



**Meeting Minutes
Board of Adjustment**

Tuesday, February 25, 2025

5:00 PM

Council Chamber

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

Chairman Lane opened the work session at 4:36 p.m.

City Planner Jessica Rees presented Case BOA 25-001 via PowerPoint. Applicant Clay Snelling with Snelling Homes, representing property owner Tal Hicks, requesting a special exception with regards to Section 8.4.4 of the Zoning Ordinance for a front yard fence, pedestrian gate and driveway gates. The property is zoned Single Family-1 and the address is 6916 Baltimore Drive. An image was shown of the two hundred (200) feet buffer around the property. Property owners within this buffer received notice of the public hearing by mail. Of eight (8) notices mailed out, no responses were received back.

Mrs. Rees displayed the site plan showing where the proposed front yard fence, pedestrian gate and driveway gates will be located.

Call to Order

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

Introduction of Board Members

Present: (5) Chairman Darrell Lane, Eurico Francisco, Ann Shaw, Randy Biddle and Bruce Collins

Seated: (5) Chairman Darrell Lane, Eurico Francisco, Ann Shaw, Randy Biddle and Bruce Collins

Excused: (2) Bobby Womble and Sarah Toraason

Staff in Attendance

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 25-001](#)

BOA 25-001: Applicant Clay Snelling with Snelling Homes, representing property owner Tal Hicks, requesting a special exception with regards to Section 8.4.4 of the Zoning Ordinance for a front yard fence, pedestrian gate and driveway gates. The property is zoned Single Family-1 and the address is 6916 Baltimore Drive.

Board Member Shaw read Case BOA 25-001

City Planner Jessica Rees presented Case BOA 25-001 via PowerPoint. Applicant Clay Snelling with Snelling Homes, representing property owner Tal Hicks, requesting a special exception with regards to Section 8.4.4 of the Zoning Ordinance for a front yard fence, pedestrian gate and driveway gates. The property is zoned Single Family-1 and the address is 6916 Baltimore Drive. An image was shown of the two hundred (200) feet buffer around the property. Property owners within this buffer received notice of the public hearing by mail. Of eight (8) notices mailed out, no responses were received back.

Mrs. Rees showed the proposed fence, pedestrian gate and driveway gate as well as the front property line. The fence is proposed to go along the front section and go all the way up to the front build line. Once it gets to the front build line, that is straight zoning that does allow it to go back around the property. There are proposed Nellie R Stevens that will be planted in front of the fence in order to meet that screening requirement. It will be a black wrought iron fence six (6) foot tall max and will have two (2) driveway columns on either side of those driveway gates. There will be a sliding gate that will go back onto private property so that it is not going over the property line. Those columns will be a max of eight (8) feet tall. There will be other vegetation that will be planted more on private property behind the fence.

Staff has review the documents that have been presented and feel that the request meets all the criteria that are in the special exception section and staff recommends that the board grants the special exception.

Chairman Lane confirmed with Mrs. Rees that staff has received an email from the fire marshal approving the installation of the fence and gates. Mrs. Rees confirmed that yes, as a part of the requirements, plans and the type of Knox Box that is going to be used on the property are sent to the fire marshal so that they can sign off on it. Staff does has confirmation from the fire marshal that it is good.

With this property being an active construction site, Chairman asks if staff would recommend six (6) or seven (7) months to allow them enough time to complete the construction before the applicant can request a permit for the fence and gates. Mrs. Rees agreed that yes, with the fence being the last part of the construction, six (6) months would be a good time frame. She said that the applicant is thinking the installation will be in September.

A motion was made by Board Member Collins, seconded by Board Member Shaw, that the special exception be approved with a six (6) month time period for action. The motion was carried by a unanimous vote.

Consider the previous meeting minutes with or without corrections:

[25-040](#)

BOA Meeting Minutes - 11.26.24

A motion was made by Board Member Shaw, seconded by Board Member Francisco, 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 5:07 p.m.

Approved by:

Chairman, Darrell B. Lane

Date