



**Meeting Minutes
Board of Adjustment**

Tuesday, August 26, 2025

5:00 PM

Council Chamber

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

Chairman Lane opened the work session at 4:30 p.m.

City Planner, Jessica Rees, presented Case BOA 25-005 via PowerPoint. Applicant Taylor Stark representing property owner Fojtasek Revocable Trust, requesting a special exception with regards to Section 8.4.4 of the Zoning Ordinance for the installation of a front yard fence and gates. The property is zoned Single Family-1 (SF-1) and the address is 6815 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 nine (9) notices mailed out, one (1) response was received back in opposition of the special exception request.

Mrs. Rees displayed the site plan indicating where the proposed fence will be on the property.

5:00 PM - Public Hearing

Call to Order

Chairman Darrell Lane called the meeting to order at 5:00 p.m.

Introduction of Board Members

Present: (8) Chairman Darrell Lane, Bobby Womble, Eurico Francisco, Clay Snelling, Ann Shaw, Randy Biddle, Sarah Toraason and Bruce Collins

Seated: (5) Chairman Darrell Lane, Bobby Womble, Eurico Francisco, Clay Snelling and Ann Shaw

Excused: (0)

Council Liaison: (1) Phillip Philbin

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 25-005](#)

BOA 25-005: Applicant Taylor Stark representing property owner Fojtasek Revocable Trust, requesting a special exception with regards to Section 8.4.4 of the Zoning Ordinance for the installation of a front yard fence and gates. The property is zoned Single Family-1 (SF-1) and the address is 6815 Baltimore Drive.

Board Member Francisco read Case BOA 25-005

City Planner, Jessica Rees, presented Case BOA 25-005 via PowerPoint. Applicant Taylor Stark representing property owner Fojtasek Revocable Trust, requesting a special exception with regards to Section 8.4.4 of the Zoning Ordinance for the installation of a front yard fence and gates. The property is zoned Single Family-1 (SF-1) and the address is 6815 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 nine (9) notices mailed out, one (1) response was received back in opposition of the special exception request.

Mrs. Rees showed the proposed fence that will be installed in the front yard of the property. There will also be a pedestrian gate and a driveway gate. Photos were shown of the existing property. There is an existing big vegetation hedge along the property line on Baltimore that is currently there. The proposed fence will be installed behind the hedge on private property along the property line. There is some vegetation on the side property line where the fence will be along the adjacent property as well as some on the other side that after discussions, might need to be replaced once the new fence is installed just to make sure it has the screening that is required by the zoning ordinance. A rendering was shown of the house along with the proposed fence, driveway gate and pedestrian gate maxes right now to be six (6) feet tall for those columns and gate. The fence itself will have a max of around six (6) feet and then will drop down in some areas just based on the grading of the lot.

Staff recommends that the Board of Adjustment grant this special exception. It was discussed in the work session that the written covenant was missing the address, so staff will get with the applicant to get that filled out properly and re-notarized. The fire Marshal did send over an email in the morning regarding the Knox box that will be installed for this gate with her approval of the location and model which will be attached to the order as well.

Chairman Lane confirmed that the board members only received one letter and asked if there had been anymore letters received after the packets were delivered. Jessica confirmed that yes, that is correct.

Taylor Stark, the applicant approached the board stating that the rendering of the driveway gate was a representation only just to be a visual aid and not representative of the final product.

Chairman Lane asked that whoever makes a motion, that is be subject to an

irrigation covenant and attachment of the Fire Marshal's approval.

A motion was made by Board Member Shaw, seconded by Board Member Womble, that the special exception be granted as requested upon the proper irrigation covenant and attachment of Fire Marshal approval. The motion was carried by a unanimous vote.

Consider the previous meeting minutes with or without corrections:

[25-191](#)

BOA Meeting Minutes - 07.22.25

A motion was made by Board Member Francisco, seconded by Board Member Womble, 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 5:09 p.m.

Approved by:

Chairman, Darrell B. Lane

Date