



**Meeting Minutes  
Planning and Zoning Commission**

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Tuesday, January 14, 2025

5:00 PM

Council Chamber

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

Chairman Mercer opened the work session at 4:32 p.m.

City Planner Jessica Rees presented Case PZ 25-001 via PowerPoint. Applicant Stuart Markussen, with RLG Consulting Engineers, representing University Park United Methodist Church requesting to amend the detailed site plan for Planned Development District 20 to allow for the addition of a new metal trellises and masonry seat walls on the church campus. The subject site located at 4024 Caruth Boulevard. 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 nine (9) notices mailed out, none were received back.

Mrs. Rees displayed the proposed metal trellises and masonry seat walls on the church campus.

*Call to Order*

Chairman Blair Mercer called the meeting to order at 5:00 p.m.

*Introduction of Commission Members*

Present: (9) Chairman Blair Mercer, John Walsh, Rusty Goff, James Bristow, Steve Hudson, Ben Biddle, Duncan Fulton, Thomas Russell, Brian Smoot and Council Liaison, Melissa Rieman

Seated: (5) Chairman Blair Mercer, John Walsh, Rusty Goff, James Bristow and Steve Hudson

Excused: (1) David Delorenzo

*Staff in Attendance*

Jessica Rees, City Planner  
Mary Oates, Community Development Technician  
Rob Dillard, City Attorney

[PZ 25-001](#)

PZ 25-001: Applicant Stuart Markussen, with RLG Consulting Engineers,

representing University Park United Methodist Church requesting to amend the detailed site plan for Planned Development District 20 to allow for the addition of a new metal trellises and masonry seat walls on the church campus. The subject site located at 4024 Caruth Boulevard.

City Planner Jessica Rees presented Case PZ 25-001 via PowerPoint. Applicant Stuart Markussen, with RLG Consulting Engineers, representing University Park United Methodist Church requesting to amend the detailed site plan for Planned Development District 20 to allow for the addition of a new metal trellises and masonry seat walls on the church campus. The subject site located at 4024 Caruth Boulevard. 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 nine (9) notices mailed out, none were received back.

Mrs. Rees shows the proposed detailed site plan. They are proposing the have the metal trellis structure attached to the building and will not go any closer to the front property line than any other portion of the building which is set back about forty-five (45) and a half feet. Along the walkway to the entrance are the proposed seat walls that the church would like to add and right next to that will be three (3) proposed light poles. An image of the proposed trellis was shown. It will have an LED band on the underneath side of the top so that it is lit. It is a max of ten (10) feet ten (10) inches. The seat walls are a proposed max of one (1) foot four (4) inches. Renderings of the proposed improvements were shown. The proposed light poles have been confirmed that they going to be just like the existing light poles that the church has around the campus already.

Staff recommends that the Planning and Zoning Commission conduct a Public Hearing for the amendments to the Planned Development district and forward a recommendation to City Council.

**A motion was made by Board Member Walsh, seconded by Board Member Goff, that the amendments to the Planned Development district be recommended to City Council. The motion was carried by a unanimous vote.**

*Consider the previous meeting minutes with or without corrections:*

[25-006](#)

P&Z Meeting Minutes - 09/10/2024

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

**ADJOURNMENT: With there being no further business before the Board, Chairman Mercer adjourned the meeting at 5:06 p.m.**

Approved by:

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Chairman, Blair Mercer

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Date