific Regulations; Table 7A-2; Yards (or ‘setbacks’); Street side yard to permit a zero street-side yard setback along the northern boundary of Tract 15M of the AC Reynolds survey to develop a drop-off lane and canopy.</p> <p>b. Deliberation, decisions, other action, etc. regarding the preceding matters.</p>	<p>request a variance to Appendix A – Zoning Ordinance, Article 7A – Residential District-Specific Regulations, Table 7A-2; Yards (Setbacks); Street Side yard, to allow a zero-foot street side yard setback to accommodate the construction of a drop-off lane and associated canopy structure along the Milton Street property line.</p> <p><b><u>Background Information</u></b></p> <p>The applicant seeks a variance from the required street side yard setback along the northern property boundary to allow for the construction of a covered drop-off lane and canopy. Prior to filing the variance request, the applicant met with the City’s internal Development Review Team and submitted a conceptual site layout for preliminary review. City staff acknowledged the community serving nature of the proposed improvements and the institutional use of the property as a place of religious assembly. Staff evaluated the conceptual plan and did not identify any technical or design concerns that would necessitate substantial reconfiguration of the proposed layout. The applicant provided a project narrative describing the functional intent of the proposed improvement. It explained the drop-off lane will be situated along Milton St. to facilitate safe, covered access to the sanctuary for senior members of the congregation. The applicant further noted that the proposed configuration is expected to improve</p>	<p>After deliberation, Schaffer Braun made a motion to approve the variance request. Second by Myrenda Takashima. <b>AYES:</b> Ross Fava, Jennifer Sickler, Harold Rocketto, Shaffer Braun and Myrenda Takashima, <b>NOES:</b> None. <b>Motion carried (5-0).</b></p>
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		traffic circulation associated with passenger drop-offs, accommodate off-loading and deliveries more efficiently, and provide a designated area for members utilizing rideshare services.	
5.	<b>Meeting Minutes.</b>	Approval of meeting minutes of April 24, 2025.	Shaffer Braun moved to approve April 24, 2025, minutes. Second by Harold Rocketto. <b>AYES:</b> Ross Fava, Jennifer Sickler, Harold Rocketto, Shaffer Braun and Myrenda Takashima. <b>Motion carried (5-0).</b>
	<b>Adjournment.</b>	The meeting was adjourned at 7:51 p.m.	Shaffer Braun moved to adjourn the meeting. Second by Jennifer Sickler. <b>AYES:</b> Ross Fava, Jennifer Sickler, Harold Rocketto, Shaffer Braun and Myrenda Takashima. <b>Motion carried (5-0).</b>

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2026.

\_\_\_\_\_  
Presiding Officer

ATTEST: \_\_\_\_\_  
Josie M. Hayes, Administrator Coordinator