



**Meeting Minutes
Board of Adjustment**

Tuesday, September 23, 2025

5:00 PM

Council Chamber

4:30 - 5:00 PM - Work Session for Agenda Review

Chairman Lane opened the work session at 4:32pm.

City Planner, Jessica Rees, presented Case BOA 25-006 via PowerPoint. Applicant Lamberts Landscape representing property owners Drew and Amy McKnight, requesting an amendment to the existing special exception with regards to Section 8.4.4 of the Zoning Ordinance for the installation of driveway gates. The property is zoned Single Family-1 (SF-1) and the address is 6912 Vassar Avenue. An image was shown of the two hundred (200) foot buffer around the property. Property owners within this buffer received notice of the public hearing by mail. Of eight (8) notices mailed out, one (1) response was received back in favor of the request.

Mrs. Rees displayed the site plan showing where the proposed driveway gates would be.

5:00 PM - Public Hearing

Call to Order

Chairman Darrell Lane called the meeting to order at 5:01pm.

Introduction of Board Members

Present: (5) Chairman Darrell Lane, Ann Shaw, Bruce Collins, Sarah Toraason and Bobby Womble

Seated: (5) Chairman Darrell Lane, Ann Shaw, Bruce Collins, Sarah Toraason and Bobby Womble

Excused: (3) Eurico Francisco, Clay Snelling and Randy Biddle

Staff in Attendance

Keegan Littrell - Director of Public Works and Community Development
Jessica Rees - City Planner
Mary Oates - Community Development Technician
Rob Dillard - City Attorney

The Board of Adjustment of the City of University Park will conduct a public hearing in the Council Chamber. Consideration will be given to the following item(s):

[BOA 25-006](#)

BOA 25-006: Applicant Lamberts Landscape representing property owners Drew and Amy McKnight, requesting an amendment to the existing special exception with regards to Section 8.4.4 of the Zoning Ordinance for the installation of driveway gates. The property is zoned Single Family-1 (SF-1) and the address is 6912 Vassar Avenue.

Board Member Shaw read Case BOA 25-006.

City Planner, Jessica Rees, presented Case BOA 25-006 via PowerPoint. Applicant Lamberts Landscape representing property owners Drew and Amy McKnight, requesting an amendment to the existing special exception with regards to Section 8.4.4 of the Zoning Ordinance for the installation of driveway gates. The property is zoned Single Family-1 (SF-1) and the address is 6912 Vassar Avenue. An image was shown of the two hundred (200) foot buffer around the property. Property owners within this buffer received notice of the public hearing by mail. Of eight (8) notices mailed out, one (1) response was received back in favor of the request.

Jessica showed the special exception section of the zoning ordinance and focused on Section 8.4.4.

A site plan of the property was shown. Mrs. Rees stated that there has already been two (2) special exceptions for front yard gates. A gate towards the residence in 2016 and a pedestrian gate at the front of the property in 2023. Today, we are talking about the two (2) driveway gates at each end of the circle driveway of the property. A rendering was shown of the proposed columns and gates. It also show that there is existing screening the property already has at the front property line. The gate themselves will be under six (6) feet and the columns will be a max of eight (8) feet. The gates will be dark green in color and will be able to be opened at fifty percent (50%). Two existing photos of the property were presented showing the existing screening that's there. Additional hedging will be added to fill in the gaps next to the gates to complete the screening. A Knox box and location on the site plan was shown to the Fire Marshal, Mrs. Corn, and she approved the model of box and the location.

Staff recommends that the Board of Adjustment grant the special exception if it meets criteria. A discussion was had about an issue with the pedestrian gate, that they had gotten a special exception, on no meeting the color that was called out in the order, so now staff suggests to have a discussion for the record.

Chairman Lane stated that since there is no one else in attendance to speak in favor or in opposition of the item and he confirmed that there was only the one (1) response received back.

Chairman Lane also said that he had an issue with not having anyone present to represent the item that could address and answer any comments and

questions. For that, he recommends denying the item without prejudice so they can come back with the item again. He stated that he has open questions about the performance of the prior special exception, he has concerns of performance of the proposed special exception.

A motion was made by Chairman of the Board, Darrell Lane, seconded by Board Member Toraason, that the special exception be denied without prejudice. The motion was carried by a unanimous vote.

Consider the previous meeting minutes with or without corrections:

[25-228](#)

BOA Meeting Minutes - 08.26.25

A motion was made by Board Member, Womble, seconded by Board Member, Collins, that the minutes be approved. The motion was carried by a unanimous vote.

ADJOURNMENT: With there being no further business before the Board, Chairman lane adjourned the meeting at 5:08pm.

Approved by:

Chairman, Darrell B. Lane

Date